



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Alex Kolesnik, Academic Senate President
Date: December 13, 2023
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
James Zavas	Senior Administrative Assistant	Business and Administrative Services	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Senior Administrative Assistant position, due to a retirement. It is felt this position is necessary for the continuity of the Business and Administrative Services 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.

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 and Administrative 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**

VCU022 - Senior Administrative Assistant

Fill by January 31, 2024 if possible.

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

Maureen Jacobs submitted her resignation effective January 31, 2024 on December 8, 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.

This position is the sole Administrative Assistant for the VP of Business Services. If this position remains vacant, it will put a strain on the other Admin's in the building to fill the hole.

Q12. Estimated Cost

Due to Maureen's seniority, there will be a savings in filling this position as compared to what is included in the budget. A replacement will cost approximately \$121K per year.

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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

James Zavas

Q11. Your VCCCD Email Address

jzavas@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 has reviewed your request to backfill an open Senior Administrative Assistant position, due to a retirement. It is felt this position is necessary for the continuity of the Business and Administrative Services Department. As such, I support hiring a replacement for this position.

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