

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: Coordinator, Project Program Gray & Red Shirt Academic Support Program (GRASP)

Department: Student Services

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

Work Schedule (Days, Hours): Monday - Thursday 10:00AM - 7:00PM; Friday 8:00am - 4:30PM

Salary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): The GRASP Program has been piloted through Student Equity for the past three years. A structured and support system has been developed. A full-time Coordinator is requested to lead the efforts to improve the academic success for under prepared student athletes. Student athletes have one of the highest transfer and degree completion rates at Mt. SAC.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). This position is replacing Job#CA9397 - Educational Advisor

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): 17510-500000-21000-645000-2100 211000 100 % Amount \$ 103,743
Account Number(s): 513400 % Amount \$

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	<u>Thomas E. Mamed</u>	<u>3/19/2020</u>	4. Human Resources Signature	<u>Suehakong</u>	<u>5/17/2021</u>
2. Division Vice President Signature	<u>Andrew J. Mandyuk</u>	<u>2/20/2020</u>	5. Vice President, Human Resources	<u>Suehakong</u>	<u>3/3/22</u>
3. Chief Compliance/Budget Officer Signature	<u>Bob Oye</u>	<u>3/5/2020</u>			

☒ Funding available ☐ Funding not available Position Number: CA9397 Contract Number: 213250

Comments: Range Remains AT A-95. However, New job Description needs Board Approval.

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: _____

Allison J. Smagun March 8, 2022
6. Signature of President Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): N/A
Last day of employment: N/A
Reason for vacancy: Never filled, vacant for two years.
(Attach Existing Job Description)
☐ Newly Funded Position Fiscal Year 2019-2020
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☒ Classified ☐ Confidential
☐ Supervisory ☐ 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: SSSP Credit

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

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
CA9397	1.000	CA 95	12	Educational Advisor	17510	513400	211000	645000	2100	100.00%	67,086	36,657	103,743