

EMERGENCY FUNDING REQUEST
2025-26



Requested by: (Unit, Department, Division or Vice President)		STV/School of Cont. Ed	Date to VP:	2/25/2026
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Short Term Vocational	<i>Dennis Lopez</i>	Date to Cabinet:	3/3/2026
Division:	School of Continuing Education	<i>Laura Perry</i>	Outcome:	
Vice President:	School of Continuing Education	<i>Madeliza A. Arbello</i>		

Budget Request(s)		Justification for Request(s)	Funding	
(List in Priority Order)		An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount Requested**	Amount Approved
1.	Non-teaching funding for Vocational Nursing (VN) faculty for the remaining FY 25-26 (March to June 2026) Vocational Nursing Adjunct Faculty Rate: \$77/hr (includes benefits) Total Request: \$23,100 (250 hours, 17 adjunct faculty)	The requested 250 hours of non-teaching time will directly support critical Vocational Nursing program work, including monthly faculty meetings, two full days of professional development to prepare for Cohort 2 with our faculty, adjunct participation in Cohort 2 interviews, and dedicated time to secure additional clinical placements. We hired an additional 9 faculty for a total of 17, which is necessitating onboarding and extensive professional development. Following our highly successful review by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), this is a pivotal moment for the continued growth and stabilization of the VN Program. Investing in this time now allows us to build on that momentum. Increasing our PD activities were strongly recommended during the site visit to ensure ongoing compliance, expand clinical capacity, and further strengthen overall program quality. (FTES CDCP revenue for 52 Cohort 1 FTES is over \$395K)	\$23,100	
Account Number(s):		11000-412306-142000-123020-1200		

An Emergency Funding Request may only be used to request one-time funds. To request ongoing funds, please refer to the *Budget Development Guide - New Resource Allocations*.

**** The amount requested should include all ancillary costs, such as sales tax, shipping fees, etc. Please provide supporting documentation such as price quotes from a vendor, a copy of a catalog, etc.**