

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - FACULTY POSITION

****This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: Professor, Ethnic Studies - 1-Year TempDepartment: Ethnic StudiesDivision: Humanities and Social SciencesMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☐ Funded: _____

Former Employee (if applicable): _____

☐ Newly Funded Position Fiscal Year _____☐ Tenure Track☒ Temporary Faculty (one year)

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Background and Rationale (use back of form if additional space is needed):

Please see attached.

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.** **113500**

Account Number(s): 11000-343200-111000-220300 1100 100 % Amount \$ 135,843

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:Hoover, Karelyn Digitally signed by Hoover, Karelyn
Date: 2023.02.27 12:08:55 -08'00'2/27/23

1. Requesting Manager Signature

Date

4. Human Resources Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.05.05 14:37:51 -07'00'

Date

Sokhaling5/11/2023

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

Boo Boxe05/08/2023

3. Chief Budget/Compliance Signature

Date

☒ Funding available ☐ Funding not available Position Number: _____ 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: _____

William J. Smoggin

6. Signature of President/CEO

May 16, 2023

Date

Due to the growth in Ethnic Studies and the unmet student demand for courses in this discipline, we request a one-year temporary emergency hire in Ethnic Studies to begin in Fall 2023.

Following is the current Spring 2023 Enrollment:

Ethnic Studies ETHS1 – 5 total sections: 175 total enrollment 44/50 total on waitlists.

Black Studies AABS1 – 1 section total: 35 total enrollment 9/10 total on waitlists.

Chicanx Studies LCAS1 – 3 total sections: 105 total enrollment 29/30 on waitlists.

Learning Community LCAS1 & ENGL 1C 18/25 students.

The projected demand for Area F courses is currently estimated to be between 30-45 sections during the primary terms. That is more than double our capacity. A temporary one-year Ethnic Studies professor position would help alleviate the emergency conditions we now face.

SALARY PROJECTION

| POS CLASS | UNIT | POSITION | ACTUAL | RANGE | STEP | TOTAL MONTHS | FUND ORG ACCT PROG ACTIV | | | | | ACCOUNT PERCENT | TOTAL SALARY | FRINGE BENEFIT ACCTS | | | | | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |
|--------------|------|----------|--------|-------|------|-----------------|--------------------------|--|--|--|--|--------------------|-----------------|----------------------|----------------|---------------|---------------|---------------|-------------------|-------------------------------|
| | | | FTE | | | | | | | | | | | 311000 STRS | 335000 MEDI | 341000 CIL | 351000 SUI | 361000 W/C | | |

Estimated Benefit Rates for 2022-23 19.100% 1.450% Varies 0.50% 1.480%

FY 22-23

| | | | | | | | | | | | | | | | | | | | | |
|-------|----|---|------|---|---|----|-------|--------|--------------------------------|--------|----------------|------|---------|--------|-------|--------|-----|-------|--------|---------|
| FA175 | FA | Professor - 175 days 10 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 10 | 11000 | XXXXXX | 111000 | XXXXXX | 1100 | 100% | 96,778 | 18,484 | 1,404 | 17,260 | 484 | 1,433 | 39,065 | 135,843 |
| FA195 | FA | Professor/Counselor/Librarian - 195 days 11 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 11 | 11000 | XXXXXX | 111000 / 123000 / 124000 | XXXXXX | 1100 / 1200 | 100% | 107,837 | 20,596 | 1,563 | 17,260 | 539 | 1,596 | 41,554 | 149,391 |
| FA214 | FA | Professor/Counselor/Librarian - 214 days 12 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 12 | 11000 | XXXXXX | 111000 / 123000 / 124000 | XXXXXX | 1100 / 1200 | 100% | 118,343 | 22,604 | 1,716 | 17,260 | 592 | 1,751 | 43,923 | 162,266 |

Request to Fill Process:

A. Before completing the form:

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. Completing the form:

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriate. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

