



**MT. SAN ANTONIO COLLEGE  
PRESIDENT'S CABINET REVIEW OF  
REQUESTS TO FILL  
DATE 8/1/23**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Comments
Administrative Specialist II	School of Continuing Education	.475	12	Elliott McKenzie	X		

  
Reviewed by Dr. Garcia

August 1, 2023  
Date

**\*\* Instructions**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.