



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
1/17/23**

Position	Department	FTE	# of Month s	Vacancy Reason	Approved	Denied	Comments
Professor, ESL Noncredit	School of Continuing Education	1.00	10	New	×		
Executive Assistant II	Administrative Services	1.00	12	Yadira Santiago	×		

William J. Scroggins
Reviewed by Dr. Scroggins

January 17, 2023
Date

**** Instructions**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.