To: Tim Harrison, Dean of Student Learning

From: Dr. Kim Hoffmans, President

CC: Executive Team; Brent Wilson; CPC Tri-Chairs

Date: March 9, 2021

Re: 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.

Requestor	Position Request	Division/Department	Response
Tim Harrison	Saw Stop – table / Cabinet Saw	Performing Arts	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request for a Saw Stop – table / Cabinet Saw. The request is approved, with funding to come from the division budget.

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:

- Equipment

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**

Saw Stop - table / cabinet saw

Q4. Why was this request not included in the annual program review process?
Stopped working in October, 2020. Does not have safety features for student/staff use.

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.
To complete projects associated with performing arts classes

Q12. Estimated Cost
6,200.00

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
111-30096

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name
Tim Harrison

Q11. Your VCCCD Email Address
tharrison@vcccd.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 Saw Stop – table / Cabinet Saw. The request is approved, with funding to come from the division budget.

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

Program Review Equipment Request Guide

This guide outlines the criteria the Budget Resource Committee will use to evaluate your resource requests included. (These equipment requests are <u>not</u> computer related.) Please answer all requested questions accordingly.

Criticality: Impact on the Learning and/or Operating Environment
In one or two sentences explain how critical this request is to your program's goals. Is it essential to the success of your program? If so please explain why. Does this request duplicate or enhance already present resources? If not critical and redundant please explain how this request will provide additional value to your program.

Sustainability / Recurring Costs
What, if any, ongoing maintenance and licensing costs will your request require? If your request requires ongoing maintenance, what funding source have you identified?

Innovation / Expansion
How does your request improve the current learning environment, campus service, or operating conditions on campus?

Ventura College – Program Review Process - 2018
Equipment Request Ranking Rubric (not computer related)

Initiative ID: _____   Initiative Title: _____

Program: _____   Division: _____

Rater: _____   Date: _____

Trait	Low (1 point)	Medium (2 or 3 points)	High (4 or 5 points)	Weight	Score
Program's Ranking	5 or more	3-4	1 -2	2	
Criticality Impact on the Learning or Operating Environment	Supplemental to the critical path. Provides additional value to the program activity but is not required to satisfactorily complete the activity. High cost to expected benefits. The existing equipment is within the first 50% of its expected useful life.	Some need for equipment to complete the critical path. Some redundant or alternative equipment are available. Normal cost to expected benefits. The existing equipment is within the last 50% of its expected useful life.	Essential equipment need, or is a compliance issue, in the critical path (no redundancy). If this equipment is not properly functioning the program's activities will stop. Low cost to expected benefits and association to other resource requests. The existing equipment exceeds its expected useful life.	2	
Age of Initiative	First year requested	Requested last year	Requested multiple years	1	
Sustainability Recurring Costs	Requires substantial additional maintenance budget.	Requires some additional maintenance budget.	Maintenance is already budgeted.	1	
Innovation / Expansion	Maintains the status quo.	Integrates or optimizes existing equipment.	Significantly improve the current learning, services, or operating environment.	2	
			Total Score		

COVID Related Funding
As of March 5, 2021

Spending Deadline	1/16/2022	1/18/2022	6/9/2021	12/30/2020	6/30/2022	N/A	
Allocations	CARES Student	CARES Institutional	CARES HSI	Covid Block Federal	Covid Block State	VCCCD Reserves	Total
Original Allocation	2,290,769	2,290,769	300,873	275,884	540,756	-	5,699,051
Supplemental Allocation 1	2,290,769	8,139,283	2,910			350,000	10,782,962
Supplemental Allocation 2			588,117				588,117
Total Allocation	4,581,538	10,430,052	891,900	275,884	540,756	350,000	17,070,130

Expenditures	CARES Student	CARES Institutional	CARES HSI	Covid Block Federal	Covid Block State	VCCCD Reserves	Total
1000 Faculty Salaries		491,530		30,607			522,137
2000 Classified Salaries		64,172		121,113	11,327		196,612
3000 Benefits		100,315		44,387	1,060		145,762
4000 Instructional Supplies/Equip		74,581		16,908	1,902		93,392
4000 Non-Instruc Supplies/Equip		101,097		1,715			102,812
4000 Computers/Technology		602,370		37,715	4,618		644,703
5000 Software Maint/License Fee		17,266		5,683			22,948
5000 Other Operating Expenses		29,484		17,756	6,698		53,938
6000 Capital Outlay							-
7505 Financial Aid Payments	2,290,769		93,731				2,384,500
7000 Other Outgo							-
Expenditures to Date	2,290,769	1,480,815	93,731	275,884	25,605	-	4,166,804
Encumbered to Date	-	76,200		-	31,604	68,000	175,803
Total Expend/Encumbrances	2,290,769	1,557,015	93,731	275,884	57,208	68,000	4,342,607
Available Allocation Remaining	2,290,769	8,873,037	798,169	0	483,548	282,000	12,727,523

