

Banner ID #		Last Name Denman-Briones, Susan		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) change in title/assignment							
<input type="radio"/> Full-Time <input checked="" 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: Student Success				Job Vacancy No.: (if applicable) 0907 A 001							
Job Title/Position: Director of Academic Advising/Counseling				Specialized Area: Academic Advising/Counseling							
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? FY21							
Budget Number: 1110-14101-6091-503				Position No. (NBAPOSN): DIR021							
Compensation: \$ 82,068		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched CA Grade 10 Step 26		Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year					
Start Date: 09/01/09		End Date: n/a		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 05/31/21					
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: Student Success				Job Vacancy No.: (if applicable) 2103 A 010							
Job Title/Position: Director of Counseling and Disability Services				Specialized Area: Counseling and Disability Services							
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: n/a		Funded in which FY? FY21							
Budget Number: 1110-14101-6091-503		1110-14101-6093-503		Position No. (NBAPOSN): DIR021							
Compensation: \$ 82,068		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched CA Grade 10 Step 26		Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year					
Start Date: 06/01/21				<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 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 Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, ou=WCJC, ou, email=lmcpherson@wcjc.edu, c=US Date: 2021.03.29 13:55:52 -0500</small>				Date				Approved by Dean Date			
Approved by Division Chair				Date				Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, ou=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US Date: 2021.03.29 14:36:32 -0500</small>			
Approved by Cabinet Level Supervisor				Date				Reviewed by Human Resources Date			
Budget Approval B. DeCaro				Date 3/30/2021				Approved by President Betsy A. Melich 3-3-21 Date			