



**MT. SAN ANTONIO COLLEGE  
PRESIDENT'S CABINET REVIEW OF  
REQUESTS TO FILL  
October 16, 2018**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Administrative Specialist III	School of Continuing Education	0.475	12	Newly Funded Position	✓		
Admissions & Records Specialist III	Admissions & Records	1.00	12	Newly Funded Position	✓		
Associate Dean, Counseling	Counseling	1.00	12	Francisco Dorame	✓		
Coordinator, Writing Center	Writing Center	1.00	12	Amy Azul		✓	Must Change job description
Director, Public Safety Programs	Technology & Health	1.00	12	Stephen Shull	✓		
Financial Aid Specialist (Cal Grants)	Financial Aid	1.00	12	Nancy Martin	✓		
Student Services Program Specialist II - 1 of 3	Counseling	1.00	12	Newly Funded Position	✓		
Student Services Program Specialist II - 2 of 3	Counseling	1.00	12	Newly Funded Position	✓		
Student Services Program Specialist II - 3 of 3	Counseling	1.00	12	Newly Funded Position	✓		
Student Services Program Specialist II	Instruction	1.00	12	Newly Funded Position	✓		

Reviewed by Dr. Scroggins

Date \_\_\_\_\_

**\*\* Instructions**

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