



MT. SAN ANTONIO COLLEGE PRESIDENT'S CABINET REVIEW OF REQUESTS TO FILL August 24, 2016

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Reason for Denial
Administrative Specialist II	School of Continuing Education	.475	12	New Position	✓		
Director, Learning Assistance Center	Learning Assistance Center	1.00	12	Replaces Bailey Smith	✓		
ESL Instructional Support Assistant	ESL	.475	12	Replaces Nicole Herman <i>released during probation</i>	✓		

[Signature] 8/25/16
Reviewed by Dr. Scroggins 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.