



Office of the President

To: April Montes, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Joe Esquivel; Dan Clark, Academic Senate President  
Date: March 24, 2023  
Re: Classified 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. 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	Custodians (2)	Custodial Services	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill two open Custodian positions, due to a retirement and a resignation. It is felt these positions are necessary for the continuity of the Custodial department. As such, I support hiring replacements for these positions.

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:**

- 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- VCU055- ASAP

Custodian- VCU065- after 4/3/2023

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

Both employees are not new and therefore were not part of the 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.**

The Custodial Department is currently short-handed and we have been using provisional help as we can find them. DAC does not have a current list of hiring replacements candidates and more anticipated retirements may come in June 2023

### **Q12. Estimated Cost**

50k plus 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):**

- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Joe Esquivel

**Q11. Your VCCCD Email Address**

[jesquivel@vccd.edu](mailto:jesquivel@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 two open Custodian positions, due to a retirement and a resignation. It is felt these positions are necessary for the continuity of the Custodial department. As such, I support hiring replacements for these positions.

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