

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 AdvisorDepartment: Arise Program (AANAPISI Grant)Time (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-Th, 10 am - 7 pm; F 8 am -4:30 pmSalary Schedule (Range): A95Background and Rationale (use back of form if additional space is needed): The Educational Advisor position has primary responsibility over academic and resource advisement. The incumben officially separated on 9/1/2021.

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): 17131-500400-211000-701000 - 2100 100 % Amount \$ \$108,934Account Number(s): AANAPISI Grant % Amount \$ 446131.00Funding: (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: 10/1/2016 End date: 9/30/2022Comments: This grant is in a no-cost extension period from October 1, 2021 to September 30, 2022.Per PC Notes: July 27, 2021 approved for AANAPISI funding for 2021-22 then continue with ongoing UGF.**Signatures:**1. Requesting Manager Signature [Signature]

Date _____

2. Division Vice President Signature [Signature]Date 9.23.213. Chief Compliance/Budget Officer Signature [Signature]Date 09/27/214. Human Resources Signature [Signature]

Date _____

5. Vice President, Human Resources [Signature]Date 10/7/21☒ Funding available ☐ Funding not available Position Number: CA9477 Contract Number: _____☒ Comments: Funded with AANAPISI until 9/30/2022, effective 10/01/2022 UGF Ongoing per PC 07/27/2021.**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 [Signature]October 12, 2021

Date

MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	NAME	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS	
CA9477	1.000	UA	095	Step 5	3	Educational Advisor	Lokeni, Karel (Jul-Sep)	100.00%	19,092	9,093	28,185	AANAPISI
CA9477	1.000	UA	095	Step 5	9	Educational Advisor	Lokeni, Karel (Oct-Jun)	100.00%	59,828	28,118	87,946	No funding Source
Total								78,920	37,211	116,131		

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.

EDUCATIONAL ADVISOR

DEFINITION

Under general supervision, advises students in the preparation of academic programs by interpreting policies and procedures to promote students' achievement of educational and career goals; provides information and assistance to students regarding registration, education planning, and program services and eligibility; serves as a liaison between faculty, administration, and students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for providing advisement services to students regarding educational issues. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and administrators. Incumbents at this level perform of the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the professional counseling classifications in that the Educational Advisors are Classified staff positions which are primarily concerned with assisting prospective, new or continuing students with completing their academic programs. Whereas Counselors are instructional faculty who provide counseling and instruction to students in academic counseling, as well as, career and personal counseling.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides educational advising and assistance to students by planning schedules, recommending courses, and determining appropriate education solutions.
- Initiates and reviews various forms, including exceptional action petitions, transfer articulation agreements, major forms, and graduation checks and petitions.
- Provides unofficial evaluation of transcripts; evaluates prerequisite overrides; interprets test and assessment scores.
- Provides intra- and inter-campus referrals.
- Serves as a student advocate; serves as a liaison between students, faculty, administration, and outside agencies.
- Assesses, researches, and resolves academic concerns; provides advice on development of personal statements, tutoring services, transfer issues, and financial aid resources and applications.
- Demonstrates use of available technology to students, including online registration system and student information system.
- Provides guidance, interpretation, and information related to District policies and regulations.
- Interprets University of California, California State University (CSU), and other private, independent, and public university and college transfer policies and procedures; reviews and completes transfer paperwork as needed.
- Reviews and completes Intersegmental General Education Transfer Curriculum (IGETC) and CSU certification forms.
- Provides advice and support services to students applying for and enrolling in specialized support programs. Assists students seeking or in need of career or personal advisement by referring them to appropriate counselors.

- Conducts workshops and delivers presentations to students, prospective students, parents and community members about the College and the particular program/department assigned.
- Assists in organizing, coordinating, and implementing various campus-wide events.
- Answers questions from and provides support services to students and visitors.
- Compiles information and data for various reports; checks and ensures accuracy of the data.
- Composes, edits, and proofreads a variety of documents, including forms, memos, reports, letters of recommendation, and correspondence.
- Enters and updates information; retrieves information from systems and specialized databases as required.
- Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Assists with drop-in registration at the start of each semester.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and procedures for advising students in the preparation of their educational plans.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Applicable regulations, laws, policies regarding eligibility, service, funding restrictions relevant to particular programs to which the position may be assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities socio-economic, and ethnic groups.

Skills & Abilities to:

- Provide sound advice to students in the preparation of their educational plans.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited four-year college or university with major coursework in education, social science, human services, or a related field and two (2) years of experience as an academic or education advisor or experience in a higher education setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.



