



*Office of the President*

To: Sebastian Szczebiot, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Sue Royer; Dan Clark, Academic Senate President  
Date: January 12, 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 request. The president's response is included below, with the details in the individual request form attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss this request.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Sue Royer	Office Assistant – Civic Center	Business Services	As part of our <a href="#">Out of Cycle Resource Request process</a> , 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 operations in Business Services. As such, I support hiring a replacement for this position.

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

## **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**

Office Assistant  
VCU543  
1/24/22

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

Vacancy recently happened.

### **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 helps on the main switchboard for the college, works in the mailroom, assists with campus vehicle reservations, audits fleet procurement cards, and schedules/invoices facility rentals through Civic Center. College Services needs this support for effective operations.

### **Q12. Estimated Cost**

\$47,000/year

### **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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Susan Royer

**Q11. Your VCCCD Email Address**

[sroyer@vccd.edu](mailto:sroyer@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 Office Assistant position, due to a resignation. It is felt this position is necessary for the continuity of operations in Business Services. As such, I support hiring a replacement for this position.

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