

Personnel Action Form

Human Resources

Banner ID # @	Last Name Salas, Priscilla	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="radio"/> Full-Time <input checked="" 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; font-weight: bold;">Change in title/assignment</div>
--	---	--	---

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: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) 0602 A 005
Job Title/Position: Financial Aid Counselor		Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY24
Budget Number: 1110-13024-6093-501		Position No. (NBAPOSN): FAC002
Compensation: \$ 69,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 17 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/18/04	End Date: na	<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)		

PROPOSED Division/Unit: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) 2307 A 016
Job Title/Position: Director of Financial Aid		Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY24
Name of Replaced Employee: Leslie Kolojaco		
Budget Number: 1110-13024-6093-501		Position No. (NBAPOSN): DIR003
Compensation: \$ 82,069	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 15 Step 17 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/18/23		<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	Date	Approved by Dean	Date
		Jerry Martinez	
Approved by Division Chair	Date	Approved by Vice President	Date
		Amanda Allen	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
		Michael Johnson	10/09/23
Budget Approval	Date	Approved by President	Date
B. Kocian	10/06/2023	Betty A. Meluske	10-9-23