

February 17, 2026

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

Not on the priority list.

(Instructions for completing this form begin on page 2)

Classified Confidential Administrative

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

approved at
2/17 Cabinet

A

Position: Administrative Specialist FTE (%): 100
Division: Humanities and Social Sciences Department: _____
Term (month/year): 12 Salary Schedule (Range): Range 88
Work Schedule (Days, Hours): M-F 7:30am - 4:30pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Carole Stevens Last date of employment: 10/17/2025
Reason for vacancy: Retirement
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):
Retirement has created a vacancy. See memo for additional information of operational need for and consequence of not filling this position, the EZ 25-26 salary projection, and the current organizational chart.
Area Vice President Initials: KF

D

Budget information to fund this position:
Account Number: 11000 340000 211000 601000 2100 Amount: 100 % \$ 129,624
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: Dr. Karelyn Hoover Hoover, Karelyn Digitally signed by Hoover, Karelyn
Date: 2025.10.17 14:54:34 -07'00'
2. Division Vice President: Dr. Kelly Fowler Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D.
Date: 2025.10.29 19:26:56 -07'00'
3. Applicable Human Resources Manager: _____ Stacy Manfredi Digitally signed by Stacy Manfredi
Date: 2025.11.25 14:17:51 -08'00' TDFH
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) _____ Initial _____ Date _____

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: _____

**EZ Salary Projection FY 2025-26
(50% or more FTE)
Vacancy Status**

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	88
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$129,624

For Salary Ranges, please refer to the Human Resources

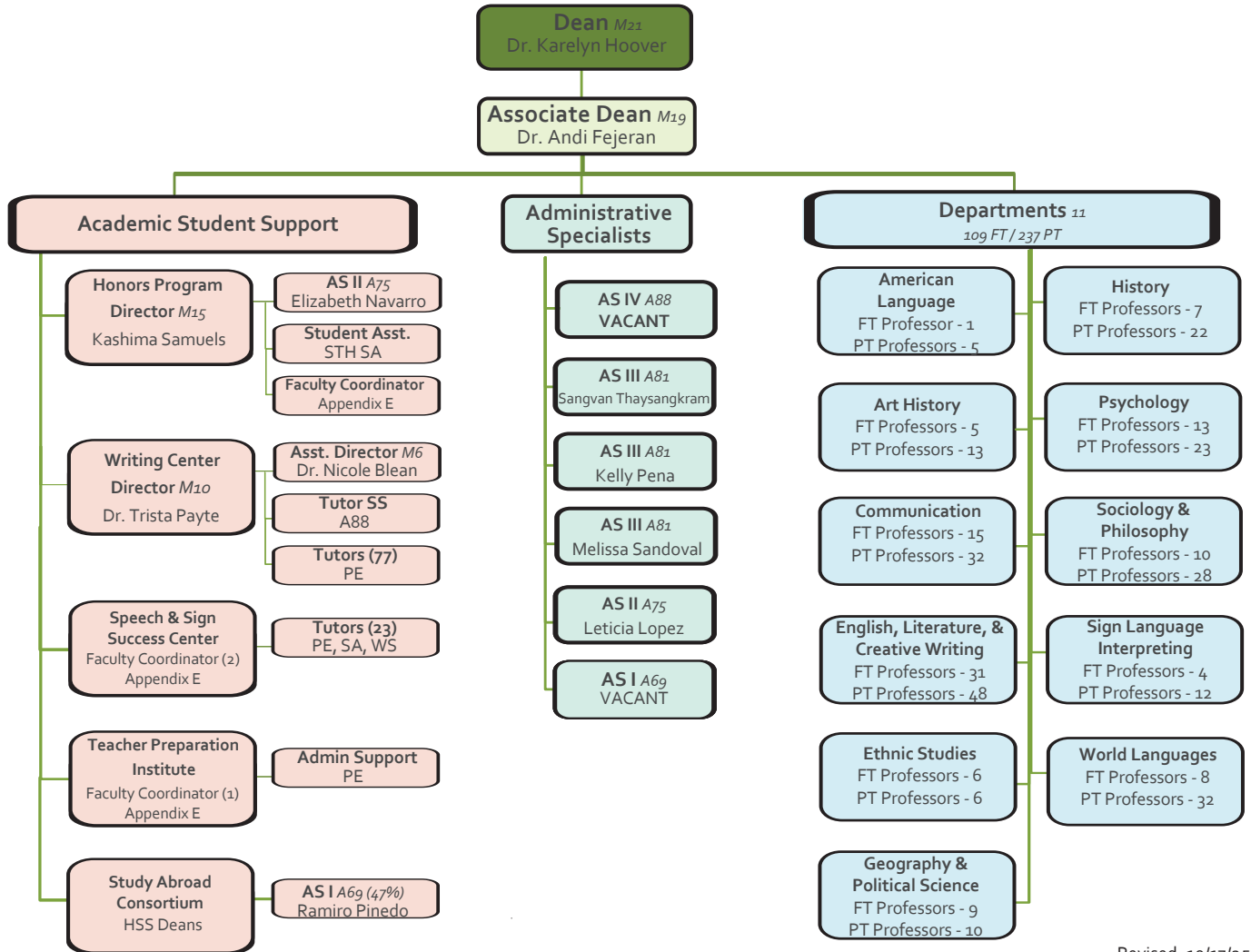
Website/Salary Schedules:

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

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

Revised 07.15.25 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

Humanities and Social Sciences Division 25-26



Revised: 10/17/25