



Office of the President

To: Michael Haydon, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Gaby Asamsama-Acuña; Anthony Mansueto; James Walker; Rachel Johnson, Academic Senate President
 Date: June 5, 2024
 Re: Classified Out of Cycle Resource Requests

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
Gaby Asamsama-Acuña	Student Services Assistant	Admissions & Records	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Student Services Assistant position, due to a promotion. 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.
Anthony Mansueto	Instructional Lab Technician (40%) - Ceramics	Arts, Humanities, and Social Sciences	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Instructional Lab Technician position, due to a resignation. It is felt this position is necessary for the continuity of the Ceramics department. As such, I support hiring a replacement for this position.
James Walker	Athletic Trainer	ICA/KIN/HED	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish an Athletic Trainer position for the Athletics program, due to workload. However, as stated in the faculty prioritization letter dated January 13, 2024, “With AB928 implementation and the elimination of the life-long learning and self-development area requirement for transfer, we are uncertain of the impact this will have on athletic/kinesiology enrollments. As such, I was not comfortable moving forward with additional positions in this discipline.” I recommend this position request be a part of the 2025-26 program review process.

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

Admissions & Records

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**

Student Services Assistant | VCU129 | 06/03/2024

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

Replacement due to vacancy.

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 request is needed urgently, rather than waiting for the annual program review process, because of the critical importance of timely processing service documents for

the smooth operation of the department and coordination with other areas of the College. The increased number of petitions and requests has necessitated adjustments to our deadlines. The A&R Office handles the majority of data in the student information system and ensures the confidentiality of student records in compliance with federal, state, and local regulations. Delays in processing and uploading required documents to OnBase can hinder students from registering for classes, obtaining financial aid, meeting with counselors, and accessing essential services needed to achieve their academic goals.

If this request is not approved, our program will face significant disruptions. Students may experience delays in their academic progress and access to necessary services, ultimately impacting their ability to succeed. Therefore, it is imperative that we move forward with hiring a Student Services Assistant immediately to maintain our service standards and support our students effectively.

Q12. Estimated Cost

\$49,704-\$68,784 + 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@vccd.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 backfill an open Student Services Assistant position, due to a

promotion. 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.

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

Arts, Humanities, and Social Sciences

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**

Instructional Lab Technician

VCU609

1 June 2024 or as soon thereafter as possible.

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

Incumbent just resigned.

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 essential in order to process the large quantity of pottery which has to be fired in support of our Ceramics program.

Q12. Estimated Cost

Full time monthly salary is \$5149-\$7100. This is a 40% 10 month position so annual cost would be 20,596 to \$28,400 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 2 - Increase Student Access

Q10. Your Name

Anthony Mansueto

Q11. Your VCCCD Email Address

amansueto@vccd.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 Instructional Lab Technician position, due to a resignation. It is felt this position is necessary for the continuity of the Ceramics department. 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

ICA/KIN/HED

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**

Full Time Athletic Trainer, 7/1/2024

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

Coverage issues became apparent during the 2023-2024 academic year

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 currently have 2 FT Athletic Trainers covering 19 sports throughout the calendar year. With only 2 trainers teams that end in the early evening (after 5:30 pm) or begin practice

at that time do not have adequate ATC coverage. We also have coverage issues when we host multiple athletics events during the week and on weekends where we have to hire outside ATC's for coverage. A third full time trainer would give our student athletes adequate coverage to protect their health and safety and also give our 2 current FT athletic trainers support in coverage and office work.

Based on NATA (National Association of Athletic Trainers) with our year round programming for Athletics we should have more than 2 full time trainers. NATA has an online form and we've collected data based on year round and if we only covered our teams during their competition season. Data can be sent by request.

The 3CATA (Athletic Trainers Association) last survey 2022-2023 showed that a majority of campuses with 16 or more sports have 3 full time trainers. Data can be sent by request.

Q12. Estimated Cost

\$75,000 - \$95,000

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
- External Requirement (Describe):

Help with coverage for the health and safety of our student athletes at Ventura College

Q10. Your Name

James Walker

Q11. Your VCCCD Email Address

jwalker1@vccd.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 an Athletic Trainer position for the Athletics program, due to workload. However, as stated in the faculty prioritization letter dated January 13, 2024, "With AB928 implementation and the elimination of the life-long

learning and self-development area requirement for transfer, we are uncertain of the impact this will have on athletic/kinesiology enrollments. As such, I was not comfortable moving forward with additional positions in this discipline.” I recommend this position request be a part of the 2025-26 program review process.

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