



Office of the President

To: Cathy Bojorquez, Vice President, Business and Administrative Services
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: January 25, 2022
Re: 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.

Requestor	Position Request	Division/Department	Response
Cathy Bojorquez	Director of Facilities, Maintenance, and Operations	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 Director of Facilities, Maintenance & Operations position, due to a resignation. It is felt this position is necessary for the continuity of operations in the Facilities, Maintenance & 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.

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:

- Administrator

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**

Director of Facilities, Maintenance & Operations (VMC075) with a start date of 2/14/22.

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

Recent resignation unknown during annual program review process.

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 plans, directs, organizes, manages and oversees the activities of building maintenance, grounds and custodial services, as well as new facility construction and remodeling projects. Many of these activities are technically challenging and need timely responses. This position is critical to ensuring those needs are addressed.

Q12. Estimated Cost

Salary \$147,240 with benefits of \$90,977.

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

Unrestricted funds already budgeted.

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

Cathy Bojorquez

Q11. Your VCCCD Email Address

cbojorquez@vcccd.edu

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open Director of Facilities, Maintenance & Operations position, due to a resignation. It is felt this position is necessary for the continuity of operations in the Facilities, Maintenance & Operations department. As such, I support hiring a replacement for this position.

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