

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: Special Projects Manager, Noncredit Re-engagement

Department: School of Continuing Education

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): 8-5

Salary Schedule (Range): M-9

Background and Rationale (use back of form if additional space is needed): Manager to lead re-engagement for adult education students into

noncredit programs. Cabinet approved 7/10/21

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): TO BE DETERMINE WHEN GRANT FUNDING

100 % Amount \$ 150,728

Account Number(s): IS REALEASED BY CCCO

 % 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: 9/1/2021

End date: 6/30/2023

Comments: _____

Signatures:

Madeline Alcala
1. Requesting Manager Signature

9/1/21
Date

4. Human Resources Signature

Date

Marbala
2. Division Vice President Signature

9/1/21
Date

Suchakany
5. Vice President, Human Resources

11/12/21
Date

Boo Boxc
3. Chief Compliance/Budget Officer Signature

09/28/21
Date

☒ Funding available ☐ Funding not available

Position Number: MT9971 Contract Number: _____

☒ Comments: Per 2021-22 State Budget

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
6. Signature of President/CEO

11.16.21
Date

		NRA Phase 1		Other		
Title/Description	Dept.	Decision/Funding	Restricted Fund	Unfunded	Total	Comments
MATRIX						
School of Continuing Education:						
Special Project Manager - Range M9 (two Year funding, FY 2021-22 and FY 2022-23)	SCE		284,183	17,273	301,456	20-21 Early immediate Action package Retention and Enrollment Strategies \$20 million statewide One-time. Mt SAC allocation is \$484,183 One-time. (Fund 17611)
Student Services:						
2 Years Professional Expert	Basic Needs Resources		81,000		81,000	2021-22 Support Integrated Basic Needs Centers - Ongoing \$30M statewide. 2021-22 Address Student's Basic Needs related to food insecurity and housing insecurity - One-time \$100M Statewide.
Counselor Reassigned Time to assist with EAB Navigate to be funded with SEAP carryover.	Student Services				-	Pending from Audrey
Pending Audrey appropriation of funds.						
MATRIX Total			365,183	17,273	382,456	

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: School of Continuing Education

To Be Completed By Departments									Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
									Fund	Org	Acct	Prog	Actv				
	SCE	SCE/Madelyn Arball	FT Special Projects Manager - M9/ state one-time funds	Due to the pandemic and transition to online learning, over 10,000 NC students dropped out of their courses. Various efforts to re-engage them have proven successful, so there is a need for leadership to organize the different activities aimed at student re-engagement and outreach. This will ensure that efforts are successful to re-engage and enroll students who need noncredit programs, including those transitioningg to credit programs. This manager will also work closely with the Basic Needs Director to ensure that ongoing basid needs services continue and that outreach efforts are coordinated with credit outreach efforts.	X funding for 2 years		301,456									State categorical allocation for Reconnect and Reengage	President's Cabinet 7/6/21

**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
	1.000	MN	9	1	12	Propose title: Special Project Manager, Noncredit Engagement		100.00%	101,079	49,649	150,728	Unknown Funding

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.