



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name Brooks, Alexis	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 checked="" type="radio"/> Part-Time	<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) <b>Change in title/assignment</b>
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**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.

<b>CURRENT</b> Division/Unit: Student Success	Job Vacancy No.: (if applicable) 2107 A 025
Job Title/Position: Academic Advisor	Specialized Area: Academic and Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1210-14107-6093-501	Position No. (NBAPOSN): AVR008
Compensation: \$ 43,858 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/07/21 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:  
☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: 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 (Academic, Career, and Transfer)
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Robert Sanchez
Budget Number: 21181-6071-6186-501	Funded in which FY? FY22
Position No. (NBAPOSN): GNC13T	
Compensation: \$ 64,075 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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:	<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:  
☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ 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: 2022.04.04 08:29:43 -0500</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: 2022.04.04 12:01:02 -0500</small>	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Adkins	Date 04/07/2022	Approved by President	Date