



Office of the President

To: Michael Haydon, Classified Senate President
From: Dr. Claudia Lourido-Habib, President
CC: Executive Team; Rachel Johnson, Academic Senate President
Date: August 8, 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
James Zavas	Curriculum Specialist	Vice President, Academic Affairs	As part of our Out of Cycle Resource Request process , the Executive Team met on July 29, 2024 and reviewed your request to backfill an open Curriculum Specialist position, due to a resignation. It is felt this position is necessary for the continuity of the Academic Affairs division. 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

VPAA

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

Curriculum Specialist

Position number VCU557-00

Needed as soon as possible

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

This was not requested in the annual program review process as this was an unexpected resignation.

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.

There is only one Curriculum Specialist on the VC campus and this vacancy means that none of the work related to that position will be completed until the position is filled.

Q12. Estimated Cost

\$120,000 (salary + 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):

External Requirement (Describe):

The Curriculum Specialist is charged with uploading data to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations. They also evaluate new and modified curriculum proposals to ensure state and College guidelines are met. They are also responsible for the annual updating and publishing of the college catalog.

Q10. Your Name

Erin Askar (on behalf of James Zavas)

Q11. Your VCCCD Email Address

erin_askar1@vcccd.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.