Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Audrey Yamagata-Noji **Human Resources** Last day of employment: 12/31/22 Reason for vacancy: Retirement **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** **This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year <u>22-23</u> Vice President, Student Services Position: ____ ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: ____ Student Services ☐ Classified ☐ Confidential ☐ Supervisory ☐ Administrative Time (FTE): ____1.0 ___Term (months/year): ____12 Work Schedule (Days, Hours): _____ M-F, 8-5 **For Temporary Special Project Administrators only Temporary Special Project Administrator Salary Schedule (Range): Executive Management (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form. Funding From: UGF 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. Funding: (check all that apply) X 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: _____ Comments: ___ **Signatures:** Tika Dane - Aleria illian J. Smoggnin 11.30.22 12/8/22 1. Requesting Manager Signature 4. Human Resources Signature Date 5. Vice President, Human Resources 12/07/22 12/09/2022 2. Division Vice President Signature 3. Chief Compliance/Budget Officer Signature Date Position Number: <u>ME9996</u> Contract Number: _____ **I** Funding available □ Funding not available Comments: Division VP signature non-applicable since hiring manager is the President /CEO 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: December 13, 2022 6. Signature of President/CEO

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