

EMERGENCY FUNDING REQUEST
2024-25



Requested by: Human Resources			
			Date to VP: 03/24/25
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	HRVP Office		
			Date to Cabinet: 03/25/25
Division:	Human Resources	<i>Sokha Song</i>	
Vice President:	Sokha Song		
		Outcome:	

Budget Request(s)	Justification for Request(s)	Funding	
(List in Priority Order)	An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function	Amount	One-time
1.	<p>In 2021-2022, the college spent nearly \$73,880 on accommodations, the majority fulfilled 61 requests for American Sign Language (ASL) Interpreters. Since then, additional deaf employees have been hired. In 2022-2023, the college spent approximately \$266,481 on accommodations, the majority fulfilled 195 requests for ASL interpreters. Based on needs assessed in December 2023, an ongoing new resource allocation of \$275,000 for interpreters was requested; this request was not filled. In FY 2023-2024, Human Resources had 507 requests for ASL Interpreters costing approximately \$286,704. One-time funding allocations made up the shortfall in FY 23-24. Wages for ASL interpreters at Mt. SAC and prices from external agencies rose during that time period.</p> <p>From June 1, 2024 - January 31, 2025, Human Resources has had 240 requests for interpreters and anticipates a similar number of requests in the remaining five months of the fiscal year compared to the previous fiscal year (this does not include an additional 153 requests and counting through the end of the fiscal year). For FY 24-25, the college allocated a budget of \$105,169 to Human Resources for interpreters. As of January 31, 2025, \$151,891.45 has been spent on interpreters, exhausting the \$105,169 allocation by an overage of approximately \$46,000 with five months still remaining in the fiscal year. An emergency needs request of \$135,000 is necessary to cover the shortfall of \$46,000 and the remaining five months of anticipated costs in FY 24-25.</p> <p>It is important to note that the total cost of interpreters in FY 24-25 is projected to be just below the previous fiscal year's costs despite a similar level of need for interpreters from year to year. This cost savings is anticipated to be achieved through increased use of Mt. SAC-employed interpreters and a reduction in the use of agency interpreters for requests filled through Human Resources.</p>		135,000
Account Number(s):			

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.**