



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Paula Muñoz; Dan Clark, Academic Senate President
Date: September 28, 2022
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
Paula Muñoz	Office Assistant Bilingual	EOPS	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a new Office Assistant Bilingual position. Program Review is occurring now, this position request needs to be a part of the program review 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?

- New

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 Bilingual

02

11/22

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

It was not included last year due to the use of provisionals. The work load requires a full time staff position to meet the EOPS office and student demands.

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.

EOPS is funding this position and the EOPS budget has increased to allow for this position. EOPS student intake, communications and successful student outcomes will be negatively impacted.

Q12. Estimated Cost

\$46,752 salary and \$25,000 benefits

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

EOPS Categorical

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
- Grant Requirement (Describe):

EOPS allows for the funding of this position.

Q10. Your Name

Paula Munoz

Q11. Your VCCCD Email Address

pmunoz@vccd.edu

Q7.

Vice President Over Your Area

- Damien Pena

Q16. President's Response (To be completed by College President)

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