

President's Cabinet

6. Signature of President/CEO

August 15, 2023 MT. SAN ANTONIO COLLEGE

	MI SAN ANTONIO COLLEGE
	Human Resources
-	FILL - STAFF and ADMINISTRATIVE POSITIONS used to gain approval prior to recruiting for a position.
structions for	completing this form are located on the back.
osition:	Special Project Manager, CBE

Former Employee (if applicable):_____ Last day of employment: _____ F Reason for vacancy: _____ (Attach **Existing** Job Description) In ✓ Newly Funded Position Fiscal Year 23-24 Po ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: School of Continuing Education ☐ Classified ☐ Supervisory ☐ Confidential X Administrative Time (FTE): _____1 ___Term (months/year): _____12 Work Schedule (Days, Hours): Monday - Friday, 8:00am-5:00pm **For Temporary Special Project Administrators only ■ Temporary Special Project Administrator Salary Schedule (Range): M-9 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): ______ See attached the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form. Funding From: CBE Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position. **Funding:** (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 (if grant/temporary funded):** Beginning date: Comments: Division requesting 1 year assignment duration per justification -TFD Signatures: 8/11/23_____ Madely A Abello

1. Requesting Manager Signature 4. Human Resources Signature 9/1/2023 Date 2. Division Vice President Signature 5. Vice President, Human Resources 8/11/23 9/1/2023 Date Date 08/29/23 3. Chief Compliance/Budget Officer Signature Date ☑ Funding available ☐ Funding not available Position Number: <u>MT9963</u> Contract Number: <u>211550</u> Comments: _____ Reviewed by President's Cabinet, the following action was taken on the above request: Approved to fill immediately □ Denied □ Modified If position <u>does not have funding</u>, provide funding directions: Rationale: ___ Martha Stone September 5, 2023

Continued Funded Position (ex. Vacancy)

HR 101 - RTF Form Revised 11.2.17 LB

MT SAN ANTONIO COLLEGE SALARY PROJECTION

POSITION NUMBER		sсн	RANGE S	STEP	TOTAL MONTHS	NAME FUND		FY 23-24 Jul-Jun	Funding Source/Comments
New	1.000	M	9	1	12	Special Project Manager, CBE		173,862	Proposed funding from: 17012-380738-142000-493000-1200
						Estimated Ongoing Cost	t :	\$ 173,862	

REQUEST FOR APPROPRIATION TRANSFER

FISCAL YEAR: 2023-24

SAMOUNT	HECK CORRECT BOX	Journal Voucher N	0
AMOUNT ACCOUNT NUMBER DESCRIPTION DESCRIPTION (Whole Dollars Only)			(Assigned by Accounting Dept.)
ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only)		Da	te 8/15/2023
ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only)	FROM: Budget Clas	ssification as Shown on Adopted Budget	
(1) 17012 380738 142000 493000 1200 Hrly Noninstr Salaries 120,00 (2) 17012 380738 311000 493000 1200 STRS Budget Holding 22,93 (3) 17012 380738 335000 493000 1200 Medicare Budget Holding 1,74 (4) 17012 380738 351000 493000 1200 SUI Budget Holding 1,66 (5) 17012 380738 361000 493000 1200 W/C Budget Holding 1,66 (6) 17012 380738 335000 493000 2100 Professional Expert Salaries 25,00 (7) 17012 380738 351000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,6: <		The state of the	AMOUNT
(2) 17012 380738 311000 493000 1200 STRS Budget Holding 22,93 (3) 17012 380738 335000 493000 1200 Medicare Budget Holding 1,74 (4) 17012 380738 351000 493000 1200 SUI Budget Holding 6 (5) 17012 380738 232000 493000 2100 W/C Budget Holding 1,66 (6) 17012 380738 232000 493000 2100 Professional Expert Salaries 25,00 (7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below AMOUNT (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,6 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,3 (3) 17012 380738 331000 493000 2100 OASDI Budget Holdi	ACCOUNT NUMBER	DESCRIPTION	(Whole Dollars Only)
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(3) 17012 380738 335000 493000 1200 Medicare Budget Holding 1,74 (4) 17012 380738 351000 493000 1200 SUI Budget Holding 6 (5) 17012 380738 361000 493000 1200 W/C Budget Holding 1,66 (6) 17012 380738 232000 493000 2100 Professional Expert Salaries 25,00 (7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,6: (2) 17012 380738 321000 493000 2100 PERS Budget Holding 7,0: (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,0:	17012 380738 311000 493000 1200	STRS Budget Holding	22,920
(4) 17012 380738 351000 493000 1200 SUI Budget Holding G (5) 17012 380738 361000 493000 1200 W/C Budget Holding 1,66 (6) 17012 380738 232000 493000 2100 Professional Expert Salaries 25,06 (7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 7 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,63 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		Medicare Budget Holding	1,740
(5) 17012 380738 361000 493000 1200 W/C Budget Holding 1,66 (6) 17012 380738 232000 493000 2100 Professional Expert Salaries 25,04 (7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,63 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		SUI Budget Holding	60
(6) 17012 380738 232000 493000 2100 Professional Expert Salaries 25,00 (7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,63 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		W/C Budget Holding	1,668
(7) 17012 380738 335000 493000 2100 Medicare Budget Holding 3 (8) 17012 380738 351000 493000 2100 SUI Budget Holding 3 (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3 (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7 (11) 17012 380738 521000 493000 Travel and Conferences 9 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,60 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,00		Professional Expert Salaries	25,000
(8) 17012 380738 351000 493000 2100 SUI Budget Holding (9) 17012 380738 361000 493000 2100 W/C Budget Holding 3- (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7- (11) 17012 380738 521000 493000 Travel and Conferences 9- TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,63 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04	17012 380738 335000 493000 2100	Medicare Budget Holding	373
(9) 17012 380738 361000 493000 2100 W/C Budget Holding 3- (10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 7- (11) 17012 380738 521000 493000 Travel and Conferences 9- TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		SUI Budget Holding	13
(10) 17012 380738 381000 493000 2100 Alt Retire Plan Budget Holding 78 (11) 17012 380738 521000 493000 Travel and Conferences 99 TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		W/C Budget Holding	348
17012 380738 521000 493000 Travel and Conferences 990		Alt Retire Plan Budget Holding	750
TO: Budget Classification as Shown Below ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04			990
ACCOUNT NUMBER DESCRIPTION AMOUNT (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04		•	-
ACCOUNT NUMBER DESCRIPTION (Whole Dollars Only) (1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04	TO: Bud	lget Classification as Shown Below	
(1) 17012 380738 215000 493000 2100 Classified Admin Salaries 113,69 (2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04			
(2) 17012 380738 321000 493000 2100 PERS Budget Holding 30,33 (3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04			` */
(3) 17012 380738 331000 493000 2100 OASDI Budget Holding 7,04			113,652
			30,322
			7,046
			1,648
			57
			1,580
		Health and Welfare Benefits	19,557
REASON FOR TRANSFER: (IMPORTANT: State reason cloudy and in detail)			
(IMPORTANT: State reason clearly and in detail) To provide funds for a temporary Special Projects Manager for	PORTANT: State reason deally and in detail)	To provide funds for a temporary Special Pr	ojects Manager for
the Direct Assessment CBE Collaboration Grant.	Direct Assessment CBE Collaboration Grant.		
Accounting Department Review By:	counting Department Review By:		
Requested by Date: Title: (Division Chairpers or Super Sor)	(Division Observation Company)	A .	
Approved by Date: 8/15/23 Title: VP, School of Continuing		Date: 8/15/23 Title:\	/D. Sahaal of Continuing Ed
(President, Appropriate Vice President, Appropriate Vice P	(President, Appropriate Vice President, Director)	Date: 07:0720 Title: (7P, SCHOOLOLCOHUHUING Ed
Approved by President's CabinetDate:	proved by President's Cabinet		Date:
Approved by Board Date:	proved by Board		Date:
Posted to Accounting Records Date:	etad to Associating Pagarda		5.4

