



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
June 7, 2016**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Admissions and Registration Clerk	ESL	.475	12	New Position			
Learning Lab Assistant	Adult Basic Education	.475	12	New Position			

MA J. Scrogins

6/7/16

Reviewed by Dr. Scrogins

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.