Cares Institutional HEERF II Supplemental Allocation
Estimate for Board Agenda Item

1000	Academic Salaries	400,000
	Faculty DE related training and mentoring	
2000	Classified & Other Nonacademic Salaries	606,738
	Mental health professional experts, provisionals (including health screeners, call campaigns, outreach, custodial), overtime	
3000	Employee Benefits	219,062
4000	Supplies & Materials	1,586,254
	Supplies, equipment, PPE and technology	
5000	Other Operating Expenses	555,000
	Consultants, facilities assessments/upgrades, hotspot service contracts	
5950	Indirect Costs	700,000
6000	Capital Outlay	350,000
	Facilities assessments/upgrades	
7000	Transfers Out	3,722,229
	Direct aid to students and lost revenue (i.e. parking fees, rental/lease income, bookstore income, Child Development fees, and ticket and event sales)	
Total		8,139,283

To: Dr. Dan Clark, Academic Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Administrative Council

Date: February 16, 2021

Re: Full-time Faculty Priority Fall 2021

Fall 2021 Faculty Hiring Plan

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Faculty Prioritization recommendation list developed by the Academic Senate. We have also considered the current full-time faculty percentage, anticipated faculty retirements, uncertain State funding allocation, and declining enrollments.

The following positions have been prioritized by the Executive Team and align with the recommendations of the Academic Senate.

1. Construction Technology
2. Engineering
3. Astronomy
4. Health Sciences
5. Criminal Justice
6. Business
7. Accounting
8. Child Development
9. Psychology
10. Anatomy and Physiology

Construction Technology and Engineering have been approved to begin the recruitment process. Any additional faculty from the list may be considered for hire at a later date contingent on funding.

Fall 2021 Faculty Out of Cycle Hiring Requests

After the Program Review due date, two Out of Cycle hiring requests were received (Full Time Computer Science (CS) and Full Time Ethnic Studies Faculty). See attached Out of Cycle Request Forms for details.

Please share this information as appropriate. Thank you for your contributions to the prioritization 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, include the position title, position number (if this is a replacement), and the date that the hire is needed.
   Tenure-track full time Computer Science Instructor
   Position #VFT 423
   Vacancy date: 6/23/20
   Failed search: 12/22/20
   Replacement instructor sought to start Fall 2021 semester

Q12. Estimated Cost
   $150K (includes salaries and benefits)

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
   General Fund
   FOAP: 111-30055-110-070100

Q4. Why was this request not included in the annual program review process?
   We had already been approved for the replacement hire, and the hiring process was occurring (position posted) at the time we completed the annual program review. Unfortunately, that hiring process turned out to be a failed search. We would like to launch a new search to fill this vacancy/replacement position in an area that is in demand by our students and our community (computer science needs are high in our local employment sector).

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 4 - Enhance Institutional Effectiveness

- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name
Lynn Wright

Q11. Your VCCCD Email Address
lwright@vcccd.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 Computer Science Full Time Faculty position in the English, Math, and Communication division, due to a failed search. We propose that failed searches less than six months old do not require an out of cycle request process. As such, the plan is to continue the recruitment for this position.

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.

