

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

**(Instructions for completing this form begin on page 2)**

ON PHASE 1 OF PRIORITIZATION LIST

Classified     Confidential     Administrative

Temp Special Projects Administrator (see [AP 7135](#))     Out-of-Class Assignment

**A** **Position:** Library Technician - Cataloging    **FTE (%):** 100  
**Division:** Library, Learning Resources (LLRDL)    **Department:** Library  
**Term (month/year):** 12    **Salary Schedule (Range):** A76  
**Work Schedule (Days, Hours):** \_\_\_\_\_

**B** **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**  
Incumbent name: Collette Avila    Last date of employment: 8/31/24  
Reason for vacancy: Resignation  
**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 attached  
**Area Vice President Initials:** KF

**D** **Budget information to fund this position:**  
Account Number: 11000-321200-211000-612000-2100    Amount: 100 % \$ 116,104  
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.): \_\_\_\_\_  
**Fiscal Use Only:**  Funding available     Funding not available | Position # \_\_\_\_\_ Contract # \_\_\_\_\_

**E** **Signatures - print/sign/date (to be completed in numerical order):**  
1. Requesting Manager: Romelia Salinas    Romelia Salinas    10/31/25  
2. Division Vice President: Kelly Fowler    \_\_\_\_\_    10/31/25  
3. Applicable Human Resources Manager: \_\_\_\_\_    Stacy Manfredi<sup>TDH</sup>    11/24/25  
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: Martha Garcia    Dr. Martha Garcia    January 20, 2026

**LIBRARY, LEARNING RESOURCES AND DISTANCE LEARNING DIVISION**  
2025

