



MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
03/03/2026

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Comments
Associate Vice President, Administrative Services	Administrative Services	1.00	12	Shannon Carter			
Director, Development and Alumni Relations	Foundation	1.00	12	Marissa Fierro			
Manager, Contracts	Purchasing, Printing, and Mail Services	1.00	12	New			
Manager, Finance, Bond and Capitol Projects (Restricted Funds, Requires annual renewal of funds)	Administrative Services	1.00	12	Valerie Arenas			
Manager Sustainability (Restricted Funds, Requires annual renewal of funds)	Facilities Planning and Management	1.00	12	New			
Senior Director, Facilities Planning and Construction (Restricted Funds, Requires annual renewal of funds)	Facilities Planning and Management	1.00	12	New			
Director, Career Center (General & Restricted Funds)	Counseling	1.00	12	Lizette Henderson (Acting Director, Career Center)			
Administrative Specialist IV (Restricted Funds)	Counseling	1.00	12	Amanda James			

Coordinator, Project/Program (Ongoing Categorical Funds/Restricted)	Student Services NextUp/REACH	1.0	12	New			

Reviewed by *Dr. Garcia*

Date

**** Instructions**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.