

Personnel Action Form
 Human Resources

Banner ID #	Last Name Wolter, Robert	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
<input type="radio"/> Full-Time <input checked="" 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: Administrative Services	Job Vacancy No.: (if applicable) N/A
Job Title/Position: Director of Sugar Land Campus	Specialized Area: Sugar Land Campus
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY16
Budget Number: 1610-113-6093-400	Position No. (NBAPOSN): DIR006
Compensation: \$ 76,734 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 10 Step 23
Start Date: 06/10/02 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Administrative Services	Job Vacancy No.: (if applicable) 1605 A 008
Job Title/Position: Director of Richmond Campus	Specialized Area: Richmond Campus
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: Scott Glass	Funded in which FY? FY16
Budget Number: 1210-111-6093-400	Position No. (NBAPOSN): DIR008
Compensation: \$ 76,734 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 10 Step 23
Start Date: 05/17/16 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Bryce Kocian <small>Digitally signed by Bryce Kocian DN: cn=Bryce Kocian, o, ou, email=brycek@wcjc.edu, c=US Date: 2016.05.24 15:11:15 -05'00'</small>	Approved by Dean
Approved by Division Chair 	Approved by Vice President Bryce Kocian <small>Digitally signed by Bryce Kocian DN: cn=Bryce Kocian, o, ou, email=brycek@wcjc.edu, c=US Date: 2016.05.24 15:11:42 -05'00'</small>
Approved by Cabinet Level Supervisor Bryce Kocian <small>Digitally signed by Bryce Kocian DN: cn=Bryce Kocian, o, ou, email=brycek@wcjc.edu, c=US Date: 2016.05.24 15:11:28 -05'00'</small>	Reviewed by Human Resources <i>Judy J. Jones</i> 05/25/16
Budget Approval <i>B. Kocian</i> 5/25/16	Approved by President <i>Buty L. Melud</i> 5-26-16

