

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, NextUp/Guardian Scholars

Department: EOPS/CARE

Division: Student Services

Months per Year: ☐ 10 months ☒ 11 months ☐ 12 months

#Days per Year: ☐ 175 ☒ 195 ☐ 210 ☐ Other: _____

☒ Funded: EOPS/NextUp Categorical

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):

Request to hire an EOPS/NextUp Guardian Scholars Counselor in response to recent Education Code updates to expand the NextUp program to increase support for foster youth at all community colleges.

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): 17514-523200-123000-643000 75% Amount \$ 111,608.00
Account Number(s): 17544-523000-123000-643000 25% Amount \$ 37,202.00

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: Per Jeze Lopez, funds are ongoing with a new allocation each year. -TFD

Signatures:

1. Requesting Manager Signature Melba Castro

3/29/23
Date

4. Human Resources Signature Delana Miller

8/24/2023
Date

2. Division Vice President Signature Melba Castro

8.15.23
Date

5. Vice President, Human Resources Delana Miller

8/25/2023
Date

3. Chief Budget/Compliance Signature Boyd Boxer

08/19/23
Date

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: 111001

Comments: Per Delana Miller, budget string checked and the funds are available. -TFD

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: _____

6. Signature of President/CEO Martha Stone

September 29, 2023
Date

SALARY PROJECTION

POS CLASS	UNIT	POSITION	ACTUAL	RANGE	STEP	TOTAL	FUND ORG ACCT PROG ACTIV					ACCOUNT	TOTAL	FRINGE BENEFIT ACCTS					TOTAL	TOTAL									
			FTE			MONTHS						PERCENT	SALARY	311000	335000	341000	351000	361000	BENEFITS	& BENEFITS									
Estimated Benefit Rates for 2023-24														19.100%	1.450%	Varies	0.05%	1.390%											
FY 23-24																													

FA195	FA	Counselor, EOPS/NextUp	1,00	2	7	11	17514	523200	123000	643000	1200	75%	80,878	15,448	1,173	12,945	40	1,124	30,730	111,608
FA195	FA	Counselor, EOPS/NextUp	1,00	2	7	11	17544	523000	123000	643000	1200	25%	26,959	5,149	391	4,315	13	375	10,243	37,202
													107,837	20,597	1,564	17,260	53	1,499	40,973	148,810