## Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Joel Monroy **Human Resources** Last day of employment: 6/30/2022 V **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Resignation \*\*This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year\_\_\_\_\_ Director, Dual Enrollment Position: ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: \_\_\_\_\_ Office of Instruction Confidential ☐ Classified ☐ Supervisory **✓** Administrative Time (FTE): 100% Term (months/year): 12 months \*\*For Temporary Special Project Administrators only Work Schedule (Days, Hours): Monday - Friday 8:00 AM - 5:00 PM ☐ Temporary Special Project Administrator Salary Schedule (Range): \_\_\_\_\_\_M-9 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): Dual Enrollment has grown tremendously and is poised to expand even further with high 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. schools and districts' demand for early college program/academy. Dual Enrollment is a high-priority enrollment growth strategy for the college, and a critical entry point to our Guided Pathways. The program desperately needs this director position filled as soon as possible to lead this work. Funding From: \_\_\_\_\_ Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Not applicable 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. 148 168 Account Number(s): 11250 394000 121000 601000 1200 100 % Amount \$ -102,396.00 Account Number(s): % Amount \$ -102,396.00 **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: Meghan Chen 1. Requesting Manager Signature 10/19/2021 4. Human Resources Signature Date 5. Vice President, Human Resources 11/2/21 11/4/21 2. Division Vice President Signature Date 1688 16xce 11/03/21 3. Chief Compliance/Budget Officer Signature Date **Funding available** □ Funding not available Position Number: MA9948 Contract Number: \_\_\_\_\_\_ Comments: \_\_\_\_\_ 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: Myllian J. Smoggun 6. Signature of President/CEO November 9, 2021 Date

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