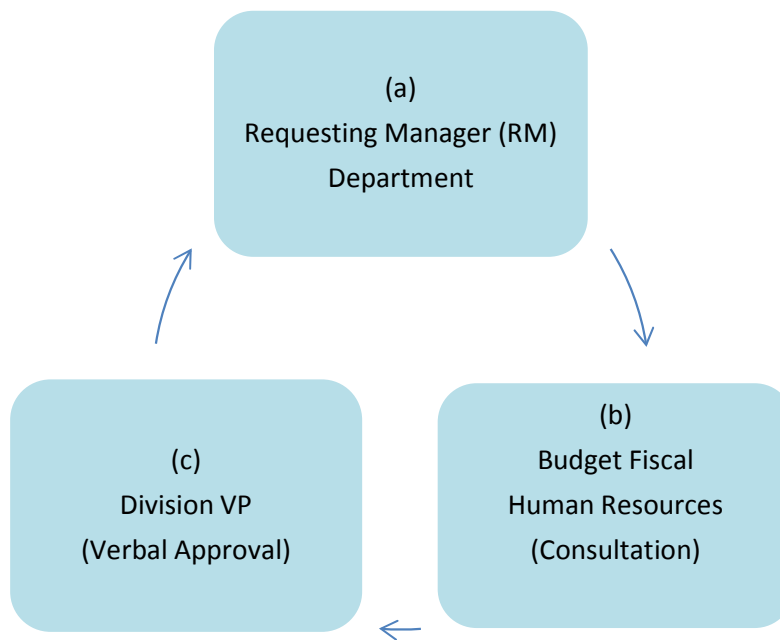
Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

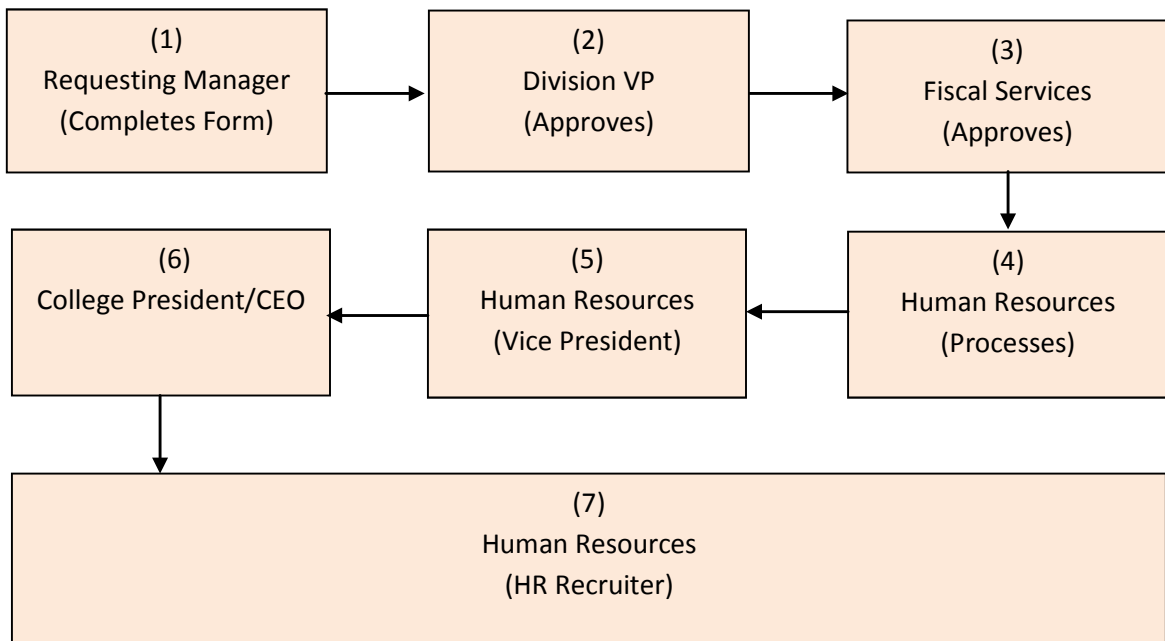
Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

