

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, NursingDepartment: NursingTime (FTE): 100% Term (months/year): 12Work 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) ☒ 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	<u>S. Agdezi</u>	Date	<u>7/13/2021</u>	4. Human Resources Signature	<u>Suphakong</u>	Date	<u>8/25/21</u>
2. Division Vice President Signature	<u>Kelly M. Fowler</u>	Date	<u>8/10/21</u>	5. Vice President, Human Resources	<u>Suphakong</u>	Date	<u>9/2/21</u>
3. Chief Compliance/Budget Officer Signature	<u>Bob Boice</u>	Date	<u>08/20/21</u>				

☒ 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:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin 9.7.21
6. Signature of President/CEO Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

Dangling Position Status Cabinet July 13, 2021, Update

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

STUDENT SERVICES:	Dept.	Decision	Follow-up	REC'D
Student Services Prog Specialist II CA9501	International Students	Repurpose position		HOLD for August