

## MT. SAN ANTONIO COLLEGE

Human Resources

**REQUEST TO FILL – FACULTY POSITION**

**\*\*This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: Professor of CommunicationDepartment: CommunicationDivision: Humanities and Social SciencesMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: \_\_\_\_\_☒ Funded: Cabinet approved 12/10/24

Former Employee (if applicable): \_\_\_\_\_

☐ Newly Funded Position Fiscal Year \_\_\_\_\_☒ Tenure Track☐ Temporary Faculty (one year)Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).  
\_\_\_\_\_

Background and Rationale (use back of form if additional space is needed):

Please see attached.  
\_\_\_\_\_  
\_\_\_\_\_Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-342000-111000-150600 1100 100 % Amount \$ 157,880

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

**Funding:** (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_**Signatures:**Hoover, Karelyn Digitally signed by Hoover, Karelyn  
Date: 2024.12.17 09:13:43 -08'00'12/17/24Stacy Manfredi Digitally signed by Stacy Manfredi  
Date: 2025.01.06 10:49:13 -08'00'1/6/25

1. Requesting Manager Signature

Date

4. Human Resources Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler  
Date: 2024.12.17 13:06:07 -08'00'

2. Division Vice President Signature

Date

5. Vice President, Human Resources

1/6/2025

Date

3. Chief Budget/Compliance Signature

Date

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_Comments: \_\_\_\_\_  
\_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_Rationale: \_\_\_\_\_  
\_\_\_\_\_

Martha Stone  
 6. Signature of President/CEO

January 7, 2025

Date

SALARY PROJECTION

| POS<br>CLASS/UNIT                   | POSITION | ACTUAL<br>FTE | RANGE | STEP | TOTAL<br>MONTHS | FUND | ORG | ACCT | PROG | ACTIV | ACCOUNT<br>PERCENT | TOTAL<br>SALARY | FRINGE BENEFIT ACCTS |                       |               |               |        | TOTAL<br>SALARY<br>BENEFITS &<br>BENEFITS |
|-------------------------------------|----------|---------------|-------|------|-----------------|------|-----|------|------|-------|--------------------|-----------------|----------------------|-----------------------|---------------|---------------|--------|---|
|                                     |          |               |       |      |                 |      |     |      |      |       |                    |                 | 311000<br>STRS       | 335000<br>MEDI<br>CIL | 341000<br>SUI | 351000<br>W/C | 361000 |   |
| Estimated Benefit Rates for 2024-25 |          |               |       |      |                 |      |     |      |      |       |                    |                 |                      | 19.100%               | 1.450%        | Varies        | 0.05%  | 1.310%                                    |
| FY 24-25                            |          |               |       |      |                 |      |     |      |      |       |                    |                 |                      |                       |               |               |        |   |

|       |    |   |      |   |   |    |       |        |        |        |      |      |         |        |       |        |    |       |        |         |
|-------|----|---|------|---|---|----|-------|--------|--------|--------|------|------|---------|--------|-------|--------|----|-------|--------|---------|
| FA175 | FA | Professor - 175 days<br>10 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 10 | 11000 | XXXXXX | 111000 | XXXXXX | 1100 | 100% | 112,463 | 21,480 | 1,631 | 20,776 | 56 | 1,473 | 45,417 | 157,880 |
|-------|----|---|------|---|---|----|-------|--------|--------|--------|------|------|---------|--------|-------|--------|----|-------|--------|---------|