

Banner ID # @	Last Name Guerra	First Shayna	Middle Initial	Telephone
Address		City		State    Zip
<b>Part I: Check all that apply</b>				
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"/> Full-Time <input type="radio"/> Regular <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 type="checkbox"/> Other (explain)
<b>Part II: Assignment/Accounting</b> 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: TRIO SSS Grant			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRIO SSS Advisor/Coordinator			Specialized Area: TRIO SSS Grant	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 21176-6055-6186-400			Position No. (NBAPSN): GNC12T	
Compensation: \$ 58,739	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 01 Step 09	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/21	End Date:	<input checked="" type="radio"/> At-will-employee <input 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 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: TRIO SSS Grant			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRIO SSS Advisor/Coordinator			Specialized Area: TRIO SSS Grant	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No    Name of Replaced Employee:			Funded in which FY? FY23	
Budget Number: 2117_-6055-6186-400			Position No. (NBAPSN): GNC12T	
Compensation: \$ 58,739	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 01 Step 09	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 checked="" type="radio"/> At-will-employee <input 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 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: Continuation of Grant				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <b>Jessica Falcon</b> Digitally signed by Jessica Falcon Date: 2022.07.15 09:18:41 -05'00'		Approved by Dean <b>Lindsey McPherson</b> Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2022.08.19 10:10:45 -05'00'		
Approved by Division Chair		Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2022.08.22 10:04:17 -05'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources <i>Michael Bohman</i> 08/29/22		
Budget Approval <i>B. D. Hecian</i> Date: 08/29/2022		Approved by President <i>Betty G. McLean</i> 8-22-22		