

MT. SAN ANTONIO COLLEGE EMPLOYEE CHANGE OF STATUS

Employee Name: Cheri Miller BANNER ID: A02192413
Effective Date of: 07/01/25 *Effective End Date: N/A

Change:

☐ Classified ☐ Confidential ☐ Faculty ☐ Manager

TYPE OF ACTION(S)	FROM	TO
☒ PERMANENT CHANGE(S) ☐ Account Number ☐ Department Change ☒ Hours ☐ Months ☐ Promotion ☐ Reclassification ☐ Shift Change ☐ Add Shift Differential ☐ Remove Shift Differential ☐ Other ☐ SEPARATION ☐ Dismissal ☐ End of Assignment ☐ Lay Off ☐ Release from Probation ☐ 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 ☐ Substitute/Interim (Out-of-Class) ☐ Other	Job Title: <u>Lab Asst, Child Development Observation</u> Department: <u>Business Division</u> <u>11000</u> Account No: <u>11000 - 336050 - 221000- 130500 -2200</u> Percentage: <u>.475</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>19</u> Number of Months: <u>10</u> Days of Week: <u>4</u> Shift Hours: _____ <u>BUDGET USE ONLY</u> Position No.: <u>CA9404</u> Contract No.: <u>223153</u> <u>HUMAN RESOURCES USE ONLY</u> Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____	Job Title: <u>Lab Asst, Child Development Observation</u> Department: <u>Business Division</u> Account No: <u>11000 - 336050 - 221000- 130500 -2200</u> Percentage: <u>.70</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>28</u> Number of Months: <u>10</u> Days of Week: <u>4</u> Shift Hours: <u>8:00 - 3:30</u> <u>BUDGET USE ONLY</u> Position No.: <u>CA9404</u> Contract No.: <u>223153</u> <u>HUMAN RESOURCES USE ONLY</u> Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____
EXPLANATION OF CHANGE (attach additional documentation if necessary): Requesting change from 47.5% 10 months to 70% 10 months due to staff shortage to ensure support for Child Development lab classes. Proposed Funding sources: UGF - Elimination of position CA9330 (Vacant) to repurpose position CA9404 and CA9574 (see attached projection page 2).		

Michelle Sampat Michelle Sampat

06/12/25

Manager (Print name and sign)

Date

HR Technician Signature

Date

VP of assigned Division Signature

Date

VP, Human Resources Signature

Date

Chief Compliance & Budget Officer Signature

Date

President/CEO Signature

Date

THE USE OF THE FUNDS FROM THIS VACANT POSITION IS PENDING
HIRING PRIORITIZATION. FS

**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)	Current Budget
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)		Proposed Additional Cost
CA9574	1.000	UA	75	12	Administrative Specialist II	Reynoso, Obdulia (Increase from 11 months to 12 months)	11000	(9,905)	(9,905)		Proposed Additional Cost
Total								(46,472)	(46,781)	(B)	Proposed Cost
Estimated Ongoing Savings in UGF after eliminating CA9330								31,298	30,989	(A)-(B)	UGF

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.