Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Matt Judd Last day of employment: August 20 2022 **Human Resources REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Leave 8/20/22-8/17/23 Retirement **This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year ______ Dean, Natural Sciences Position: ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: ____ Natural Sciences Confidential ☐ Classified ☐ Supervisory Time (FTE): 1.0 Term (months/year): 12 Work Schedule (Days, Hours): _____ M-F; hours vary **For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): _____ M21 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): Dean Judd will be on leave from 8/20/22-8/17/23. He will retire 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. effective 8/18/23 and has submitted a letter of intent to retire. Dr. Scroggins has approved the hire of a replacement Dean with an effective date of hire 8/21/22, while Dean Judd is on leave. Funding From: _____ 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): _______ 11000-301010-121000-601000-120 0 Account Number(s): ______ _____% Amount \$____-176,388+ % Amount \$ Benefits **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:** Kelly Fowler Digitally signed by Kelly Fowler Date: 2022.02.28 08:28:08 -08'00' 1. Requesting Manager Signature 4. Human Resources Signature Date Kelly Fowler Digitally signed by Kelly Fowler Date: 2022.02.28 08:28:21 -08'00' 5. Vice President, Hyman Resources 3/3/22 2. Division Vice President Signature Date 1688 10x0 03/02/2022 3. Chief Compliance/Budget Officer Signature Date Funding available □ Funding not available Position Number: MA9975 Contract Number: _____ Comments: Reviewed by President's Cabinet, the following action was taken on the above request:

□ Denied

□ Modified

March 8, 2022

6. Signature of President (2000)

Date

□ Approved to fill immediately

HR 101 – RTF Form Revised 11.2.17 LB