



Office of the President

To: April Montes, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Jesse Sluder; Alex Kolesnik, Academic Senate President
Date: July 19, 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
Jesse Sluder	Grounds Equipment Operator	Grounds	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill a Grounds Equipment Operator position, due to a retirement. It is felt this position is necessary for the continuity of the Grounds 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

Facilities, Maintenance, and 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**

POSN Title: Grounds Equipment Operator - Mechanic

POSN #: VCU084-00

Date Hire Needed: 11 JUL 23

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

The previous Equipment Operator retired July 6, 2023.

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 is an approved full time position on campus.

Q12. Estimated Cost

\$27,941

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

111-32068-2322-655000

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

Q7.

Vice President Over Your Area

- Catherine Bojorquez

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.