



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Bernard Gibson; Dan Clark, Academic Senate President
Date: January 25, 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.

Requestor	Position Request	Division/Department	Response
Bernard Gibson	Office Assistant	Athletics	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 vacancy. It is felt this position is necessary for the continuity of operations in the Athletics 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.

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**

Athletics Office Assistant

VCU042

January 31, 2022

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

At the time of Program Review, the department had just brought on a new Dean and a temporary admin assistant. The initial needs assessment prioritized clearing the backlog over bringing on new employees. The provisional process to fill the position in the interim has not yielded any candidates and the need for division assistance has grown.

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.

Athletics/Performing Arts initially had two admin assistants and an Office Assistant. With the work of three people falling on a single person, the workload is unsustainable. As a result, the processing of hiring documents and vendor payments has been slowed. If we cannot bring on an office assistant soon, the gap will grow wider.

Q12. Estimated Cost

50,000

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

General Fund: 111-32034

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

- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness

Q10. Your Name

Noelle Neal

Q11. Your VCCCD Email Address

nneal@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 vacancy. It is felt this position is necessary for the continuity of operations in the Athletics department. As such, I support hiring a replacement for this position.

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