

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: Professor, Business Law & Paralegal Stud

Department: Business Administration

Division: Business

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

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

Form with checkboxes: Funded, Former Employee, Newly Funded Position, Tenure Track, Temporary Faculty (one year)

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

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

Requested position to meet student demand and ensure support for the BUSL and Paralegal Programs.

-Approved in Cabinet on 11/21/25.

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): 11000-332040-111000-140200-1100 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:

Michelle Sampat Digitally signed by Michelle Sampat Date: 2025.12.05 10:29:29 -08'00'

1. Requesting Manager Signature Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D. Date: 2025.12.05 13:11:18 -08'00'

2. Division Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Stacy Manfredi TDH 2/11/26 4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

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

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

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

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

## SALARY PROJECTION

| POS CLASS                           | UNIT | POSITION | ACTUAL |       |      | TOTAL  |      |     |      |      |       |             | ACCOUNT PERCENT | TOTAL SALARY | FRINGE BENEFIT ACCTS |            |            |            |  | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |  |  |  |  |  |  |  |  |
|-------------------------------------|------|----------|--------|-------|------|--------|------|-----|------|------|-------|-------------|-----------------|--------------|----------------------|------------|------------|------------|--|----------------|-------------------------|--|--|--|--|--|--|--|--|
|                                     |      |          | FTE    | RANGE | STEP | MONTHS | FUND | ORG | ACCT | PROG | ACTIV | 311000 STRS |                 |              | 335000 MEDI          | 341000 CIL | 351000 SUJ | 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 |

# Business Division

