



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Dan Clark, Academic Senate President
Date: November 23, 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 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 |
|------------------|---------------------------------|--|---|
| Damien Peña | Senior Administrative Assistant | Office of the Vice President for Student 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 Student 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.

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**

VCU024
Senior Administrative Assistant, Student Affairs
December 6, 2021

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

Received a letter of resignation from B. Gilbertson on November 19, 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.

To assist with the daily functions of the Vice President for Student Affairs Office

Q12. Estimated Cost

\$73,000 plus \$54,000 in benefits

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

111-32040-2121-601000

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)

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