



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
June 28, 2016**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Administrative Specialist I	Education for Older Adults & Adults with Disabilities	.475	12	Replaces Kimberly Keene	X		
Director, TRIO	Upward Bound	1.00	12	Replaces Zolita Fisher			
Special Project Director - Professional & Organizational Development	Professional & Organizational Development	1.00	12	New Position	X	X	Already in place
Theatrical Audio Engineer	Technical Services	1.00	12	Replaces Alvaro Rodriguez	X		
Executive Assistant I	Instruction	1.00	12	Replaces Sally Fenton (Administrative Specialist IV)	X		

Dr. Scroggins
 Reviewed by Dr. Scroggins

6/28/16
 Date

**** Instructions**

- Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
- Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
- Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
- Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.