

# IMMEDIATE NEED REQUEST

## 2021-22

**APPROVED**  
President's Cabinet

June 28, 2022

*William J. Soggin*

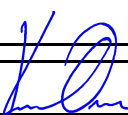



Requested by: (Unit, Department, Division or Vice President)				Date to SS VP: 05.03.2022	
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Admission & Records/ George Bradshaw	<i>George Bradshaw</i>		Date to Cabinet: 06.21.2022	
Division:	Student Services/Koji Useugi			Outcome:	
Vice President:	Audrey Yamagata-Noji	<i>Audrey Yamagata-Noji</i>			

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. Professional Experts Interpreters	Anticipated rise in hourly rate + increase in interpreters as needed to support both graduates and guests.	1,500.00	X		
Account Number(s):	11000-900710-231200-645000				
2. Student Short-Term Hourly	Task handled primarily by classified staff, but additional assistance by student ambassadors may be needed for student/guest assistance on the day of the ceremony.	300.00	X		
Account Number(s):	11000-900710-231000-645000				
4. Overtime Non-Instructional	Anticipated rise in hourly rate + increase in staff is needed for student check-in, graduate and guests assistance and accommodations, and assisting with other ceremony logistics not a part of the Event Services operational areas.	8,000.00	X		
Account Number(s):	11000-900710-236000-645000				
5. Commencement Supplies (Diploma Paper & Covers, etc)	Ordering 1,300 diploma covers each year to maintain annual inventory. Current commodity cost agreement to expire in 2023 and freight cost have increased .	17,500.00	X		
Account Number(s):	11000-900710-451400-645000				

6.	Diplomas on Demand (In-house software that prints diplomas)	There has been a demand increase.	<del>5,000.00</del> \$500.00	X		
	Account Number(s):	11000-900710-584000-645000				
7.	Supplies	Podium flowers, printing (flyers, banners, posters, etc. for promoting ceremony), uniform shirts for staff, other day of expenses.	2,000.00	X		
	Account Number(s):	11000-900710-589000-645000				

Requested by: (Unit, Department, Division or Vice President)		Technical Services
		Date to AS VP: 06.16.2022
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Commencement	
Division:	Technical Services	
Vice President:	Administrative Services	
		Outcome:

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. Cover increased rental costs associated with 2022 Commencement.	This covers increased costs for Commencement week rentals and services due to adding a 4th ceremony (Early College Academy Graduation), adding first aid services, and increases to staging rental costs, plant rental costs, increased security staffing and services, and added seating and tenting due to an increased number of graduates. Labor costs will not be posted until after July 1, so an additional request to cover those expenses will be made at that time. In the 22-23 Fiscal year, we anticipate needing an additional ongoing increase to cover labor expenses and additional funding for sound equipment rental. Technical Services and Police & Campus Safety are also evaluating ways to reduce traffic congestion for next year, so additional funding may be needed for that in the next fiscal year.	25,000	X	25,000	
Account Number(s):	11000-900820-589000-645000 - \$800 11000-900820-563000-645000 - \$24,200.00				

\*\* 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.