

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: Lead Library Technician (Laptop Loans Program)Department: LibraryTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M-F, 8:00am-5:00pmSalary Schedule (Range): A79Background and Rationale (use back of form if additional space is needed): The expansion of the library's technology lending program requires the hiring of a 12 month, full-time (100%)Lead Library Technician to support the new and growing laptop loan program currently lending over 7,300 items and expected to
to increase as we prepare to welcome fall term new students. This program provides student with the technology they need to
complete their courses. This tech will work on keeping the inventory current, communicating with students, manage appointmentPlease 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): 17241-321200-211000-612000-2100 FY 21-22 only 100 % Amount \$ 96,150

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 Romelia Salinas Date _____2. Division Vice President Signature Kelly M. Fowler Date 8/22/213. Chief Compliance/Budget Officer Signature Boo Boxc Date 08/23/214. Human Resources Signature Suchakany Date 8/25/215. Vice President, Human Resources Suchakany Date 9/2/21☒ Funding available ☐ Funding not available Position Number: CA9251 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. Sroggini Date 9.7.21

HEERF- Institutional Funds

2021 - 2022



Requested by: (Unit, Department, Division or Vice President)							
Library & Learning Resources							
Location	Complete Name	Signature	Date	Approval:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Department or Unit:	Library	Romelia Salinas <small>Digitally signed by Romelia Salinas Date: 2021.08.18 09:46:21 -07'00'</small>	8/18/21	Date:	18 August, 2021		
Division:	LLR	Romelia Salinas <small>Digitally signed by Romelia Salinas Date: 2021.08.18 09:46:33 -07'00'</small>	8/18/21	Vice Administrative Services Signature:			
Vice President:	Kelly Fowler	Kelly Fowler <small>Digitally signed by Kelly Fowler Date: 2021.08.18 09:54:59 -07'00'</small>					

Budget Request(s)	HEERF Justification for Request(s)	Funds Requested ⁽¹⁾	Funding
Describe the services or items requested, include quantity ⁽²⁾	<p>Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.</p> <p>It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.</p>	Amount	Approved
<p>1. Lead Library Technician (Laptop Loans Program)</p> <p>Funding from HEERF thorough 06.30.22</p>	<p>The expansion of the library's technology lending program requires the hiring of a 12 month, full-time (100%) Lead Library Technician to support the new and growing laptop loan program currently lending over 7,300 items and expected to increase as we prepare to welcome fall term new students. This program provides student with the technology they need to complete their courses. This tech will work on keeping the inventory current, communicating with students, manage appointments, create and provide usage and status reports, and collaborate with IT, Student Services, noncredit, and other campus units that lend out technology.</p>	\$96,150 (includes benefits)	
Account Number(s) ⁽³⁾ :	17241-321200-211000-612000-2100		

(1) Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

(2) Please add attachment if additional information needs to be included annual software upgrades, etc.

(3) If Unknown leave blank, the Fiscal Services department will include.



Mt. San Antonio College

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MORRIS RODRIGUE

Vice President, Administrative Services

mrodrigue@mtsac.edu ext. 4230

I will be out of the office from August 18, 2021 to August 20, 2021, and will be unavailable to sign documents.

In my absence, I authorize Doug Jenson, Associate Vice President, Administrative Services to sign on my behalf.

Morris Rodrigue
Vice President, Administrative Services

Requested by: Yadira Santiago Date: August 17, 2021

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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1.000	UA	79	3	12	Lead Library Technician		100.00%	59,077	37,073	96,150	Unknown Funding
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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.