

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Kolacny, Stephanie D.	First Stephanie	Middle Initial D.	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  Change in title/assignment
<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: Academic Affairs/Instruction		Job Vacancy No.: (if applicable) 2203 A 013
Job Title/Position: Academic Advisor		Specialized Area: Academic and Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY25
Budget Number: 1210-14107-6093-501		Position No. (NBAPOSN): AVR008
Compensation: \$ 49,194	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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: 06/27/22	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:  
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Academic Affairs/Instruction		Job Vacancy No.: (if applicable) 2505 A 016
Job Title/Position: Director of Academic and Career Advising		Specialized Area: Academic and Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Michael Adkins	
Budget Number: 1110-14107-6093-501		Position No. (NBAPOSN): DIR036
Compensation: \$ 76,737 ✓	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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: 08/4/25 ✓	<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:  
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Lindsey McPherson <small>Digitally signed by Lindsey McPherson Date: 2025.07.25 11:32:16 -05'00'</small>	Approved by Dean  
Approved by Division Chair  	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2025.07.25 15:05:21 -05'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources [Signature] 7/31/25
Budget Approval [Signature] 7/31/25	Approved by President [Signature] 8/4/25