

Banner ID #	Last Name Shoppa, Catherine C.	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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) <b>Change in title/assignment</b>
<input checked="" type="radio"/> Full-Time <input type="radio"/> 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 Title/Position: Academic Advisor

Budgeted Position?  Yes  No

Budget Number: 1110-14101-6093-503

Compensation: \$ 62,069

Start Date: 06/16/14

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

**PROPOSED** Division/Unit: Student Success

Job Title/Position: Senior Academic Advisor

Budgeted Position?  Yes  No

Budget Number: 1110-14107-6093-501

Compensation: \$ 62,069

Start Date: 09/01/21

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 F. Adkins II</b> <small>Digitally signed by Michael F. Adkins II Date: 2021.07.13 08:21:00 -05'00'</small>	Approved by Dean <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcphersonl@wcjc.edu, c=US Date: 2021.07.19 15:03:43 -05'00'</small>
Approved by Division Chair	Approved by Vice President <b>Leigh Ann collins</b> <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US Date: 2021.07.19 07:46:34 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources  7-22-21
Budget Approval 	Approved by President  7-26-21