



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Jeter, Jonathan	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <div style="font-size: 1.2em;">Change in title/assignment</div>
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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.

<b>CURRENT</b> Division/Unit: Administration			Job Vacancy No.: (if applicable) 2106 A 019
Job Title/Position: Director of the WCJC Foundation			Specialized Area: Foundation
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY?    FY25
Budget Number:    23012-1161-6093-400			Position No. (NBAOSN):    DIR034
Compensation: \$ 81,404	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched    CA Grade    15 Step      13	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 10/20/21	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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)			

<b>PROPOSED</b> Division/Unit: Administration			Job Vacancy No.: (if applicable) 2106 A 019
Job Title/Position: Director of the WCJC Foundation and Advancement			Specialized Area: Foundation
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:		Funded in which FY?    FY25
Budget Number:    23012-1161-6093-400 50%; 1110-1161-6093-6001 50%			Position No. (NBAOSN):    DIR034
Compensation: \$ 81,404	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched    CA Grade    15 Step      13	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 12/01/2024		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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 <i>Betty Malachuk</i> 3-6-25	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor <i>Betty Malachuk</i> 3-6-25	Date	Reviewed by Human Resources <i>Rachel Johnson</i> 3/7/25	Date
Budget Approval	Date	Approved by President <i>Betty Malachuk</i> 3-7-25	Date