



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
1/7/2025**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Comments
Acting Associate Vice President, Administrative Services	Administrative Services	1.00	12	Shannon Carter	X		
Professor of Communication	Humanities and Social Sciences	1.00	10	New	X		

Martha Garcia
Reviewed by Dr. Garcia

January 7, 2025
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.