

March 16, 2021

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 Dean, Student Engagement

Department: Student Services Division

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday | 8:00am - 5:00pm

Salary Schedule (Range): M-19

Background and Rationale (use back of form if additional space is needed): In order to stay address the development of new and expanded services and programs, the former Director of Assessment position has been re-developed into an Associate Dean position, primarily responsible for programs and services related to Student Engagement. This includes administrative oversight over High School Outreach, Inreach Services, the Promise+Plus Program, and related programs, services, and activities.

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):	11000-503000-121000-632000-1200	87.49 %	Amount \$	184,143
Account Number(s):	17231-500000-121000-649000-1200	12.51 %	Amount \$	26,329

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	Date	4. Human Resources Signature	Date
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
3. Chief Compliance/Budget Officer Signature	Date		

☐ Funding available ☐ Funding not available Position Number: 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 Date

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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Budget for Director of Assessment and Matriculation:

MA9977	1.000	MN	15	Step 3	12	Dir, Assessment and Matriculation	11000	503000	121000	632000	1200	100.00%	184,143	<i>Position is in the Frosted List with no funding - Unrestricted General Fund Ongoing</i>
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Proposed Budget for Associate Dean of Student Engagement:

MA9977	1.000	MN	19	Step 3	12	Asso. Dean Student Engagement	11000	500000	121000	645000	1200	87.49%	184,143	<i>Proposal is to redirect the budget for the Director of Assessment and Matriculation position after is unfrosted and fund the Associated Dean of Student Engagement Position. See above for funding.</i>
MA9977	1.000	MN	19	Step 3	12	Asso. Dean Student Engagement	17231	500000	121000	645000	1200	12.51%	26,329	<i>Range increase from M-15 to M-19. This portion will be funded from the SEAP Restricted Fund. The \$26,239 will reduce the Placeholder of \$947,208 currently designated for future personnel cost escalation.</i>
Total												<u>210,472</u>		

NOTE:

The calculations for the range increase from M-15 to M-19 have been prepared by Fiscal Services and can be used for President's Cabinet decision making.