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**

1 Full-Time Faculty Member in Ethnic Studies to be hired for Fall 2021 courses (Urgent Request)
(3 additional Full-Time Faculty Members in Ethnic Studies would be preferred, but these positions will be requested through the 2021 Program Review process.)
In Order to support VC students in meeting their Ethnic Studies graduation requirement for CSU institutions, the Ethnic Studies department is requesting to hire a full-time faculty member in the discipline of Ethnic Studies, with a desired emphasis in African American Studies or Native American Studies.
In 2019-20 there were 928 VC students who transferred to a CSU university, the largest cohort yet. Our incoming freshmen in Fall 2021 will be required to complete one course that meets the CSU Ethnic Studies graduation requirement. This will increase the demand for Ethnic Studies courses to be the same size demand as we see for ENGL V01. It will be impossible for VC to meet the needs of our students without growing our course offerings and our full-time faculty. At this time, three Chicano Studies courses have been submitted to CSU for consideration to meet this Area F requirement; more courses will be developed in the area of Ethnic Studies (including African-American Studies, Native American Studies, Asian American Studies) and additional existing courses in Chicana/Chicano Studies will be submitted for consideration. The department is currently developing a timeline for this work.
Criterion 1: Percentage of courses taught in the department by full-time faculty
33% of the courses being taught by a full-time faculty
As this is a brand-new department, the ratio of courses taught by full-time vs. part-time faculty is expected to change as we move through our decision-processes to develop curriculum. Currently, the department currently has only 1 full-time instructor (who also serves as the Department Chair and

the lead faculty for developing the Honors Program) who teaches courses in Ethnic Studies, resulting in a 33% of the courses being taught by a full-time faculty.

Criterion 2: Productivity, Fill-Rates for Courses, and Institutional Need to Meet Graduation Requirements

In addition to the new state-mandated requirement for CSU's (AB 1460), the tables below demonstrate consistent productivity in the courses that will begin to comprise the Ethnic Studies department, with the exception of Sp 19 (the African-American Studies course only had an enrollment of 15 students). Even with the enrollment decline experienced across the History courses in Fall 19 due to a major renumbering project, productivity in the courses below totaled 627. Demand for these courses has increased, allowing the programs to add CRNs in 2020-21, even during the enrollment difficulties associated with COVID. The fill-rate for Fall 2020 is not indicative for the true student demand (below 70%); this low fill-rate is the result of our attempt to open additional seats (above 55) in hopes to reach more students. In addition, the spring 2021 fill-rate reflects the lowering of seat capacity, following the overall college agreement to cap courses at 40. In each of these semesters, Productivity more accurate represents these courses: 580 in Fall 2020 and 585 in Spring 2021, with a Productivity of over 650 in Fall 2018 and over 625 in Fall 2019. We expect these courses to only improve in enrollment, now that we have the ADT fully executed and marketed through the catalog and other venues. In addition, the full-time instructor has recently received tenure, and has developed a strong reputation across the campus and with students.

In addition to our local data, we must also expect to see an increased demand for these courses due to CSU's new graduation requirement as mandated by AB 1460. In order to meet the demand of incoming Ventura College students (those who begin fall 2021) who plan to transfer and graduate from a CSU, Ventura College needs to be ready to teach an increased number of courses that meet CSU's Ethnic Studies requirement (Area F) beginning in fall 2021.

Finally, Ventura College must expect that the legislators will pass the newly proposed legislation that will require Community Colleges to also require Ethnic Studies as a graduation requirement for all Associates Degrees. (Formatted Tables have been emailed to VPAA)

Total Ethnic Studies	Fall 18	Sp 19	Fall 19	Sp 20	Fall 20	Sp 21
# CRNs	8	6	8	6	9	8
CenErl	345	188	331	237	386	312
Fill Rate	85%	74%	84%	79%	68%	98%
PROD	651	475	627	596	580	585

Chicano Studies	Fall 18	Sp 19	Fall 19	Sp 20	Fall 20	Sp 21
#CRNs	5	4	5	4	6	5
CenErl	237	143	231	165	216	191
Fill Rate	90%	75%	84%	76%	60%	96%
PROD	714	536	696	626	498	573

African-American Studies	Fall 18	Sp 19	Fall 19	Sp 20	Fall 20	Sp 21
# CRNs	1	1	1	1	1	1
CenErl	35	12	28	26	59	41
Fill Rate	100%	54%	80%	96%	74%	103%
PROD	520	213	416	383	885	615

Native-American Studies	Fall 18	Sp 19	Fall 19	Sp 20	Fall 20	Sp 21
# CRNs	2	1	2	2	2	2
CenErl	74	33	73	72	111	80
Fill Rate	68%	83%	85%	88%	83%	100%

PROD 561 495 560 536 672 600

-

Criterion 3: Difficulty in Recruiting Part-Time Faculty / Unmet Staffing Need

In response to the increased demand for offering courses in these Ethnic Studies courses, the program conducted a part time faculty search in Fall 2020. The district-wide pool included 9 applicants; only 1 candidate met MQs. This candidate met MQs, however had a primary focus in Art (as opposed to theory) and therefore the program faculty decided to fail the search, resulting in the cancellation of a CHST Course (CHST V02) in spring due to a lack of available staff.

