

Banner ID # @	Last Name Kostelnik, Lea Anna	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) <b>Change in title/assignment</b>
<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: Technology  
Job Vacancy No.: (if applicable) 1002 S 004

Job Title/Position: Administrative Assistant to the Vice President of Technology  
Specialized Area: Technology

Budgeted Position?  Yes  No  
Funded in which FY? FY22

Budget Number: 1110-13029-6101-602  
Position No. (NBAPOSN): AD2003

Compensation: \$ 39,500  
 Annual  
 Hourly  
 Other (explain)  
 Sched P  
 Grade 13  
 Step 19  
 Hourly Rate: (Part-time only)  
 \$ n/a per hr x n/a hrs/wk x n/a wks =  
 \$ n/a per year

Start Date: 03/22/10  
End Date: n/a  
 At-will-employee  
 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)

**PROPOSED** Division/Unit: Planning and Institutional Research  
Job Vacancy No.: (if applicable) 2201 A 002

Job Title/Position: Senior Research Analyst  
Specialized Area: Institutional Research

Budgeted Position?  Yes  No  
Name of Replaced Employee: Susie Fendley  
Funded in which FY? FY22

Budget Number: 1110-13036-6093-602  
Position No. (NBAPOSN): CRD019

Compensation: \$ 62,736  
 Annual  
 Hourly  
 Other (explain)  
 Sched AA  
 Grade 01  
 Step 10  
 Hourly Rate: (Part-time only)  
 \$ n/a per hr x n/a hrs/wk x n/a wks =  
 \$ n/a per year

Start Date: ~~05/16/22~~ 05/18/22 km  
 At-will-employee  
 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)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <i>Serg Mathews</i>	Date 5/3/2022	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <i>[Signature]</i>	Date 05/03/22
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 5/4/22
Budget Approval <i>B. Kocian</i>	Date 05/04/2022	Approved by President <i>Betty G. McClell</i>	Date 5-5-22