

# IMMEDIATE NEED REQUEST

## 2022-23

**APPROVED**  
President's Cabinet

January 17, 2023

*William J. Sroggin*  
**MT. SAC**  
Mt. San Antonio College

|                               |   |                          |                    |          |         |          |
|-------------------------------|---|--------------------------|--------------------|----------|---------|----------|
| Requested by: Human Resources |   |                          |                    |          |         |          |
|                               |   | Date to VP: 1/13/2023    |                    |          |         |          |
| Location                      | (Fill-in)   | Reviewed By (Signature): |                    |          |         |          |
| Department or Unit:           | Human Resources   | Date to Cabinet: 1/17/23 |                    |          |         |          |
| Division:                     |   | Outcome:                 |                    |          |         |          |
| Vice President:               | Sokha Song  |                          |                    |          |         |          |
| 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. Legal Services             | The use of legal services has increased due to varying unprecedented circumstances, cases where the involved parties have secured legal representation, cases involving outside investigations, cases in arbitration, and an ongoing need for legal advice/opinions related to unprecedented circumstances. For the 2022-23 fiscal year, HR has already spent \$138,331 YTD in legal fees. We have outstanding invoices for services rendered and will not have sufficient funds to cover them. |                          | 80,000.00          | 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.**