

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: Administrative Specialist IIIDepartment: Library & Learning Resources Division officeTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): 8am-5pmSalary Schedule (Range): 81Background 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): 11000-320000-211000-601000 2100 100 % Amount \$ \$98,870
Account Number(s): _____ % Amount \$ ~~97,020.00~~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: attached projection from resource allocation (attached)**Signatures:**

1. Requesting Manager Signature	<u>Romelia Salinas</u>	<u>3/4/2022</u>	4. Human Resources Signature	<u>Suehany</u>	<u>3/11/22</u>
2. Division Vice President Signature	<u>Kelly M. Fowler</u>	<u>3/4/22</u>	5. Vice President, Human Resources		
3. Chief Compliance/Budget Officer Signature	<u>Bob Boyce</u>	<u>03/09/2022</u>			

☒ Funding available ☐ Funding not available Position Number: CA9253 Contract Number: _____

Comments: _____

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: _____

6. Signature of President/CEO William J. Suggan March 15, 2022
Date

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Instruction

[illegible]

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Instruction

Priority Number	Division	Department- Org/Department's Contact Staff	To Be Completed By Departments				Required If Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision		
			Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Activ	Comments
					\$ -	\$ 224,030.00	\$ 224,030.00		Total					\$ -

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2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

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Priority Number	Division	Department- Org/Department's Contact Staff	To Be Completed By Departments				Required If Budget Approved By President's Cabinet										To Be Completed When President's Cabinet Makes Final Decision		
			Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number				Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments			
									Fund (s)	Fund	Org	Acct					Prog	Activ	
										Total	\$	-	\$	224,030.00	\$	224,030.00			

MT SAN ANTONIO COLLEGE
REORGANIZATION LIBRARY & LEARNING RESOURCES

FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING
<u>Eliminate Associate Dean, Library & Learning Resource per President's Cabinet 07/06/21:</u>										
MA9954	1.000	MN 19	12	Assoc. Dean, Library & Learning Resources	11000	100.00%	(162,202)	(48,294)	(210,496)	<i>Unrestricted General Fund</i>
<u>Create New Director, Educational Technology & Distance Learning:</u>										
	1.000	MN 17	12	<i>Director, Educational Technology & Distance Learning</i>		100.00%	151,145	46,178	197,323	<i>Unrestricted General Fund - Recommended</i>
<u>Create New Administrative Specialist III:</u>										
	1.000	UA 81	12	<i>Administrative Specialist III</i>		100.00%	60,265	36,755	97,020	<i>Unrestricted General Fund - Recommended</i>
Total Cost of Library and Learning Resources Reorganization							\$49,208	\$34,639	\$83,847	<i>Unrestricted General Fund - Recommended</i>

Notes:
The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

MT SAN ANTONIO COLLEGE

INSTRUCTION REORGANIZATION

FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING
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Reclassification of Kim Garcia From Adm Spec III to Adm Spec IV:

CA9413	1.000	UA	81	12	Administrative Specialist III	17231	100.00%	(72,205)	(34,124)	(106,329)	SEAP Funds
CA9413	1.000	UA	88	12	Administrative Specialist IV	17231	100.00%	77,414	35,796	113,210	SEAP Funds
Cost Increase for Reclassification							5,209	1,672	6,881		

Elimination Associate Dean, Instruction and Creation of New Dean Instruction:

MA9958	1.000	MN	19	12	Associate Dean, Instruction	17232	100.00%	(171,158)	(39,903)	(211,061)	SEAP Funds
	1.000	MN	21	12	Dean, Instruction	17232	100.00%	173,400	50,438	223,838	SEAP Funds
Additional Cost for New Dean Instruction							2,242	10,535	12,777		

Create New Instructional Services Analyst:

1.000	UA	107	12	Instructional Services Analyst		100.00%	78,058	42,467	120,525	Unrestricted General Fund - Recommended
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SUMMARY:

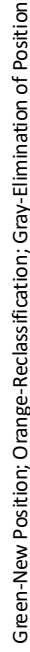
Increase to SEAP for Reclass to Adm IV and New Dean Instruction										Restricted Fund
							7,451	12,207	19,658	
Increase to the Unrestricted Fund for New Instructional Services Analyst										Unrestricted General Fund - Recommended
							78,058	42,467	120,525	
Total Cost of Reorganization for the Instruction Office							\$85,509	\$54,674	\$140,183	

Notes:

The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

OFFICE OF INSTRUCTION

Proposed Organizational Structure



**LIBRARY & LEARNING RESOURCES
 Proposed Organizational Structure**

