



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Porras, Andrew "Trey"	First Middle Initial	Telephone
Address		City	State Zip

**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input 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 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.

<b>CURRENT</b> Division/Unit: Administration		Job Vacancy No.: (if applicable) 1908 F 046
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology		Specialized Area: Athletics-Baseball
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY20
Budget Number: 1110.14309.6091.100 70.9%, 3914.354.6091.901 29.10%		Position No. (NBAPOSN): BBC01T
Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/2019	End Date:	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date: 05/31/2020		
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)		

<b>PROPOSED</b> Division/Unit: Administration		Job Vacancy No.: (if applicable) 1908 F 046
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology		Specialized Area: Athletics-Baseball
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY20
Budget Number: 1110.14309.6091.100 70.9%, 3914.354.6091.901 29.10%		Position No. (NBAPOSN): BBC01T
Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 06/01/2020	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/2020
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) 13 weeks		

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <i>Kath Case</i> 5/19/2020	Approved by Dean Date
Approved by Division Chair <i>Kath Case</i> 5/19/2020	Approved by Vice President Date
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources <i>Judy J. Jones</i> 05/21/20
Budget Approval <i>B. D. Kocian</i> 5/21/2020	Approved by President <i>Betsy A. Meek</i> 5-21-20