

MT. SAN ANTONIO COLLEGE EMPLOYEE CHANGE OF STATUS

President's Cabinet

September 2, 2025

Employee Name: Obdulia Reynoso

BANNER ID: A01435421

Effective Date of: 07/01/25

*Effective End Date: 07/01/26

Change:

☐ Classified ☐ Confidential ☐ Faculty ☐ Manager

FY25-26 will end on 6/30/26.

TYPE OF ACTION(S)	FROM	TO
☒ PERMANENT CHANGE(S) ☐ Account Number ☐ Departmental Change ☐ Hours ☒ Months ☐ Promotion ☐ Reclassification ☐ Shift Change ☐ Add Shift Differential ☐ Remove Shift Differential ☐ Other ☐ SEPARATION ☐ Dismissal ☐ End of Assignment ☐ Lay Off ☐ Release from Probation ☐ Resignation ☐ Retirement ☐ 39 Month ☐ Other ☐ TEMPORARY CHANGE(S) ☐ Additional Assignment (P/T Classified Employees) ☐ Administrative Leave ☐ Paid ☐ Unpaid ☐ Change of hours/months ☐ Percentage of Full-Time ☐ Increase from _____ to _____ ☐ Decrease from _____ to _____ ☐ Substitute/Interim (Out-of-Class) ☐ Other	Job Title: <u>Admin II</u> Department: <u>Business Division</u> Account No: <u>11000 – 330000 – 211000-070100-2100</u> Percentage: <u>100%</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>11</u> Days of Week: <u>5</u> Shift Hours: _____ BUDGET USE ONLY Position No.: <u>CA9574</u> Contract No.: <u>213273</u> HUMAN RESOURCES USE ONLY Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____	Job Title: <u>Admin II</u> Department: <u>Business Division</u> Account No: <u>11000 – 330000 – 211000-070100-2100</u> Percentage: <u>100 %</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>5</u> Shift Hours: _____ BUDGET USE ONLY Position No.: <u>CA9574</u> Contract No.: <u>213273</u> HUMAN RESOURCES USE ONLY Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____
EXPLANATION OF CHANGE (attach additional documentation if necessary): Requesting change from 11 month to 12 month due to staff shortage. Funding sources: proposed elimination of position CA9330 to repurpose this position (see salary projection). This COS is only for FY25-26 which will end on 6/30/26, not 7/1/26).		

Michelle Sampat Michelle Sampat
Manager (Print name and sign)

06/12/25
Date

HR Technician Signature

Date

Kelly M. Fowler
VP of assigned Division Signature

7/31/25
Date

VP, Human Resources Signature

Date

Chief Compliance & Budget Officer 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 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

Board Date

☐ Denied
☐ Approved

☐ Banner
☐ Payroll

☐ Benefits
☐ PPASKIL

☐ PPAGENL
☐ PPACERT

**Reviewed by President's Cabinet on: _____

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	TOTAL MONTHS	TITLE	NAME	FUND	FY 25-26 Jul-Jun (12 mos)	FY 26-27 Jul-Jun (12 mos)		Funding Sources
Budget of Original Position											
CA9330	0.700	UA	69	12	Administrative Specialist I	Vacant	11000	77,770	77,770	(A)	<i>Current Budget</i>
Proposed Budget to Eliminate CA9330 and to Repurpose CA9404 FTE increase from 0.475 to 0.700 and CA9574 increase from 11 to 12 months											
CA9404	0.700	UA	45	10	Lab Asst, Child Development Observation	Miller, Cheri (FTE 0.475 to FTE 0.7000 10 months)	11000	(36,567)	(36,876)		<i>Proposed Additional Cost</i>
CA9574	1.000	UA	75	12	Administrative Specialist II	Reynoso, Obdulia (Increase from 11 months to 12 months)	11000	(9,905)	(9,905)		<i>Proposed Additional Cost</i>
Total								(46,472)	(46,781)	(B)	<i>Proposed Cost</i>
Estimated Ongoing Savings in UGF after eliminating CA9330								31,298	30,989	(A)-(B)	<i>UGF</i>

Assumptions: The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees. It also includes Health and Welfare rates for 2025-26.