

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: Director, Athletics Special EventsDepartment: Kinesiology & AthleticsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M-F 8-5 (or as needed)Salary Schedule (Range): M-14Background 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):	<u>79301-366100-215000-709000-2100</u>	<u>Mt. SAC Cross Country Invitational</u>	<u>\$202,174</u>
Account Number(s):	<u>79301-366100-215000-709000-2100</u>	<u>100 %</u>	<u>Amount \$ \$132,000</u>
Account Number(s):	_____	<u>%</u>	<u>Amount \$ _____</u>

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. <u>Joe Jennigan III</u> Requesting Manager Signature	<u>04/26/22</u> Date	4. <u>Lisa Davis-Harris</u> Human Resources Signature	<u>6/9/2022</u> Date
2. <u>Kelly M. Fowler</u> Division Vice President Signature	<u>5/5/22</u> Date	5. <u>Buchanan</u> Vice President, Human Resources	<u>6/16/2022</u> Date
3. <u>Boss Boxer</u> AVP Fiscal Services Signature CCCBO	<u>06/06/22</u> Date		

☒ Funding available ☐ Funding not available Position Number: MC9916 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. William J. Smagun
Signature of President/CEO Date: 6.21.22