

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: Special Project Director (Temporary)Department: Technical ServicesTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M - F, 8:00 - 5:00Salary Schedule (Range): M 13Background and Rationale (use back of form if additional space is needed): See attached.

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): ¹¹⁹⁰⁰ 11000-672500-215000-613000 25 % Amount \$22,986-45,971
Account Number(s): ⁴⁹⁰⁰² 49001-771000-215000-710000 Bond Projects 75 % Amount \$68,958-72,950-137,913

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

2-10-22
Date

4. Human Resources Signature

Date

2. Division Vice President Signature

02.14.2022
Date

5. Vice President, Human Resources

Date

3. ~~AVP~~ Fiscal Services Signature03/16/2022
Date

CCCBO

☒ Funding available ☐ Funding not available Position Number: MT9968 Contract Number: _____**Comments:** Immediate Needs Two Years approved by Cabinet on January 25, 2022**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Suggs
6. Signature of President/CEOMarch 29, 2022
Date

IMMEDIATE NEED REQUEST

2021-22

Requested by: (Unit, Department, Division or Vice President)		
Technical Services		
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Technical Services - Kevin Owen	
Division:	Administrative Services	
Vice President:	Morris Rodriguez	Outcome:

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Add two new positions to provide for additional Audiovisual work funded with State Scheduled Maintenance funds.	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.				
	Project Program Specialist (New) A-79 Effective 1.1.2022 until 12.31.2023	CA9234	48,635	24,317	
	Special Project Director (New) M-13 Effective 1.1.2022 until 12.31.2023	MT9968	91,943	45,974	
Account Number(s):	44000 672500 211000 613000 Project Program Specialist 25%		48,635		
	49001 771000 211000 710000 Project Program Specialist 75%				
	44000 672500 215000 613000 Special Project Director 25%		91,943		
	49001 771000 215000 710000 Special Project Director 75%				

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc.
 Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Proposed to fund from Measure GO	Proposed to fund from UGF	FUNDING/COMMENTS
FY 21-22 (January-June)													
1.000	MN	13	1	6	Special Project Director (Jan-Jun)		100.00%	63,090	28,854	91,944	68,958	22,986	<i>Proposed to fund from 75% Measure GO and 25% UGF</i>
Total Estimated cost for the period of January 2022-June 2022											63,090	28,854	91,944
FY 22-23 (July-June)													
1.000	MN	13	1	12	Special Project Director		100.00%	126,175	57,709	183,884	137,913	45,971	<i>Proposed to fund from 75% Measure GO and 25% UGF</i>
Total Estimated cost for the year of FY 22-23											126,175	57,709	183,884
FY 23-24 (July-December)													
1.000	MN	13	1	6	Special Project Director (Jul-Dec)		100.00%	63,090	28,854	91,944	68,958	22,986	<i>Proposed to fund from 75% Measure GO and 25% UGF</i>
Total Estimated cost for the period of July 2023-December 2023											63,090	28,854	91,944
Total One-Time Cost from 1/1/22 to 12/31/23 if it is approved											275,829	91,943	<i>New Position with Unknown Funding</i>

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IMMEDIATE NEED REQUEST

2021-22

APPROVED

President's Cabinet

Two years, one time
January 25, 2021

William J. Sroggins

MT. SAC
Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)			
Technical Services		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Technical Services - Kevin Owen	Date to Cabinet:	
Division:	Administrative Services	Outcome:	
Vice President:	Morris Rodrigue		

Budget Request(s) (List in Priority Order)	Justification for Request(s) An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Add two new positions to provide for additional Audiovisual work funded with State Scheduled Maintenance funds.	Temp. Proj Manager M-13 75% BOND / 25% G.F. Proj Prop Spec - A-79- 75% BOND / 25% G.F. Effective 1/1/2022 TO 12/31/2023		12,159	24,817	
Account Number(s):	11000 672500 211000 613000 Proj A-79 11900 49001 771000 211000 710000 Proj A-79 11000 672500 215000 613000 MN 11900 49001 771000 215000 710000 MN		22,986	45,971	

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.