

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, Counseling, SCE

Department: School of Continuing Education

Division: School of Continuing Education

Months 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 2023-24

☒ 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):

Approved AMAC - 6/13/23

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): 17233 421010 123300 631000-1200 100 % Amount \$ 158,676

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:

[Signature] 6/12/23
1. Requesting Manager Signature Date

[Signature] 6/12/23
2. Division Vice President Signature Date

[Signature] 06/26/23
3. Chief Budget/Compliance Signature Date

[Signature] 6/26/23
4. Human Resources Signature Date

[Signature] 6/26/23
5. Vice President, Human Resources 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 ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

[Signature] June 27, 2023
6. Signature of President/CEO Date

**MT. SAN ANTONIO COLLEGE
SALARY PROJECTION
FY 2023-24**

POS NUMBER	FTE	SAL RANGE	TOTAL MONTH \$	NAME	TITLE	FUND	ACCT %	FY 2023-24	FUNDING SOURCE	PROPOSED
BUDGET ORIGINAL POSITIONS										
CA9858	1.000	95	12	Katoch, Renu		17232	100.00	164,880	SEAP	Position will become vacant and will be closed
TOTAL								<u>164,880</u>		
PROPOSED NEW COUNSELOR SCE NON CREDIT										

NEW COUNSELOR SCE (Non credit)	TOTAL	158,676	PROPOSED FUNDING 100 % SEAP
DIFFERENCE WILL BE AVAILABLE		6,204	

Note: When the position CA9858 becomes available, there will be sufficient funds to cover an 11 month, 100% FTE Counselor for the SCE noncredit. The proposal is to fund this new position primarily with SEAP funding. This change does not have any effect on the FON.