



Office of the President

To: Alex Kolesnik, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Nenagh Brown; April Montes, Classified Senate President
Date: August 23, 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 requests. 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 an Academic Senate meeting to discuss these requests.

| Requestor | Position Request | Division/Department | Response |
|--------------|--------------------------|---------------------|---|
| Nenagh Brown | FT Temporary Faculty (2) | Math | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for two full time temporary faculty positions for the Math department, due to a retirement and a medical leave. It is felt these positions are necessary for the continuity of the Math department. As such, I support hiring replacements for these positions. |
| Nenagh Brown | FT Temporary Faculty (1) | Math | As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a full time temporary faculty position for the Math department, due to a reassignment. It is felt this position is necessary for the continuity of the Math 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.

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

English/ESL/Math/Communications and Learning Resources Division

Q1. Type of Resource Requested:

- Full-Time Faculty

Q14. Is this a new resource or a replacement of an existing resource?

- New

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**

This is a request for TWO FULL-TIME TEMPORARY MATH INSTRUCTORS for the Fall of 2023, with the option of renewal for the Spring of 2024.

The request is urgent: the faculty members would need to be hired ready for the start of our September classes.

Due to a last-minute FT faculty retirement and a FT faculty on medical leave for the semester, along with an 18% growth in enrollment, the math department started August with 16 classes that had no instructor assigned to them. After a PT hiring process with interviews completed last week we hope to hire another 2/3 instructors and assign some of these classes to them. All faculty have been asked if they would like to increase their load, which staffed a few more classes. We have also reached out to the math department chairs at MC and OC and they have very limited available faculty too. At this point we still have around 10 classes unstaffed.

These classes are almost all gateway classes, and almost all are full or close to being full. Nine of them were August classes that we now have had to move to a September-start. We did this rather than cancel them to allow for an additional hiring process to occur: this request is for two FT Temporary faculty members to staff the remaining classes.

After discussions with HR this is the course of action recommended for this situation; the Director of Employment Services recommends the hiring can be internal within the district and be limited to a five- day posting as the minimum, leading directly to final interviews. Our need fulfills two of the criteria that allow for FT temporary employment: #5, leave due to long-term illness, and #6, due to increased enrollment. This way it is possible that the process could be completed by the September start date for these classes.

Given that two of the circumstances leading to this situation have a high probability of continuing throughout the academic year (the loss of faculty due to retirement and the increase in enrollment), the recommendation is to include within the call for the positions the possibility of extending one or both of them for the Spring '24 semester, as needed.

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

The three circumstances leading to this request were not present during the annual program review process:

Retirement: the loss of one PT faculty member was expected from June; the loss of one FT faculty member was unexpected and not announced until July 31, active from August 1.

Medical leave: one FT faculty member went on medical leave during the Spring semester; his status for the fall has been unclear but we were told he cannot return to work for the fall in late July.

Increased enrollment: the math department has experienced an 18% increase in enrollment from last fall - and if we had had the ability to open more classes the growth would have been greater.

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.

If this request is not approved VC will have to cancel around 10 gateway math classes, effecting approximately 400 plus students.

These students will have less opportunity to complete their math requirement during their first year, hence also reducing the college's state apportionment.

Those students in STEM majors will be delayed in their required math sequences by a semester, also potentially delaying their graduation.

(The students are also unlikely to be able to enroll in equivalent classes within the district as most gateway math classes are full.)

Q12. Estimated Cost

\$150,000 for two FT temporary faculty for fall semester.

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

Q10. Your Name

Nenagh Brown

Q11. Your VCCCD Email Address

nbrown@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 for two full time temporary faculty positions for the Math department, due to a retirement and a medical leave. It is felt these positions are necessary for the continuity of the Math department. As such, I support hiring replacements for these positions.

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

Math department

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**

This is a request for ONE ADDITIONAL FULL-TIME TEMPORARY MATH INSTRUCTOR for the 2023-24 academic year. This is in addition to the two FT Temporary requests for math instructors submitted on August 11, as described below.

This request is also urgent: the faculty member would need to be hired ready for the start of our September classes.

This additional FT Temporary faculty request is in response to a FT faculty member being reassigned 100% to work as the Academic Senate President for this year. This request is covered by #5 pursuant to Ed Code section 87481, "when a district has a specific need for additional faculty members during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year."

We originally believed we could cover this position with adjunct faculty, but with the subsequent retirement of a FT and PT faculty members, and an extended leave due to illness, this is not enough. We would also be hiring at a time when almost all PT faculty are already committed at our sister colleges for upto .67 load, so probably couldn't do much overload for us. We need the maximum flexibility to make sure we can cover all our unstaffed classes.

Here is the full position of the math department drawn from the request for the other two FT Temporary math faculty:

"Due to a last-minute FT faculty retirement and a FT faculty on medical leave for the semester, along with an 18% growth in enrollment, the math department started August with 16 classes that had no instructor assigned to them. After a PT hiring process with interviews completed last week we hope to hire another 2/3 instructors and assign some of these classes to them. All faculty have been asked if they would like to increase their load, which staffed a few more classes. We have also reached out to the math department chairs at MC and OC and they have very limited available faculty too. At this point we still have around 10 classes unstaffed.

These classes are almost all gateway classes, and almost all are full or close to being full. Nine of them were August classes that we now have had to move to a September-start. We did this rather than cancel them to allow for an additional hiring process to occur: this request is for two FT Temporary faculty members to staff the remaining classes.

After discussions with HR this is the course of action recommended for this situation; the Director of Employment recommends the hiring can be internal within the district and be limited to a five-day posting as the minimum, leading directly to final interviews. Our need fulfills two of the criteria that allow for FT temporary employment: #5, leave due to long-term illness, and #6, due to increased enrollment. This way it is possible that the process could be completed by the September start date for these classes.

Given that two of the circumstances leading to this situation have a high probability of continuing throughout the academic year (the loss of faculty due to retirement and the increase in enrollment), the recommendation is to include within the call for the positions the possibility of extending one or both of them for the Spring '24 semester, as needed."

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

"The three circumstances leading to this request were not present during the annual program review process:

Retirement: the loss of one PT faculty member was expected from June; the loss of one FT faculty member was unexpected and not announced until July 31, active from August 1.

Medical leave: one FT faculty member went on medical leave during the Spring semester; his status for the fall has been unclear but we were told he cannot return to work for the fall in late July.

Increased enrollment: the math department has experienced an 18% increase in enrollment from last fall - and if we had had the ability to open more classes the growth would have been greater."

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.

If this request is not approved VC will have to cancel around 10 gateway math classes, effecting approximately 400 plus students.

These students will have less opportunity to complete their math requirement during their first year, hence also reducing the college's state apportionment.

Those students in STEM majors will be delayed in their required math sequences by a semester, also potentially delaying their graduation.

(The students are also unlikely to be able to enroll in equivalent classes within the district as most gateway math classes are full.)

Q12. Estimated Cost

\$75,000 for the academic year 2023-24

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

Q10. Your Name

Nenagh Brown

Q11. Your VCCCD Email Address

nbrown@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 for a full time temporary faculty position for the Math department, due to a reassignment. It is felt this position is necessary for the continuity of the Math department. As such, I support hiring a replacement for this position.

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