



Office of the President

To: Phil Briggs, CPC Administrator Tri-Chair
From: Dr. Kim Hoffmans, President
CC: CPC Tri-Chairs
Date: February 22, 2023
Re: 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.

Requestor	Position Request	Division/Department	Response
Executive Team	Vice President, Student Affairs	Student Affairs	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Vice President of Student Affairs position, due to a resignation. It is felt this position is necessary for the continuity of operations in the Student Services division. 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:

- Administrator

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**

Title: Vice President of Student Affairs

Date Hire is Needed: July 1, 2023

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

The incumbent submitted his resignation after the program review cycle. His resignation is effective June 30, 2023.

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 Vice President of Student Affairs directly oversees two student services deans, Admissions and Records, and the Student Health Center. This is an important role to ensure the continuity of student services.

Q12. Estimated Cost

Salary plus benefits to be determined

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

Q10. Your Name

Andrea Rambo

Q11. Your VCCCD Email Address

arambo@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 backfill an open Vice President of Student Affairs position, due to a resignation. It is felt this position is necessary for the continuity of operations in the Student Services division. As such, I support hiring a replacement for this position.

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