



Office of the President

To: Michael Haydon, Classified Senate President
From: Dr. Claudia Lourido-Habib, President
CC: Executive Team; Alma Rodriguez; Tamishiah Allen; Rachel Johnson, Academic Senate President
Date: August 23, 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 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
Alma Rodriguez	Financial Aid Specialist	Financial Aid	As part of our Out of Cycle Resource Request process , the Executive Team met on August 19, 2024 and reviewed your request to backfill an open Financial Aid Specialist position, due to a transfer. It is felt this position is necessary for the continuity of the Financial Aid department. As such, I support hiring a replacement for this position.
Tamishiah Allen	Office Assistant	Civic Center	As part of our Out of Cycle Resource Request process , the Executive Team met on August 19, 2024 and reviewed your request to backfill an open Office Assistant position, due to a promotion. It is felt this position is necessary for the continuity of the Civic Center department. Also, the position is self-funded through Civic Center revenue. 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

Business Services- Financial Aid

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**

Financial Aid Specialist

VCU541

August 26, 2024

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

The employee submitted her two week notice to transfer on August 6, 2024.

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 financial aid office is already under-staffed and any additional vacancies will jeopardize student aid and this affects our compliance. We serve over 60% of the student population and award over \$30 million dollars in aid.

Q12. Estimated Cost

\$128,817.57

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

121-36411-2826-64600

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

Alma Rodriguez

Q11. Your VCCCD Email Address

arodriguez@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 met on August 19, 2024 and reviewed your request to backfill an open Financial Aid Specialist position, due to a transfer. It is felt this position is necessary for the continuity of the Financial Aid 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

College Services

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

Office Assistant

200

9/1/2024

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

This position recently became vacant. The person staffing position was recently promoted to another position.

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 person staffing position was recently promoted to another position. This position is important in maintaining adequate staffing for our reception area in the Administration Building and assisting with Civic Center responsibilities.

Q12. Estimated Cost

\$65,000

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

114-35002-2121-683000

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

- External Requirement (Describe):

Replacing position

Q10. Your Name

Tamishiah Allen

Q11. Your VCCCD Email Address

tamishiah_allen1@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 met on August 19, 2024 and reviewed your request to backfill an open Office Assistant position, due to a promotion. It is felt this position is necessary for the continuity of the Civic Center department. Also, the position is self-funded through Civic Center revenue. As such, I support hiring a replacement for this position.

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