

IMMEDIATE NEED REQUEST

2015-2016

Requested by: Technical Services Department

Approved
3/24/16
Bill
MT-SAC
Mt. San Antonio College

Location		Reviewed By (Signature):		Date to VP: 03-24-16
Department or Unit:		William Eastham		Date to Cabinet:
Division:		William Eastham		Outcome:
Vice President:		Mike Gregoryk		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Continuation of funding to cover the temporary re-assignment of Chris Rodriguez to address backlog of AV projects.	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. Employee has been acting in the temporary re-assignment position this entire fiscal year. Temporary re-assignment was approved through the end of April 2016. 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 June, 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 substitute in the former position of this employee. Cost projections are attached.				
Account Number(s):	11000-671000-211000-683000-2100 11000-671000-233000-683000-2100	\$1,082.00 \$14,094.00		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.