

Banner ID # @		Last Name Falcon, Jessica		First Jessica	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="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"/> Temporary <input type="radio"/> Regular	<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.							
CURRENT Division/Unit: TRiO SSS Grant				Job Vacancy No.: (if applicable) 1509 A 008			
Job Title/Position: TRiO SSS Director				Specialized Area: TRiO SSS Grant			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? FY23			
Budget Number: 21177-6055-6185-400				Position No. (NBAPOSN): GND06T			
Compensation: \$ 69,401		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched CA Grade 04 Step 12		Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/2022		End Date: n/a		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/2023	
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: TRiO SSS Grant				Job Vacancy No.: (if applicable) 1509 A 008			
Job Title/Position: TRiO SSS Director				Specialized Area: TRiO SSS Grant			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Name of Replaced Employee:			
Budget Number: 21177-6055-6185-400				Position No. (NBAPOSN): GND06T			
Compensation: \$ 69,401		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched CA Grade 04 Step 12		Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/2023				<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/2024	
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: continuation of grant							
Part III: Position/Budget Authorization							
Recommended by Supervisor/Department Head Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2023.07.17 15:57:01 -0500</small>			Date	Approved by Dean			Date
Approved by Division Chair			Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.07.17 16:03:03 -05'00'</small>			Date
Approved by Cabinet Level Supervisor			Date	Reviewed by Human Resources <i>[Signature]</i> 7/19/23			Date
Budget Approval <i>[Signature]</i>			Date 07/18/2023	Approved by President <i>[Signature]</i>			Date 7-24-23