



Office of the President

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Gaby Asamsama-Acuña; Dan Clark, Academic Senate President  
Date: March 15, 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
Gaby Asamsama-Acuña	Admissions and Records Technician	Admissions and Records	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Admissions & Records Technician position, due to a retirement. It is felt this position is necessary for the continuity of the Admissions & Records 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

-Position title: Admissions & Records Technician

-Position number (if this is a replacement): VCU148 - 00

-Date that the hire is needed: May 1, 2023

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

Replacement due to retirement.

I was notified on Friday, March 3rd, that Karyl Osher is retiring on July 10th, 2023. She would like to use her accrued vacation time and floating holidays prior to her retirement date. Her last day of work in the office will be May 26th, 2023. At the time of the annual program review process, I was unaware of her retirement plans.

### 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 is critical to the Admissions & Records Department in ensuring that the department is helping students with admissions, residence determination, registration, records, veterans, attendance accounting and reporting, and related activities. Additionally, filling this vacancy due to retirement will help provide technical information and assistance to students, staff, administrators,

and the general public in interpreting and clarifying federal, state, local, and district policies and procedures pertaining to admissions and records.

**Q12. Estimated Cost**

\$53,292 - \$73,656 + 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
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Gaby Asamsama-Acuna

**Q11. Your VCCCD Email Address**

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

**Q7.**

**Vice President Over Your Area**

- Damien Pena

**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 Admissions & Records Technician position, due to a retirement. It is felt this position is necessary for the continuity of the Admissions & Records department. As such, I support hiring a replacement for this position.

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