



Banner ID # @	Last Name Oliver, Monica	First	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Extension of temporary full time grant position</b>
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**Part II: Assignment/Accounting** Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

<b>CURRENT</b> Division/Unit: Academic, Career, and Transfer / Student Success	Job Vacancy No.: (if applicable) 2202 A 004
Job Title/Position: Title V HSI Experiential Learning Specialist	Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 21181.6071.6131.501	Position No. (NBAPOSN): GNC14T
Compensation: \$ 42,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 05/23/22	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Sched A _____ Grade 05 _____ Step 8 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: 08/31/22	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Academic, Career, and Transfer / Student Success	Job Vacancy No.: (if applicable) 2202 A 004
Job Title/Position: Title V HSI Experiential Learning Specialist	Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 21181.6071.6131.501	Funded in which FY? FY23
Budget Number: 21181.6071.6131.501	Position No. (NBAPOSN): GNC14T
Compensation: \$ 42,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/22	End Date: _____ <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Sched A _____ Grade 05 _____ Step 8 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: 08/31/23	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Michael Adkins</b> <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=adkinsm@wcjc.edu, c=US Date: 2022.08.16 13:21:09 -05'00'</small>	Date	Approved by Dean <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, ou=WCJC, ou, email=lmcpherson@wcjc.edu, c=US Date: 2022.08.17 09:38:43 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2022.08.17 13:17:16 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 8/19/2022
Budget Approval <i>[Signature]</i>	Date 08/19/2022	Approved by President <i>[Signature]</i>	Date 8-22-22