



Office of the President

To: Jennifer Kalfsbeek-Goetz, Vice President, Academic Affairs
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: November 29, 2022
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	Dean	English, Math, ESL, Comm Studies, Tutoring, LRC and Testing	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Dean (English, Math, ESL, Comm Studies, Tutoring, LRC and Testing) position, due to a resignation. It is felt this position is necessary for the continuity of operations in Academic 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.

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**

Dean (English, Math, ESL, Comm Studies, Tutoring, LRC and Testing).

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

The Dean resigned NOV 21st (approx. date), which is outside of the PR submission window.

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 role is needed to provide necessary leadership.

Q12. Estimated Cost

225,000

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
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Jennifer Kalfsbeek-Goetz

Q11. Your VCCCD Email Address

jngoetz@vcccd.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.