



VC Budget and Resources Council (BRC) Agenda

September 2, 2026 2:30pm - 4:00pm PDT

MCW-312

The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities.

The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, social justice, and equity, and analyzes the total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

Adopted Goals for 25-26

- Goal #1: Formalize budget communication plan including communication on topics such as timeline, methods for sharing information with the campus community, planned workshops, and feedback mechanisms for campus constituents.
- Goal #2: Expand BRC Members' understanding of all sources of funding, including categorical programs, grants, special funds, and capital projects.
- Goal #3: Establish procedures for reviewing Out-of-Cycle budget requests (non-personnel).
- Goal #4: Clarify relationship between FOG, TAG, and BRC.
- Goal #5: Establish Equipment Refresh Process.

1. Welcome & Introductions

1.1. Mindfulness for Students

The committee will center ourselves around students, a practice that helps keep students in mind.

2. Adoption of Agenda

2.1. Agenda Review and Adoption

START
2:30pm

2:30pm

The committee shall review and adopt today's proposed agenda.

3. Action Items

No actions items.

4. Discussion / Information Updates

4.1. Review of Budget Resource Committee Charge

The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, social justice and equity, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

4.2. Review committee member roles & expectations

Members identified in the 2026-2032 Participatory Governance Handbook:

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

6 faculty members appointed by Academic Senate (including Faculty Co-Chair)

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

1 student appointed by ASVC

1 administrator appointed by College President

4.3. Collectively identify and/or affirm committee objectives

4.4. Identify connections to institutional priorities and work plan objectives

4.5. Discuss opportunities to partner with other committees/teams

4.6. Review past year Committee Survey

 [2025-2026 Budget Resource Committee Evaluation \(002\).pdf](#)

4.7. Discuss Committee Goals

Adopted Goals for 25-26

- Goal #1: Formalize budget communication plan including communication on topics such as timeline, methods for sharing information with the campus community, planned workshops, and feedback mechanisms for campus constituents.
- Goal #2: Expand BRC Members' understanding of all sources of funding, including categorical programs, grants, special funds, and capital projects.
- Goal #3: Establish procedures for reviewing Out-of-Cycle budget requests (non-personnel).
- Goal #4: Clarify relationship between FOG, TAG, and BRC.
- Goal #5: Establish Equipment Refresh Process.

4.8. Out of Cycle Requests

 [Classified Priority Out of Cycle Notice 07.09.26 Office Assistant.pdf](#)

 [Classified Priority Out of Cycle Notice 08.20.26 Custodian, Clinical Sim Spec.pdf](#)

 [Faculty Priority Out of Cycle Notice 08.20.26 Nursing, Math, CJ.pdf](#)

 [Faculty Priority Out of Cycle Notice 06.11.26 Nursing Clinical Specialist.pdf](#)

4.9. Program Review Updates

5. Budget Reports

5.1. FY26 Budget Review & Recap

5.2. FY27 Budget Discussion

6. Reports

6.1. DCAS - James

6.2. Board of Trustees - James

6.3. Technology Advisory Group - Grant

6.4. Facilities Oversight Group - Steve

7. Items to report to CPC

8. Future Meetings

8.1. BRC Equipment Workgroup

- Update on Workgroup created to Develop Equipment Refresh plan.
- Working Group Volunteers include Grant Jones, Jesse Sluder, Mike Lazarus, Steve Palladino, Katheryn Solorio, Felicia Duenas, Kelley Bruns

8.2. Future Meeting Dates

September 2nd, 2026

October 7th, 2026

November 4th, 2026

December 2nd, 2026

January 6th, 2027 (Faculty Off contract) Jennifer Garner request to unschedule this Jan meeting - no objections from the group to cancel this meeting

February 3rd, 2027

March 3rd, 2027

April 7th, 2027

May 5th, 2027

END
4:00pm

Default Report

2025-2026 Budget Resource Committee Evaluation
April 28, 2026 9:06 AM PDT

Q1 - Committee Charge: The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, and analyzes total cost of ownership issues for Ventura College. The sub - committees of the BRC are the Facilities Oversight Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC. Does the business of the committee reflect the committee charge?

