



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Dan Clark, Academic Senate President; Gaby Asamsama-Acuña
Date: November 22, 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
Gaby Asamsama-Acuña	Student Services Assistant	Admissions and Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Student Services Assistant position, due to a recent promotion. It is felt this position is necessary for the continuity of the Admissions and 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**

Student Services Assistant | VCU129 | 11/28/2022

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

Replacement due to vacancy.

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.

Timely processing of service documents is so critical to the smooth operation of the department and to the coordination of services with other areas of the College, deadlines are carefully established and strictly met. The use of provisional employees has ensured the department's capability of meeting these deadlines. However, with the increased number of petitions and requests, deadlines have, of necessity, been adjusted accordingly. Because the A&R Office is responsible for the majority of data in the student information system, the primary responsibility for maintaining the confidentiality of student records is assumed by the A&R Office and therefore we need staffing to comply with federal, state and local regulations. The length of time it takes to upload required documents in OnBase could cause a student to not be able to register for their classes, obtain financial aid, meet with a counselor, and utilize services that is necessary for our students to achieve their goal. Therefore, this is why it is imperative we move forward with hiring a Student Services Assistant.

Q12. Estimated Cost

\$60,000 with 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

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 Student Services Assistant position, due to a recent promotion. It is felt this position is necessary for the continuity of the Admissions and 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.