

## IMMEDIATE NEED REQUEST 2023-24

Requested by: Human Resources				
		Date to VP: 5/18/2023		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 5/23/2023		
Division:	Human Resources			
Vice President:	Sokha Song	Outcome:		
Budget Request(s)	Justification for Request(s)	Funds Requested **		
(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
1. One-time funding - four (4) Professional Experts From: 07/01/23 to 06/31/24	As of March 2023, the EEO Compliance and Recruitment Services Department has experienced a significant reduction in staffing levels. Specifically, the number of Human Resources Technicians has decreased from five (5) to one (1), and by Monday, June 12, 2023, it will reach zero (0). The decrease in staff can be attributed to various reasons: one HR Technician has recently left the College, one has been promoted, and one is on an extended leave that will eventually lead to retirement, confirmed by the receipt of the Separation Form. Out of the two remaining HR Technicians, one has recently started an extended leave of at least a month. Additionally, during this period of extended leave starting June 12, 2023, the other HR Technician will be on vacation, which was approved prior to the recent staffing changes.  The current situation calls for immediate staffing support in the Recruitment Services area due to a significant workload caused by 73 active recruitments. Although efforts are being made to fill the vacancies resulting from two retiring and promoted employees through an ongoing HR technician recruitment, it will take time before the selected candidates are hired, onboarded, and trained. In order to address the College's urgent need to fill these vacancies and meet departmental requests, temporary staff is required to assist with recruitment-related tasks and projects during the staff deficiency period and throughout the hiring, onboarding, training, and transition process of new staff members. Without this additional temporary support, the College's ability to fill the position vacancies and provide essential services will be severely hindered, impacting various departments and divisions.	220,000.00	X	

	Account Number(s):	XXXXX-293000-232000-673000-2100				
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.**