MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

| | Classified Confidential Administrative | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|
| | Temp Special Projects Administrator (see <u>AP 7135</u>) Out-of-Class Assignment | | | | | | | | | |
| | Position: Special Project Manager FTE (%): 100 | | | | | | | | | |
| A | Division: Student Services Department: Pride | | | | | | | | | |
| | Division: Student Services Department: Pride Term (month/year): 12 Salary Schedule (Range): M-9 | | | | | | | | | |
| | Work Schedule (Days, Hours): Mon-Fri 8:00 am - 5:00 pm | | | | | | | | | |
| В | Previously Budgeted Position - Vacant (Incumbent Separated/Separating) | | | | | | | | | |
| D | Incumbent name: Last date of employment: | | | | | | | | | |
| | Reason for vacancy: | | | | | | | | | |
| | Newly or Previously Budgeted Position - Never Filled | | | | | | | | | |
| | Fiscal Year Budget Approved: 2024-2025 Budget Source (e.g., NRA, Grant Name): SEAP | | | | | | | | | |
| | Out-of-Class Assignment Reason Incumbent on Leave Vacancy Back-Fill | | | | | | | | | |
| _ | Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed): | | | | | | | | | |
| C | see attachment | | | | | | | | | |
| | | | | | | | | | | |
| | MC | | | | | | | | | |
| | Area Vice President Initials: MC | | | | | | | | | |
| n | Budget information to fund this position: | | | | | | | | | |
| | Account Number: 17235-500000-215000-649000-2100 Amount: 100 % \$175,294 | | | | | | | | | |
| | Account Number: Amount:% \$ | | | | | | | | | |
| | Fund (check all that apply): General Fund Unrestricted Restricted Funds Categorical Grant Temporary | | | | | | | | | |
| | Annual renewal of this position is contingent upon the College's receipt of continued funding. Duration (grant/temporary funded): Beginning date: $\frac{7}{1}/2024$ End date: $\frac{6}{30}/2025$ | | | | | | | | | |
| | Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): | | | | | | | | | |
| | | | | | | | | | | |
| | Fiscal Use Only: Funding available Funding not available Position # Contract # | | | | | | | | | |
| Ε | Signatures - print/sign/date (to be completed in numerical order): | | | | | | | | | |
| | 1. Requesting Manager: Melba Castro Melba Castro Digitally signed by Melba Castro Digitally signed by Melba Castro Digitally signed by Melba Castro 7.11.24 | | | | | | | | | |
| | 2. Division Vice President: Melba Castro Melba Castro Date: 2024.07.11 17:06:21 -07:00 7.11.24 | | | | | | | | | |
| | 3. Applicable Human Resources Manager: | | | | | | | | | |
| | 4. Chief Compliance/Budget Officer: | | | | | | | | | |
| | 5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) | | | | | | | | | |
| | Reviewed by the President's Cabinet, the following action was taken on the above request: | | | | | | | | | |
| | Approved to fill immediately Approved to fill (enter date) Denied | | | | | | | | | |
| | 6. President/CEO: Dr. Martha Garcia July 16, 2024 | | | | | | | | | |

MT SAN ANTONIO COLLEGE SALARY AND BENEFITS PROJECTION

| POSITION NUMBER | | SCH | RANGE | STEP | TOTAL MONTHS | TITLE | FUND | FY 24-25 Jul-Jun (12 mos) | Funding Source |
|--------------------|-------|--------|---------|--------|-----------------|---|-------|------------------------------|----------------|
| New | 1.000 | MN | 9 | 1 | 12 | Special Project Manager (Pride Center) | 17235 | 175,294 | SEAP 24/25 |
| | Estim | ated C | Ongoing | j Cost | for Speci | ial Project Manager (Pride Center) position | | \$ 175,294 | |

^{*}Note: The salary calculations include the latest negotiated increase of 4.11% for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2023-24. It includes the updated Salary Schedule approved at the Board of Trustees meeting on March 13, 2024.

MT. SAN ANTONIO COLLEGE Dean of Student Services department 2024-25 **Department of Student Success and Equity** Associate Dean Multicultural Center **Student Success & Equity** Eric Lara Center for Black Culture First Peoples Native Arise/AANAPISI **Equity Center** Dream El Centro **Pride Center** and Student Success Center Director Director Director Director Director Administrative Specialist Center for Black Culture & Special Project Manager First Peoples Native Arise/AANAPISI El Centro Student Success/UMOJA Dream Vacant Center ASPIRE Dr. Aida Cuenza-Uvas Gio Rodriguez Catherine Parks Dario Fernandez Primavera Reza-Nakonechny Vacant Student Services Program Project/Program Administrative Assistant **Adjunct Counselor Student Services Program** Program Specialist III Specialist II Specialist Specialist II Sandra Padilla **River Shaw** Maria Del Pilar Ruiz **Equity Center** Jenelle Griffin Tutasi Asuega **Natalie Paredes** Tejeda Andrea Gonzalez **Adjunct Counselor Program Coordinator Educational Advisor Educational Advisor Equity Center** Mercedes Cunningham Giovani Bautista Teresa Pham Sandra Padilla **Adjunct Counselors** Case Managers (PT) Student Services Program Counseling Faculty Chan Ton **Equity Center** Specialist II Laura Muniz Bernadette Flameno Lyndsey Perino Erin Preston Hideki Fukusumi Victoria Ramirez **Student Services Support Adjunct Counselors** Counseling Faculty (PT) Maria Rodriguez Meklit Molla Laptop Loan Program Carmen Limon Manuel Gomez

Adjunct Counselor Jamaar Walker

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