



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID "	Last Name	First	Middle Initial	Telephone
@	Brooks, Alexis			
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="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 grant position		
<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.				
CURRENT Division/Unit: Academic, Career, and Transfer / Student Success			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? FY22	
Budget Number: 21181.6071.6186.501			Position No. (NBAPOSN): GNC13T	
Compensation: \$ 64,075	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 7 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 04/01/22	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/22	
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) 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? FY23	
Budget Number: 21181.6071.6186.501			Position No. (NBAPOSN): GNC13T	
Compensation: \$ 64,075	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 7 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/22		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/23	
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: 2022.08.16 13:18:54 -05'00'</small>		Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, ou=WCJC, ou, email=lmcpherson@wcjc.edu, c=US Date: 2022.08.17 09:37:34 -05'00'</small>		
Approved by Division Chair		Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.08.17 13:13:58 -05'00'</small>		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources [Signature] 8/19/2022		
Budget Approval [Signature] 08/19/2022		Approved by President [Signature] 8-22-22		