



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name Shoppa, Catherine	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
Classification: <input 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				
<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: Student Success			Job Vacancy No.: (if applicable) 2107 A 026	
Job Title/Position: Senior Academic Advisor			Specialized Area: Academic and Career Advising	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24	
Budget Number: 1110-14107-6093-501			Position No. (NBAPOSN): AVR002	
Compensation: \$ 65,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 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: 06/16/14	End Date: n/a	<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)				
<b>PROPOSED</b> Division/Unit: Communications and Fine Arts			Job Vacancy No.: (if applicable) 2311 F 063	
Job Title/Position: Instructor of English			Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Frederick Bush	
Budget Number: 1610-14503-6091-111			Funded in which FY? ENG010	
Position No. (NBAPOSN):				
Compensation: \$ 26,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 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: 01/08/24	<input checked="" 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 checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: \$52,550 annual; \$26,275 is for Spring 2024				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Date		Approved by Dean
Approved by Division Chair Patrick Ralls		Date		Approved by Vice President Leigh Ann Collins
Approved by Cabinet Level Supervisor		Date		Date
Budget Approval B. Skocina		Date 12/14/2023		Reviewed by Human Resources Rachel Bahnsen
				Approved by President Bry McInerney