



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Felicia Dueñas; Alex Kolesnik, Academic Senate President
Date: October 26, 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
Felicia Dueñas	Administrative Assistant	CE	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 retirement. It is felt this position is necessary for the continuity of the Career Education Division. As such, I support hiring a replacement 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

Career Education

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 (VCU554-00). Hire is needed by January 2, 2024.

This is a request to replace the division administrative assistant whose effective retirement date is December 29, 2023. If possible, I would like to bring the new administrative assistant in December in order to provide training prior to the start of the spring semester.

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

The administrative assistant submitted her classified resignation documentation after program review had closed.

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.

Career Education (CE) II only has one administrative assistant and no office assistant. The administrative assistant processes numerous requisitions for instructional materials and student test fee reimbursements for the programs under CE II and provides critical support to the dean. Programs

will experience delays in obtaining needed instructional materials and the dean will be less responsive to requests without support from an administrative assistant.

Q12. Estimated Cost

\$130,000 for salary and 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 5 - Effectively Manage Campus Resources

Q10. Your Name

Felicia Duenas

Q11. Your VCCCD Email Address

fduenas@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 Administrative Assistant position, due to a retirement. It is felt this position is necessary for the continuity of the Career Education Division. As such, I support hiring a replacement for this position.

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