



Office of the President

To: Jordana Ybarra-Telias, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Alma Rodriguez; Jesus Vegas; Dan Clark, Academic Senate President
 Date: March 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
Alma Rodriguez	Student Success and Support Specialist I	Financial Aid	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a Student Success and Support Specialist I position designated as the Dreamer Resource Liaison. It was communicated through the Vice President of Business and Administrative Services that the request has been rescinded for further discussion by the department.
Damien Peña	Assistant Registrar	Admissions & Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Assistant Registrar position, due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring a replacement for this position.
Jesus Vega	Administrative Assistant (Bilingual)	VCEC	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Administrative Assistant (Bilingual) position, due to a transfer. It is felt this position is necessary for the continuity of operations at the Ventura College East Campus. 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 Success and Support Specialist I
February 10, 2022

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

California State Chancellors Office allocation for this position was not received prior to program review deadline.

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.

AB 1645 requires that each California Community College ensure that it has a staff member designated as a Dreamer Resource Liaison and funding for this purpose was provided in this years budget allocation. This person needs to be knowledgeable in available financial aid, social services, state-funded immigration legal services, internships, externships and academic opportunities for students meeting the requirements as set forth in Section 68130.5. In addition we are encouraged to establish a Dream Resource Center on each respective campus.

Failure to comply will require the return of funding and may pose other additional implications which are not yet stated in the budget allocation. At the same time, our Dreamer student population would be negatively impacted if we do not move forward with this position and the creation of a center.

Q12. Estimated Cost

\$98,000 (salary and benefits)

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

AB 1645 Funding from State- \$99128 (2021-2022) and \$49,995 (2020-2021)

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
- Grant Requirement (Describe):

AB 1645 -require the California Community Colleges and the California State University, and request the University of California, to designate a Dreamer Resource Liaison on each of their respective campuses, as specified, to assist students meeting specified requirements, including undocumented students, by streamlining access to all available financial aid, social services, state-funded immigration legal services, internships, externships, and academic opportunities for those students. By requiring community colleges to designate a Dreamer Resource Liaison, this bill would impose a state-mandated local program. The bill would encourage those institutions to establish Dream Resource Centers, and would authorize those centers to provide specified support services.

Q10. Your Name

Alma A. Rodriguez

Q11. Your VCCCD Email Address

arodriguez@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 establish a Student Success and Support Specialist I position designated as the Dreamer Resource Liaison. It was communicated through the Vice President of Business and Administrative Services that the request has been rescinded for further discussion by the department.

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

Out-of Cycle Resource Request Form

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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

Assistant Registrar
VCU027
03/14/2022

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

The current employee resigned and last day of employment is 03/11/2022

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.

We need a records compliance officer on campus at all times.

Q12. Estimated Cost

90,000

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

General Funds

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
- 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 Assistant Registrar position, due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring a replacement for this position.

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Q14. Is this a new resource or a replacement of an existing resource?

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Q3. Description of Request:

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- Position title
- Position number (if this is a replacement)
- Date that the hire is needed

Position Title: Administrative Assistant (Bil)

Position Number: VCU526-00

Date Hire Needed: April 1, 2022

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

The request was not included in the annual program review process because the position was not vacant at the time. My previous Administrative Assistant accepted a provisional position at the DAC in January 22, and since then has accepted the position permanently.

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 Division Office will not have administrative support for faculty, students and staff. There would not be any coverage for the campus while the Dean is out.

Q12. Estimated Cost

\$48,730-\$66,864 plus bilingual stipend and benefits

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

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 Administrative Assistant (Bilingual) position, due to a transfer. It is felt this position is necessary for the continuity of operations at the Ventura College East Campus. As such, I support hiring a replacement for this position.

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