



Office of the President

To: Michael Haydon, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Kenya Johnson; Rachel Johnson, Academic Senate President
Date: June 13, 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 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
Kenya Johnson	Student Success & Support Specialist II	VCEC/Extended Education	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to establish a Student Success & Support Services II position for the Title V, PORT - HSI grant. It is felt this position is necessary for the continuity of the Extended Education program. Title V grant funding has been identified to fully support the position. As such, 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/VCEC & Extended Education

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**

Student Success and Support Specialist II (2024-00187). Needed by July 1, 2024.

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

The request was listed in the annual program review. The position is funded by the Title V PORT-HSI Grant which was approved by the board on November 14, 2023.

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 position is grant funded. This position will assist the district in fulfilling the goals and objectives of the Title V, PORT- HSI grant for Ventura College. This position will support the needs of post-traditional learners ("non-traditional" adults) that are explicitly served by the division of VCEC and Extended Education. The local Santa Clara River Valley community and the region as a whole has a growing number of adults who are seeking education to re-skill, up-skill and in some cases to complete college after some years out of high school or the military. The PORT grant was granted to support this work for VC, and as the division that focuses on "extended education," we will fulfill aspects of the mission with this new role. One key program that will be supported by this position is the PACE (Program for Accelerated College Education) program, which is launching 4-6 more cohorts in AY 24-25 in Business. The SSSSII will serve as the liaison for all PACE students at VC, connecting them to resources, assisting with the application, and engaging in outreach and student on boarding. If not approved by the board Ventura College will be out of compliance with the agreements of the Title V, PORT - HSI grant.

Q12. Estimated Cost

\$132,776

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

PORT HSI Grant

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 5 - Effectively Manage Campus Resources
- Grant Requirement (Describe):

The position is funded by an already secured grant: Title V, PORT- HSI grant for Ventura College which was approved by the board on November 14, 2023.

Q10. Your Name

Kenya Johnson

Q11. Your VCCCD Email Address

kjohnson3@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 a Student Success & Support Services II position for the Title V, PORT - HSI grant. It is felt this position is necessary for the continuity of the Extended Education program. Title V grant funding has been identified to fully support the position. As such, I support hiring for this position.

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