



Office of the President

To: CPC Tri-Chairs  
From: Dr. Claudia Lourido-Habib, President  
CC: Executive Team  
Date: August 23, 2024  
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following equipment request. The president's response is included below, with the details in the individual request form attached to this memo.

Requestor	Request	Division/Department	Response
Felicia Dueñas	Funding for six instructional trucks	Diesel Mechanics Program	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team met on August 19, 2024 and reviewed your request for funding to purchase six instructional trucks for the Diesel Mechanics program that were expected from an industry partner. It is felt the equipment is necessary for student completions in the Diesel Mechanics program. As such, the request is approved.

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.

### **Q18. Division/Department**

Career Education Division / Transportation Department

#### **Q1. Type of Resource Requested:**

- Equipment

#### **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**

Request to purchase six instructional trucks for the Diesel Mechanics program. At least four trucks are needed by week four of the fall semester and all six by the spring semester.

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

The request was not included in the annual program review process as we were expecting to receive six donated trucks from an industry partner.

#### **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 request is a result of unanticipated issues that arose from a naming rights agreement with an industry partner. The program was expecting to receive six trucks from an industry partner. Just

prior to the start of the semester, the team determined that it would be in the program's best interest to invest in purchasing six trucks rather than accept the donation.

**Q12. Estimated Cost**

\$150,000

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

We are requesting college funds to support this request.

**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](mailto:fduenas@vcccd.edu)

**Q7.**

**Vice President Over Your Area**

- James Zavas

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

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on August 19, 2024 and reviewed your request for funding to purchase six instructional trucks for the Diesel Mechanics program that were expected from an industry partner. It is felt the equipment is necessary for student completions in the Diesel Mechanics program. As such, the request is approved.

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