



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 23, 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
Jesse Sluder	Maintenance and Operations Supervisor	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Maintenance and Operations Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.
Debbie Newcomb	Office Assistant, Foster Youth	FKCE	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Office Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the FKCE program. As such, I support hiring a replacement for this position. Please obtain consent from the Oxnard College President as well since the position is a shared expense.
Jesus Vega	Student Activities Specialist	Student Activities	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Student Activities Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Student Activities 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

Maintenance and Operations Supervisor
Class Spec Code: SC014
11/1/2022 (or soonest date available)

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

The previous Supervisor Martin Navarro retired with very little time 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.

The Maintenance and Operation Supervisor plans, organizes, and supervises the maintenance and repair of all assigned college buildings, facilities, and equipment; participates in a variety of activities related to construction, remodels, or related projects on campus; supervises and coordinates warehouse functions; and oversees the use and maintenance of the campus motor pool.

Q12. Estimated Cost

\$71,352.00 - \$99,132.00 Annually

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

111-32068-2610-651000

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

- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Jesse Sluder

Q11. Your VCCCD Email Address

jsluder@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 Maintenance and Operations Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.

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

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.

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- 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**

Office Assistant for FKCE program (shared with OC)
VCU-611
09-12-22

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

The current employee turned in resignation paperwork last week. He finished his Master's Degree and found a new career.

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.

This position is the only support our program specialist has. Under the new model (that has been working for the past two years), she is able to support both the VC and OC FKCE programs as long as she has reliable support from an office assistant. This has been a cost-effective and sustainable model for the programs.

Q12. Estimated Cost

\$45,000

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

Categorical - FKCE funds

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

- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

FKCE requirements for education for foster and kinship families

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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 Office Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the FKCE program. As such, I support hiring a replacement for this position. Please obtain consent from the Oxnard College President as well since the position is a shared expense.

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

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

Ventura College Student Activities Specialist
VCU-494-00
September 1, 2022

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

Request was not included in my annual program review because Libby was recently hired for another position at another institution. The need was not there during program review process.

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.

The position is needed due to the vacancy and needed to ensure that activities and engagement continue for the campus community.

Q12. Estimated Cost

66,348 (min salary) plus benefits. If person comes in at a higher rate, the max would be 91,646 plus benefits

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

General Fund: 111-32032-2121-649000

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

Q10. Your Name

Jesus Vega

Q11. Your VCCCD Email Address

jesusvega@vcccd.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 Activities Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Student Activities department. As such, I support hiring a replacement for this position.

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