



Office of the President

To: Alex Kolesnik, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Felicia Dueñas; April Montes, Classified Senate President  
Date: October 11, 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
Felicia Dueñas	FT Faculty	Welding	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a full time faculty position for the Welding Technology Program, due to a retirement. It is felt this position is necessary for the continuity of the Welding program. 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 Division/Technology Department

### **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 to replace a full-time faculty member for the welding technology program. A full-time faculty replacement is needed for spring 2024.

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

The incumbent announced his intent to retire in late September 2023 and position is included in the current program review.

### **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 division needs to initiate the hiring process immediately in order to have a replacement in place for the spring 2024 semester.

### **Q12. Estimated Cost**

\$150,000 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 2 - Increase Student Access
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Felicia Duenas

**Q11. Your VCCCD Email Address**

[fduenas@vccd.edu](mailto: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 for a full time faculty position for the Welding Technology Program, due to a retirement. It is felt this position is necessary for the continuity of the Welding program. As such, I support hiring a replacement for this position.

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