#	Field	Choice Count
1	Yes	100.00% 7
2	No	0.00% 0

7

Showing rows 1 - 3 of 3

Q30 - Please indicate your agreement with the following statements

#	Field	Strongly Agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
1	The frequency of meetings is appropriate for this committee's work.	71.43%	5	28.57%	2	0.00%	0	0.00%	0	0.00%	0	7
2	The duration of meetings is appropriate for this committee's work.	71.43%	5	14.29%	1	14.29%	1	0.00%	0	0.00%	0	7
3	The committee environment encourages input on relevant issues.	85.71%	6	0.00%	0	14.29%	1	0.00%	0	0.00%	0	7
4	Issues brought to the committee are addressed in a timely manner.	71.43%	5	28.57%	2	0.00%	0	0.00%	0	0.00%	0	7
5	In this committee, I felt like my ideas were recognized and appreciated.	71.43%	5	14.29%	1	14.29%	1	0.00%	0	0.00%	0	7
6	My participation on this committee is a valuable use of my time.	71.43%	5	28.57%	2	0.00%	0	0.00%	0	0.00%	0	7

Showing rows 1 - 6 of 6

Q13 - What improvements should be made for this committee to function more effectively?

What improvements should be made for this committee to function more effect...

NA

I think student representation could be fleshed out a bit more. The concepts and processes within this committee seem fairly intuitive for those who have been in the district for a while and are already familiar with how the college operates. However, with the frequent turnover in student representation, it can feel like the bigger picture gets lost. Even with my own experience on campus, both as a student and a staff member, I still sometimes find it difficult to fully understand what is being asked of us. That makes me think this might be even more challenging for someone stepping into the role for the first time. In terms of specific improvements, I do want to highlight the post-meeting time between the student representative and the chair, which is helpful. That said, it might also be beneficial to have something scheduled before the first meeting, such as a brief orientation or check-in between the incoming student and the committee chair (VP). I know this could technically be addressed with individual initiative, but having it built into the process would make things more consistent and accessible, especially since student representatives are identified early through ASVC elections or appointments. Also, is representation limited to just one student...? Having a second student involved could help build confidence and make it easier to speak up, share ideas, and ask questions. Just my two cents!

None at the moment

Q31 - Please enter any additional comments you have about this committee.

Please enter any additional comments you have about this committee.

NA

Other than my earlier comments, I think the committee was very straight forward and timely. I never felt like there was any unfinished business at the end of a meeting and materials provided were always clear.

End of Report

To: Oscar Rivera, Classified Senate President
From: Dr. Luca Lewis, President
CC: Executive Team; Nenagh Brown; Jennifer Garner, Academic Senate President
Date: July 9, 2026
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
Nenagh Brown	Office Assistant	Gateway Division	As part of our Out of Cycle Resource Request process , the Executive Team met on June 15, 2026, and reviewed your request to backfill an open Office Assistant position, due to a promotion. It is felt this position is necessary for the continuity of the Gateway Division. 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

Gateway Division

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**

We are requesting a replacement Gateway Division Office Assistant, position VCU526-000, preferably by August 1, 2026.

The previous person in the position, Veronica Isais, transferred to an out-of-class Administrative Assistant position at East Campus on January 1; she then accepted the permanent role from April 7. We have had a temporary Office Assistant from January 1 but HR is now initiating a new pool and we are eager to fill the position permanently.

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

The position was not vacant.

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 Gateway Division Office supports the dean and over 110 faculty members and 7 classified professionals. It cannot run effectively without an Office Assistant to work alongside the Administrative Assistant.

The Office Assistant currently has primary responsibility for ensuring all faculty and staff get their pay paperwork submitted correctly: timesheets, absence reports, etc. They also

follow up on the paperwork contractually required of faculty: office hours, book orders, grade reporting, student assessments, etc. Finally they are the main point person for the many stipend projects that come from the Gateway Division, including working on the AB 1705 budgets.

In tandem with the Administrative Assistant, they also support our evaluation processes, the many adjunct hiring processes we need, and the follow-up on all student requests, concerns and questions that come to the division.

