



*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: November 22, 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.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Jesse Sluder	Locksmith	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 an open Locksmith position, due to a retirement. It is felt the department should consider hiring a Provisional for the Spring 2024 semester while discussing their department needs. The permanent position will be revisited for Fall 2024.

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**

Title: Locksmith

Position #: VCU109-00

Date hire is required: 13 NOV 23

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

This position became vacant November 1, 2023 due to a retirement.

### **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 campus requires a locksmith to maintain security of the campus. This requires special skill sets not typical of other trades within the Facilities, Maintenance, and Operations Department.

### **Q12. Estimated Cost**

\$61,788 - \$85,200 Annually

**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 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**

- 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 has reviewed your request to backfill an open Locksmith position, due to a retirement. It is felt the department should consider hiring a Provisional for the Spring 2024 semester while discussing their department needs. The permanent position will be revisited for Fall 2024.

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