



*Office of the President*

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Gema Sanchez; Alex Kolesnik, Academic Senate President  
Date: January 4, 2024  
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.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Gema Sanchez	Instructional Assistant-ICAN JOB	Student Services/EAC	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a new Instructional Assistant – ICAN JOB position. This position is included in the 2024 Program Review process and will be reviewed there for prioritization, with consideration of available categorical funding.

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**

Student Services/EAC

### **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**

Position title: Instructional Assistant-ICAN JOB

Position Number: N/A

Date that the hire is needed: as soon as possible, would be ideal to have this person work in spring as this is a classroom assistant that will be used for ACT, CDL, EAC and LS classes that are taught at both main and east campus.

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

The request was included in the annual program review but it was not voted on for the division based on the instructions provided at the ranking meeting. Since the position is being funded from categorical funds there was an understanding that this would be an information item only as it was not requesting for funding. This position has been requested in program review since 2018 but due to the various voting mechanism set in place and the fact that is not requesting general funds, it often does not get ranked as a priority, our division has been prioritizing positions needing funding.

### **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 is needed at this time due to many reasons. The first and most important is that VC is experiencing an increased number of students with severe disabilities taking our classes and not receiving all the needed support to be successful. More individualized support is needed in the classroom so that the learning process can be effective for all students enrolled. We have been "team teaching" with two faculty instructors the past few semesters to try to address this issue but feel that having this position is more cost effective in the long run. It can also help bridge the gap in the areas of equity and ethnicity in our classes which is low per the Six Factors Survey results from this year. Funding is already encumbered in the EAC Budget Holding account for this position so cost is not an issue. If this request is not approved, then it will be the students that are not experiencing a "fair and equitable" experience in our EAC classes. This position will also not be exclusively in the ICAN/JOB certificate classes. The goal will be to have this position also assist with East Campus LS classes will also be taught in that facility.

**Q12. Estimated Cost**

\$85,000

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

Categorical Funds, there is already a budget holding for this position in place  
121 36812 29998 642000

**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 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

We do not have an external requirement but there is an increased external need from our local high school partners especially in the Santa Paula, Fillmore and Piru area.

**Q10. Your Name**

Gema Sanchez

**Q11. Your VCCCD Email Address**

[gemasanchez@vccd.edu](mailto:gemasanchez@vccd.edu)

**Q7.**

**Vice President Over Your Area**

- JP Schumacher

**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 Instructional Assistant – ICAN JOB position. This position is included in the 2024 Program Review process and will be reviewed there for prioritization, with consideration of available categorical funding.