



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: October 11, 2023
Re: 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.

| Requestor | Position Request | Division/Department | Response |
|--------------|--|--------------------------------------|--|
| Kim Hoffmans | Vice President, Business and Administrative Services | Business and Administrative Services | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill the Vice President, Business and Administrative Services position, due to a vacancy caused by an internal promotion and an impending retirement. It is felt this position is necessary for the continuity of the Business and Administrative Services division. 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.

Q18. Division/Department

Business and Administrative Services

Q1. Type of Resource Requested:

- Administrator

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**

Vice President of Business and Administrative Services

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

The incumbent's retirement was submitted after program review.

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.

The Vice President of Business and Administrative Services plays a crucial role in the fiscal management of college resources, as well as oversees several important services areas, such as FM&O, fiscal services, and Financial Aid.

Q12. Estimated Cost

Salary Range of \$150,000-201,000 plus benefits

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

General Funds

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Kim Hoffmans

Q11. Your VCCCD Email Address

khoffmans@vccd.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 to backfill the Vice President, Business and Administrative Services position, due to a vacancy caused by an internal promotion and an impending retirement. It is felt this position is necessary for the continuity of the Business and Administrative Services division. As such, I support hiring a replacement for this position.

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