APPROVED
President's Cabinet
March 17, 2026

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

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

◯ Classified ◯ Confidential ◉ Administrative

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

A

Position: Vice President, Human Resources **FTE (%):** 100

Division: Human Resources **Department:** _____

Term (month/year): 12 **Salary Schedule (Range):** EM-1

Work Schedule (Days, Hours): M-F, 40 hours

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Sokha Song Last date of employment: June 30, 2026

Reason for vacancy: _____

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):

Filling the Vice President of Human Resources position is an operational necessity to ensure consistent leadership, compliance, and strategic alignment across all personnel functions. This role is critical for overseeing recruitment, retention, labor relations, and employee development, all of which directly impact organizational effectiveness and service delivery. Without dedicated executive oversight, the institution risks

Area Vice President Initials: _____

D

Budget information to fund this position:

Account Number: 11000 200000 215000 660000 2100 Amount: 100 % $421,512

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. Martha Garcia Martha Garcia _____
2. **Division Vice President:** _____ _____ _____
3. **Applicable Human Resources Manager:** _____ _____ _____
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:** _____ _____ _____