



Office of the President

To: April Montes, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Dan Clark, Academic Senate President
 Date: August 16, 2022
 Re: Classified Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following requests. The president’s response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Damien Peña	Career Services Assistant	Career Center	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Career Services Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the Career Center. As such, I support hiring a replacement for this position.
Vanessa Stotler	Student Outreach Specialist	Outreach	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Student Outreach Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Outreach department. As such, I support hiring a replacement for this position.
David Casas	Accounting Technician	Fiscal Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Accounting Technician position, due to a resignation. It is felt this position is necessary for the continuity of the Fiscal Services department. As such, I support hiring a replacement for this position.

Please share this information as appropriate. Thank you for your contribution to this process.

Ventura College will be a beacon of learning — a source of inspiration and guidance — for our students and community.

Out-of Cycle Resource Request Form

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

Q1. Type of Resource Requested:

- Classified Staff

Q14. Is this a new resource or a replacement of an existing resource?

- Replacement

Q3. Description of Request:

If this is a staffing request please include the following information:

- Position title
- Position number (if this is a replacement)
- Date that the hire is needed

Career Services Assistant
VCU595
August 15, 2022

Q4. Why was this request not included in the annual program review process?

the person vacated the position after program review process was completed.

Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

There is only one dedicated Career person for the entire campus and student population.

Q12. Estimated Cost

120,000

Q15. Funding Source (e.g. General Fund, Categorical, etc.)

Categorical (SWF, Perkins, SEA)

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Damien Pena

Q11. Your VCCCD Email Address

dpena@vccd.edu

Q7.

Vice President Over Your Area

- Damien Pena

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open Career Services Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the Career Center. As such, I support hiring a replacement for this position.

Click the submit button below to send this request to your Vice President.

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- Replacement

Q3. Description of Request:

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- Position title
- Position number (if this is a replacement)
- Date that the hire is needed

Student Outreach Specialist
VCU548 - 00
8/22/22

Q4. Why was this request not included in the annual program review process?

resignation that happened with little notice

Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

resignation that happened with little notice

Q12. Estimated Cost

90K

Q15. Funding Source (e.g. General Fund, Categorical, etc.)

outreach- 111-31024-2121-679000

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- External Requirement (Describe):

growing the Ventura college presence

- Grant Requirement (Describe):

none

Q10. Your Name

Vanessa Stotler

Q11. Your VCCCD Email Address

vstotler@vccd.edu

Q7.

Vice President Over Your Area

- Damien Pena

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open Student Outreach Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Outreach department. As such, I support hiring a replacement for this position.

Click the submit button below to send this request to your Vice President.

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If this is a staffing request please include the following information:

- Position title
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- Date that the hire is needed

VCU425 - Accounting Technician
9/1/2022

Q4. Why was this request not included in the annual program review process?

Incumbent personnel has accepted transfer/promotion to Oxnard College for Senior Accounting Technician

Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

VCU425 - Accounting Technician works in the College Fiscal Services office. They are the sole personnel that does Payroll for the entire campus as well as timely Fiscal Services procedures such as Budget Transfers, Journal Vouchers, Payroll Authorizations, and Timesheets.

Q12. Estimated Cost

\$52,032

Q15. Funding Source (e.g. General Fund, Categorical, etc.)

General Fund

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

David Casas

Q11. Your VCCCD Email Address

Dcasas@vccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open Accounting Technician position, due to a resignation. It is felt this position is necessary for the continuity of the Fiscal Services department. As such, I support hiring a replacement for this position.

Click the submit button below to send this request to your Vice President.