



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: March 9, 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
Jennifer Kalfsbeek-Goetz	Interim Dean of Student Learning	Ethnic Studies, Library, Social and Behavioral Sciences, and Visual Arts	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Dean of Student Learning position, due to a temporary reassignment. It is felt this position is necessary for the continuity of the Ethnic Studies, Library, Social and Behavioral Sciences, and Visual Arts division. As such, I support hiring a temporary 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.

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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**

Interim Dean of Student Learning to replace Lisa Putnam while she works temporarily at the district in the Title IX compliance role.

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

The need emerged on FEB 27, 2023. We need to fill this position ASAP as Putnam will be starting her new role on Monday, March 20th.

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 large division needs a FT Dean in order to function effectively and optimally. The division includes Ethnic Studies, the Library, Social and Behavioral Sciences, and Visual Arts.

Q12. Estimated Cost

\$225,000 approx., including benefits

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

GF

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

Jennifer Kalfsbeek-Goetz

Q11. Your VCCCD Email Address

jkgoetz@vccd.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.