

2023-28 Strategic Plan Action Team Budget Proposal

INTRODUCTION

Strategic Plan Action Team: Culturally Inclusive Hiring Practices

Strategic Plan Action Team Charge: In 2021-22, COCC developed a plan that included short-, mid-, and long-range recommendations to increase the diversity of our applicant pools, with the ultimate goal of increasing the diversity of employees. This team is charged with making recommendations to implement those strategies and considering potential additional strategies.

Primary contact(s): Christy Walker, Seana Barry

Brief description of budget proposal: Increase in HR budget to increase the allowable interview expenses reimbursement for candidates traveling to the area for interviews.

Introduction and Background:

The Culturally Inclusive Hiring Practices Action Team recommends the below changes to our interview reimbursement policy, effective January 1, 2025. We believe these changes allow for a more open and diverse (in ethnicity, socio-economic, and geographical) pool of applicants, leading to a more culturally inclusive work force.

Additionally, we know that multiple candidates invited to visit campus to interview have withdrawn due to our current reimbursement policy.

In researching other schools in Oregon, we found interview reimbursements are different from school to school in amounts and eligibility. Increasing ours as outlined below would definitely show COCC as a leader in reimbursements around the state. Also, this policy has not been revised in at least 20 years and \$400 from 20 years ago is now worth \$732 dollars.

Interview Travel Reimbursements

Current: Administrative, FT Faculty, and Adjunct Faculty are eligible. Expenses are shared by the candidate and COCC. The College will reimburse candidates for one half of their travel/interview related expenses (transportation, lodging, meals), up to \$400 maximum. The candidate hired may receive an additional \$400 if one half of the expenses have not been reimbursed by the first \$400.

Proposal: All benefited positions are eligible – Classified, Administrative, FT Faculty, Adjunct Faculty, FT Adult Basic Skills Instructors. COCC will reimburse up to \$750 of travel/interview related expenses (transportation, lodging, meals).

Budget Impact: See accompanying spreadsheet for amounts from last four years. Adding classified to eligibility is an unknown budget impact but should be minimal as majority of classified hires come from our region.

RECOMMENDED BUDGET

Total requested amount: Using the attached spreadsheet, the average increase needed over the last four years is \$3,033. The increase needed for 2024 alone is \$5,700. A lot is unknown, though, including candidates who decided not to travel to interview due to the reimbursement policy and candidates who did travel but did not submit for reimbursement. Also, the number of recruitments and out of area candidates fluctuates from year to year. Due to previous years' data and the unknowns, total budget request is \$7,000.

Have you identified additional dollars to support this request? No If so, list the account and the amount recommended from that account. No

Is this a one-time request? Are future requests anticipated? Are on-going operational funds needed once the project is implemented? This is a one-time request for strategic plan dollars to get us through June 2025 as we plan to submit a general funds request for 2025-26.

What is the timeline for spending down the requested amount? This depends on recruitments and how many candidates request reimbursement and for how much.

SUPPORTING INFORMATION

How did you arrive at this recommendation? What process did you use? Who was involved? The Culturally Inclusive Hiring Practices SPAT discussed the need for this change. HR did research into other schools in Oregon. We also used an inflation calculator to compare what \$400 would be today. HR did an analysis of interview reimbursements over the last four years, see accompanying spreadsheet.

How does this request help the SPAT achieve one or more of its metrics? Note that this can tie directly to a Strategic Plan indicator or have separate (but related) indicators. We believe these changes allow for a more open and diverse (in ethnicity, socio-economic, and geographical) pool of applicants, leading to a more culturally inclusive work force.

Identify anticipated key milestones, both in terms of what is completed and dates.

Is there other information that would help the Senior Leadership Team determine how to fund this request?