



Office of the President

To: April Montes, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Jesse Sluder; Rachel Johnson, Academic Senate President
 Date: February 20, 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 requests. The president’s response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Jesse Sluder	Locksmith	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Locksmith position, due to a retirement. It was previously recommended to hire a provisional for the Spring 2024 semester while discussing department needs; However, the position was reconsidered due to an inability to hire a provisional. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.
James Zavas	Bursar	Business Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Bursar position, due to a new opportunity at the district office. It is felt this position is necessary for the continuity of the Business Office. As such, I support hiring a replacement for this position.

Please share this information as appropriate. Thank you for your contribution to this process.

Ventura College will be a beacon of learning — a source of inspiration and guidance — for our students and community.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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

Facilities, Maintenance, & Operations

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**

Position Title: Locksmith

Position #: VCU109-00

Date that the hire is needed: 08 FEB 24

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

The position became vacant November 1, 2023 due to the incumbent retiring.

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 campus requires a locksmith to maintain campus security. This position requires skill sets not typical of other trades within the Facilities, Maintenance, & Operations Department. We attempted to fill this position via a provisional but have failed to have any of those interviewed accept the position due to the part time nature and lack of benefits.

Q12. Estimated Cost

\$61,788 - \$85,200 Annually

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 5 - Effectively Manage Campus Resources

Q10. Your Name

Jesse J. Sluder

Q11. Your VCCCD Email Address

jsluder@vcccd.edu

Q7.

Vice President Over Your Area

- James Zavas

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 Locksmith position, due to a retirement. It was previously recommended to hire a provisional for the Spring 2024 semester while discussing department needs; However, the position was reconsidered due to an inability to hire a provisional. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.

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

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 Services

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**

Bursar

VSC152

2/26/24 - or ASAP

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

Christian Johns accepted a different position at the District Office.

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.

We need someone to fill this position to ensure the Student Finance services continue to run effectively. The only other supervisor in this area is the Fiscal Supervisor, and they will be busy with budget development for the next few months. Adding additional work to their plate would be very difficult, and would likely result in some tasks not getting completed.

Q12. Estimated Cost

Already included in GF Budget

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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

James Zavas

Q11. Your VCCCD Email Address

jzavas@vcccd.edu

Q7.

Vice President Over Your Area

- James Zavas

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 Bursar position, due to a new opportunity at the district office. It is felt this position is necessary for the continuity of the Business Office. As such, I support hiring a replacement for this position.

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