



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
September 17, 2019**

| Position | Department | FTE | # of Months | Vacancy Reason | Approved | Denied | Reason for Denial |
|--|---|------|-------------|----------------|----------|--------|-------------------|
| Administrative Specialist III | Natural Sciences | 1.00 | 12 | Carole Stevens | ✓ | | |
| Administrative Specialist IV | Natural Sciences | 1.00 | 12 | Maria Valdez | ✓ | | |
| Director, Learning Assistance Center | Academic Support and Achievement Center | 1.00 | 12 | Tom Vitzelio | ✓ | | |
| Student Services Program Specialist II | ACCESS | 1.00 | 12 | Dolores Mahan | ✓ | | |
| Systems Administrator | Information Technology | 1.00 | 12 | Lisa Baas | ✓ | | |

Bill Scroggs
Reviewed by Dr. Scroggs

9/17/19
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.