In addition, with the lack of a full-time faculty member in this area, there is a gap in faculty leadership for BSU (Black Student Union), which is very much needed for supporting these students and their efforts. We also are in need of a full-time faculty to mentor the students in AIM (American Indian Movement).

Criterion 4: Division, College, and County-wide Support for Department

1) The 2020 Division Program Review reflects the desire to further grow this program. At the time that the program reviews were submitted, the faculty did not know that an Ethnic Studies department would be established in response to the new legislation. Reference to the exploration of building an Ethnic Studies department is mentioned in the Division-level plan. The position requested in the Social Science Department Program Review was in History, but the position would have had a desired focus in one of the four areas that are now being associated with the Ethnic Studies coursework.

2) Ventura College's student demographics further demonstrate the need for faculty members in the four specialties within Ethnic Studies. 69% of the overall student population in 2020 were students of color. Nearly 62% of our students identified as Hispanic, 2% identified as Black, 0.3% identified as Native American, nearly 5% identified as Asian, and 0.2% identified as Pacific Islander.

3) County-wide Collaboration too address the ongoing, and VCAARA

As a nation we sat in shock as we witnessed the lack in leadership to stand against racism in our country. We also witnessed a movement that said enough is enough, Black Lives Matter. In response to the senseless attacks and murders of BIPOC and specifically the murder of George Floyd, faculty from Ventura County came together to stand against our societal flaw of racism that has continued to plague our colleges. Faculty stood together in creating the Ventura County Colleges Anti Racism Alliance (VCCARA), representing faculty from VCCCD, CSUCI and CALU. With heavy hearts and a desire for change faculty had hard conversations about the culture on our campuses and the barriers to not only BIPOC student success and equity but also to the barriers of being a BIPOC faculty within a racist institution.

VCCARA presented to VC administration, their goals and mission, that included:

• anti-racist training of faculty,

• supporting BIPOC by recognizing women and men of color face relentless bias every day, and it is our job as their educators to dismantle institutional and individual racism and provide the most equitable and supportive learning environment that we can.

• creating an Ethnic Studies Department,

• removing barriers when hiring BIPOC faculty,

• removing racism from our curriculum,

• hiring BIPOC faculty and hiring specifically 4 full-time faculty in the area of Native American Studies, Chicana/o Studies, African American Studies and Asian/Pacific Islander studies.

In addition Ethnic Studies Faculty across California came together to create the California Community Colleges Ethnic Studies faculty Council (CCCESFC). The best practices to implement the state mandate have been presented in 2 statewide summits. VCCCD faculty have attended and since presented as a flex presentation on these best practices including:
• creating Ethnic Studies as a graduation requirement with a C or better,
• creating an Ethnic Studies task force sub-committee to the curriculum committee that consist of faculty from an Ethnic Studies background, and
• again we see hiring full-time faculty within the 4 disciplines of Ethnic Studies.
We will never make progress in moving the needle on student success for students of color if we don't get real and understand the totality of factors that undermine their success on our campuses by way of intentionally focusing on racial equity. The attempt to improve BIPOC student success, outcomes and experiences at Ventura community college must recognize that ethnic studies is vitally important to our students and our community. Failure to hire within the Ethnic studies department would be undermining decades of scholarship and research on the histories, contributions, and oppressions of BIPOC. Ventura College, Ethnic Studies department; holds a critical place of students and community members in its formation. Our campus must act on showing our true institutional support by actively supporting the hiring of faculty to sustain the department demands and demonstrating it is a cornerstone of knowledge that all students should have before they graduate and go out into the world. Hiring full-time faculty will enable Ventura College's sustained commitment and ensure the departments success. Administrative action will be a mirror to the commitment of being an anti-racist campus.

