



**Personnel Action Form**  
Human Resources

Banner ID # - @	Last Name Brooks, Alexis	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change in title/assignment</b>
<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, Career, and Transfer / Academic Affairs			Job Vacancy No.: (if applicable) 2202 A 005
Job Title/Position: Title V HSI Career Development and Transfer Coordinator			Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25
Budget Number: 21183-6071-6186-501			Position No. (NBAPOSN): GNC13T
Compensation: \$ 70,078	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT _____ Grade 7 _____ Step 14 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/24	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:

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			Job Vacancy No.: (if applicable) 2504 A 014
Job Title/Position: Title IX and Compliance Coordinator			Specialized Area: Title IX
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No      Name of Replaced Employee: n/a			Funded in which FY? FY25
Budget Number: 1110-14100-6093-501			Position No. (NBAPOSN): CRD025
Compensation: \$ 70,071	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____ Grade 1 _____ Step 15 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/16/25	10/01/2025	<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 <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson Date: 2025.06.23 11:37:48 -05'00'</small>	Approved by Dean  
Approved by Division Chair  	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2025.06.18 14:13:24 -05'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources  
Budget Approval <b>Betty A. McCracken</b> <small>Digitally signed by Betty A. McCracken Date: 6/25/25</small>	Approved by President <b>Betty A. McCracken</b> <small>Digitally signed by Betty A. McCracken Date: 6-30-25</small>