

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: Horticulture

Department: Agricultural Sciences

Division: Natural Sciences

Months per Year: [x] 10 months [ ] 11 months [ ] 12 months

#Days per Year: [x] 175 [ ] 195 [ ] 210 [ ] Other: \_\_\_\_\_

Funded: Cabinet Approved 11/21/2025

Former Employee (if applicable): Brian Scott

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.).

This new faculty position will only be a 10-month position.

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

Replacement position due to retirement of Brian Scott.

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): 11000-311510-111000-010900-1100 100 % Amount \$ 162,074.

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

Funding: (check all that apply) [x] 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:

1. Requesting Manager Signature: Janise Bailey 11/26/25 Date

2. Division Vice President Signature: Kelly M. Fowler 11/26/25 Date

3. Chief Budget/Compliance Signature: \_\_\_\_\_ Date

4. Human Resources Signature: Stacy Manfredi TDH \_\_\_\_\_ Date

5. Vice President, Human Resources: \_\_\_\_\_ Date

[ ] Funding available [ ] Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

[x] Approved to fill immediately [ ] Denied [ ] Modified

If position does not have funding, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO: Martha Stone February 17, 2026 Date

### SALARY PROJECTION

| POS CLASS                           | UNIT | POSITION | ACTUAL FTE | RANGE | STEP | TOTAL MONTHS | FUND | ORG | ACCT | PROG | ACTIV | ACCOUNT PERCENT | TOTAL SALARY | FRINGE BENEFIT ACCTS |             |            |            |            | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |
|-------------------------------------|------|----------|------------|-------|------|--------------|------|-----|------|------|-------|-----------------|--------------|----------------------|-------------|------------|------------|------------|----------------|-------------------------|
|                                     |      |          |            |       |      |              |      |     |      |      |       |                 |              | 311000 STRS          | 335000 MEDI | 341000 CIL | 351000 SUI | 361000 W/C |                |                         |
| Estimated Benefit Rates for 2025-26 |      |          |            |       |      |              |      |     |      |      |       |                 |              | 19.100%              | 1.450%      | Varies     | 0.05%      | 1.380%     |                |                         |
| <b>FY 25-26</b>                     |      |          |            |       |      |              |      |     |      |      |       |                 |              |                      |             |            |            |            |                |                         |

|       |    |   |      |   |   |    |       |        |                                |        |                |      |         |        |       |        |    |       |        |         |
|-------|----|---|------|---|---|----|-------|--------|--------------------------------|--------|----------------|------|---------|--------|-------|--------|----|-------|--------|---------|
| FA175 | FA | Professor - 175 days<br>10 mths Col 2 Stp 7                     | 1.00 | 2 | 7 | 10 | 11000 | XXXXXX | 111000                         | XXXXXX | 1100           | 100% | 115,837 | 22,125 | 1,680 | 20,776 | 58 | 1,599 | 46,237 | 162,074 |
| FA195 | FA | Professor/Counselor/Librarian - 195 days<br>11 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 11 | 11000 | XXXXXX | 111000 /<br>123000 /<br>124000 | XXXXXX | 1100 /<br>1200 | 100% | 129,076 | 24,654 | 1,872 | 20,776 | 65 | 1,781 | 49,147 | 178,223 |
| FA197 | FA | Professor/Counselor/Librarian - 197 days<br>11 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 11 | 11000 | XXXXXX | 111000 /<br>123000 /<br>124000 | XXXXXX | 1100 /<br>1200 | 100% | 130,400 | 24,906 | 1,891 | 20,776 | 65 | 1,800 | 49,438 | 179,838 |
| FA214 | FA | Professor/Counselor/Librarian - 214 days<br>12 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 12 | 11000 | 356000 | 111000 /<br>123000 /<br>124000 | XXXXXX | 1100 /<br>1200 | 100% | 141,652 | 27,056 | 2,054 | 20,776 | 71 | 1,955 | 51,911 | 193,563 |
| FA219 | FA | Professor/Counselor/Librarian - 219 days<br>12 mths Col 2 Stp 7 | 1.00 | 2 | 7 | 12 | 11000 | XXXXXX | 111000 /<br>123000 /<br>124000 | XXXXXX | 1100 /<br>1200 | 100% | 144,962 | 27,688 | 2,102 | 20,776 | 72 | 2,000 | 52,639 | 197,601 |

