



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Dan Clark, Academic Senate President
Date: October 25, 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
Damien Peña	Mental Health Therapist	Student Health Center	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a new Mental Health Therapist position. The District no longer allows the college to have a Professional Expert in this capacity, and to ensure we are able to continue offering this service to our students, I support hiring 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?

- 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**

Mental Health Therapist
To be hired within the next 90 days

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

The position was just approved through the Personnel Commission on October 20th. The position has been approved for Concept with Cabinet

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.

Students would be served at a greater rate. Our dependence on outside medical providers would diminish, which would also save the center funding that can be allocated to meet other needs of our students. There would be a level of consistency of service for our students which can add to a comprehensive patient care plan.

Q12. Estimated Cost

200,000

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

Mental Health Grant from the State (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
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Damien Pena

Q11. Your VCCCD Email Address

dpena@vccd.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 establish a new Mental Health Therapist position. The District no longer allows the college to have a Professional Expert in this capacity, and to ensure we are able to continue offering this service to our students, I support hiring for this position.

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