

Central Oregon Community College
2025-26 Budget Request Form

Tracking Number

Budget Request Name: Increase to Recruitment Advertising Budget

Requested by: sbarry@cooc.edu

Fund/Org Number 406

Reviewed by: Laura Boehme

General Fund Budget Request

Approving SLT: Laura Boehme

Capital Request

Strategic Planning Request

Divisonal Priority:

Other Request

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

Funds to purchase an annual recruitment advertising subscription to broaden and standardize our recruitment advertising aimed at diversity sites.

Please note that this is a second budget request that involves increasing the 406 62000 account. The first one, 'Increase to Candidate Travel Reimbursements' was already submitted and requests an additional \$10,000. This one requests another \$12,000 making the combined request to increase the account by \$22,000.

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

We believe increasing the visibility of our job openings to more diverse sites will allow for a more open and diverse pool of applicants, leading to a more culturally inclusive work force.

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 the 2023-24 fiscal year. This request was approved and we purchased a subscription to a package of diversity related advertising. This ongoing request is so that we can continue to analyze data and advertise on more diversity related sites in the future.

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|-------------------------------------|--|-----------------------|----------------------|
| <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.) | | |
| <input type="checkbox"/> | | | |

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)

Human Resources is impacted by analyzing data to ensure best and most effective use of the funds.

Index	Account Number	Account Description	Current Year Budget 2024-25	Proposed Budget 2025-26	Change
406	62000	Outside/Contract Services	112078	124078	\$12000
			\$112078	\$124078	\$12000

For FIAT Purposes

Funding Source: _____ Amount: _____

Notes: