



Office of the President

To: Michael Haydon, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Rachel Johnson, Academic Senate President
Date: April 24, 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.

Requestor	Position Request	Division/Department	Response
JP Schumacher	Program Coordinator II	NextUp	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a Program Coordinator II position for the NextUp program. Due to compliance guidance from the State Chancellor’s Office and dedicated categorical funding for this program by the state, I support hiring 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

Student Affairs

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**

Program Coordinator II

5/20/2024

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

In 2022, community colleges statewide received substantial dedicated funding to establish NextUp programs. These programs provide comprehensive, intentional services for foster youth to support their success. However, VC has yet to implement NextUp.

To move VC forward on implementing NextUp, Student Affairs utilized the annual program review process to request a Student Success & Support Specialist. Student Affairs has since received clarification from the state chancellor's office that there needs to be paid designated staff whose main responsibility is the day to day management of the NextUp Program and "cannot simply be assigned to someone who already has an

assigned work load". These responsibilities more closely align with that of a Program Coordinator II.

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.

Without this position, the college would not be able to provide comprehensive, equity-minded services for foster youth via NextUp. We would thus continue to be out of state compliance in implementing NextUp at VC.

Q12. Estimated Cost

135,000

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

Categorical (NextUp)

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

JP Bareng Schumacher

Q11. Your VCCCD Email Address

jpschumacher@vcccd.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 to establish a Program Coordinator II position for the NextUp program. Due to compliance guidance from the State Chancellor's Office and dedicated categorical funding for this program by the state, I support hiring for this position.

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