



*Office of the President*

To: Sebastian Szczebiot, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Debbie Newcomb; Dan Clark, Academic Senate President  
Date: August 24, 2021  
Re: Classified 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 a Classified Senate meeting to discuss this request.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Debbie Newcomb	Administrative Assistant	Nursing	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Administrative Assistant position in Nursing, due to a retirement. It is felt this position is necessary for the continuity of operations in the nursing department, and adequate staffing is required for accreditation. As such, we support hiring a replacement for this position.

Please share this information as appropriate. Thank you for your contribution to this process.

Q2.

### 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

Administrative Assistant for School of Nursing VCU-019 09-01-21

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

The current person in this position just submitted her retirement paper on 08-16-21.

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 essential to running the nursing program. The work is critical and cannot be absorbed by other personnel. We would not be able to provide student support, faculty support, nursing program admissions, and accreditation work for BRN and ACEN without this position.

Q12. Estimated Cost

\$68,000 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 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
- External Requirement (Describe)

Adequate staffing is a requirement for accreditation by the BRN and ACEN

- Grant Requirement (Describe)

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vccd.edu

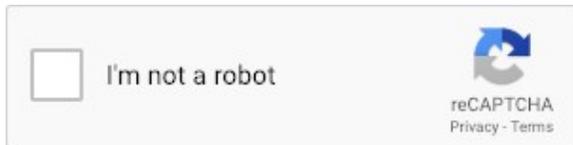
Q7.  
Vice President Over Your Area

Jennifer Kalfsbeek-Goetz ▾

Q16. President's Response (To be completed by College President)

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Q13.



Q8.  
Click the submit button below to send this request to your Vice President.

**Location Data**

**Location:** [\(34.286193847656, -119.22639465332\)](#)

**Source:** GeolIP Estimation

A map of Southern California showing major cities and the coastline. A yellow location pin is placed near Oxnard, California. Other cities labeled include Santa Maria, Bakersfield, Lancaster, Santa Clarita, San Bernardino, Los Angeles, Indio, Oceanside, and Tijuana.