



**January 18, 2022**

Bill was not in attendance

1. Morris reported that arriving today are the antigen tests that the College has purchased for employees and students to use to return to campus after an infection. More are expected in a couple of weeks. Cal/OSHA requires a negative antigen test for employees to return to work after a modified quarantine (after 5 days). There will be hourly staff hired to observe the testing for employees and coordination with Contact Tracing. The testing tent will be set up outside of Building 4 near the west side visitor parking area.
2. Cabinet was joined by Duetta Langevin, Director of Risk Management, and Sayeed Wadud, Manager of Environmental Safety and Emergency Services, to provide the [Emergency Management](#) quarterly report.  
Highlights:
  - Emergency Response 101 Manager training has been completed. Continued training is happening both in person and via Zoom.
  - The bomb threat incident response earlier in the month went well overall. Police and Campus Safety has scheduled a debriefing to assess lessons learned.
  - The universal hazardous waste management program is in place and appropriate storage containers have been distributed.
  - There has been training for the warehouse employees related to chemical safety.
  - Emergency radios have been distributed to most areas on campus with additional radios on order. Building Marshal and Floor Captain training will be happening soon so that all know their roles and responsibilities.
  - There is still a good stock of PPE. There is some confusion about changing masking requirements. The current requirement is to wear at least a surgical grade mask.
3. Cabinet was joined by Adrienne Price, Director of Grants, to provide the [Grants](#) quarterly report.  
Highlights:
  - Song-Brown RN Education Program, newly named California Department of Health Care Access & Information, is a grant we've had for 12 years. The request is for \$200,000 over a two-year period. It is an annual grant that is competitive and has a two-year cycle. There were some changes this year. The application is based on our metrics, not about how good our proposal is. The grant has increased some standards, so we are not sure how we are going to fare this year.
  - The Certified Nursing Assistant Program Grant through the Arthur Rupe Foundation provides for tutors to help students in test prep and supplemental instruction as well as scholarships to students. The request is for \$24,780. It is a competitive process, but we have had this funding for 6-7 years.
  - US Department of Education Title III/Title V Designation makes us eligible to receive Hispanic Serving Institutions (HIS) and Asian Native American Pacific Islander Serving Institutions (AANAPISI) grants. It also provides a waiver for some other Department of Education grant program. There are two criteria that make us eligible—needy students and core expenses. We have always met both criteria, but we are getting closer to not meeting the core expense criteria.
  - The General Childcare & Development Program Expansion Grant through the California Department of Social Services. The request is for \$550,000. The grant would allow the Mt. SAC Child Development Center to be able to serve 24 additional infants and toddlers. The scoring criteria includes some points based on our zip code location. We do, however, explain that we serve students from additional high need locations.

- Several new grant projects started in the past quarter including the Hispanic-Serving Institutions STEM & Articulated Programs: Student Success and Transfer Articulation through Research and Support Services; and Prioritizing Adult Community College Enrollment.
  - Some new grants that are being worked on include Upward Bound; Seeding Strategies to Close the Calculus Equity Gap; Good Jobs Challenge; Invention and Inclusive Innovation Initiative; Scholarships in Science, Technology, Engineering, and Mathematics; Upward Bound Math-Science; and Undergraduate International Students and Foreign Language Program.
4. Cabinet approved a [reorganization](#) of Human Resources to include reclassified positions for Deputy Director, Human Resources and Manager, Title IX Investigations.
  5. Cabinet reviewed and approved the following job descriptions:
    - [Associate Vice President, Human Resources](#) (revised)
    - [Director, Equal Employment Opportunity, Title IX, and Leaves Administration](#) (revised)
  6. Cabinet approved a [New Resource Allocation](#) related to the changes from Deputy Director HR to Associate Vice President, Human Resources and Manager Title IX Investigations Director to Equal Employment Opportunity, Title IX, and Leaves Administration.
  7. Cabinet approved the [Request to Fill](#) for the newly revised Associate Vice President, Human Resources, to proceed with recruitment.
  8. Cabinet approved the [Request to Fill](#) log for the following positions:
    - [Administrative Specialist I](#) (Kinesiology, Athletics, and Dance)
    - [Professor, Nursing](#)
    - [Professor, Psychiatric Technician](#)
  9. Morris reported:
    - There appears to be a lot of HEERF funding that has been allocated but not unexpended. Fiscal Services is calling managers to follow up on their remaining HEERF allocations because these funds need to be reallocate for other items and/or those managers must submit requests for extension of their HEERF allocation.
  10. Kelly reported:
    - She thanked Morris's team for all of their hard work in completing the 320 report for the Chancellor's Office.
    - She received confirmation from the Chancellor's Office regarding the successful submission of the Mt. SAC Baccalaureate Degree Application.
    - The Instructional Leadership Team continues to meet regularly with Denise Lindholm and Sokha Song in providing updates about the Contact Tracing process.
    - The Office of Instruction is excited to announce Marisa Fierro as the current acting Associate Director of Dual Enrollment.
    - Sylvia Ruano will be joining the Instructional Leadership Team on February 7 as the new Dean of Instruction in the Office of Instruction.
  11. Madelyn reported:
    - Continuing Education sections are 52% online, which is 6% less than last week. They are at 48% in person, which is growing.
    - SCE is participating in a Rutgers study funded by Lumina for adult basic education pathways. They're taking two programs, Vocational ESL and Short-term Vocational programs, and will do a case study and focus on pathways. They have applied to be presenters at the Innovation Conference in March.

