



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
May 10, 2016**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Coordinator, Project/Program	Student Services (In reach and Retention)	1.0	12	New Position	✓		
Procurement Specialist	Fiscal Services/ Purchasing	1.0	10	Replaces Pam Childs	✓		
Director, International Students	Student Services	1.0	10	Replaces Tiffany Sergio	✓		
Administrative Specialist I	Technology & Health	.475	10	Replaces Sharon Spoto	✓		
Administrative Specialist III	Student Services (VP's Office)	1.0	12	Replaces Irma Marin	✓		
Administrative Specialist IV	Instruction (VP's Office)	1.0	12	Replaces Maria Valdez	✓		

Bill Scroggins
Reviewed by Dr. Scroggins _____ Date 5/10/16

**** 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.