Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID @	Last Name Ashburn, Kimberly	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check *all* that apply

Classification			
(●) Administrative/Professional Staff ( ) Faculty ( ) Support Staff	☐ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date:_____)	☑ Other (explain) Change in title/assignment	
( ) Temporary / (●) Regular	(●) Full-Time / ( ) 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: Vocational Instruction

Job Vacancy No.: (if applicable) 2602 A 005

Job Title/Position: Director of Continuing Education

Specialized Area: Continuing Education

Budgeted Position? (●) Yes ( ) No

Funded in which FY? FY27

Budget Number: 1210-14034-6093-400

Position No. (NBAPOSN): DIR022

Compensation			Hourly Rate: (Part-time only)
$ 82,353	(●) Annual ( ) Hourly ( ) Other (explain)	Sched AA Grade AD6 Step n/a	$ n/a per hr x n/a hrs/wk x n/a wks = $ n/a per year

Start Date	End Date		If temporary, anticipated termination date:
05/20/26	n/a	( ) At-will-employee (●) Per contract	n/a

Position is funded for the following number of months/weeks:
( ) 9 months ( ) 10 ½ months (●) 12 months ( ) Other (specify)

PROPOSED Division/Unit: Vocational Instruction

Job Vacancy No.: (if applicable) 2608 A 031

Job Title/Position: Dean of Workforce

Specialized Area: Workforce

Budgeted Position? (●) Yes ( ) No

Name of Replaced Employee: Danny Bacot

Funded in which FY? FY27

Budget Number: 1110-1409-6093-400

Position No. (NBAPOSN): DEA006

Compensation			Hourly Rate: (Part-time only)
$ ~~93,849~~ KW 96,693	(●) Annual ( ) Hourly ( ) Other (explain)	Sched AA Grade DEA Step n/a	$ n/a per hr x n/a hrs/wk x n/a wks = $ n/a per year

Start Date		If temporary, anticipated termination date:
11/18/26 SE AB	( ) At-will-employee (●) Per contract	n/a

Position is funded for the following number of months/weeks:
( ) 9 months ( ) 10 ½ months (●) 12 months ( ) Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.10.22 09:54:48 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources Rachel Ashmen	Date 10/22/26
Budget Approval Heath Cagle	Date 10/22/26	Approved by President Amanda Rose	Date 10/22/26

Reg. 821 HR Requisition Number A 2610 0045

Revised May 29, 2014