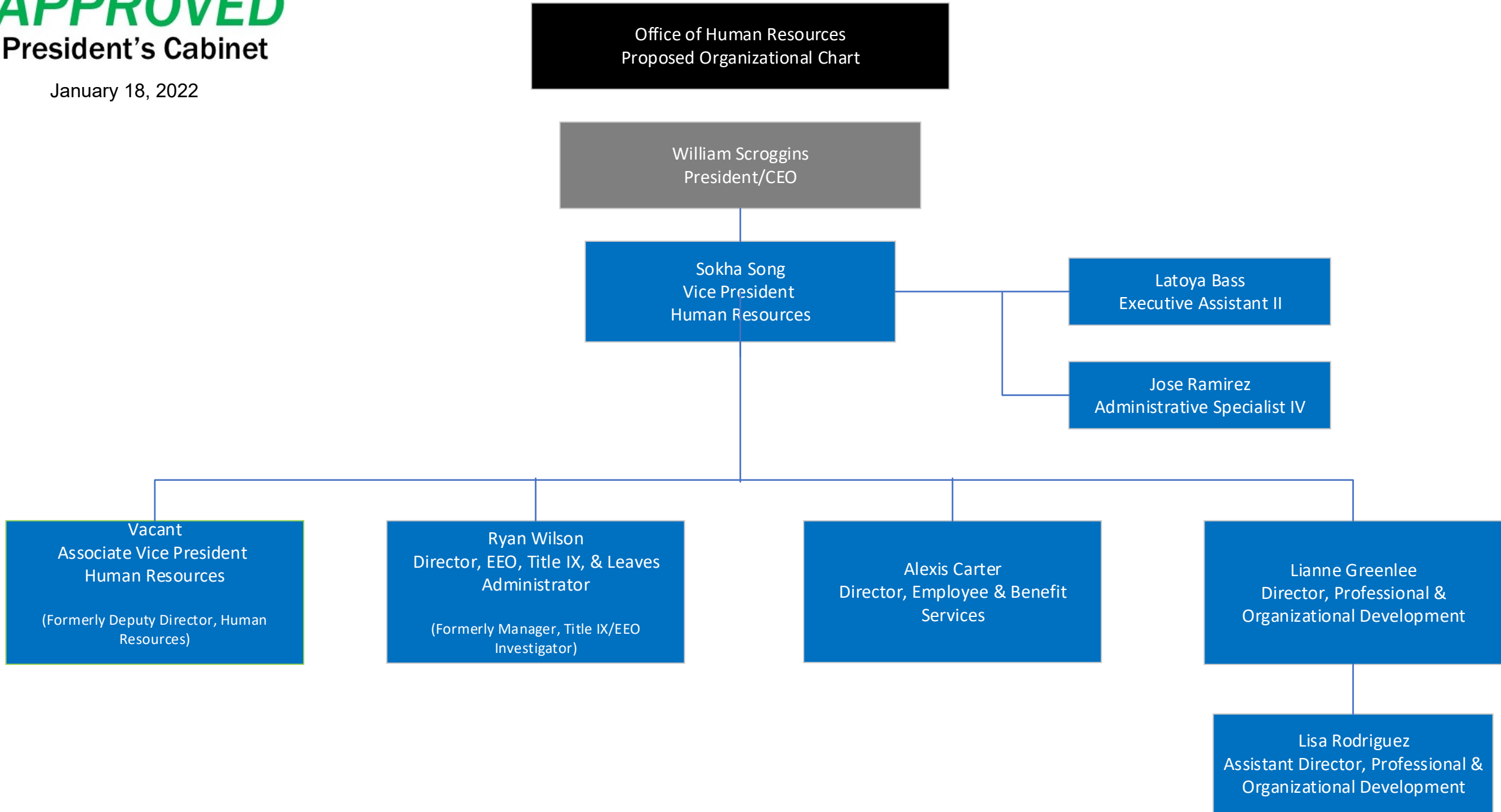
- She is meeting today with the State Assembly Speaker's Office about Adult Ed Carryover Bill AB 1491. We are opposed to this Bill.

12. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)

- a. Return and Recover Initiative:
  1. Reconnect and Reengage (**Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 1/25**)
  2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (**Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 1/25**)
  3. Student Center Coordination (**Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/25**)
  4. Laptop Loaner Program (**Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/25**)
- b. Multiple Measures Placement Workgroup (George and Team, 2/15)
- c. Student Centered Funding Formula—Continued Follow Up:
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/5)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/1)

13. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 4/19)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 4/12)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/15)
- e. IT Projects Quarterly Report (Anthony, 2/15)
- f. Grants Quarterly Update (Adrienne, 4/19)
- g. International Student Quarterly Report (Chris, George, and Paty 2/1)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 2/8)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 2/8)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 2/22)
- k. Title V Quarterly Report (Lianne and Lisa, 2/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 2/8)



2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: I Human Resources

Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	To Be Completed By Departments				Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
					One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
									Fund	Org	Acct	Prog	Actv				
	Human Resources	Sokha Song	Associate Vice President, Human Resources	Human Resources needs a higher level management position to support the VPHR. The current Deputy Director, Human Resources is limited in their ability to support all areas of human resources. The hiring of the Associate Vice President, Human Resources will eliminate the Deputy Director, Human Resources position. This position will be funded by the Administrative Deputy Director, Human Resources position with additional funds from this NRA request.		22,576	22,576		11000	200000	213000	673000	2100				
	Human Resources	Sokha Song	Director, EEO, Title IX, and Leaves Administration	Human Resources needs a higher level management position to support the VPHR. The current Manager, Title IX/EEO Investigations is limited in their ability to support all areas of human resources. The hiring of the Director, EEO, Title IX, and Leaves Administration will eliminate the Manager, Title IX/EEO position. This position will be funded by the Manager, Title IX/EEO budget with additional funds from this NRA request.	6,310	15,381	21,691		11000	200000	213000	673000	2100				
					\$ -	\$ -	\$ -		Total					\$ -			

## MT. SAN ANTONIO COLLEGE

Human Resources

## REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Division Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_

Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year \_\_\_\_\_

No Existing Job Description  
(Attach Draft of **New** Job Description)☐ Classified Confidential  
☐ Supervisory Administrative**\*\*For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: \_\_\_\_\_

## **Request to Fill Process:**

### **A. Before completing the form:**

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

### **B. Completing the form:**

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

## **Request to Fill Definitions:**

**Continued Funded Position:** This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

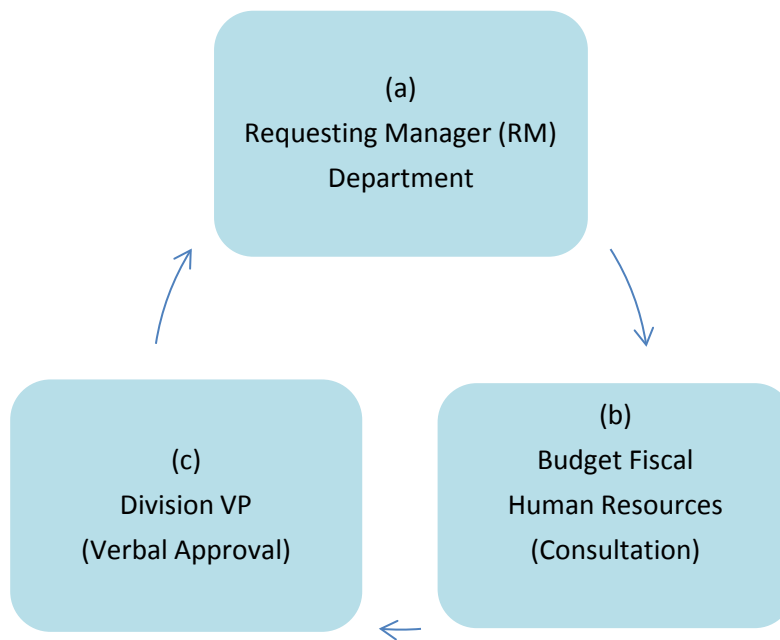
**Newly Funded Position:** This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

**No Existing Job Description:** This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

**Temporary Project Administrator:** This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

## Work Flowchart for Request To Fill (RTF) Process Overview

### A. Prior to Completing RTF Form



### B. Routing the RTF Form

