

IMMEDIATE NEED REQUEST

2016 - 2017

Approved in Cabinet 12/20/16 Bill



Requested by: Pathways to Transfer			
Location		(Fill-in)	Reviewed By (Signature):
Department or Unit:	Don Sciore	<i>[Signature]</i>	
Division:	Instruction		
Vice President:	Irene Malmgren	<i>[Signature]</i>	
Date to VP:		Date to Cabinet:	
Outcome:			

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1. Supplemental Instructor and Tutor in the Classroom support	Supplemental Instructors (SIs) and Tutors in the classroom (TCs) are funded through a donor account for non-basic skills level courses in the Pathways to Transfer program. The majority of classes are funded by Basic Skills but there will be 18 sections of non-basic skills courses that require an SI or TC in order to fulfill the needs of the program. \$22,682.58 was used from July to November, 2016 for 16 courses, and equals \$1,418/course. \$1,418/course x 18 courses (Winter-Spring) = \$25,524 The payroll amount for December is unaccounted for in the cost per course above, but the end of each semester typically does not produce the same expenditures per course, so to accommodate for the end of each semester, we estimated \$6,000 for all courses. \$25,524 + \$6,000 = \$31,524. Attached are the monthly expenditures from July-November, as well as the list of courses that will require an SI or TC.	\$31,524	X		
Account Number(s):	13314-301272-241000-493000 (this is the donor account string)				
2.					
Account Number(s):					
3.					
Account Number(s):					

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.