

IMMEDIATE NEED REQUEST

2019-20

Approved
in Cabinet
11/26/19

Big Smiley



Requested by: Human Resources					
				Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Human Resources			Date to Cabinet: 11/22/19	
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. Hospitality Funds	HR currently receives \$13,000 in hospitality funds. This is used to provide meals for negotiations w/all three unions, new employee orientations, Title IX/sexual harrassment trainings, faculty hiring committees on the interview day, HR community college regional meetings, and for hospitality functions. \$13,000 has proven to be insufficient given the 2019-20 negotiations went longer than the norm due to Health and Welfare.	15,000.00 47	X		
Account Number(s):	894000-892102-499000-694000				

** 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.