

IMMEDIATE NEED REQUEST

2015 - 2016

Requested by: (Unit, Department, Division or Vice President)

Location

(Fill-in)

Reviewed By (Signature):

Department or Unit:

Research & IE

Date to Cabinet:

Division:

Outcome:

Vice President:

Instruction

Budget Request(s)

Justification for Request(s)

Funds Requested **

(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

Funding

Approved

1. CTE Employment Outcomes Survey: Contract

For years, the College has done its own employment survey asking Alumni to respond to surveys about their employment status some 1.5 years after they graduate. The outcomes have been disappointing because not many respond to the survey. In working with the CTE Deans, we realized that our survey mirrors somewhat closely that of the CTE Outcomes Survey (CTEOS). CTEOS has more complete questions and a higher return rate. Given that the College needs to improve its understanding of employment outcomes for both its Alumni and those who have left part way through a program (aka leavers), it is recommended that this survey be executed this year. The money for this work is normally be in the College's Accreditation budget, but this cost for an outside vendor far exceeds what it costs to do it in-house. The survey costs \$27,000 (Note: This item may need Board of Trustees approval as it is a contract)

27,000.00

X

Account Number(s):

Account # 11000-379000-XXXXX-660000 (one-time budget item)

** 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.