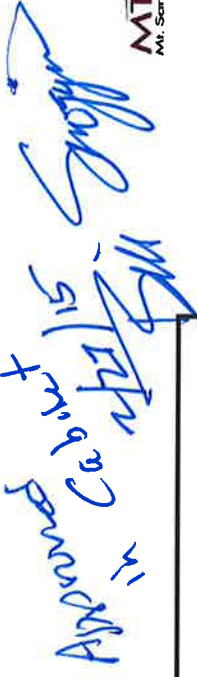


IMMEDIATE NEED REQUEST

2014 - 2015

Approved in Cabinet 2/15/15




Requested by: (Unit, Department, Division or Vice President)		Date to VP:	
Location	(Fill-in)	2/18/2015	
Department or Unit:	Research & IE (RIE)	Date to Cabinet:	
Division:		Outcome:	
Vice President:	Instruction		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	<p>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</p> <p>1 For accreditation and improvement processes, every few years the College administers to freshmen the CIRP survey from UCLA. RIE budgeted in 2014/15 for expenses from the accreditation budget, but failed to take into account a per survey administration fee; thus the budget was under by \$3,878.20 and the bill is due 2/6/2015.</p> <p>11000 379000 [services] 660000</p>	\$3,878.20	x		
2.					
3.					

** 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.

Memo

To: Irene Malmgren
From: Barbara McNeice-Stallard
Date: 2/9/2015
Re: CIRP Survey Budget from Accreditation

As you know, the CIRP Freshman Survey that we administered late spring 2014 through the summer 2014 is paid for with accreditation funds. After reviewing invoices from previous years, I initially budgeted \$1,200 for the 2014 CIRP Freshman Survey. Unfortunately, I did not notice that after all surveys are processed we receive a charge that covers a per completed survey processing fee. This year, this translates into a processing fee of \$3,528.20, as there were 1,357 completed surveys for which we pay \$2.60 for each. Thus, the total cost for the 2014 CIRP Freshman Survey is \$4,538.20, which includes our 20% discount. The breakdown is:

Item	Cost
Participation fee:	\$660.00 (already paid by Instruction Office in May 2014; UCLA Invoice #18348)
Processing fee:	\$3,528.20
Integrated local questions:	\$350
TOTAL:	\$4,538.20 (final cost)
Originally budgeted:	\$1,200
Difference:	\$3,338.20
Outstanding Invoice	\$3,878.20 (UCLA Invoice #19413)

The difference between the actual cost and what I budgeted is \$3,338.20. Yikes! Please accept my apologies for not accounting for this additional amount. Attached is the outstanding invoice to be paid for \$3,878.20 (UCLA Invoice #19413)

The CIRP results were made available to us just recently. Minerva Avila from our office is working on two reports -- one is a longitudinal report, comparing our results to previous years; the other report is one that analyzes our 2014 results. The reports will be immensely useful for our accreditation purposes. Please let me know if you have questions about these fees.



Invoice

PHONE: (310) 825-1925
FAX: (310) 206-2228
www.gseis.ucla.edu/heri

Bill To Mt. San Antonio College Barbara McNeice-Stillard 1100 N. Grand Ave. Bldg. 4, Room 2435 Walnut, CA 91789		& INFORMATION STUDIES 3005 MOORE HALL BOX 951521 LOS ANGELES, CALIFORNIA 90095-1521 PHONE: (310) 825-1925 FAX: (310) 206-2228 www.gseis.ucla.edu/heri	
		Date 1/7/2015	Invoice # 19413
		ACE 0204	P.O. No. Due Date 2/6/2015
Description		Amount	
2014 CIRP Freshman Survey: Processing Fee - 1,357 returns @ \$2.60 ea. 2014 CIRP Freshman Survey: Integrated Additional Questions		3,528.20 350.00	
Payment Method: <p style="text-align: center;"> Please make checks payable to UC Regents and mail to: Higher Education Research Institute 3005 Moore Hall Box 951521 Los Angeles, CA 90095 </p> <p> Check: </p> <p> Credit Card: Please visit www.heri.ucla.edu/pay </p>		Total Amount \$3,878.20	
Please contact Erik Butcher at butcher@gseis.ucla.edu with any additional questions.		Total Payment \$0.00	
Payment	Balance Due		\$3,878.20