

IMMEDIATE NEED REQUEST

2014-15

Approved by
[Signature]
5/13/14



Requested by: Grace Hanson, DSP&S		
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Disabled Student Programs & Services	<i>[Signature]</i>
Division:	Student Services	
Vice President:	Audrey Yamagata-Noji	<i>[Signature]</i>
Outcome:		
Date to VP: May 8, 2014		
Date to Cabinet: 5/13/14		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Systems Analyst/Programmer Out of Class for Brian Heflin (7/01-12/31/2014 - 6 months)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. Cabinet approved Brian Heflin for this assignment this fiscal year (2013-14). Request to continue assignment to allow for completion of APEX-DSPS project; converting antiquated manual paper processes into an electronic case management system with efficient workflow processes. This assignment began in April 2013 as a 50% assignment. Request to continue this assignment at 100% from July 1 to December 31, 2014.	\$13,388 including benefits	X		
Account Number(s):					
2. Alternate Media Technician	The college is mandated to provide print materials in alternate formats. The two full time Alternate Media Specialists often struggle in meeting the ever-increasing demand in a timely basis. If #1 is approved, the college will not be able to comply with it's obligation of timely delivery of alternate media. Therefore, this temporary replacement for Brian Heflin is essential.	\$24,552 + benefits	X		
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.