



Office of the President

To: April Montes, Classified Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Dan Clark, Academic Senate President  
 Date: January 12, 2023  
 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
Jesse Sluder	Grounds Maintenance Worker	Grounds	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Grounds Maintenance Worker position, due to a transfer. It is felt this position is necessary for the continuity of the Grounds department. As such, I support hiring a replacement for this position.
Lisa Putnam	Library Assistant	Library	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Library Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the Library department. 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**

Grounds Maintenance Worker , position # VCU086 , available date 1/9/2023

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

The employee who previously filled this position moved into another department and left the Grounds Dept. depleted by (1) worker. We are looking to fill this position, so the Grounds Dept. is not left short-staffed for the remainder of the fiscal year.

### **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 will enable the grounds division to more effectively manage campus landscape growth, meet student and community needs, while establishing an aesthetic environment that increases student population.

### **Q12. Estimated Cost**

47,796.00-66,144.00 annually

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

111-32068-2322-655000

**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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

KELLEY B BRUNS

**Q11. Your VCCCD Email Address**

[kbruns@vccd.edu](mailto:kbruns@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 Grounds Maintenance Worker position, due to a transfer. It is felt this position is necessary for the continuity of the Grounds department. As such, I support hiring a replacement for this position.

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

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- Position title
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- Date that the hire is needed

Library Assistant (VCU-104-00); needed 2/1/2023 or sooner (list exists).

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

Sarah Martinson resigned in December. We had no idea she was looking for another position.

**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 is a critical position in our Library, as it serves our day time coverage.

**Q12. Estimated Cost**

\$50,000 salary, plus benefits

**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

**Q10. Your Name**

Lisa Putnam

**Q11. Your VCCCD Email Address**

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

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

**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 Library Assistant position, due to a resignation. It is felt this position is necessary for the continuity of the Library department. As such, I support hiring a replacement for this position.

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