



Office of the President

To: Olivia Long, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Aaron Jones; Jesse Sluder; Rachel Johnson, Academic Senate President
 Date: April 9, 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	Administrative Assistant	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 Administrative Assistant position, due to a promotion. 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.
Aaron Jones	Program Coordinator II	MESA	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to Abolish the Program Coordinator I position for MESA and Establish a Program Coordinator II position for MESA, to backfill for an open position due to a promotion. It is felt the Program Coordinator II position aligns better with the responsibilities of the position and was requested through Program Review. 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.

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**

Administrative Assistant

VCU018

4/15/2024

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

Kelley Bruns was promoted to Sr Admin Assistant effective 4/15/2024

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 critical to the success of the FMO department. The department manages dozens of purchase orders, has vendors on campus daily, and is responsible for coordinating numerous construction projects. Administrative support for the Director and the department is required to keep things operating smoothly.

Q12. Estimated Cost

Included in current 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 Administrative Assistant position, due to a promotion. 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.

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Q18. Division/Department

Science Division/MESA

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**

MESA Program Coordinator I, VCU591-00, position vacating March 22, 20224

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

requested in program review for reclassification and approved as such, now position will be vacant and need to do abolish/reestablish.

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.

Program will be significantly harmed if not hired as soon as possible and at the appropriate level to conduct supervision

Q12. Estimated Cost

180,000

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

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@vccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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