

**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 Manager, AccreditationDepartment: School of Continuing EducationTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): Monday-Friday 8:00am-5:00pmSalary Schedule (Range): M-9, Step 1Background and Rationale (use back of form if additional space is needed): This position is needed to support accreditation and planning for SCE and will be needed through 2023-24 when the WASC Accreditation Team visits our campus.

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):	See attached	11918-410000-215000-679000-2100	39.01%	NRA 13	56.75%	
Account Number(s):		17102-481321-215000-499900-2100	39.01%	CAEP	43.25%	
Account Number(s):		17281-481360-215000-499900-2100	6.50%	SWPR		% Amount \$ 153,791
Account Number(s):		17423-420020-215000-493000-2100	15.47%	WIOA		% 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 fundingDuration (if grant/temporary funded): Beginning date: 4/18/2022 End date: 6/30/2024

Comments: \_\_\_\_\_

**Signatures:**1. Madelyn A. Arballo  
Requesting Manager Signature Date 3.22.222. Madelyn A. Arballo  
Division Vice President Signature Date 3.22.223. Boo Boyce  
Chief Compliance/Budget Officer Signature Date 04/28/20224. \_\_\_\_\_  
Human Resources Signature Date \_\_\_\_\_5. Sukhany  
Vice President, Human Resources Date 5/5/22☒ Funding available ☐ Funding not available Position Number: MT9967 Contract Number: 211550Comments: Funding covers April 2022 - June 2024; see attached document for FY 22-23 and FY 23-24 funding source  
NRA 13 funds originally approved for hiring a Professional Expert for three years (one-time funds) will instead be used to fund this position (MT9967).**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. William J. Sroggini  
Signature of President/CEO Date May 10, 2022

**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	FUNDING/COMMENTS
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1.000	MN	9	1	12	Special Project Manager		100.00%	103,396	50,395	153,791	<i>Unknown Funding</i>
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