

# IMMEDIATE NEED REQUEST

2022-23

Requested by: Human Resources			
		Date to VP: 3/16/2023	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources	Date to Cabinet: 3/21/2023	
Division:	Human Resources	Outcome:	
Vice President:	Sokha Song		

  

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(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	Approved
1. Contract with PPL, Consulting Services Inc. for the President/CEO Vice President, Student Services	<p>Immediate funds are needed to cover the expenses of PPL Consulting Services Inc. for two executive management searches:</p> <p><b>President/CEO:</b> comprehensive services in conducting a thorough search for qualified candidates, identifying nationwide, state, and other appropriate publications for placing advertisements for the position, advising the Board of Trustees and the Screening Committee, establishing a timeline, developing position profile &amp; announcement, advice on Brown Act implications and applicable laws with the Screening Committee (and with the Board of Trustees), assist with appropriate paper screening procedures on interview days and other selection activities, as well as extensive reference and background check services</p> <p><b>Vice President, Student Services:</b> comprehensive services in conducting a thorough search for qualified candidates, identifying nationwide, state, and other appropriate publications for placing advertisements for the position, and extensive reference and background check services</p>	50,000.00	X		
Account Number(s):	XXXXXX-200000-XXXXXX-673000				
2.					
Account Number(s):					

3.						
	Account Number(s):					

**\*\*** *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.*