Criterion 5: Future Expansion Plans for Department/Program
With administrative support of BIPOC faculty we now have an Ethnic Studies Department and chair position. What is clear is that not only do we have a state law requiring students to take an ethnic studies course meeting area F but equity mandate does not simply accept all Ethnic Studies Area F courses as fulfilling the core competencies. Ethnic Studies courses should not be accepted as merely about a concept, rather they should be specifically from an Ethnic Studies framework, addressing curriculum pedagogy and epistemology, representing a liberatory curriculum, bridging intersectionality with solidarity work and should be taught by BIPOC faculty.
Therefore, the Ethnic Studies Department will need to continue to evaluate courses that would be suitable for area F and make recommended changes. This process will eliminate many courses that are currently under VC's Ethnic Studies graduation requirement as cross listed with AES, as they do not teach from the needed frame work. This process will require the support of a task force of Ethnic Studies faculty that is a sub-committee to the curriculum committee. Whereas, it would be unethical for other discipline faculty to create standards or define its definition it should not happen within the discipline of Ethnic Studies and should be taught, reviewed and evaluated by those that meet the minimum qualifications and or teach within the discipline of Ethnic Studies. This will put a lot of pressure on Chicana/o courses to offer more sections and will require hiring Ethnic Studies faculty and developing Ethnic studies courses within the 4 disciplines of Ethnic Studies.
Although, cross listing courses with non-Ethnic Studies is allowed it must be done in the traditional circular process for cross-listing meaning both departments agree to this cross-listing and the course meets the core competencies set by the CSU GE Breadth Policy. Collaboration with other departments is necessary to evaluate existing courses and potentially creating new courses. These efforts are in the process and the dialogue has begun with the English department to revise Chicana/o Literature and work on creating African American and Asian/Pacific Islander literature courses.

Projected goals include working with other disciplines and introducing curriculum that specifically targets race and the community to help diversify students relationship within their field of study. Examples can include working in collaboration with the nursing program on a Chicano/Latino Public Health course, working with Police academy post to create a course on policing and the African American community, Environmental Science creating a course on Farmworkers and food justice or Environmental Justice Issues in Native American Communities, Criminal Justice could possibly include Chicanos, the Law, and the Criminal Justice System or Chicanos, Race and the US Prison System courses etc... With the support of administration, there is a lot of potential to diversify curriculum and Full-time Ethnic Studies faculty in the discipline can help reach these goals.

Criterion 6: SLOs Up-To-Date

SLOs have been submitted for CHST courses; Department Chair Michael Ward has been working with SLO Coordinator to ensure that all courses are up-to-date in all courses in History, as well as Chicano Studies, as there was some confusion in the submission process over the last two years. I believe that this has been corrected, and all data has now been collected.

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

Ventura College just added an Ethnic Studies department in response to the new state-mandated requirement for CSU's (AB 1460). In order to meet the demand of incoming Ventura College students (those who begin fall 2021) who plan to transfer and graduate from a CSU, Ventura College needs to be ready to teach an increased number of courses that meet CSU's Ethnic Studies requirement (Area F) beginning in fall 2021.

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.

Again, with the newly legislated graduation requirement Ventura College must be prepared in Fall 2021 to offer additional sections of courses that will fulfill Area F, the Ethnic Studies graduation requirement for CSU institutions. With the current staffing of 1 FT faculty member, who has now been reassigned to serve as department chair, and with the difficulties in finding qualified part time faculty, the department is urgently requesting 1 full-time faculty position -- although, the need is for four full-time faculty.

1 Full-Time Faculty Member in Ethnic Studies to be hired for Fall 2021 courses (Urgent Request)

(3 additional Full-Time Faculty Members in Ethnic Studies would be preferred, but these positions will be requested through the 2021 Program Review process.)

Q12. Estimated Cost

$150,000

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
- External Requirement (Describe):

    Responding to the new state-mandated requirement for CSU's (AB 1460)

Q10. Your Name
Lisa Putnam and Rubisela Gamboa

Q11. Your VCCCD Email Address
LPutnam@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The recommendation is to hire one Ethnic Studies Instructor to start in Spring 2022, after the department has had a chance to develop additional curriculum. This position is conditionally supported for hire, contingent upon the ranking of the Academic Senate as part of their Out of Cycle Review Process.

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

To: Sebastian Szczebiot, Classified Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Administrative Council

Date: February 16, 2021

Re: Classified Professional Priority Hiring Fall 2021

Fall 2021 Classified Professional Hiring Plan

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Classified Prioritization recommendation list developed by the Classified Senate. We have also considered anticipated classified retirements, uncertain State funding allocation, and declining enrollments.

The following positions have been prioritized by the Executive Team with consideration of the Classified Senate recommendations. The five positions listed have been approved to begin the recruitment process.

1. Counseling Office Assistant (Bilingual) (COU2002)
2. Tutoring Center Supervisor (EMC2007)
3. Admissions and Records Student Services Assistant (ADM2001)
4. Financial Aid Scholarship Technician (FA1901)
5. Agriculture Lab Technician (AG1803)

Fall 2021 Classified Professional Out of Cycle Hiring Requests

After the Program Review due date, the below Out of Cycle hiring requests were received and approved for backfill. The attached Out of Cycle Request Forms provide further detail.

- Instructional Lab Technician I (Auto)
- Office Assistant (Sciences)
- Office Assistant Bilingual (EOPS)
- Child Development Supervisor
- Instructional Assistant, Machine Shop (Welding & Manufacturing)
- Accounting Technician (Fiscal Services)

Please share this information as appropriate. Thank you for your contributions to the prioritization process.

Response Summary:

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:

- Classified Staff

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

- Replacement

Q3. Description of Request:
A full-time Instructional Lab Technician (ILT) I – Automotive due to the retirement of one of the current automotive ILTs. This position is essential to maintain safety in automotive lab courses and the overall program quality of the automotive program.
Having only one lab technician would not allow the program to have an instructional lab technician in all auto courses. Each lab course typically has 24 students and typically two lab courses are offered at the same time. A lab technician and the faculty member are needed in each lab course to provide adequate instructional support for students who are performing hands-on work on the vehicles.
The automotive technology at Ventura College is a Master Certified National Automotive Technicians Education Foundation (NATEF) program. In addition it is a Toyota TTEN program and has a California BAR Certified Smog program and a partnership with Subaru U. The program prepares students for in-demand jobs with opportunities for family-sustaining careers.

Q12. Estimated Cost
$97,000/year (represents middle range of salary scale and includes benefits estimated at 52%)

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
General Fund 111-30077-2211-094800

Q4. Why was this request not included in the annual program review process?
The current ILT submitted his retirement documentation after the deadline to submit program review requests.

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 1 - Increase Student Success and Equity

Q10. Your Name
Felicia Duenas

Q11. Your VCCCD Email Address
fduenas@vcccd.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 a request to backfill a retirement of an Instructional Lab Tech position in our auto program. The Classified Senate was notified of this request and Cathy Bojorquez, Vice President of Business Services, discussed the circumstances with the Classified Senate at their December 3 meeting. It is felt this position is necessary for the continued success, maintenance of accreditation, and safety of the automotive program. As such, we support hiring a replacement for this position.

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:

- Classified Staff

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

- Replacement

Q3. Description of Request:
Chez Harper accepted an advancement to an Admin Assistant position. This leaves a vacancy in the Office Assistant position for the Sciences and DE.
There is more work to be done when we are face-to-face than can be done by one Administrative Assistant. It is imperative that this position be replaced.
That said, while we are in a remote modality the same demand does not exist; therefore to help the college I propose to wait until Summer 2021 to hire to have an Office Assistant on ground for the start of the Fall 21 semester. The start of the semester when we are face-to-face is very, very busy in the Science Division Office. The help is desperately needed at that time.

Q12. Estimated Cost
No increase to budget. In fact, the new hire may well make less since Chez was several steps into the salary schedule.

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

Q4. Why was this request not included in the annual program review process?
The vacancy occurred after the program review was submitted.

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 4 - Enhance Institutional Effectiveness

Q10. Your Name
Dan Kumpf

Q11. Your VCCCD Email Address
dkumpf@vcccd.edu

Q7.
Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)
The position is tentatively approved for a summer 2021 hire, after verifying funding and receiving budgetary approval from Cathy Bojorquez, Vice President of Business and Administrative Services.

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.

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, include the position title, position number (if this is a replacement), and the date that the hire is needed.
   Office Assistant Bilingual-Elizabeth Parra
   VCU569
   Jan 12, 2021

Q12. Estimated Cost
   $25,000 until June 30

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
   EOPS funds

Q4. Why was this request not included in the annual program review process?
   Person resigned Dec. 2020

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
- External Requirement (Describe):

   EOPS needs to assist our DI students. This position keeps the workflow moving, Appt, data entry, answer questions.

- Grant Requirement (Describe):

EOPS needs to assist our DI students. This position keeps the workflow moving, Appt, data entry, answer questions.

If not filled this will create a gap in service negatively impacting our most vulnerable student population.

Q10. Your Name

Marnie Melendez

Q11. Your VCCCD Email Address

mmelendez@vcccd.edu

Q7.
Vice President Over Your Area

- Damien Pena

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 Office Assistant Bilingual position in EOPS. It is felt this position is necessary for the continuity of operations in the EOPS office. As such, I support hiring a replacement for this position.

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.

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**

Child Development Center Supervisor VSC034
07-01-21

Q4. Why was this request not included in the annual program review process?
The current CDC Supervisor had not made a decision to retire at the time of the last annual 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 CDC cannot operate without a director per Title 22 / DSS licensing regulations. Our current supervisor will retire at the end of May 2021 and we will be left without a supervisor, which is in violation of childcare center licensing regulations.

Q12. Estimated Cost
$160,000

Q15. Funding Source (e.g. General Fund, Categorical, etc.)
Fund 333 Child Development Centers

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

Q10. Your Name
Debbie Newcomb

Q11. Your VCCCD Email Address
dnewcomb@vcccd.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 Child Development Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the program and to comply with licensing regulations. As such, I support hiring a replacement for this position.

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.

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**

I would like to request a replacement for a full-time Instructional Assistant/Machine Shop (Position Number: VCU100). The current full-time Instructional Assistant supports the Manufacturing and Welding programs (70% and 30%, respectively). The position provides critical support in preparing materials for in-person labs, maintaining safety in lab courses, maintaining instructional equipment, and supporting overall program quality of both programs.

The incumbent has listed March 31, 2021 as his last day of employment. We would like to have a replacement on board by April 1, 2021.

Q4. Why was this request not included in the annual program review process?
The incumbent submitted his retirement paperwork in January 2021.

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.
Replacing the Instructional Assistant as soon as possible is critical to the success of the program. If the request is not approved, instructors would not have any assistance in setting up lab demonstrations which include preparing raw materials or maintaining expensive equipment.

Q12. Estimated Cost
The salary range is $45,840 - $63,288 plus an estimated 52% in benefits or $69,676 - $96,198

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@vcccd.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 Instructional Assistant position in the Machine Shop, due to a retirement. It is felt this position is necessary for the continuity of instruction in manufacturing and welding. As such, I support hiring a replacement for this position.

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.

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**

Accounting Technician
VCU425-00
Feb 1, 2021
I am asking for approval to hire Dawn Chase's replacement. Dawn has accepted a new position within VC Fiscal Services as a Senior Accounting Tech.

Q4. Why was this request not included in the annual program review process?
Dawn was just offered her new position and we need replacement ASAP to ensure operations continue as seamless as possible.

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 just became available this week. Dawn Chase has been doing payroll and other fiscal tasks and was just promoted to Senior Accounting Tech. This position is responsible for all student and faculty extra hours payroll. They also process all of the Provisional and Professional Expert paperwork. This Department has been 1 position down for almost 11 months and has really been problematic.

Q12. Estimated Cost

$67,000 for salary and $52,000 fringes for an annual cost of $119,000

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 5 - Effectively Manage Campus Resources

Q10. Your Name
Jeanine Day

Q11. Your VCCCD Email Address
jday@vcccd.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 Accounting Technician position in Fiscal Services. It is felt this position is necessary for the continuity of operations in Fiscal Services. As such, we support hiring a replacement for this position.

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

To:	Dr. Dan Clark, Academic Senate President; Sebastian Szczebiot, Classified Senate President
From:	Dr. Kim Hoffmans, President
CC:	Executive Team; Administrative Council
Date:	February 16, 2021
Re:	Administrator Priority Fall 2021

Fall 2021 Administrator Hiring Plan

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Administrator requests. We have also considered the current needs of the college to support student success.

The following positions have been prioritized and approved for hire in the 2021-22 academic year by the Executive Team.

Position	Rationale	Funding
Dean of Student Services	Current assistant dean position responsibilities have increased related to the vacant Student Success Supervisor position.	Convert current Assistant Dean position to full Dean (position already exists). Abolish Student Success Supervisor position.
Director of Outreach and Marketing	This position is important to the campus to support the promotion of programs to our students and community, while organizing the outreach efforts to the key stakeholders, with the ultimate goal of improving access and enrollments at VC. As enrollments have declined in recent years, the need to coordinate and improve our recruitment strategies is evident. This position will ensure inclusive outreach to underrepresented and non-traditional individuals.	Abolish Assistant Dean position vacated in 2019.

Please share this information as appropriate. Thank you for your contributions to the prioritization process.