The effective running of the office provides the base for all our Gateway employees to carry out their roles supporting our students, both in and beyond their classrooms.

Q12. Estimated Cost

\$48,072 - \$73,342

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

GF: 111-31015-2121-649000

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Nenagh Brown

Q11. Your VCCCD Email Address

nbrown@vcccd.edu

Q7.

Vice President Over Your Area

- Steven Hall

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on June 15, 2026, and reviewed your request to backfill an open Office Assistant position, due to a promotion. It is felt this position is necessary for the continuity of the Gateway Division. As such, I support hiring a replacement for this position.

Office of the President

To: Oscar Rivera, Classified Senate President
From: Dr. Luca Lewis, President
CC: Executive Team; Joe Esquivel; Lissanna Follari; Jennifer Garner, Academic Senate President
Date: August 20, 2026
Re: Classified Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following requests. The president's response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend a Classified Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Joe Esquivel	Custodian	Facilities, Maintenance, and Operations	As part of our Out of Cycle Resource Request process , the Executive Team met on July 24, 2026 and reviewed your request to backfill an open Custodian position, due to a retirement. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.
Lissanna Follari	Clinical Simulation Specialist	Career Education I	As part of our Out of Cycle Resource Request process , the Executive Team met on July 24, 2026 and reviewed your request to establish a new Clinical Simulation Specialist position, based on increased needs of the program. It is felt this position should be submitted through the regular Program Review Process and the current employee's duties should be adjusted to meet the need. As such, the out of cycle request for a new position is not 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

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

Custodian

VCU479

As soon as possible but there is not existing list therefore DAC will have to conduct a new recruitment

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

Employee decided to retire

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.

We have opening that due to low recruitment and passing panel interview has not given us a long list of eligible candidates to chosen from

Q12. Estimated Cost

\$68,328.00

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 3 - Equity in Success
- Educational Master Plan Goal 1 - Equity in Access
- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Joe Esquivel

Q11. Your VCCCD Email Address

Jesquivel@vcccd.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 met on July 24, 2026 and reviewed your request to backfill an open Custodian position, due to a retirement. It is felt this position is necessary for the continuity of the Facilities, Maintenance, and Operations department. As such, I support hiring a replacement for this position.

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

Career Education 1

Q1. Type of Resource Requested:

- Classified Staff

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

Clinical Simulation Specialist; class code CU270; August 10, 2026

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

In the 25-26 annual review process the request was made to move the current Office Assistant (OA) position from 60% to 100% to meet the increasing needs of the program. This request was denied through the PR process. Simultaneously, throughout the 25-26 year, Dean Follari engaged in conversations and review of the workload and nature of work the current 60% OA is completing. Through this review it became clear that the current scope of work the OA is performing are outside the OA class and more aligned with the Clinical Simulation Specialist (CSS).

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 has emerged out of extensive review in the 25-26 year of the current scope of duties being completed by the current team of classified personnel. In the context of this workload review, it was noted that the current 60% OA was likely completing tasks that fall outside the scope of the OA class and are in line with a clinical simulation specialist. This

"workload creep" has likely happened over time as the accreditation requirements, simulation equipment and scope, and program data and records compliance demands have grown significantly more complex over time.

This review emerged from assessing the growing accreditation compliance requirements, increasing demands for student simulation experiences and related equipment programming and student data collection, analysis, and reporting with EMS and Nursing faculty and classifieds assigned to the programs.

The Commission on Accreditation for Pre-Hospital Continuing Education and the California EMS Authority require EMS programs to:

- Maintain accurate records of student clinical and field internship hours
- Program simulation equipment as per vendor training and manufacturer specifications, testing and re-programming periodically
- Coordinate with receiving hospitals, fire agencies, and ALS providers for clinical placements
- Document and report psychomotor skill performance using standardized evaluation tools
- Ensure simulation equipment is maintained and calibrated to support valid skill assessment

The coordination burden of managing placement agreements, orienting students to varied clinical placement sites, tracking hours, and compiling reports for accredited EMS programs is substantial and currently falls on one 60% office assistant and supplemented by faculty members whose primary obligation is instructional. Upon closer review, a sizeable portion of the current duties being performed by the 60% office assistant fall outside the scope of the OA position. In order to 'right-size' the staffing needs to ensure the employee is not working out of class, meet the program compliance and quality requirements, and accurately reflect the workload scope and demands, the request is being made to create a 1.0 FTE clinical simulation specialist. With this addition, we will then be able to remove the 60% office assistant position. The current OA would be qualified to fill the CSS position.

