

IMMEDIATE NEED REQUEST

2016-2017

Requested by: Human Resources

Approved on 6/13/17
 Approved by [Signature]
 MT-SAC
 Mt. San Antonio College

Location	(Fill-in)	Reviewed By (Signature):	Date to VP: 6/13/17
Department or Unit:			Date to Cabinet: 6/13/17
Division:	Human Resources		Outcome:
Vice President:	Abe Ali	[Signature]	

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. Per AP 7123 - Applicant Travel Reimbursement, full-time faculty (contract and regular), management, or classified applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview will be eligible for the reimbursement. The College shall reimburse up to \$500 for actual and necessary traveling expenses. The account used for candidate travel reimbursement is currently negative \$1,312.98. We have seven (7) interviews scheduled between 6/13/17 and 6/30/17. 11000-900310-524000-673000	\$5,000	X		
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.

Chart:
 Fiscal Year:
 Index:
 Commit Type:

Fund:
 Organization:
 Account:
 Program:

Unrestricted General Fund-Ongoing
 Recruitment
 Recruitment Travel
 Human Resources Management

☐ Pending Documents

Control Keys → Fund:
 Organization:
 Account:
 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
524000	Recruitment Travel	5,000.00	6,312.98	0.00	-1,312.98	☐
583000	Advertisement, Non-Legal	65,400.00	65,839.40	0.00	-439.40	☐
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Total:		70,400.00	72,152.38	0.00	-1,752.38	

REQUESTS TO FILL (IN PROCESS)
For June 13, 2017

Pending Re-opening of position				Recruitment on hold: RTF returned to hiring manager				HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Reason	Recruiter	PC Approval Date	Posting Date	Initial Screening Date	Interview dates	Expected Board Approval Date	Current Status
Information Technology / Mike Gregoryk	Administrative Services	Chief Technology Officer		Management	1.00	Victor Belinski (resignation)	Leticia	4/18/17	4/13/17	5/15/17	6/20/17	7/12/17	Interviews scheduled 6/20/17
Human Resources / Sokha Song	Human Resources	Human Resources Specialist	Pending Fiscal	Confidential	1.00	Nerissa Ulagalelei (Resignation)	Maria	4/25/17	4/25/17	5/16/17	6/14/17	7/12/17	Interviews scheduled 6/14
Instruction / Joumana McGowan	Instruction	Associate Dean, Instruction Services	MA9958	Management	1.00	Donald Score (Retirement)	Erika	5/2/17	5/4/17	6/1/17	6/22/17	7/12/17	Compilation 6/14/17
Student Health Services /	Student Services	Administrative Specialist III	CA9624	262-Classified	1.00	Leticia Bencomo	Erika	3/7/17	3/27/17 3/14/17 (VLTP)	4/18/17 3/22/17 (VLTP)	6/13/17	8/9/17	Interviews scheduled 6/13/17
Business Division/ Jennifer Galbraith	Instruction	Professor of Computer Information Systems	FA9807	Faculty	1.00	Shui-Lien Huang (Retirement)	Maria	11/22/16	4/11/17 12/6/2016	5/26/17 2/6/2017	6/27/17	7/12/17	Interviews scheduled 6/27/17
Technology & Health Sarah Plesetz	Instruction	Professor of Fire Technology		Faculty	1.00	Stephen Shull	Erika	3/28/17	4/14/17	5/15/17	6/28/17	8/9/17	Interviews scheduled 6/28/17
Arts Division / Sue Long	Instruction	Professor of R-TV, TV, and Film	FA9511	Faculty	1.00	New Position	Erika	3/7/17	4/26/17	5/24/17 6/21/17	6/26/17	8/9/17	Compilation scheduled 6/12/17