

President's Cabinet December 1, 2020 MT. SAN ANTONIO COLLEGE

ember 1, 2020 National Columbia	✓ Continued Funded Position (ex. Vacancy)	
ember 1, 2020 MT. SAN ANTONIO COLLEGE	Former Employee (if applicable): Mary Lange	
Human Resources REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS	Last day of employment: January 30, 2021 - December Board Reason for vacancy: retirement	
**This form is used to gain approval prior to recruiting for a position.	(Attach Existing Job Description	
Instructions for completing this form are located on the back.	☐ Newly Funded Position Fiscal Year	
Position: Director, Education for Older Adults and Adults With Disabilities Programs	☐ No Existing Job Description	
Department: School of Continuing Education - EOA and AWD	(Attach Draft of New Job Descrip	
Time (FTE):1.0Term (months/year):12 months	☐ Classified ☐ Confid ☑ Supervisory ☐ Admi	1
Work Schedule (Days, Hours):5 days/week; 8 hours/day	**For Temporary Special Project Administrators only	
Salary Schedule (Range): M-15	☐ Temporary Special Project Administrator (Refer to AP 7135)	
Background and Rationale (use back of form if additional space is needed): See attached memo	Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.	
	Funding From: District general fund	
Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).		
Please list the Account Number(s) and Budget Amount(s) that is/are being us order to provide budget for the position.	sed <u>to fund</u> this Position. This section M i	JST be completed in
Account Number(s): 11000 412000 121000 601000 120 0 Account Number(s):		139,104-
Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restric ☐ Annual renewal of this position is contingent upon		
Duration (if grant/temporary funded): Beginning date: Comments:	End date:	
Signatures:		
Madelyr A. Arbello 11.23.20	Suchahane	Approved on 1/11/21
1. Requesting Manager Signature Date 4.	Human Resources Signature	Date
Tun Malmeren 12/16/20	Mu Co	1/12/21
2. Division Vice President Signature Date 5.	Vice President, Human Resources	Date
3. Chief Compliance/Budget Officer Signature Date		
Funding available \Box Funding not available Position Number: $\underline{\underline{M}}$	A9957 Contract Number:	_
Comments:		
Reviewed by President's Cabinet, the following action was	taken on the above request:	
□ Approved to fill immediately □ Denied		dified
If position does not have funding, provide funding directions:		
Rationale:		
Mullian J. Smyggnin 6. Signature of President/CEO Date January 12, 2021		