



Office of the President

To: Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Patricia Wendt; Leticia Canales; Dan Clark, Academic Senate President
 Date: February 8, 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
Patricia Wendt	DSPS Specialist – ASL Interpreter	DSPS	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open DSPS Specialist - ASL Interpreter position, due to a resignation. It is felt this position is necessary for the continuity of operations in DSPS. As such, I support hiring a replacement for this position.
Damien Peña	Student Services Assistant	Career Development Center	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Student Services Assistant position, due to a vacated position in the Career Center. It is felt this position is necessary for the continuity of operations in the Career Center. 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

DSPS Specialist - ASL Interpreter
VCU608
1/8/2022

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

Resignation of employee

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.

Interpreter is needed for compliance with ADA requirements and federal / state regulations. Hearing challenged students will be negatively impacted and underserved.

Q12. Estimated Cost

(\$6494 / mnth * 12 mnths) + 20% benefits = \$93,514

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

Categorical

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 4 - Enhance Institutional Effectiveness
- External Requirement (Describe):

ADA - Accessibility
State & Federal Regulations

Q10. Your Name

Patricia Wendt, Faculty Coordinator

Q11. Your VCCCD Email Address

pwendt@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 DSPS Specialist - ASL Interpreter position, due to a resignation. It is felt this position is necessary for the continuity of operations in DSPS. 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.

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

Student Services Assistant II- Career Development Center
Position Number VCU595
Date Needed: 2/15/2022

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

The position has recently become vacated.

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.

Currently, the Career Center only has one full time employee to meet the needs of all CE students and the general population. This position will aid in providing services to not only students, but also support our ongoing Strong Workforce efforts through CE partnerships. This position will support the implementation of career fairs, facilitate campus tours to connect employers with career education programs and students, conduct workshops and provide one on one career guidance.

Q12. Estimated Cost

76,016

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

SWF and SEA

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
- 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 Student Services Assistant position, due to a vacated position in the Career Center. It is felt this position is necessary for the continuity of operations in 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.