

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 [AP 7135](#)) ☐ Out-of-Class Assignment

A

Position: Manager, Broadcast Services **FTE (%):** 100
Division: Technical Services **Department:** Broadcast
Term (month/year): 12 **Salary Schedule (Range):** M-14
Work Schedule (Days, Hours): M-F

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Mike Nichols Last date of employment: 12/30/24

Reason for vacancy: Retirement (per Board Agenda 7/10/2024)

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____

Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

C

Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):

See next page.

Area Vice President Initials: mr

D

Budget information to fund this position:

Account Number: 11000-672000-215000-613000-2100 Amount: 100 % \$ 227,941 240,293

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: _____ End date: _____

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

Per 23-24 EZ Salary Calculator online a/o 8/5/24. Per 24-25 EZ Salary Calculator online as of 8/22/24.

Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # MC9917 Contract # 211582

E

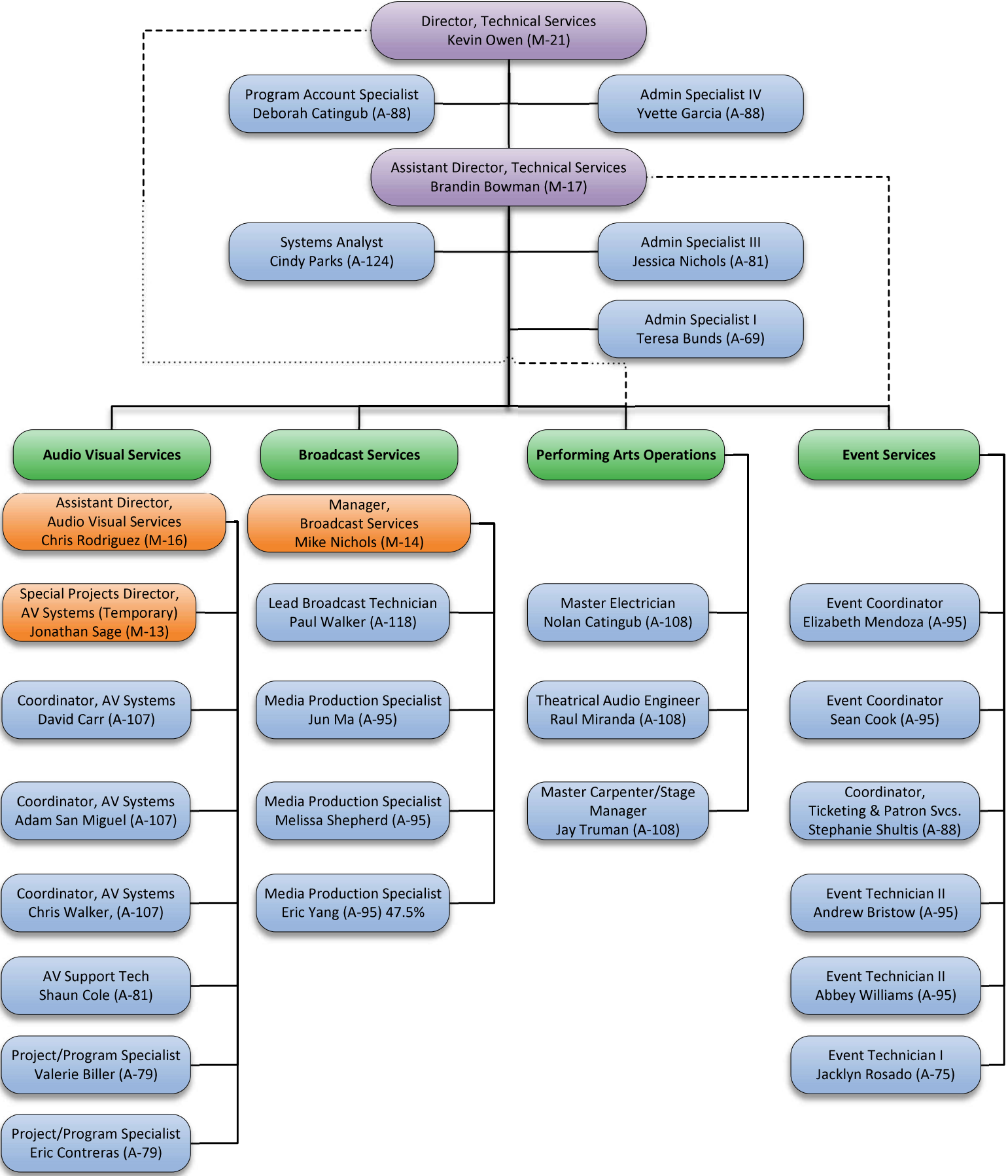
Signatures - print/sign/date (to be completed in numerical order):

1. Requesting Manager:	<u>Kevin Owen</u>	<u>kevin.owen</u>	<small>Digitally signed by kevin.owen Date: 2024.08.05 12:27:13 -07'00'</small>	<u>8/5/24</u>
2. Division Vice President:	<u>Morris Rodrigue</u>	<u>Morris Rodrigue</u>	<small>Digitally signed by Morris Rodrigue Date: 2024.09.03 17:40:13 -07'00'</small>	<u>9/3/24</u>
3. Applicable Human Resources Manager:	<u>Stacy Manfredi</u>	<u>Stacy Manfredi</u>	<small>Digitally signed by Stacy Manfredi Date: 2024.09.12 12:20:34 -07'00'</small>	<u>9/12/24</u> <i>TDH</i>
4. Chief Compliance/Budget Officer:	<u>Rosa Royce</u>	<u>09/12/24</u>		
5. Vice President, Human Resources: Recommend to fill	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (see attached rationale)	<u>9/27/2024</u>	<u>Initial</u>	<u>Date</u>

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: Martha Garcia Dr. Martha Garcia October 1, 2024



EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	14
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$240,293

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

Personnel Transactions

MANAGEMENT EMPLOYMENT

Retirement(s)

The effective date is the employee's first day of retirement.			
Name	Position	Department	Effective
Galbraith, Jennifer	Dean, Business	Business	09/01/2024
Lambert, William	Executive Director, Development	Foundation	07/03/2024
Nichols, Michael	Manager, Broadcast Services	Campus Event Services	12/31/2024
Plesetz, Sarah	Associate Dean, Technology and Health	Technology and Health Division	08/31/2024