



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
February 6, 2018**

| Position | Department | FTE | # of Months | Vacancy Reason | Approved | Denied | Reason for Denial |
|-------------------------------|----------------------------|------|-------------|-----------------------|----------|--------|-------------------|
| Administrative Specialist II | Learning Assistance Center | 1.00 | 12 | Barbara Harris | ✓ | | |
| Administrative Specialist III | Natural Sciences Division | 1.00 | 1.00 | Lizette Henderson | ✓ | | |
| Administrative Specialist III | Natural Sciences Division | 1.00 | 1.00 | Newly Funded Position | ✓ | | |

Wm J. Scroggins
 Reviewed by Dr. Scroggins

2/6/18
 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.