



Office of the President

To: Sebastian Szczebiot, Classified Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Alma Rodriguez; Dan Clark, Academic Senate President  
 Date: November 19, 2021  
 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	Financial Aid Specialist	Financial Aid	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Financial Aid Specialist position, due to a resignation. It is felt this position is necessary for the continuity of operations in Financial Aid. As such, I support hiring a replacement for this position.
Alma Rodriguez	Financial Aid Technician Bilingual	Financial Aid	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Financial Aid Technician Bilingual position, vacated three years ago. The Executive Team recommends further discussions and assessment of department needs to include as part of program review. Additionally, further discussion is required regarding SEA funding, and whether it can support another ongoing position. The request is recommended for a Program Review submission in 2022-23.

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**

Financial Aid Specialist  
VCU541  
11/27/2021

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

Staff resignation received on 11/10/2021

### **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 financial aid office cannot fully function without this position. Students financial aid awards may be delayed if we are not staff appropriately.

### **Q12. Estimated Cost**

\$75000 (Salary) and \$32000 (Benefits) = \$106518

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

BFAP (Categorical Financial Aid 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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- Grant Requirement (Describe):

One of the allowable BFAP expenditure guidelines, states that funds are to be expended solely for financial aid professional, technical, clerical or temporary help (including student help) who report in a direct line to the Financial Aid Director. Funds may

not be used for personnel at the Financial Aid Manager or Director level or above.

3. Funds may be used for computer hardware or software necessary for and solely dedicated

**Q10. Your Name**

Alma Rodriguez

**Q11. Your VCCCD Email Address**

[arodriguez@vcccd.edu](mailto:arodriguez@vcccd.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 backfill an open Financial Aid Specialist position, due to a resignation. It is felt this position is necessary for the continuity of operations in Financial Aid. As such, I support hiring a replacement for this position.

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

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Financial Aid Technician Bilingual  
VCU140  
12/01/2021

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

Department needs have changed and we have identified a need for this position to be filled. The financial aid office has a robust outreach program in this community and we cannot continue to meet those demands with our current staffing levels. In addition financial aid federal and state regulations are constantly changing and new programs/grants are constantly being created. The financial aid office is in dire need of replacing this position.

### **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 financial aid office has not been properly staffed and we are unable to properly serve our students in a timely manner. This position would serve as a first point of contact for our students and their families and greatly help support the financial aid specialists. Outreach is another key competent where this bilingual position would greatly benefit our K-12 partners as well as our community.

**Q12. Estimated Cost**

Salary-\$55000 and Benefits \$30,000= \$85,000

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

SEA- This position has been approved through the colleges Equity Plan.

**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

**Q10. Your Name**

Alma Rodriguez

**Q11. Your VCCCD Email Address**

[arodriguez@vccd.edu](mailto:arodriguez@vccd.edu)

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**Vice President Over Your Area**

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