



Office of the President

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; David Casas; Dan Clark, Academic Senate President  
Date: January 25, 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 request. The president's response is included below, with the details in the individual request form attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss this request.

| Requestor   | Position Request      | Division/Department     | Response  |
|-------------|-----------------------|-------------------------|---|
| David Casas | Accounting Technician | College Fiscal Services | As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Accounting Technician position, due to a recent promotion. It is felt this position is necessary for the continuity of the College Fiscal Services 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

VCU425 - Accounting Technician  
2/1/2023

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

Incumbent personnel has accepted promotion to Bursar of Ventura College 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.

VCU425 - Accounting Technician works in the College Fiscal Services office. They are the sole personnel that does Payroll for the entire campus as well as timely Fiscal Services procedures such as Budget Transfers, Journal Vouchers, Payroll Authorizations, and Timesheets.

### Q12. Estimated Cost

\$52,032

### 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 2 - Increase Student Access
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

David Casas

**Q11. Your VCCCD Email Address**

[Dcasas@vccd.edu](mailto:Dcasas@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 Accounting Technician position, due to a recent promotion. It is felt this position is necessary for the continuity of the College Fiscal Services department. As such, I support hiring a replacement for this position.

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