To: April Montes, Classified Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Nenagh Brown; Dan Clark, Academic Senate President

Date: April 26, 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 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
Nenagh Brown	Instructional Lab Tech II	LRC	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request to establish an Instructional Lab Tech II position for the LRC, due to a retirement of an Instructional Lab Tech I. It is felt an Instructional Lab Tech II will better meet the needs of the department. As such, I support hiring 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.

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**

The Need to Hire a Full-Time ILT-II Position for the LRC
Position title: Instructional Lab Technician II - Learning Resources
Current position number: VCU105-00
Background:
With the reassignment of one FT ILT-I position and then the retirement of the second ILT-I the LRC is currently staffed by one PT ILT-II on 16 hours a week. The Center is open 56 hours a week; we need to have one FT position to supervise the Center supported by a PT with at least 16 hours.
Request:
The initial request was to rehire the FT ILT-I position. However as the Center evolves into a new era an ILT-II position would better fit its new needs. This is an out-of-cycle request to upgrade the current remaining FT ILT-I position into an ILT-II position so it can effectively oversee the Center.
Here are the key differences between the two classifications:
* An ILT-II is able to "oversee" the LRC. To have one person take responsibility for the running of this academic support service is much needed; previously with two ILT-I positions there was no defined lead and no-one specifically responsible for the LRC.
*An ILT-II is able to "recruit" and "direct" student staff in their area, including student front desk staff and tutors

* An ILT-II can "support the activities of the LRC, including lab and tutoring areas." This potential for increased partnership with our Tutoring Center could be very useful as these academic support services evolve post-Covid.

* An ILT-II can "install; diagnose equipment malfunctions; and perform preventative maintenance, repair, or upgrades to all equipment." This is in contrast to performing "minor repairs and routine preventative maintenance" for an ILT-I, and is needed as the LRC's technology evolves for our faculty's and students' growing technology needs.

Date that the hire is needed: as soon as possible.

We currently we have the 40% PT staff member working FT for 19 days and this has to end on May 11; meanwhile she is supported by two PT provisional ILT-I staff until the end of the semester to cover the remaining hours.

Q4. Why was this request not included in the annual program review process?
The LRC lost both its FT ILT-I positions in February and March of this year respectively, since the program review process. This ensures a new FT position must be hired to staff the LRC and allows the opportunity to update the job classification to respond more effectively to the post-Covid demands on our academic support services on behalf of our students.

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 LRC with its extensive computer and support resources will be inadequately overseen whilst it is open for 56 hours a week. We currently have permanent staffing for only 16 of those hours; the remaining 40 hours are filled by provisionals currently hired until the end of the semester.

Q12. Estimated Cost
At step 4 the increase in cost between salary schedule level 230 and 250 is $7,056 per year 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 1 - Increase Student Success and Equity
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name
Nenagh Brown

Q11. Your VCCCD Email Address
nbrown@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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 an Instructional Lab Tech II position for the LRC, due to a retirement of an Instructional Lab Tech I. It is felt an Instructional Lab Tech II will better meet the needs of the department. As such, I support hiring this position.

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