



Office of the President

To: CPC Tri-Chairs
From: Dr. Kim Hoffmans, President
CC: Executive Team
Date: November 15, 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
James Zavas	Ventrac Mower and Attachments	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to purchase a Ventrac Mower with appropriate attachments for the Facilities, Maintenance and Operations department. It is felt the Ventrac Mower and attachments are necessary to maintain Grounds activities. 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.

Q18. Division/Department

Facilities

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**

The FM&O Department is requesting to purchase a Ventrac Mower with appropriate attachments

Grounds maintenance activities are significantly impaired across campus because the only piece of equipment that can be used to perform many of the grounds activities that would ordinarily have to be done by hand, require equipment rental, or must be completed with an oversized pieces of equipment - the backhoe. A fully equipped Ventrac would provide a resource to restore damaged turf from automobiles, cultivate soils where damages and wear have growth prevent the use of typical mowers, mow/cut weeds and brush on hills and in tight spaces, apply seed, fertilizer and turf conditioners enabling the Grounds division to better manage turf and vegetation across the campus.

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

This request was included in program review in previous years and in the current year as well.

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 current mower has experienced regular mechanical issues. The lack of a second mower limits the Grounds Departments ability to maintain the campus when one mower experiences any downtime. The mower that is being requested will also be capable of mowing areas on campus that the current mower is unable to reach, and that currently require the grounds crew to address by hand with a line trimmer.

Q12. Estimated Cost

\$75,000

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

Fund 113

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

James Zavas

Q11. Your VCCCD Email Address

jzavas@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 purchase a Ventrac Mower with appropriate attachments for the Facilities, Maintenance and Operations department. It is felt the Ventrac Mower and attachments are necessary to maintain Grounds activities. As such, the request is approved.

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