

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: Educational Advisor, Nursing

Department: Nursing

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): M-F 8:00 a.m. - 5:00 p.m.

Salary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): Nursing faculty and staff receive multiple students emails and phone calls with questions regarding the application process for the Nursing Program. Two FT faculty review all transcripts for validity and compile a list for counselors. They also review all applications and hold information sessions for students. This position was recommended by accreditation agency and is essential for program success.

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): 11000-510000-211000-631000-2100 100 % Amount \$ 108,934

Account Number(s): % Amount \$

Funding: (check all that apply) [X] 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 S. Agdezi

Date 7/13/2021

4. Human Resources Signature [Signature]

Date 8/25/21

2. Division Vice President Signature Kelly M. Fowler

Date 8/10/21

5. Vice President, Human Resources [Signature]

Date 9/2/21

3. Chief Compliance/Budget Officer Signature [Signature]

Date 08/20/21

[X] Funding available [ ] Funding not available Position Number: CA9944 Contract Number:

Comments: Approved to unfrosted the position by the President's Cabinet on 7.13.21.

Reviewed by President's Cabinet, the following action was taken on the above request:

[X] Approved to fill immediately [ ] Denied [ ] Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO William J. Smoggin

Date 9.7.21

**Dangling Position Status Cabinet July 13, 2021, Update**

<b>INSTRUCTION:</b>	<b>Dept.</b>	<b>Decision</b>	<b>Follow-up</b>	<b>REC'D</b>
Coordinator, Writing Center <a href="#">CA0002</a>	Writing Center	Evaluate position when Dir. filled		HOLD until August
Lab Tech – Arts <a href="#">CA9412</a>	Arts	Unfrost	<a href="#">RTF</a>	X
Administrative Specialist III <a href="#">CA9419</a>	SCE	Unfrost	<a href="#">RTF</a>	X
Learning Lab Assistant <a href="#">CA9458</a>	ASAC	Review in August		HOLD for August
Administrative Specialist II <a href="#">CA9629</a>	Honors	Unfrost and upgrade to full time position	<a href="#">NRA</a> , <a href="#">RTF</a>	X
Athletic Trainer <a href="#">CA9723</a>	Kinesiology	Unfrost	<a href="#">RTF</a>	X
Lab Tech-Natural Sciences <a href="#">CA9743</a>	Natural Sciences Comp Lab	Unfrost	<a href="#">RTF</a>	X
Educational Advisor <a href="#">CA9944</a>	Nursing ADN Program	Unfrost	<a href="#">RTF</a>	X

Kelly to take a look at Faculty Position Control Report for positions authorized but not recruited then remove positions not under active search; bring back to PC

Kelly to work with STEM center to look for staffing needs; bring back to PC

<b>STUDENT SERVICES:</b>	<b>Dept.</b>	<b>Decision</b>	<b>Follow-up</b>	<b>REC'D</b>
Student Services Prog Specialist II <a href="#">CA9501</a>	International Students	Repurpose position		HOLD for August