

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 of CounselingDepartment: Adult Basic EducaitonDivision: School of Continuing EducationMonths per Year: ☐ 10 months ☒ 11 months ☐ 12 months#Days per Year: ☐ 175 ☒ 195 ☐ 210 ☐ Other: _____☒ Funded: 17231 421010 123300 631000 1200

FA9603

Former Employee (if applicable): Joan Susan Wright☐ 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.).

~~This position is currently funded from 17231 421010 123300 631000 1200. It will be funded from 17231 421010 123300 631000 1200.~~

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

Joan Susan Wright, Adult Basic Education Professor of Counseling will be retiring July 1, 2022.

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): 17231-421010-123300-631000-1200 SEAP100 % Amount \$ 143,286Account Number(s): 17232

% 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:

1. Requesting Manager Signature *Emily Johnson*

6/20/2022

Date
6/23/224. Human Resources Signature *Lisa Davis-Harris*

7/14/2022

Date

2. Division Vice President Signature *Madelyn A. Abello*

Date

5. Vice President, Human Resources *Suchakany*

07/14/2022

Date

3. Chief Budget/Compliance Signature *Peter Boice*

06/28/22

Date

FA9603

125001

☒ 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: _____

6. Signature of President *William J. Sroggani*

July 19, 2022

Date

SALARY PROJECTION

POS CLASS	UNIT	POSTION	ACTUAL FTE	RANGE	STEP	TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	FRINGE BENEFIT ACCTS						TOTAL BENEFITS	TOTAL SALARY & BENEFITS
													TOTAL	311000	335000	341000	351000	361000		
													SALARY	STRS	MEDI	CIL	SUI	W/C		
													Estimated Benefit Rates for 2022-23							
FY 22-23																				

FA195	FA	Professor/Counselor/Librarian 12 mths Col 2 Stp 7	1.00	2	7	11	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100	100%	105,004	20,056	1,523	14,593	525	1,585	38,282	143,286
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