

March 3, 2026

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

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

Position not on Priority List but  
Approved at 2/17/26 PC to move  
forward as OOC

Classified     Confidential     Administrative

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

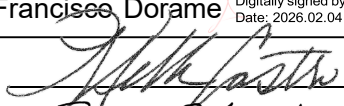
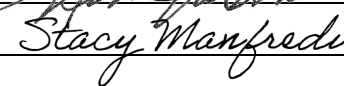
**A** Position: Administrative Specialist, IV FTE (%): 100  
 Division: Student Services Department: Counseling and Guidance  
 Term (month/year): 12 Salary Schedule (Range): 88  
 Work Schedule (Days, Hours): M-F 9:00 a.m.-5:30 p.m.

**B** **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**  
 Incumbent name: Amanda James Last date of employment: 11.28.25  
 Reason for vacancy: Separated  
**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):**  
 See attached document.  
 Area Vice President Initials: MC

**D** **Budget information to fund this position:**  
 Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_ % \$ \_\_\_\_\_  
 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:	<u>Lina Soto/Francisco Dorame</u>	<u>Francisco Dorame</u>	<small>Digitally signed by Francisco Dorame Date: 2026.02.04 09:24:15 -08'00'</small>	<u>02/26/2026</u>
2. Division Vice President:	<u>Melba Castro</u>			<u>2/26/2026</u>
3. Applicable Human Resources Manager:	_____		TDH	<u>2/27/26</u>
4. Chief Compliance/Budget Officer:	_____	_____	_____	_____
5. Vice President, Human Resources:	Recommend to fill <input type="checkbox"/> Yes <input type="checkbox"/> No (see attached rationale)	_____	_____	_____

**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  
Dean of Student Services department  
2025-26

Office of the Dean, Counseling

Dean  
Counseling  
Francisco Dorame

Admin Specialist IV  
Vacant

GRASP

Coordinator  
Sapule Taamilo

EAB Navigate

Director  
Vacant

Business Analyst  
Kenny Yen

Systems Analyst/  
Programmer  
Caron Gomes

Project/Program  
Coordinator  
Yolanda Haro

Classified Staff

SS Project Specialist II  
Stacy Lee

Administrative  
Specialist III  
Maria Wood

Administrative  
Specialist III  
Allen Nguyen

Administrative  
Specialist II  
Minerva Gonzalez

Administrative  
Specialist II  
Shirley Huynh

Counseling Center

Department Chair  
Counseling Center  
Eddie Lee

Faculty  
Bernie Sanders

Faculty  
Meklit Molla

Faculty  
Alana Bachor

Faculty  
Elmer Rodriguez

Faculty  
Patricia Maestro

Faculty  
Allen Wang

Faculty  
Jamaika Fowler

Faculty  
Rudy Santacruz

Faculty  
Antoine Thomas

Faculty  
Jason Hayward

Faculty  
Sam Nassar

Faculty  
Bernadette Flameno

Faculty  
Jeremy Hart

Faculty  
Sara Mestas

Faculty  
Chan Ton

Faculty  
Jesse Lopez

Faculty  
Shane Poulter

Faculty  
Daisy Guitierrez

Faculty  
Jessica Valdez

Faculty  
Silver Calzada

Faculty  
Hideki Fukusimi

Faculty  
Julie Perez-Garcia

Faculty  
Stacie Nakamatsu

Faculty  
Luis Echeverria-  
Newberry

Faculty  
Stanley Mbuthi

Faculty  
Lupita Jimenez

Faculty  
Traci Ebue

Faculty  
Mary Beth Barrios

Faculty  
Will Daland

MT. SAN ANTONIO COLLEGE  
Dean of Student Services department  
2025-26

Office of the Dean, Counseling

Dean  
Counseling  
Francisco Dorame

Associate Dean  
Counseling  
Lina Soto

Administrative Specialist III  
Joy Clark

Rising Scholars

Director  
Joe Louis Hernandez

Project/Program Specialist  
Carlos Lopez

Program Coordinator  
Javy Ahedo

Program Specialist  
Kevin Gonzalez

Administrative Assistant  
Elsie Voong, PT

ACES, TRIO,  
Upward Bound

Director  
Janette Mariscal

Admin Specialist III  
Elizabeth Estevez

Coordinator  
Vacant

Academic Specialist  
Upward Bound  
Vacant

Counselor  
ACES  
Belle Cuevas-Arella

SS Project Specialist II  
ACES (100%)  
Vacant

Career Center

Acting Director  
Lizette Henderson

Counselor/Coordinator  
Emily Versace

Career Specialist  
Cristina Martinez

Career Specialist  
Edward Beanes

Career Specialist  
Vacant

Administrative Specialist III  
Rosa Asencio

Transfer/Completion  
Center

Director  
Josh Loudon

Transfer Specialist  
Krystle Bybee

Transfer Specialist  
Paola Benitez-Ayala

Transfer Specialist  
Perla Partida

Student Services Prog Spec II  
Raul Cabral

Student Services Prog Spec II  
Kaylynn Lare

Administrative Specialist, III  
Selena Robles, PT