



Office of the President

To: Dan Clark, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; April Montes, Classified Senate President  
Date: May 3, 2023  
Re: Faculty 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 an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Kim Hoffmans	FT Faculty	Student Health Center Coordinator	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Student Health Center Coordinator position, due to a retirement. It is felt this position is necessary for the continuity of the Student Health Center. 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.

### **Q1. Type of Resource Requested:**

- Full-Time Faculty

### **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 Health Center Coordinator. The hire is needed on July 1, 2023.

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

The incumbent recently provided the information that they will be retiring on June 30, 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 coordinator oversees the day to day activities of the Student Health Center and is a nurse assigned to provide student patient care. The position is required to be able to provide medical services to students and run the operations of the Student Health Center.

### **Q12. Estimated Cost**

Salary and Benefits - TBD

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

General Funds

### **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

**Q10. Your Name**

Andrea Rambo

**Q11. Your VCCCD Email Address**

[arambo@vccd.edu](mailto:arambo@vccd.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 an open Student Health Center Coordinator position, due to a retirement. It is felt this position is necessary for the continuity of the Student Health Center. As such, I support hiring a replacement for this position.

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