



Office of the President

To: CPC Tri-Chairs  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Jesse Sluder, Director of Facilities, Maintenance, and Operations  
Date: August 10, 2023  
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
Jesse Sluder	Maintenance and Operations Supervisor	Facilities, Maintenance, and Operations	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill a Maintenance and Operations Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the 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.

## 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

Business Services / Facilities, Maintenance & Operations

### 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

Maintenance & Operations Supervisor (VSC148)

SC014

09/15/2023 (or soonest date available)

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

The previous Supervisor recently retired.

### 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.

The Maintenance and Operation Supervisor plans, organizes, and supervises the maintenance and repair of all assigned college buildings, facilities, and equipment; participates in a variety of activities related to construction, remodels, or related projects on campus; supervises and coordinates warehouse functions; and oversees the use and maintenance of the campus motor pool.

### Q12. Estimated Cost

\$71,352.00 - \$99,132.00 Annually

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

111-32068-2622-651000

**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**

Jesse J. Sluder

**Q11. Your VCCCD Email Address**

[jsluder@vccd.edu](mailto:jsluder@vccd.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 a Maintenance and Operations Supervisor position, due to a retirement. It is felt this position is necessary for the continuity of the Maintenance and 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.