

Personnel Action Form

Human Resources

Banner ID #	Last Name Shoppa, Cat	First herine C		Middle Initial	Telephone	
Address				City	State Zip	
Part I: Check all that apply						
Classification: Administrative/Professional Staff Faculty Support Staff O Temporary O Full-Time		 New Employee Extension Salary Adjustment Separation (date:) 		Other (explain) Change in title/assignment		
O Regular O Part-Time						
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.						
CURRENT Division/Unit: Student Success				Job Vacancy No.: (if applicable) n/a		
Job Title/Position: Academic Advisor					Specialized Area: Academic Advising/Counseling	
Budgeted Position? O Yes O No				Funded	Funded in which FY? FY21	
Budget Number: 1110-14101-6093-503				Positio	n No. (NBAPOSN): AVR002	
Compensation: O Annual Sched AA			AA	Hourly \$ n/a	Hourly Rate: (Part-time only)	
s 62,069	O Hourly Other (exp	Other (explain) Step 9			per hr x n/a hrs/wk x n/a wks =per year	
Start Date: 06/16/14	End Date: n/a		At-will-en Per contra		If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: 9 months 0 10 ½ months 0 12 months 0 Other (specify)						
PROPOSED Division/Unit: Student Success					Job Vacancy No.: (if applicable) 2107 A 026	
Job Title/Position: Senior Academic Advisor					Specialized Area: Academic & Career Advising	
Budgeted Position? OYes ONo Name of Replaced Employee: n/a				Funded	Funded in which FY? FY22	
Budget Number: 1110-14107-6093-501 Position No. (NBAPOSN): AVR002						
Compensation:	O Annual	Sched AA			Hourly Rate: (Part-time only)	
s 62,069	O Hourly O Other (exp)	ain) Grade			$\frac{n/a}{per hr x} \frac{n/a}{per year} hrs/wk x \frac{n/a}{wks} =$	
Start Date: 09/01/21			At-will-employee		If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: O 9 months O 10 ½ months O 12 months O Other (specify)						
Explanation of Action:						
Part III: Position/Budget Authorization						
Recommended by Supervisor/Department Head Date Approved by Dean Michael F. Adkins II Digitally signed by Michael F. Adkins II Lindsey McP					Date Digitally signed by Lindsey McPhenson DK: on-Lindsey McPhenson WCCC, out, email=mcpherson@wcjc.edu, c=US Disc 2014.719 1503.034.9500	
Approved by Division Chair Date Approved				ved by Vice President Date		
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Budget Approval Date Approved by President Date						
B Dacia 07/22/2021				T. D. M.	Date Die Da) 7-26-21	
Reg. 821 HR Requisition Number A 2107 0027 Revised May 29, 2014						