

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Vice President, Student ServicesDepartment: Student ServicesTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-F, 8-5Salary Schedule (Range): Executive ManagementBackground and Rationale (use back of form if additional space is needed):

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.**Account Number(s): 11000-500000-121000-660000-1200 100 % Amount \$ 327,618

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

Funding: (check all that apply) ☒ 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: _____ End date: _____

Comments: _____

Signatures:William J. Smaggin
1. Requesting Manager Signature11.30.22
DateMike Davis-Harris
4. Human Resources Signature12/8/22
DateBob Boice
2. Division Vice President Signature12/07/22
DateBob Boice
5. Vice President, Human Resources12/09/2022
Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: ME9996 Contract Number: _____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 ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smaggin
6. Signature of President/CEODecember 13, 2022
Date