



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 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) Change in title/assignment
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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.

CURRENT Division/Unit: Student Success

Job Title/Position: Academic Advisor

Budgeted Position? Yes No

Budget Number: 1210-14107-6093-501

Compensation: \$ 43,858

Start Date: 09/07/21

End Date: n/a

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

At-will-employee Per contract

Job Vacancy No.: (if applicable) 2107 A 025

Specialized Area: Academic and Career Advising

Funded in which FY? FY22

Position No. (NBAPOSN): AVR008

Sched A
Grade 5
Step 10

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)

PROPOSED Division/Unit: Student Success

Job Title/Position: Title V HSI Career Development and Transfer Coordinator

Budgeted Position? Yes No

Budget Number: 21181-6071-6186-501

Compensation: \$ 64,075

Start Date: 04/01/22

End Date: n/a

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

At-will-employee Per contract

Job Vacancy No.: (if applicable) 2202 A 005

Specialized Area: Title V HSI Grant (Academic, Career, and Transfer)

Funded in which FY? FY22

Position No. (NBAPOSN): GNC13T

Sched GNT
Grade 7
Step 11

If temporary, anticipated termination date: 08/31/22

Name of Replaced Employee: Robert Sanchez

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 <i>Jac</i> 4-5-22	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Jacquel Johnson</i> 4-7-22	Date
Budget Approval <i>B. Kokocin</i>	Date 04/07/2022	Approved by President <i>Debra L. Melnick</i> 4-8-22	Date