



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Sue Royer; Dan Clark, Academic Senate President
Date: October 6, 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
Susan Royer	Office Assistant	College Services/Civic Center	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 promotion. It is felt this position is necessary for the continuity of the College Services/Civic Center 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**

Office Assistant
VCU543
10/3/22

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

Incumbent recently accepted a new position on campus.

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 manages Civic Center reservations and invoicing as well as campus event reservations and vehicle requests. Civic Center is very busy now and waiting to fill this position will impact revenue flow.

Q12. Estimated Cost

\$45,000

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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Susan Royer

Q11. Your VCCCD Email Address

sroyer@vcccd.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 Office Assistant position, due to a recent promotion. It is felt this position is necessary for the continuity of the College Services/Civic Center Department. As such, I support hiring a replacement for this position.

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