

IMMEDIATE NEED REQUEST

2019-20

APPROVED

at Cabinet 4/21/20

William J. Smoggin


Requested by: Human Resources		
		Date to VP: 4/20/20
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Human Resources	Date to Cabinet: 4/21/20
Division:		Outcome:
Vice President:	Abe Ali	

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.		There has been an abnormal increase in employee relations, discrimination complaints, and student conduct hearings where the involved parties have secured legal representation. It is in the Colleges best interest to have legal representation in these cases. We foresee exceeding the current legal budget. There are several on-going cases including two cases that require an outside investigator, and one arbitration case.	40,000.00	X		
	Account Number(s):	XXXXXX-900300-571000-673000				
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.