



Office of the President

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Dan Clark, Academic Senate President  
Date: November 29, 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
Jennifer Kalfsbeek-Goetz	Proctor	Testing Center	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a new full time proctor position, due to the resignation of a part time proctor. 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

Proctor

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

A PT proctor resigned 11/20/22 (approx.). A FT position is in PR with the request to replace 1 PT with a FT so we can have continuity. Now that one resigned, it is time to replace that role with a FT role so we can meet the needs of students and programs.

### 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.

It is in PR, but the resignation received has led to this request sooner than originally anticipated.

### Q12. Estimated Cost

\$81,000 including 8% increase and benefits

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

GF + possibly DSPS

### 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

**Q10. Your Name**

Jennifer Kalfsbeek-Goetz

**Q11. Your VCCCD Email Address**

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

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

**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 for a new full time proctor position, due to the resignation of a part time proctor. Program Review is occurring now, this position request needs to be a part of the program review process.

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