

February 3, 2026

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

(Instructions for completing this form begin on page 2)

This position is on the original Priority request list but has not been assigned a phase at this time.

Classified Confidential Administrative

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

A

Position: ECD Specialist I FTE (%): 100
Division: Business Department: Child Development Center
Term (month/year): 12 Salary Schedule (Range): 79
Work Schedule (Days, Hours): Monday - Friday 8:30 am - 5:00 pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Monique Cuellar Last date of employment: 8/31/2023
Reason for vacancy: [REDACTED]
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):
The Child Development Center is seeking to fill a vacant position, due to resignation in 2023. The CDC needs to fill the position to meet state required teacher/child ratios on an ongoing basis, without relying solely on temporary staff for that purpose. This individual would also serve in a "journeyman" capacity for operations, complete all required child assessments and implement a quality early childhood education
Area Vice President Initials: KF

D

Budget information to fund this position:
Account Number: 33520-336080-6892000-2100 Amount: 80 % \$ 95,198.40
Account Number: 33500-336080-6892000-2100 Amount: 20 % \$ 23,799.60
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

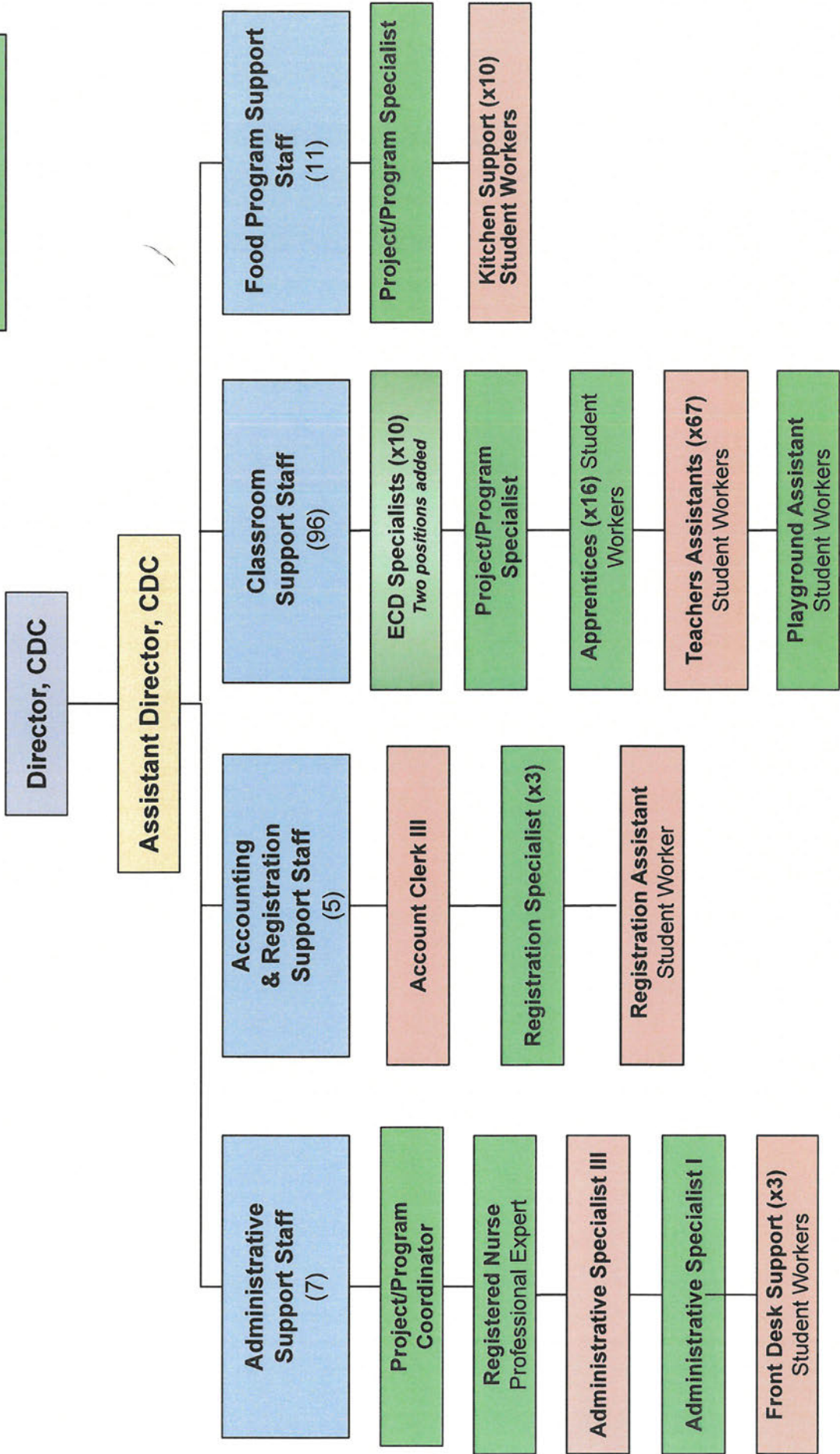
Signatures - print/sign/date (to be completed in numerical order):
1. Requesting Manager: Tamika Addison Tamika Addison 7/30/2025
2. Division Vice President: Kelly Fowler, Ph.D. Kelly M. Fowler 1/6/26
3. Applicable Human Resources Manager: _____ Stacy Manfredi, DH 1/28/26
4. Chief Compliance/Budget Officer: _____
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: _____

Mt. San Antonio College
Child Development Center
Organizational Chart

Note: Positions added since 2016 in green boxes



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

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	79
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$118,998

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)