

APPROVED

President's Cabinet

September 5, 2023

**MT. SAN ANTONIO COLLEGE
EMPLOYEE CHANGE OF STATUS**Employee Name: Debra BautistaBANNER ID: A01433507Effective Date of Change: 9/11/2023

*Effective End Date: _____

☒ Classified ☐ Confidential ☐ Faculty ☐ Supervisory ☐ Manager

| TYPE OF ACTION(S) | FROM | TO |
|---|---|--|
| <input type="checkbox"/> PERMANENT CHANGE(S) <input type="checkbox"/> Account Number <input type="checkbox"/> Departmental Change <input type="checkbox"/> Hours <input checked="" type="checkbox"/> Months <u>10 to 12</u> <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Shift Change <input type="checkbox"/> Add Shift Differential <input type="checkbox"/> Remove Shift Differential <input type="checkbox"/> Other <input type="checkbox"/> SEPARATION <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Assignment <input type="checkbox"/> Lay Off <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Other <input type="checkbox"/> TEMPORARY CHANGE(S) <input type="checkbox"/> Additional Assignment (P/T Classified Employees) <input type="checkbox"/> Administrative Leave <input type="checkbox"/> Change of hours/months <input type="checkbox"/> Percentage of Full-Time <input type="checkbox"/> Increase from _____ to _____ <input type="checkbox"/> Decrease from _____ to _____ <input type="checkbox"/> Substitute/Interim (Out-of-Class) <input type="checkbox"/> Other | Job Title: <u>Career Services Specialist</u> Department: <u>Commercial Art</u> Account No: <u>11000 371010 211000 101300 2100</u> Percentage: <u>47.5%</u> <u>100%</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>19</u> Number of Months: <u>10</u> Days of Week: <u>M T W</u> Shift Hours: <u>M 8:30-3:00 T/W 8-3:00</u> | Job Title: <u>Career Services Specialist</u> Department: <u>Commercial Art</u> Account No: <u>11000 371010 211000 101300 2100 - 84%</u> Percentage: <u>47.5%</u> Account No: <u>17283 393200 211000 701000 2100 - 16%</u> Percentage: <u>SWR</u> Total Hours/Week: <u>19</u> Number of Months: <u>12</u> Days of Week: <u>M T W</u> Shift Hours: <u>M 8:30-3:00 T/W 8:00-3:00</u> |
| | BUDGET USE ONLY | BUDGET USE ONLY |
| | Position No.: <u>CA9626</u> | Position No.: <u>CA9626</u> |
| | Contract No.: _____ | Contract No.: _____ |
| | HUMAN RESOURCES USE ONLY | HUMAN RESOURCES USE ONLY |
| | Range: Step: _____ | Range: Step: _____ |
| | Longevity: _____ | Longevity: _____ |
| | Differential: _____ | Differential: _____ |
| | Job FTE: _____ | Job FTE: _____ |
| | Pay Rate: \$ _____ | Pay Rate: \$ _____ |
| | EXPLANATION OF CHANGE (attach additional documentation if necessary): | |
| | <p>The Arts Division is expanding work experience opportunities. New CE programs are being created in Printmaking, Gallery, Illustration, Technical Theater, and Social Media Content Creation among others.</p> <p>An increase from a 10-month to a 12-month 47.5% part-time career</p> | |

Dejah Swingle

Digitally signed by Dejah Swingle
Date: 2023.07.18 11:55:14 -07'00'

Manager (Print name and sign)

Date

Assoc. V.P., Fiscal Services Signature Date

CCCBO

Kelly Fowler

Digitally signed by Kelly Fowler
Date: 2023.08.24 08:53:07 -07'00'

HR Technician Signature

Date

V.P., Human Resources Signature Date

V.P. of assigned Division Signature

Date

President/CEO Signature Date

SEND ORIGINAL TO HUMAN RESOURCES

*Temporary Assignments MUST have a projected end date (no greater than the end of the fiscal year). A new form must be submitted to the Office of Human Resources every fiscal year and **MUST** be Board Approved **PRIOR** to changing the employee's status.

Employee should not work in requested assignment until after Board Approval.

HUMAN RESOURCES USE ONLY

Human Resources Signature

Date

Board Date

☐ Denied ☐ Banner
☐ Approved ☐ Payroll

**Reviewed by President's Cabinet on: _____

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**MT SAN ANTONIO COLLEGE
SALARY PROJECTION**

| POSITION NUMBER | FTE | SCH | RANGE | TOTAL MONTHS | TITLE | NAME | FUND | TOTAL SALARY | FRINGE BENEFIT ACCTS | | | | | FY 23-24 | Funding Source |
|---|-------|-----|-------|-----------------|----------------------------|-----------------|-------|-----------------|----------------------|---------------|---------------|---------------|-------------------|----------|----------------------------------|
| | | | | | | | | | 335000 MEDI | 345000 H&W | 351000 SUI | 361000 W/C | 381000 METLIFE | | |
| Budget of Original Position | | | | | | | | | | | | | | | |
| CA9626 | 0.475 | UA | 88 | 10 | Career Services Specialist | Bautista, Debra | 11000 | 36,655 | 565 | 1,200 | 19 | 560 | 1,100 | 40,099 | UGF |
| Proposed Budget to Increase CA9626 from 10 months to 12 months | | | | | | | | | | | | | | | |
| CA9626 | 0.475 | UA | 88 | 12 | Career Services Specialist | Bautista, Debra | 11000 | 43,859 | 672 | 1,200 | 23 | 667 | 1,316 | 47,737 | Total cost of increase in months |
| Estimated <u>Ongoing Additional Cost</u> to Increase CA9626 from 10 months to 12 months | | | | | | | | 7,204 | 107 | - | 4 | 107 | 216 | \$ 7,638 | Proposed funding from SWP |

**Note: This information does not include potential COLA and changes in benefits rates for future years.*

Fiscal Services verified that there are enough funds in the Strong Work Force Program Restricted funds to cover the increase of Position CA9626 Carer Services Specialist 47.5% FTE from 10 months to 12 months.

Peter Boyce

08/29/23