



Office of the President

To: April Montes, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Aaron Jones; Gaby Asamsama-Acuña; Alex Kolesnik, Academic Senate President
 Date: June 2, 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
Aaron Jones	Administrative Assistant	Sciences	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 recent promotion. It is felt this position is necessary for the continuity of the Sciences division. As such, I support hiring a replacement for this position.
Gaby Asamsama-Acuña	Admissions and Records Technician	Admissions and Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Admissions and Records Technician position, due to a pending retirement. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring a replacement for this position, contingent upon receipt of the retirement paperwork.
Gaby Asamsama-Acuña	Student Success and Support Specialist II	Admissions and Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a Student Success and Support Specialist II position, instead of the Student Success and Support Specialist I position approved through Program Review. It is felt this position will better meet the needs of the Admissions and Records department. As such, I support 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**

Administrative Assistant, VCU014-00, July 1

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

position was not vacant at that point

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.

critical position to the functioning of the Science Division

Q12. Estimated Cost

60000

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

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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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Admissions & Records Technician

VCU006 - 00

June 5, 2023

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

Sandra Gustafson is retiring. At the time of the annual program review process, I was unaware of her retirement plans.

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.

determination, registration, records, veterans, attendance accounting and reporting, and related activities. Additionally, filling this vacancy due to retirement will help provide technical information and assistance to students, staff, administrators, and the general public in interpreting and clarifying federal, state, local, and district policies and procedures pertaining to admissions and records.

Q12. Estimated Cost

\$53,292 - \$73,656 + 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 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

Gaby Asamsama-Acuna

Q11. Your VCCCD Email Address

gasamsamaacuna@vcccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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 Admissions and Records Technician position, due to a pending retirement. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring a replacement for this position, contingent upon receipt of the retirement paperwork.

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Student Success and Support Specialist II
June 5, 2023

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

This position has been requested and approved during the annual program review process. The position approved was Student Success and Support Specialist I. Through a position analysis completed by HR, it was determined that the position should've been Student Success and Support Specialist II. The current Dual Enrollment provisional specialist processed 3,975 Dual Enrollment forms in AY 2021-2022. Moorpark College processed 3,657 forms, and Oxnard processed 1,765 forms. This number has increased from 2019-2020. Furthermore, our office has made it a priority to increase partnerships between the high schools, help expand the number of high-quality dual enrollment courses with Dean Vega, and, most importantly, would like to continue to expand dual enrollment participation and remove barriers for students. "Evidence suggests that early exposure to college courses can be good for all students, particularly for students of color who are Black, Latinx, or Native American," said Dr. Christopher Nelligan, executive director of The Education Trust-West.

This position, I strongly believe, will allow Ventura College to take action on the mentioned above roadmap by designating a dual enrollment liaison for our students; assist with following up with students that have not registered, but have completed a form; create a robust orientation for incoming students and high school counselors, and like what we have been doing with the limited staff; expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education.

The current provisional staff is also the liaison for the following programs: Basic Law Enforcement Academy, Ventura Youth Correctional Facility, Emergency Medical Technician, and Paramedic Studies.

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 Dual Enrollment Program continues to be a rapidly growing program at Ventura College, which provides pre-college opportunities to local high school students. The programs offer college courses across several academic/career-related disciplines and are either part of the student's high school graduation requirement or part of a linked-learning academy/pathway. Ventura College has continuously and significantly increased enrollment each year in high school enrollment.

The Dual Enrollment Program continues to give high school students firsthand experiences with policies, practices, expectations, responsibilities, support services, and technology portals present at Ventura College. The current provisional Specialist has held several student workshops and workshops with the local high school partners to strengthen and increase the partnership. Ventura College, with the help of the current provisional Specialist, has made many advancements toward streamlining processes and distributing information between Ventura College and partnering high schools. The A&R Office is strengthening the partnership between VC Outreach Team to do high school events, share information and updates with high school students and partners, and act as a liaison. I am proposing a new position, Student Success and Support Specialist II, to continue assisting our dual enrollment students and to have a permanent liaison to support and improve the enrollment process from high school to college.

Q12. Estimated Cost

\$130,000

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

Gaby Asamsama-Acuna

Q11. Your VCCCD Email Address

gasamsamaacuna@vccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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