



**MT. SAN ANTONIO COLLEGE  
PRESIDENT'S CABINET REVIEW OF  
REQUESTS TO FILL  
October 18, 2016**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Administrative Specialist IV	Business Division	1.00	12	Replaces Karen Newsom (Transfer)	✓		
Administrative Specialist II	Technology and Health Division	0.80	10	Teresita Hood	✓		
Administrative Specialist I	Humanities and Social Sciences	1.00	12	New Position	✓		

Reviewed by Dr. Scroggins

Date

10/18/16

**\*\*Instructions**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.