



Office of the President

To: Jesse Sluder, Director of Facilities, Maintenance, and Operations
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: April 18, 2023
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following equipment request. The president's response is included below, with the details in the individual request form attached to this memo.

Requestor	Request	Division/Department	Response
Jesse Sluder	Skidsteer	Facilities, maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to purchase a Skidsteer, in lieu of the Dump Truck that was approved through the FY 22/23 Program Review process. It is felt the Skidsteer will better meet the needs of the Facilities, Maintenance and Operations department. Funding has been identified for this purchase. As such, the request is approved.

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:

- Equipment

Q14. Is this a new resource or a replacement of an existing resource?

- New

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**

Facilities, Maintenance and Operations is requesting the authorize and purchase of a Skidsteer to enhance operations of the Grounds and Maintenance divisions of M&O. The skidsteer will be utilized in a variety of maintenance functions such as fence and signpost installations, repair and new construction of sidewalks, and demolition of aged and damaged facilities to name just a few. In addition, with the additional attachments requested, this piece of equipment will enable the grounds division to broom parking areas, re-grade campus grounds, remove dead and dying vegetation and an assortment of other grounds activities.

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

This request was submitted in the annual program review for FY 22/23 however, this is a request for a substitution of the previously approved dump truck we were able have repaired.

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 request is a substitute for the previously approved dump truck from FY 21/22. In addition, the conditions of the grounds warrant timely address and this will enable our staff to address it without the costly expense of contracting it. Finally, some of the sidewalks across campus are in disrepair and

hinder accessibility, this unit will enable our maintenance staff to make repairs a significantly lower costs than contracting the work to the general public.

Q12. Estimated Cost

\$77,171.28

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

Program Review Funds

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 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.