

Banner ID # @	Last Name Rodriguez, Elvia	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Extension of temporary full time position
--	--	---	---

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: Academic, Career, and Transfer / Student Success	Job Vacancy No.: (if applicable) 2110 A 035
Job Title/Position: Title V HSI Engagement and Communications Facilitator	Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 21182.6071.6113.501	Position No. (NBAPOSN): GNC15T
Compensation: \$ 43,192	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 04/04/22	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	Sched A Grade 05 Step 9
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Academic, Career, and Transfer / Student Success	Job Vacancy No.: (if applicable) 2110 A 035
Job Title/Position: Title V HSI Engagement and Communications Facilitator	Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 21182.6071.6113.501	Funded in which FY? FY24
Budget Number: 21182.6071.6113.501	Position No. (NBAPOSN): GNC15T
Compensation: \$ 43,192	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/23	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	Sched A Grade 05 Step 9
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 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 Michael Adkins <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=adkinsm@wcjc.edu, c=US Date: 2023.08.14 10:45:55 -05'00'</small>	Date	Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2023.08.17 14:13:51 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.14 11:51:56 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 09/05/23
Budget Approval <i>[Signature]</i>	Date 09/05/2023	Approved by President <i>[Signature]</i>	Date 9-6-23