Work Flowchart for Request To Fill (RTF) Process Overview

A. Prior to Completing RTF Form



B. Routing the RTF Form



From: [Martinez, Laura](#)
To: [Kam, Alsace](#)
Cc: [Stevens, Carole](#); [Bass, LaToya](#)
Subject: RTF | Ethnic Studies One-Year Temp
Date: Friday, May 5, 2023 2:41:51 PM
Attachments: [HSS \(Stevens to Kam\) RTF 2023-24 Ethnic Studies - 1-Year Temp.pdf](#)

Alsace,

VPI Fowler has signed the attached RTF for Ethnic Studies, 1 year temp faculty position. This was approved at the February 7, Cabinet meeting.
<https://www.mtsac.edu/president/cabinet-notes/2022-23/02-feb/CabinetActionNotes020723.pdf>

Please let us know if you need additional information.

Thank you,

Laura

Best,
Laura



Laura Martinez

Executive Assistant to the Vice President of Instruction
(she/her/hers)

✉ lmartinez@mtsac.edu

☎ [\(909\) 274-5414](tel:(909)274-5414)

📠 [\(909\) 274-2955](tel:(909)274-2955)

📍 Building: 4 | 2465A

📅 M-F, 8:00 am - 5:00 pm

On The Web:

Website: <https://www.mtsac.edu/instruction/>

Mt. San Antonio College

1100 N. Grand Ave.,
Walnut CA 91789

www.mtsac.edu



February 7, 2023

1. Cabinet reviewed and commented on the following information items:
 - a. The Accrediting Commission for Community and Junior Colleges (ACCJC) provided the [Commission Actions on Institutions](#). There were six colleges that reaffirmed accreditation for 7 years, one that was reaffirmed for 18 months with a follow-up report and visit, seven who were reaffirmed for the remainder of the cycle on the basis of a follow-up report and visit, two were deferred action on the basis of fiscal monitoring pending a comprehensive evaluation, and 12 whose midterm report was accepted. It looks like things are going pretty smoothly with the ACCJC.
 - b. At the Community College League of California Legislative Workshop in Sacramento, Tom Downes from Downes Government Affairs provided a presentation on the [Federal Legislative Update](#). He provided insights into each of the federal cabinet offices, many of which is under new leadership, congressional accomplishments, and opportunities for community colleges. This was timely as our trustees are currently in DC, and we continue our lobbying efforts in DC.
 - c. An article from EdSource, [Cal State contends with unprecedented enrollment declines](#), addresses the ongoing challenges the Cal State system continues to have with declining enrollment. Much of this is tied into community college enrollment as our transfer students are the largest feeder into the Cal State system. System-wide for Cal State, there was a decline in community college transfer students—the lowest number in seven years. As our enrollment declines, so, too, will Cal State transfers.
 - d. An article from the Public Policy Institute of California, [California's population](#), adds to the growing list of challenges for California community colleges. Along with the pandemic, social anxiety, high inflation, and a lower birth rate, California's population growth has slowed. The more awareness we have of this not just being a Mt. SAC problem but an issue in California is important. Not only are people leaving, but they are also not going to college.
 - e. An article from the Public Policy Institute of California, [Immigrants in California](#), shares information about California's immigrant population. While California has the highest immigrant population in the US, growth of that population has slowed in the past year, reaching historic lows, which has contributed to the decline in California's overall population. This immigrant group is a population that community colleges should be ready to serve. The article notes that 70% of those immigrating to California who are of working age do not have a high school diploma.
 - f. An article from the Chronicle of Higher Education, [Trauma and Social Anxiety Are Growing Mental-Health Concerns for College Students](#), examines the connection between mental health and academic success.
 - g. The Community College League of California's [CEOCCC Board Meeting Highlights](#) provides an update on partnerships with the Chancellor's Office, 2023-24 budget/legislative principles/federal update, and policy/action. It is a challenging time to be a leader in California community colleges. Executive management is seeing smaller pools of candidates to pull from across the board. There are a lot of pressures placed on executive management, making it a less desirable position in some colleges.
 - h. The Chancellor's Office provided a [2023 Federal Policy Platform](#) document which is being used by our Trustees for their legislative visits to Washington DC.
 - i. The [Mt. SAC IEPI PRT Initial Visit Agenda](#) for our Institutional Effectiveness Partnership Initiative Partnership Resource Team for March 16 is out.
2. Cabinet approved an [Immediate Need Request](#) from Dual Enrollment for textbooks and increase in costs for Instructional Service Agreements for \$179,859 one-time.
3. Cabinet approved an [Immediate Need Request](#) from Human Resources for additional implementation costs related to Cognos for \$60,000 one-time.

