



Office of the President

To: Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Felicia Dueñas, Dean; Dan Clark, Academic Senate President
Date: December 8, 2020
Re: Classified Out of Cycle Resource Request

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. You were 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, I support hiring a replacement for this position.

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