

**Mt. San Antonio College
Student Services**

Date: August 13, 2014

To: James Czaja
Vice President, Human Resources

From: Audrey Yamagata-Noji, Vice President, Student Services
Carolyn Keys, Dean, Student Services

Subject: Request for an Interim Director, Student Life

As you are aware, Maryann Tolano-Leveque has accepted a new position of Director, Honors, thereby vacating the Director, Student Life position at the most critical time of the year. As we embark on the new academic year, the Director of Student Life must address the following, pressing issues:

- Training and coordination of work with the new Associated Students officers
- Coordinate and assist with the recruitment and seating of the new Senators for the Associated Students
- Provide assistance with student clubs, the approval process for new clubs, and orientation for new club leaders
- Oversee and assist with the Foothill Transit Bus Pass program
- Assist in compiling data reports to evaluate and plan for the student election related to Transportation
- Directly interview students (estimated at 3 per week) and write recommendations related to student discipline cases
- Assist in overseeing the student discipline hearing process
- Compile reports related to student discipline, student activities, and other year-end accomplishments

To that end, we are declaring an “urgent” situation. We are in need of conducting an internal search process to provide any employee on campus the opportunity to serve as the Interim Director of Student Life until the position can be flown and filled. The College cannot afford to keep this position vacant for months while the search process for a replacement is conducted. This is indeed an emergency situation that requires immediate attention.

Thank you for your prompt response to our request.

C: Bill Scroggins