



Office of the President

To: Michael Haydon, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Phillip Briggs; Joe Esquivel; Rachel Johnson, Academic Senate President
Date: May 8, 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 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
Phillip Briggs	Academic Data Specialist	Institutional Effectiveness	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Academic Data Specialist position, due to a new opportunity at Oxnard College. It is felt this position is necessary for the continuity of the Office of Institutional Effectiveness. As such, I support hiring a replacement for this position.
Joe Esquivel	Custodian	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 Custodian position, due to a retirement. 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.

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

Institutional Effectiveness

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**

Academic Data Specialist

VCU103-00

Hire is needed May 13, 2024

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

The incumbent in the position recently accepted a position at Oxnard College.

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 is a key position for the campus, and is needed immediately. This position ensures that the course schedule is published by required deadlines, generates faculty load sheets and CHAs, and keeps a number of key systems updated (i.e. Degreeworks, EMS, Banner, etc.).

Q12. Estimated Cost

\$150K - salary and 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

Phillip Briggs

Q11. Your VCCCD Email Address

pbriggs@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 backfill an open Academic Data Specialist position, due to a new opportunity at Oxnard College. It is felt this position is necessary for the continuity of the Office of Institutional Effectiveness. 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

M&O

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
VCU056
07/01/2024

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

Position already existed and previous holder of position retired

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 to fill this position as soon as possible prior to Fall of 2024. Currently we have been using part-time Provisionals as our district pool list is limited and these Provisionals will expire in June 30,2024

Q12. Estimated Cost

\$48,468.00- step 1

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

General Funds - 111-32068-2322-653000

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 1 - Increase Student Success and Equity

Q10. Your Name

Joe Esquivel

Q11. Your VCCCD Email Address

jesquivel@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 Custodian position, due to a retirement. 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.