

Banner ID #		Last Name Willis, Kimberly M		First M		Middle Initial		Telephone	
Address				City		State		Zip	
<b>Part I: Check all that apply</b>									
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular			<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)			<input type="checkbox"/> Other (explain)			
<input type="radio"/> Full-Time <input type="radio"/> Part-Time									
<b>Part II: Assignment/Accounting</b> 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: Instruction/Senior Citizens						Job Vacancy No.: (if applicable)			
Job Title/Position: Director of Senior Citizens' Programs						Specialized Area: Senior Citizens			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Funded in which FY? FY 2021			
Budget Number: <b>See Attachment</b>						Position No. (NBAPOSN): <b>GND01T</b>			
Compensation: \$ <del>60,073</del> <sup>TC</sup> <b>60,074</b>		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>GNT</u> Grade <u>1</u> Step <u>11</u>		Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year			
Start Date: <b>09/01/2020</b>		End Date: _____		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date: <b>08/31/2021</b>			
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)									
<b>PROPOSED</b> Division/Unit: Instruction/Senior Citizens						Job Vacancy No.: (if applicable)			
Job Title/Position: Director of Senior Citizens' Programs						Specialized Area: Senior Citizens			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Name of Replaced Employee: <b>N/A</b>			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Funded in which FY? <b>FY 2022</b>			
Budget Number: <b>See Attachment</b>						Position No. (NBAPOSN): <b>GND01T</b>			
Compensation: \$ <del>60,073</del> <sup>TC</sup> <b>60,074</b>		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>GNT</u> Grade <u>1</u> Step <u>11</u>		Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year			
Start Date: <b>09/01/2021</b>		End Date: _____		<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: <b>08/31/2022</b>			
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)									
Explanation of Action:									
<b>Part III: Position/Budget Authorization</b>									
Recommended by Supervisor/Department Head				Date		Approved by Dean		Date	
Approved by Division Chair				Date		Approved by Vice President		Date	
Approved by Cabinet Level Supervisor				Date		Reviewed by Human Resources		Date	
Budget Approval <i>[Signature]</i>				Date <b>07/29/2021</b>		Approved by President <i>[Signature]</i>		Date <b>7-30-21</b>	

*8-9-21*

**RECEIVED**  
Vice President of Instruction  
Date: **7/21/21** Initial: **TC**