# IMMEDIATE NEED REQUEST
## 2015-2016

*Approved in Cabinet 2/11/16*
*Bill Say*

MT. SAC
Mt. San Antonio College

| Requested by:  Technical Services Department | | |
|---|---|---|
| | | **Date to VP:** 02-08-16 |

| Location | (Fill-in) | Reviewed By (Signature): | |
|---|---|---|---|
| **Department or Unit:** | William Eastham | *[signature]* | **Date to Cabinet:** |
| **Division:** | William Eastham | *[signature]* | **Outcome:** |
| **Vice President:** | Mike Gregoryk | *[signature]* | |

| | 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. | Continuation of funding to cover the temporary re-assignment of Chris Rodriguez to address backlog of AV projects. | Employee has been acting in the temporary re-assignment position this entire fiscal year.  Temporary re-assignment was approved through the end of December 2015. We had hoped that the permanent management position that was approved during the recent budget cycle would be ready to fill by this time, however it now appears that this position will be filled at the end of April, 2016.  Due to the large volume of work being done on Student Success, the Business and Computer Technology Complex, the Emergency Operations Center, the Emergency Notification System, the remodeling of Building 45 and numerous other essential campus projects, it is essential that this position be continued until a full time employee can be hired.  The costs include the the cost of the re-assigned employee and the cost of a long term substitue in the former position of this employee.  Cost projections are attached. | | | | |
| | **Account Number(s):** | 11000-671000-211000-683000-2100<br>11000-671000-233000-683000-2100 | $11,709.00<br>$27,596.00 | X | | |

**\*\*** *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.*