



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Vanessa Stotler; Alex Kolesnik, Academic Senate President
Date: June 22, 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 |
|------------------|---|----------------------------|---|
| Vanessa Stotler | Student Outreach Specialist (Bilingual) | Outreach | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill a Student Outreach Specialist (Bilingual) position, due to a resignation. It is felt this position is necessary for the continuity of the Outreach 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.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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**

- Student Outreach Specialist (Bilingual)
- Position Number unknown
- August 1, 2023

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

This position was most recently held by Alejandra Ildefonso who resigned on 5/29/23. The position is now vacant and I would like to hire someone for the upcoming school year immediately.

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 a new outreach specialist to start in the position by the Fall semester. Outreach would be severely impacted without a trained outreach specialist since we already have over 40 dates on our calendar for outreach events.

Q12. Estimated Cost

75000-90000

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

Q10. Your Name

Vanessa Stotler

Q11. Your VCCCD Email Address

vstotler@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 a Student Outreach Specialist (Bilingual) position, due to a resignation. It is felt this position is necessary for the continuity of the Outreach department. As such, I support hiring a replacement for this position.

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