

## EMERGENCY FUNDING REQUEST

2023-24



Requested by: (Unit, Department, Division or Vice President)		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Dual Enrollment	Date to Cabinet:	
Division:	Office of Instruction	Outcome:	
Vice President:	Kelly Fowler		

Budget Request(s)		Justification for Request(s)	Funding	
(List in Priority Order)		An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount Requested**	Amount Approved
1.		<p>In the fiscal year 2023-2024, the dual enrollment budget was set at \$143,000. In December 2023, the program requested and was approved for an immediate needs request of \$10,000 to cover retro checks and salary increases from the original budget. However, due to ongoing step increases, raises, cost-of-living adjustments (COLA), and benefit modifications, an additional \$9,074 is required to meet the program's financial obligations for the year.</p> <p>At the May 13, 2020, Board of Trustees meeting (Item 11.12), Mt. SAC and WCUSD agreed to extend the Memorandum of Understanding (MOU) to contribute half of the total salaries and benefits for Principal and Administrative Assistant and mileage for the principal. Notably, the budget allocated for 2023-24 needs to accommodate adjustments to wages or benefits, necessitating this emergency funding request to ensure continued program functionality.</p>	\$9,074	
	Account Number(s):	11000-300210-561000-601000		
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.**