US Department of Education
Washington, D.C. 20202

P382B160020 - 20

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Mt. San Antonio College Student Services 1100 N Grand Ave Walnut, CA 91789 - 1399	2	AWARD INFORMATION PR/AWARD NUMBER P382B160020 - 20 ACTION NUMBER 8 ACTION TYPE Administrative AWARD TYPE Discretionary (Research and Development)									
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Aida Cuenza-Uvas (909) 274-5905 acuenzaivas@mtsac.edu EDUCATION PROGRAM CONTACT Pearson T Owens (202) 453-7997 pearson.owens@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT TITLE 84.382B Mt. San Antonio College Arise Program									
5	KEY PERSONNEL <table><thead><tr><th>NAME</th><th>TITLE</th><th>LEVEL OF EFFORT</th></tr></thead><tbody><tr><td>Aida Cuenza-Uvas</td><td>Project Director</td><td>0 %</td></tr></tbody></table>			NAME	TITLE	LEVEL OF EFFORT	Aida Cuenza-Uvas	Project Director	0 %			
NAME	TITLE	LEVEL OF EFFORT										
Aida Cuenza-Uvas	Project Director	0 %										
6	AWARD PERIODS BUDGET PERIOD 10/01/2020 - 09/30/2022 PERFORMANCE PERIOD 10/01/2016 - 09/30/2022 FUTURE BUDGET PERIODS N/A											
7	AUTHORIZED FUNDING <table><thead><tr><th></th><th>THIS ACTION</th><th>N/A</th></tr></thead><tbody><tr><td>BUDGET PERIOD</td><td>\$350,000.00</td><td></td></tr><tr><td>PERFORMANCE PERIOD</td><td>\$1,725,620.00</td><td></td></tr></tbody></table>				THIS ACTION	N/A	BUDGET PERIOD	\$350,000.00		PERFORMANCE PERIOD	\$1,725,620.00	
	THIS ACTION	N/A										
BUDGET PERIOD	\$350,000.00											
PERFORMANCE PERIOD	\$1,725,620.00											
8	ADMINISTRATIVE INFORMATION DUNS/SSN 102985108 REGULATIONS CFR PART 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS N/A											
9	LEGISLATIVE AND FISCAL DATA AUTHORITY: PL HIGHER EDUCATION ACT (HEA) OF 1965, AS AMENDED TITLE III HIGHER EDUCATION ACT (HEA) OF 1965, AS AMENDED PROGRAM TITLE: STRENGTHENING MINORITY-SERVING INSTITUTIONS CFDA/SUBPROGRAM NO: 84.382B											



**US Department of Education
Washington, D.C. 20202**

P382B160020 - 20

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: P382B160020 - 20
RECIPIENT NAME: Mt. San Antonio College
Student Services
GRANTEE NAME: MT SAN ANTONIO COMMUNITY COLLEGE DISTRICT
1100 N GRAND AVE,
WALNUT, CA 91789 - 1341
PROGRAM INDIRECT COST TYPE: No Indirect cost allowed
PROJECT INDIRECT COST RATE: NA

TERMS AND CONDITIONS

- (1) THE BUDGET PERIOD AND PERFORMANCE PERIOD FOR THIS PROJECT ARE CHANGED TO THE DATES IN BLOCK 6. NO ADDITIONAL FUNDS ARE PROVIDED BY THIS ACTION.

AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

1. RECIPIENT NAME - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.

2. AWARD INFORMATION - Unique items of information that identify this notification.

PR/AWARD NUMBER - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.

ACTION NUMBER - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"

ACTION TYPE - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)

AWARD TYPE - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.

3. PROJECT STAFF - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.

***RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.

EDUCATION PROGRAM CONTACT - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.

EDUCATION PAYMENT CONTACT - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.

4. PROJECT TITLE AND CFDA NUMBER - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.

5.* KEY PERSONNEL - Name, title and percentage (%) of effort the key personnel identified devotes to the project.

6. AWARD PERIODS - Project activities and funding are approved with respect to three different time periods, described below:

BUDGET PERIOD - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.

PERFORMANCE PERIOD - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.

***FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.

7. AUTHORIZED FUNDING - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.

***THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.

***BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.

***PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.

RECIPIENT COST SHARE - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.

RECIPIENT NON-FEDERAL AMOUNT - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.

8. ADMINISTRATIVE INFORMATION - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

STUDENT SERVICES:	Dept.	Decision	Follow-up	REC'D
Student Services Program Specialist II	AANAPISI	Approved for Title V for 2021-22 then continue with ongoing UGF	No action needed	
Educational Advisor	AANAPISI	Approved for Title V funding for 2021-22 then continue with ongoing UGF	No action needed	
HUMAN RESOURCES:	Dept.	Decision	Follow-up	REC'D
Special Project Coordinator	Human Resources	Approved to fund with ongoing UGF as a new Human Resources Analyst	NRA , RTF	X
<i>POSITIONS WITH TEMP. HEERF FUNDING</i>				
INSTRUCTION:	Dept.	Decision	Follow-up	REC'D
Project/Program Specialist	Dual Enrollment	Continue under HEERF or other state emergency funds; then fund with ongoing UGF	No action needed	
ADMINISTRATIVE SERVICES	Dept.	Decision	Follow-up	REC'D
Fiscal Specialist	Fiscal Services	Continue with 50% HEERF or other emergency state funds then fund with ongoing UGF	No action needed	