

IMMEDIATE NEED REQUEST

2017-18

Requested by: (Unit, Department, Division or Vice President) ARTS DIVISION

Location	(Fill-in)	Reviewed By (Signature):	Date to VP:
Department or Unit:	Fine Arts		Date to Cabinet:
Division:	Arts	<i>[Signature]</i>	Outcome:
Vice President:	Instruction	<i>[Signature]</i>	

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. As part of the college's focus on growth, the Fine Arts Department added numerous sections of drawing classes, which are a very popular general course as well as a foundational course for majors in the Two-Dimensional Studio Arts program. (These new sections were immediately populated and filled to capacity.) Because the life drawing courses use human models, the growth resulted in an increase in our models budget--funding that has not been included in the department or division budgets. Last year, our Immediate Needs request was granted in order to close that shortfall. This year, the prioritized request was ranked very high out of Instruction Team. However, that funding has not been made available. As spring semester is about to begin, we need to either secure the funding for models so the drawing classes can make or we'll have to cancel the classes.	\$10,000	X		
Account Number(s):	11000-371000-232000-100100-2100				
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.