



Office of the President

To: Jordana Ybarra-Telias, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Phil Briggs; Dan Clark, Academic Senate President
Date: May 24, 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 |
|-------------|------------------|-----------------------------|--|
| Phil Briggs | Research Analyst | Institutional Effectiveness | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a new Research Analyst position, due to the increased workload in the Institutional Effectiveness department. It is felt this position is necessary for the continuity of the Institutional Effectiveness department. As such, I support hiring a new Research Analyst position. A provisional may be hired while the new position moves through the district approval process. |

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**

Research analyst - needed June 1. Our current research analyst has been out on leave for the majority of the past two years. Her leave is likely to extend into the foreseeable future, and it is unclear when she will return. Our department has been unable to meet a number of deadlines and project goals due to this lack of staffing. It has also meant that I am required to spend a large portion of my time completing this work, which hasn't allowed me to complete other important projects.

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

Due to the uncertain nature of the current employee's leave.

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 is a key position in our office. As noted above, our office has missed deadlines and has been unable to keep up with college data analysis needs. If this position isn't filled, this will continue for the foreseeable future.

Q12. Estimated Cost

\$100K

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

General Fund, although there may be a possibility to fund a portion of this position out of the new HSI STEM Grant.

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

Phillip Briggs

Q11. Your VCCCD Email Address

pbriggs@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)

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