



Office of the President

To: Michael Haydon, Classified Senate President
From: Mr. James Zavas, Acting President
CC: Executive Team; Joe Esquivel; Rachel Johnson, Academic Senate President
Date: July 1, 2024
Re: Classified Out of Cycle Resource Requests

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.

Requestor	Position Request	Division/Department	Response
Joe Esquivel	Custodian	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open Custodian position, due to a resignation. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations 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.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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

M&O

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**

Custodian
VCU064

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

Employee abruptly resigned

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.

We are currently short staffed and are using provisional staff to cover

Q12. Estimated Cost

\$55,000

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

Joe Esquivel

Q11. Your VCCCD Email Address

jesquivel@vccd.edu

Q7.

Vice President Over Your Area

- James Zavas

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

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