



Office of the President

To: Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Rocio Hernandez; Dan Clark, Academic Senate President
 Date: March 1, 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
Rocio Hernandez	Student Services Assistant	CalWORKs	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to hire a Student Services Assistant position for CalWORKs. It was determined this request is part of the 2022 Program Review. The position will be looked at through the Program Review process, not an Out of Cycle Request.
Jennifer Kalfsbeek-Goetz	Senior Administrative Assistant	Vice President, Academic Affairs	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Senior Administrative Assistant position, due to a resignation. It is felt this position is necessary for the continuity of operations in the office of the Vice President of Academic Affairs. 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?

- New

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
Needed: As soon as possible

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

It was. I am still unclear as to why it has not moved forward given CalWORKs has its own budget and any unused funds are sent back. The only thing that has helped right now is the carry over allowance due to COVID, which has prevented us from getting penalized.

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.

It has always been needed. The counselor/coordinator cannot run a department on their own. It is not reasonable to expect the counselor to see students, manage the program and manage the office.

Q12. Estimated Cost

\$92,814. salary plus benefits (estimated cost using step 3)

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

CalWORKs categorical budget. We have the funds for this.

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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

We work closely with the county and the lack of staff often causes a delay in response, which affects our customer service and equitable assistance to our students.

- Grant Requirement (Describe):

Our budget is allocated to run a program with appropriate staffing to best serve students.

Q10. Your Name

Rocio Hernandez

Q11. Your VCCCD Email Address

rhernandez1@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 hire a Student Services Assistant position for CalWORKs. It was determined this request is part of the 2022 Program Review. The position will be looked at through the Program Review process, not an Out of Cycle Request.

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**

Sr Admin Assistant to replace Sebastian Szczebiot. Needed on 3/7/22

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

Szczebiot resigned in mid-FEB, 2022

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.

I will need a Sr AA to effectively complete the work of the office of AA.

Q12. Estimated Cost

120,000

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

GF

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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Jennifer Kalfsbeek-Goetz

Q11. Your VCCCD Email Address

jkgoetz@vccd.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 Senior Administrative Assistant position, due to a resignation. It is felt this position is necessary for the continuity of operations in the office of the Vice President of Academic Affairs. As such, I support hiring a replacement for this position.

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