

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) Extension of temporary full time position
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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.

CURRENT 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? FY23
Budget Number: 21182.6071.6131.501	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
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
	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
	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)

PROPOSED 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: 21182.6071.6131.501	Funded in which FY? FY24
Budget Number: 21182.6071.6131.501	Position No. (NBAPOSN): GNC14T
Compensation: \$ 42,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/23	End Date: n/a
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
	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
	If temporary, anticipated termination date: 08/31/24

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 Michael Adkins <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=adkinsm@wcjc.edu, c=US Date: 2023.08.14 10:45:23 -0500</small>	Date	Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcphersonl@wcjc.edu, c=US Date: 2023.08.17 14:14:39 -0500</small>	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.14 11:53:09 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 09/05/23
Budget Approval <i>[Signature]</i>	Date 09/05/2023	Approved by President <i>[Signature]</i>	Date 9-6-23