



Office of the President

To: April Montes, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Joe Esquivel; Alma Rodriguez; Dan Clark, Academic Senate President
 Date: March 29, 2023
 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
Joe Esquivel	Custodian	Custodial Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Custodian position, due to a retirement. It is felt this position is necessary for the continuity of the Custodial department. As such, I support hiring a replacement for this position.
Alma Rodriguez	Financial Aid Data Specialist	Financial Aid	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to abolish VCU596-00 (Financial Aid Specialist - Bilingual) and establish a Financial Aid Data Specialist position, while the Financial Aid Specialist position is vacant. It is felt the Financial Aid Data Specialist position will better meet the needs of the Financial Aid department and categorical funding has been identified. As such, I support the abolish/establish process and hiring 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.

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

Custodian
VCU-066-00
4/17/2023

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

This is not a new position; position currently became vacant that is funded and already existed.

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 Custodial Department is currently short-handed and we have been using provisional help as we can find them. DAC does not have a current list of hiring replacement candidates and more anticipated retirements may come in June 2023

Q12. Estimated Cost

50k plus 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 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Joe Esquivel

Q11. Your VCCCD Email Address

jesquivel@vcccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

Q16. President's Response (To be completed by College President)

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

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Requesting to abolish VCU596-00 (Financial Aid Specialist - Bilingual) with a Financial Aid Data Specialist

Request to hire as soon as possible as other position is vacant

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

The position was our number one priority in the 22-23 Program Review (FA2201, however, the position was not ranked high enough. Due to an employee transferring out to another program, we now have the opportunity to reevaluate the department staffing needs and workload.

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 have a vacant position and the workload demands are higher than normal due to so many changes in federal and state regulations and addition of new financial aid programs.

Q12. Estimated Cost

\$99,428

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

BFAP (Categorical Funding)

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

Q10. Your Name

Alma A Rodriguez

Q11. Your VCCCD Email Address

arodriguez@vccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

Q16. President's Response (To be completed by College President)

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