



Office of the President

To: April Montes, Classified Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Dan Clark, Academic Senate President  
 Date: September 20, 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
Gaby Asamsama-Acuña	Admissions & Records Technician	Admissions & Records	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a new Admissions and Records Technician position. Program Review is occurring now, this position request needs to be a part of the program review process.
Gaby Asamsama-Acuña	Student Success and Support Specialist II	Admissions & Records	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a new Student Success and Support Specialist II position. Program Review is occurring now, this position request needs to be a part of the program review process.
Leticia Canales	Career Services Specialist - Bilingual	Career Center	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Career Services Specialist - Bilingual position, due to a resignation. It has been determined this is a duplicate request. A request has already been submitted and approved for the replacement position of Career Services Assistant, not a bilingual position.
Leticia Canales	Alternative Media Specialist	DSPS	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Alternative Media Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the DSPS program. 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**

Position Title: Admissions & Records Technician

Date that the hire is needed: 09/12/2022

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

This position has been requested during the annual program review process. The 5th Admissions & Records Technician provisional position has been under the Office of Admissions & Records since I've been a Registrar (November 2019) and has contributed enormously. In addition to reviewing and processing graduation applications that help with the Student Centered Funding Formula. The individual is helping undocumented students in the Dream Center, Positive Attendance, Census, Program Changes, Diplomas, Transcripts, and much more.

Due to the Program for Accelerated College Education (PACE) program and the English as a Second Language (ESL) expansion at Oxnard College, Ventura College has the same incoming or existing programs; the Oxnard College Office of Admissions & Records recently was approved for a 4th Admissions & Records Technician. I want to kindly remind you that the request for a 5th Admissions & Records Technician was ranked #2 by the Division of Student Affairs during the program review staff requests prioritization process.

This position will help fulfill the Vision for Success goal by assisting with increasing students earning degrees and certificates and improving systemwide graduation rates, transfer rates, and time to

completion among underrepresented students. Additionally, I want to point out that Ventura College assists more student-athletes and veterans compared to Moorpark and Oxnard College.

**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 current processing time of graduation applications is up to 10 weeks after the semester is over. If we had another technician, the office will be able to decrease the turnaround time to 8 weeks, which will allow students to receive their award earlier and transfer, get a promotion or obtain a job sooner.

**Q12. Estimated Cost**

\$120,000

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

Categorical: Student Retention and Enrollment Outreach

**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

**Q10. Your Name**

Gaby Asamsama-Acuna

**Q11. Your VCCCD Email Address**

[gasamsamaacuna@vcccd.edu](mailto:gasamsamaacuna@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 for a new Admissions and Records Technician position. Program Review is occurring now, this position request needs to be a part of the program review process.

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

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### **Q1. Type of Resource Requested:**

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### **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**

Position title: Student Success and Support Specialist II

Date that the hire is needed: 09/12/2022

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

This position has been requested during the annual program review process. The current Dual Enrollment provisional specialist processed 3,975 Dual Enrollment forms in AY 2021-2022. Moorpark College processed 3,657 forms, and Oxnard processed 1,765 forms. This number has increased from 2019-2020.

Furthermore, our office has made it a priority to increase partnerships between the high schools, help expand the number of high-quality dual enrollment courses with Dean Vega, and, most importantly, would like to continue to expand dual enrollment participation and remove barriers for students. "Evidence suggests that early exposure to college courses can be good for all students, particularly for students of color who are Black, Latinx, or Native American," said Dr. Christopher Nellum, executive director of The Education Trust-West.

This position, I strongly believe, will allow Ventura College to take action on the mentioned above roadmap by designating a dual enrollment liaison for our students; assist with following up with students that have not registered, but have completed a form; create a robust orientation for incoming students and high school counselors, and like what we have been doing with the limited

staff; expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education.

The current provisional staff is also the liaison for the following programs: Basic Law Enforcement Academy, Ventura Youth Correctional Facility, Emergency Medical Technician, and Paramedic Studies.

**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 Dual Enrollment Program continues to be a rapidly growing program at Ventura College, which provides pre-college opportunities to local high school students. The programs offer college courses across several academic/career-related disciplines and are either part of the student's high school graduation requirement or part of a linked-learning academy/pathway. Ventura College has continuously and significantly increased enrollment each year in high school enrollment.

The Dual Enrollment Program continues to give high school students firsthand experiences with policies, practices, expectations, responsibilities, support services, and technology portals present at Ventura College. The current provisional Specialist has held several student workshops and workshops with the local high school partners to strengthen and increase the partnership. Ventura College, with the help of the current provisional Specialist, has made many advancements toward streamlining processes and distributing information between Ventura College and partnering high schools. The A&R Office is strengthening the partnership between VC Outreach Team to do high school events, share information and updates with high school students and partners, and act as a liaison. I am proposing a new position, Student Success and Support Specialist II, to continue assisting our dual enrollment students and to have a permanent liaison to support and improve the enrollment process from high school to college.

**Q12. Estimated Cost**

\$130,000

**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 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

**Q10. Your Name**

Gaby Asamsama-Acuna

**Q11. Your VCCCD Email Address**

[gasamsamaacuna@vcccd.edu](mailto:gasamsamaacuna@vcccd.edu)

**Q7.**

**Vice President Over Your Area**

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As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request for a new Student Success and Support Specialist II position. Program Review is occurring now, this position request needs to be a part of the program review process.

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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: Career Services Specialist - Bilingual

Position Number: VCU595 This position was previously held by Borasmy Sotuon This classification was changed a few years ago by HR no longer in the system: Student Services Assistant II -Career Center

Date of hire: September 14, 2022

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

The Student Services Assistant II -Career Center position was held by Borasmy Sotuon. The position was vacant in March 2022. The District HR Office (Claudia Barragan, Senior HR Analyst) informed the supervisor about the change in classification. Ms. Barragan recommended to Abolish the Position and establish new position of Career Services Specialist Bilingual.

### 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 position meets the CCC State Chancellor Strong Workforce Plan to provide job preparation and workforce opportunities for community college students.

### Q12. Estimated Cost

\$46,752 - \$64,548 annually Salary Range

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

Categorical funding (Strong Workforce 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

**Q10. Your Name**

Leticia Canales

**Q11. Your VCCCD Email Address**

[lcanales@vccd.edu](mailto:lcanales@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 Career Services Specialist - Bilingual position, due to a resignation. It has been determined this is a duplicate request. A request has already been submitted and approved for the replacement position of Career Services Assistant, not a bilingual position.

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### **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**

- Position Title: Alternative Media Specialist

-Position number: VCU421-00

-Date of Hire: September 2, 2022

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

The current employee recently accepted a transfer opportunity with Moorpark College and is scheduled to vacate the position on August 31, 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.**

This position perform a variety of technical duties involved in the production, delivery, and end-user training of alternate media and assistive technology for students with disabilities in the classroom environment.

### **Q12. Estimated Cost**

\$ 66348 - \$ 91,464 Salary Range Annually

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

Categorical - Disabled Students Programs & Services

**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

**Q10. Your Name**

Leticia Canales

**Q11. Your VCCCD Email Address**

[lcanales@vccd.edu](mailto:lcanales@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 Alternative Media Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the DSPS program. As such, I support hiring a replacement for this position.

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