



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Aaron Jones; Lisa Putnam; Dan Clark, Academic Senate President
Date: February 16, 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.

Table with 4 columns: Requestor, Position Request, Division/Department, Response. Row 1: Aaron Jones, Office Assistant, Sciences, Response regarding backfilling an Office Assistant position. Row 2: Lisa Putnam, Instructional Lab Tech I, Ceramics, Response regarding backfilling an Instructional Lab Tech - I 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.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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

Office Assistant, VCU577-00, Hire needed ASAP

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

There was an incumbent in the 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.

The office assistant conducts essential functions of coordinating our office space and supplies, working with student staff at the front desk, facilitating processes like faculty and staff absences, pulling reports, and providing back-up administrative support to the Dean and administrative assistant to ensure the optimal functioning of the divisional office

Q12. Estimated Cost

51000

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
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@vccd.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 Office Assistant position, due to a recent resignation. It is felt this position is necessary for the continuity of the Sciences division. 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**
- **Position number (if this is a replacement)**
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Instructional Lab Tech I - Ceramics.

VCU609 - 00

Resignation occurred Jan 16, 2023. We would like to replace this position ASAP, but certainly by April 1st. We currently have a provisional employee in place.

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

This resignation came in well after program review had been submitted.

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 supports the Ceramics courses, supervising the ceramics studio, glaze area, and kiln area. Without this position, students are unable to fire their projects created in their courses, thus not able to fully achieve the learning outcomes of the course. This position also provides a level of safety for students in the ceramics lab, as it oversees the safety of the equipment, including potters wheels, kilns, and glaze chemicals.

Q12. Estimated Cost

Salary Range (@40%) = \$20,56-\$32,769

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
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Lisa Putnam

Q11. Your VCCCD Email Address

LPutnam@vccd.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 Instructional Lab Tech - I position, due to a recent resignation. It is felt this position is necessary for the continuity of the Ceramics program. As such, I support hiring a replacement for this position.

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