Form No. B-423 07/14 Mt. SAN ANTONIO COLLEGE

EMPLOYER PAID BENEFITS CALCULATOR

DESCRIPTION	ACCOUNT FUND - ORG - ACCOUNT - PROGRAM	% 	TOTAL GROSS SALARIES Rates for 23-24 Object coes:	STRS 84% 19.10% 311000	PERS 26.680% 321000	OASDI 6.200% 331000	MEDI (LAR) 1.450% 335000	H & W <i>varies</i> 341000	H & W 345000	0.05% 351000	W/C 1.390% 361000	ALT RET 16% 3.000% 381000	0.00% 391000	TOTAL FRINGE BENEFITS	TOTAL SALARIES AND BEN
		L	Object cocc.	011000	021000	001000	000000	041000	040000	001000	001000	001000	001000		
	XXXXX-XXXXXX-XXXXXXXXXXXXXXXXXXXXXXXXX	FORMULAS	:	0	0	0	0			0	0	0	0	0	0
	17012-380738-232000-493000-2100	HOURLY	25,000				373			13	348	750		1,484	26,484
	17012-380738-142000-493000-1200	STRS	120,000	22,920			1,740			60	1,668			26,388	146,388
		PERS			0	0	0			0	0			0	0
		PPT	-				0			0	0	0		0	0
		FT FACULT	Y	0			0			0	0			0	0
		OVERTIME	<u> </u>			0	0			0	0			0	0
			145,000	22,920	0	0	2,113	0	0	73	2,016	750	0	27,872	172,872

PERSONNEL TYPE	BENEFITS PAID (ASSUMPTION)
CLASSIFIED FULL TIME	PERS, OASDHI, MEDICARE, H&W, SUI, W/C
CERTIFICATED FULL TIME	STRS, MEDICARE, H&W, SUI, W/C
HOURLY	MEDICARE, SUI, W/C, ALT RET
STUDENT HOURLY	W/C ONLY
OVERTIME CA/CO/SU,	
PROFESSIONAL GROWTH	OASDHI, MEDICARE, SUI, W/C

CURRENT HEALTH & WELFARE RATES 22-23

TH & WELFARE RATES 22-23	
	H & W (Annually)
FACULTY	14,593
MANAGERS	18,229
CONFIDENTIAL	18,229
UN I T A	18,229
UN I T B	18,229

^{*} Starting 7/1/2016, Metlife is charging flat rate, no more \$3 per person/per month.

ALT RET: Alternative Retirement Plan