

Emergency Needs Intake Form AY2021-22

Traditionally, CCC uses the unit planning process to solicit requests from the College community for addition of budget resources to a new or existing budget line. During AY2020-2021 (during the process of developing the AY2021-2022 budget), the unit planning template will not include a section for those type of requests. This change was made in light of the anticipated budget shortfall that the College will experience as a result of the COVID-19 pandemic.

The College recognizes that, despite the anticipated budget shortfall, some departments will have budget needs going into AY2021-2022—and without adequate response to these needs, those departments would not be able to function. Please use the brief form below to name emergency budget needs going into the 2021-2022 school year. Any emergency needs approved during this process will require offsetting cuts elsewhere; in order to minimize the amount of offset needed, please use this form to submit requests for only the most critical of needs.

Emergency need title (250 Character Limit)		
Emergency need description (1500 Character Limit)		
Summarize the service level impacts of this emergency need if applicable (1000 Character Limit)		
Submitted by		Division/Department
Program(s) impacted		
Please describe how these funds would be used.		
Why does this request qualify as an emergency need?		
What would happen if this request was not funded, in the A) near-term and B) longer-term?		