



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
5/10/2021**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Comments
Administrative Specialist III	High School Outreach	1.0	12	Amanda James	X		
Financial Aid Specialist	Student Services	1.0	12	Jessie Checkcinco	X		
Fiscal Specialist	Fiscal Services	1.0	12	New	X		
Student Services Outreach Specialist	High School Outreach	1.0	12	Melissa Candell	X		
Student Services Program Specialist II	Counseling/Completion Center	1.0	12	New	X		

William J. Scroggins
Reviewed by Dr. Scroggins

May 11, 2021
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.