Q12. Estimated Cost

\$52,000 (difference between current 60% OA and 100% CSS positions)

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

General fund and Categorical- SWP

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 3 - Equity in Success
- External Requirement (Describe):

Increasing demands from accreditation and industry standards

- Educational Master Plan Goal 1 - Equity in Access
- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Lissanna Follari

Q11. Your VCCCD Email Address

lfollari@vcccd.edu

Q7.

Vice President Over Your Area

- Steven Hall

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on July 24, 2026 and reviewed your request to establish a new Clinical Simulation Specialist position, based on increased needs of the program. It is felt this position should be submitted through the regular Program Review Process and the current employee's duties should be adjusted to meet the need. As such, the out of cycle request for a new position is not approved.

To: Jennifer Garner, Academic Senate President
 From: Dr. Luca Lewis, President
 CC: Executive Team; Lissanna Follari; Ron Mules; Oscar Rivera, Classified Senate President
 Date: August 20, 2026
 Re: Faculty Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following requests. The president's response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend an Academic Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Ron Mules	FT Temporary Math Faculty	Gateway Division	As part of our Out of Cycle Resource Request process , the Executive Team met on July 13, 2026 and reviewed your request to hire a full-time temporary Math faculty, due to a vacancy. It is felt this position is necessary for the continuity of the Gateway division. As such, I support hiring a full-time temporary replacement position for a maximum of two semesters.
Lissanna Follari	Nursing Faculty	Career Education I	As part of our Out of Cycle Resource Request process , the Executive Team met on July 13, 2026 and reviewed your request to hire a full-time Nursing faculty, due to a resignation. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.
Lissanna Follari	Criminal Justice Faculty	Career Education I	As part of our Out of Cycle Resource Request process , the Executive Team met on August 10, 2026 and reviewed your request to hire a full-time Criminal Justice faculty, due to a retirement. It is felt this position is necessary for the continuity of the Career Education division. 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

Gateway Division: Math

Q1. Type of Resource Requested:

- Full-Time Faculty

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

Fulltime Temporary Math Instructor for Fall semester, 2026

Position #: to come

Hire is needed from the start of this Fall semester: August 10

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

Not needed at that time.

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.

Last week we learnt that we have lost AJ Naderi, one of our full-time math instructors. As we absorb this blow we also appreciate the need to ensure his sections are staffed for this Fall semester.

AJ was due to teach 23 units of Calculus I, II, Business Calculus, Algebra for the Liberal Arts and Precalculus. We are currently filling two remaining unstaffed sections from the couple of adjunct faculty who still have room in their load. All our fulltime faculty already have the maximum units they requested. And we also need to consider that we have a full-time faculty member on paternity leave for 12 weeks of the semester: this extended subbing will

further limit the time our existing faculty have to take on new sections even if they offer to help out as they can in this time of need.

If we do not have a fulltime temporary math instructor for the Fall semester we will need to close sections totalling 20+ units. This would principally affect our B-STEM majors, delaying their progression through their program of studies, but would also limit our offerings for our Liberal Arts students completing their math requirements.

NB: This request does not include the Spring 2027 semester. Given the lower enrollment for math sections in the Spring, and the return of a fulltime faculty member for that semester from pre-retirement, this is unlikely to be needed.

Q12. Estimated Cost

\$0 - the position will be funded from the budget already set-aside to teach these math sections for the Fall semester.

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

General Funds

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 3 - Equity in Success
- External Requirement (Describe):

N/A

- Grant Requirement (Describe):

N/A

- Educational Master Plan Goal 1 - Equity in Access

Q10. Your Name

Nenagh Brown

Q11. Your VCCCD Email Address

nbrown@vcccd.edu

Q7.

