

President's Cabinet
December 1, 2020

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Director, Education for Older Adults and Adults With Disabilities Programs

Department: School of Continuing Education - EOA and AWD

Time (FTE): 1.0 Term (months/year): 12 months

Work Schedule (Days, Hours): 5 days/week; 8 hours/day

Salary Schedule (Range): M-15

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

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 used to fund this Position. This section MUST be completed in order to provide budget for the position.

Account Number(s): 11000 412000 121000 601000 120 0 100 % Amount \$ 184,093

Account Number(s): % Amount \$ 439,404

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary ☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: End date:

Comments:

Signatures:

1. Requesting Manager Signature 11.23.20 Date

2. Division Vice President Signature 12/16/20 Date

3. Chief Compliance/Budget Officer Signature 01/04/2020 Date

4. Human Resources Signature Approved on 1/11/21 Date

5. Vice President, Human Resources 1/12/21 Date

☒ Funding available ☐ Funding not available Position Number: MA9957 Contract Number:

Comments:

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:

6. Signature of President/CEO January 12, 2021 Date