



**MT. SAN ANTONIO COLLEGE  
PRESIDENT'S CABINET REVIEW OF  
REQUESTS TO FILL  
September 6, 2016**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Professor of Counseling, Short Term Vocational (resubmittal)	School of Continuing Education	1.00	12	New Position	<input checked="" type="checkbox"/>		

*Bill Scroggins*  
Reviewed by Dr. Scroggins

*9/6/16*  
Date

**\*\* 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.

Vacancy # 2 of 2

MT. SAN ANTONIO COLLEGE

FA 9536

Clear Form

To Fiscal 11/24/15

Human Resources

REQUEST TO FILL - FACULTY POSITION

\*\*This form is used to gain approval prior to recruiting for a position.  
Instructions for completing this form are located on the back.

Discipline Title: Professor, Counseling

Department: Short-Term Vocational (2 positions)

Division: Continuing Education

Months per Year: ☐ 10 months ☒ 11 months ☐ 12 months

#Days per Year: ☐ 175 ☒ 195 ☐ 210 ☐ Other: \_\_\_\_\_

☐ Funded: \_\_\_\_\_

Former Employee (if applicable): \_\_\_\_\_

☒ Newly Funded Position Fiscal Year 2015-16

☒ Tenure Track

☐ Temporary Faculty (one year)

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

N/A

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

Please see attached memo

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): \_\_\_\_\_ 100 % Amount \$ 114,000 x 2 positions

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

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☒ Categorical ☐ Grant

☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: July 1, 2015 End date: June 30, 2016

Comments: Although funding is categorical, it has long-term stability.

Signatures:

1. Requesting Manager Signature Madeley A. Arballo Date 11/4/15

2. Division Vice President Signature [Signature] Date 11/23/15

3. AVP Fiscal Services Signature [Signature] Date 11/30/15

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

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

☒ Funding available ☐ Funding not available Position Number: FA9535 Contract Number: 125001

Comments: 2015-16 SSSP Non Credit

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

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

Resubmittal

6. Signature of President/CEO [Signature] Date 12/1/15

Signature \_\_\_\_\_ Date \_\_\_\_\_



## School of Continuing Education

### Interoffice Memorandum

**To:** Irene Malmgren  
**From:** Madelyn Arballo  
**Date:** September 1, 2016  
**Subject:** Requests to Fill – Professor, Counseling, Short-term Vocational

Attached is the previously approved Request-to-Fill document for 2 full-time tenured Professors of Counseling in the Short-term Vocational program funded by noncredit SSSP funds. We are re-submitting our request for one position because we filled 1 of 2 positions in the June 2016 recruitment. Due to a transfer request by an existing counselor who later decided not to accept the transfer, this position remained vacant and is still needed. This position is listed in the NC SSSP Plan that was approved by the Academic Senate on October 22, 2015 and submitted to the Chancellor's Office on October 29, 2015.

In 2015-16, the School of Continuing Education Division STV program served over unduplicated 2,500 students. There is an anticipated growth in short-term vocational programs and courses, specifically in the healthcare and electronics fields. Enrollment data demonstrating the need for this position are below:

Short-term Vocational	Health Careers Lab (Noncredit students)	32
	Health Lecture (Noncredit students)	209
	Noncredit Vocational (Dual-listed with credit)	337
	Noncredit Vocational	1945
<b>Total STV Enrollment</b>		<b>2523</b>

As you know, this year noncredit CDCP programs are required to implement and deliver core services as specified by SSSP with MIS data uploads beginning in 2017-18. Mt. SAC SCE is not only implementing services this year but with the help of IT, we are also collecting SSSP data elements. Full-time counselors are imperative to the development and implementation of Noncredit SSSP. Without available full-time counselors, students do not have consistent access to critical services needed to provide guidance in educational and career pathways. The Short-term Vocational program students have had little access to support services and with many classes held off-campus, this additional full-time counselor position is critically needed. Without adequate full-time STV counselors the College's noncredit SSSP funding may be negatively impacted because eligible students may not be served and counted.

In order to recruit the most talented counselors available, I am asking that this request be approved. Once there is approval for these hires, SCE managers will work diligently with HR to complete the hiring process.

Many thanks!

#### BOARD OF TRUSTEES

Dr. Manuel Baca • Rosanne M. Bader • Jay F. Chen • Judy Chen Haggerty, Esq. • Dr. David K. Hall • Robert F. Hidalgo • Laura Santos  
COLLEGE PRESIDENT / CEO – Dr. William Scroggins