4. Cabinet approved an [New Resource Allocation](#) from Human Resources for a reclassification of the Director, HR Operations and Employee Services and one new Human Resources Coordinator, Project/Program for \$124,373 ongoing.

5. Cabinet approved a one-year temporary Professor of Physics out of the current Professor, Physics recruitment and one-year temporary Professor of Ethnic studies both to backfill instructors on sabbatical.

6. Cabinet approved the [Request to Fill](#) log for the following positions:

- [Instructional Support Assistant](#) (English as a Second Language)

7. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services, and Gary Nellesen, Executive Director of Facilities, Planning, and Management, for a quarterly update on Room Utilization/Cap Load Ratio. Highlights:

- Implementation of the streamlined block scheduling has been supportive of the room utilization work.
- Faculty requests for additional room availability during hours with higher student demand are decreasing since the streamlined block scheduling has been implemented and while enrollment in online classes was 38% in Fall 2022.
- The Office of Instruction and Technical services team began to pull data out of X25 the data analytics tool for 25Live room scheduling tool to see what data can be pulled and analyzed.
- Room utilization has increased from Fall 2019.
- Rooms that have over 100% capacity have gone down from Fall 2019. This seems to align with enrollment rates in face-to-face classes.
- They are coordinating furniture purchases for each room to determine the number of stations per room.
- A draft form has been created for a space utilization change request where a manager can request changes to an area. This process needs to be institutionalized so that we can track those changes in real time.
- Capacity/Load ratio based on lab/lecture is trending down toward 100%. When looking at the 21 projects in the 5-year construction plan, the rates are around 130%. However, this does not take into place distance learning.
- Facilities has received the State's long-range list of weekly student contact hours. The State uses this forecast as part of the equation to evaluate future State funding for campuses. The forecast shows growth of 1.7% in the near term. This seems like a low number and the thought is to challenge it to be 2.5%.
- It is useful to include the following information so that we are making data informed decisions: 1) waitlist policy—it's built on assumptions about what students do when they're on a waitlist and giving them options to be on multiple waitlists; there is a good chance that the growth in online has made that decision moot and that we need to re-evaluate our waitlist policy and 2) class size—situations have changed, and it is time to reassess that.

8. Cabinet was joined by Chris Dickson, Director of International Students, and George Bradshaw, Dean of Enrollment Management, for a quarterly update on [International Students Program](#). Highlights:

- The Open Doors report has been published and provides information on the previous years' demographics on students from abroad studying in the US and vice versa. The trend is going upward in terms of enrollment.
- All institution types saw an increase except associate colleges, which saw a decrease of -12.5%. Associate colleges are the only group that is still in decline.
- In terms of total US international student enrollment, the top countries are China, India, and South Korea. While China is still at the top, India is growing quickly.
- New international students can no longer have all online courses. They must have at least one face-to-face course.
- An updated SEVIS report should be out in May.