

Central Oregon Community College
2025-26 Budget Request Form

Tracking Number

Budget Request Name: Increase to Candidate Travel Reimbursements

Requested by: sbarry@cocc.edu

Fund/Org Number 406

Reviewed by: Laura Boehme

General Fund Budget Request

Approving SLT: Laura Boehme

Capital Request

Divisonal Priority:

Strategic Planning Request

Other Request

Budget Request Description (provide a brief description of budget request). For multiple requests, complete a separate budget request form for each request.

Requesting a \$10,000 budget increase to the HR budget to reimburse out of area candidates at a higher rate. The change is from "half up to \$400" to "up to \$750". The \$10,000 request is based on the past few years' expenses and factoring in some unknowns.

What opportunities or issues are you addressing with this budget request?

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 Additionally, we know that multiple candidates invited to visit campus to interview have withdrawn due to our current reimbursement policy.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

Have you investigated other options to address this issue? If so, please specify.

The Culturally Inclusive Hiring Practices strategic plan action team submitted a one-time budget request from strategic plan funds to get us through June 2025 with the new increase.

- | | | | |
|-------------------------------------|--|-----------------------|----------------------|
| <input type="checkbox"/> | Request new benefited position | Additional FTE | <input type="text"/> |
| <input type="checkbox"/> | Request FTE increase in current benefited position | | |
| <input type="checkbox"/> | Request non-benefited position (salaries and payroll costs) | | |
| <input type="checkbox"/> | Request for materials, supplies, and services | | |
| <input checked="" type="checkbox"/> | Contracted services (software licensing, insurance, utilities, etc.) | | |

- This is a current service level request (needed to maintain current operating capacity)
- Request for capital purchase of at least \$1,000 and a lifespan of greater than 1 year
- Is this an IT request

Mark the Strategic Planning Goal(s) impacted and describe the need and justification for budget request

- Student-Ready College
- Workforce Development
- Access
- College Sustainability
- Community Engagement

Briefly describe the size and scope of the impact (number of departments, faculty, student, or employees impacted)

All out of area candidates for benefited positions invited to campus to interview will be impacted. All recruitments will be impacted as the intention is more out of area candidates will accept the invitation to interview. Also, potential applicants who may have applied but decided against it because of our current reimbursement might apply, increasing our applicant pool.

Index	Account Number	Account Description	Current Year Budget 2024-25	Proposed Budget 2025-26	Change
406	62000	Outside/Contract Services	112078	122078	\$10000
			\$112078	\$122078	\$10000

For FIAT Purposes

Funding Source:

Amount:

Notes: