IMMEDIATE NEED REQUEST
2017-18

Approved in Cabinet 3/13/18

Smoggin *Consider Guided Pathways Funding* *MT. SAC*

Requested by: (Unit, Department, Division or Vice President)			
			Date to VP: 3/12/18

Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	School of Continuing Education		Date to Cabinet:
Division:	School of Continuing Education.	M. Arballo via email	Outcome:
Vice President:	Instruction	*(signature)*	

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Full-time Business Analyst	Based on the assessment of SCE parallel systems and student tracking needs, the IT Department determined that SCE's data needs are complex and large in scope. Add to this, there are also significant and growing state and federal data requirements specific to Community Education and noncredit programs. These include NC SSSP, Strong Workforce, and WIOA, and the Adult Education Block Grant (AEBG). Although metrics are already being collected for AEBG, colleges are now required to add the new MIS metrics to their data systems. Given these enormous needs, SCE and IT agree that current IT staffing levels are not sufficient to facilitate, create, and program a much-needed common data system. In addition with the increase in state and federal performance accountability metrics and the potential impact on student success and funding. To address these needs, ongoing attention to processes and procedures to manage this work is necessary. Therefore, a permanent full-time Business Analyst assigned to SCE is critically needed.	$73,403 plus benefits (Range 120, Step 1)		x	
Account Number(s):	TBD				
2. Systems Analyst Programmers (2)	With the upcoming need for a shared data system for SCE, along with continuous data needs for state and local initiatives related to SCE there is a high need for programming work. There are also objectives in our accreditation Action Plan that demonstrate a need for intensive IT support. The IT department has the expertise to complete this work but staff aren't available to accomplish the required tasks. Two (2) System Analyst Programmers dedicated to SCE are needed to complete the work. Programming needs for SCE will continue to grow and will be ongoing. Furthermore, without this support there is potential for not collecting performance-based data which could also result in decreased funding and student outcomes.	2@$75,627 each Total $151,254 plus benefits R 124,Step 1		x	
Account Number(s):	TBD				

** *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.