



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Nenagh Brown; Dan Clark, Academic Senate President
Date: March 9, 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
Nenagh Brown	Instructional Lab Tech I	LRC	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open LRC Instructional Lab Tech I position, due to a recent retirement. It is felt the needs of the department require further assessment. Please assess whether an ILT I or ILT II is required to meet department needs, and then resubmit your request when the decision is made. We support hiring Provisional employees during the assessment process.

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

Position title: LRC ILT-I

Position number: VCU105 - 00

Date that the hire is needed: April 1, 2023

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

Current holder of position recently decided to retire; position will therefore be vacant from March 31.

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.

With the reassignment of one fulltime ILT from the LRC to the Library, and now the retirement of this second full-time position, we are left with only a 40% part-time ILT in the space. Without this position we will have just 16 hours of coverage of the LRC yet it is open M-R 7:30am - 7:15pm, F 9am - 1pm, and Sun 2-7pm, for a total of 56 hours.

Q12. Estimated Cost

\$53,292.00 - \$73,656.00 yr

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

Nenagh Brown

Q11. Your VCCCD Email Address

nbrown@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 LRC Instructional Lab Technologist I position, due to a recent retirement. It is felt the needs of the department require further assessment. Please assess whether an ILT I or ILT II is required to meet department needs, and then resubmit your request when the decision is made. We support hiring Provisional employees during the assessment process.

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