Vice President Over Your Area

- Roam Romagnoli

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on July 13, 2026 and reviewed your request to hire a full-time temporary Math faculty, due to a vacancy. It is felt this position is necessary for the continuity of the Gateway division. As such, I support hiring a full-time temporary replacement position for a maximum of two semesters.

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

CE1/ Nursing

Q1. Type of Resource Requested:

- Full-Time Faculty

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**

Nursing TT faculty; hire needed immediately,

VFT241-00

111-30120-1110-123000

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

The faculty resignation was just received. Given the incredible challenge with nursing staffing, a replacement is needed urgently.

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.

Given the incredible challenge with nursing staffing, a replacement is needed urgently and cannot wait for the next program review cycle. Without a fast track process for this, we will not be able to run the required courses in the fall and spring.

Q12. Estimated Cost

150,000

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

general

Q5. Which of the following does this request align with (check all that apply):

- External Requirement (Describe):

ACEN accreditation

- Educational Master Plan Goal 1 - Equity in Access
- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Lissanna Follari

Q11. Your VCCCD Email Address

lfollari@vcccd.edu

Q7.

Vice President Over Your Area

- Roam Romagnoli

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on July 13, 2026 and reviewed your request to hire a full-time Nursing faculty, due to a resignation. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.

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

career education 1

Q1. Type of Resource Requested:

- Full-Time Faculty

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

Criminal Justice TT faculty

Position# is VFT313-00

January 4, 2027

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

the faculty retirement was just submitted in June 2026 and was not made in time for the normal PR 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.

This replacement is for a newly announced faculty retirement. Since the criminal justice program has only 2 FT faculty, a replacement hire to be in place just after the Dec 2026 retirement is essential to maintain the program loads.

Q12. Estimated Cost

\$162,000

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

general- FOAP is 111-30206-1110-210500

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 3 - Equity in Success
- Educational Master Plan Goal 1 - Equity in Access
- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Lissanna Follari

Q11. Your VCCCD Email Address

lfollari@vcccd.edu

Q7.

Vice President Over Your Area

- Roam Romagnoli

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on August 10, 2026 and reviewed your request to hire a full-time Criminal Justice faculty, due to a retirement. It is felt this position is necessary for the continuity of the Career Education division. As such, I support hiring a replacement for this position.

To: Jennifer Garner, Academic Senate President
From: Dr. Luca Lewis, President
CC: Executive Team; Lissanna Follari; Oscar Rivera, Classified Senate President
Date: June 11, 2026
Re: Faculty 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 an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Lissanna Follari	FT Temporary Nursing Clinical Specialist	Nursing	As part of our Out of Cycle Resource Request process , the Executive Team met on June 1, 2026 and reviewed your request to establish a full-time temporary Nursing Clinical Specialist faculty position, due to a grant requirement. It is felt this position is necessary for the continuity of the grant and with the understanding this position is fully grant funded. As such, I support hiring this position for a maximum of two semesters.

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

Career Education

Q1. Type of Resource Requested:

- Full-Time Faculty

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**

Nursing Clinical Specialist, #2026-00155

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

This position will be grant funded on the RNI nursing grant and is a one year temporary full time faculty position, internal search, to meet the temporary needs of the nursing grant project work.

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 position is needed in August to meet the demands and requirements of the nursing grant project and is not able to wait to be put through the next program review cycle.

Q12. Estimated Cost

\$62,000-80,000

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

RNI grant;

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 3 - Equity in Success
- External Requirement (Describe):

RNI nursing grant clinical enhancements

- Grant Requirement (Describe):

this position supports the clinical experience enhancements that are part of the RNI grant project outcomes, including clinical technology applications.

- Educational Master Plan Goal 2 - Build Capacity for Engagement and Servingness

Q10. Your Name

Lissanna Follari

Q11. Your VCCCD Email Address

lfollari@vcccd.edu

Q7.

Vice President Over Your Area

- Steven Hall

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on June 1, 2026 and reviewed your request to establish a full-time temporary Nursing Clinical Specialist faculty position, due to a grant requirement. It is felt this position is necessary for the continuity of the grant and with the understanding this position is fully grant funded. As such, I support hiring this position for a maximum of two semesters.