

March 9, 2021

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: Associate Vice President, Instruction

Department: Office of Instruction

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

Work Schedule (Days, Hours): M-F 40 hours weekly Varied

Salary Schedule (Range): M23

Background and Rationale (use back of form if additional space is needed): Due to resignation position is vacant and is essential to operate the Office of Instruction.

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): 11000-300210-121000-601000-1200 100 % Amount \$ 237,068

Funding: (check all that apply) [X] 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

Date

2. Division Vice President Signature

Date

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

Date

[X] Funding available [ ] Funding not available Position Number: MA9965 Contract Number:

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

[X] Approved to fill immediately [ ] Denied [ ] Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO

March 23, 2021  
Date

[X] Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): J. McGowan  
Last day of employment: 12/4/20  
Reason for vacancy: Resignation-December 2020 Board  
(Attach Existing Job Description)

[ ] Newly Funded Position Fiscal Year

[ ] No Existing Job Description  
(Attach Draft of New Job Description)

[ ] Classified [ ] Confidential  
[ ] Supervisory [X] Administrative

\*\*For Temporary Special Project Administrators only

[ ] Temporary Special Project Administrator  
(Refer to AP 7135)

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:

**MT SAN ANTONIO COLLEGE  
FY 2020-21 SALARY PROJECTION**

| POSITION<br>NUMBER | FTE   | SCH | RANGE | STEP | TOTAL<br>MONTHS | TITLE                                    | FUND  | ORG    | ACCT   | PROG   | ACTIV | ACCOUNT<br>PERCENT | TOTAL<br>SALARY | TOTAL<br>BENEFITS | TOTAL<br>SALARY<br>& BENEFITS | FUNDING/COMMENTS          |
|--------------------|-------|-----|-------|------|-----------------|--|-------|--------|--------|--------|-------|--------------------|-----------------|-------------------|-------------------------------|---------------------------|
| MA9965             | 1.000 | M   | 23    | 3    | 12              | Associate Vice President,<br>Instruction | 11000 | 300210 | 121000 | 601000 | 1200  | 100.00%            | 184,544         | 52,524            | 237,068                       | Unrestricted General Fund |

**Notes:**

*Budget status has been prepared and verified by Fiscal Services for effects of President's Cabinet Approval.*