



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Davis, Sandra	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: ☐ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular	☐ Full-Time ☐ Part-Time	☐ New Employee ☐ Extension ☒ Salary Adjustment ☐ Separation (date: _____)	☒ Other (explain) Salary adjustment per BOT approval 10/15/24 (final step)
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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: Allied Health		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Instructor of Associate Degree Nursing		Specialized Area: Associate Degree Nursing	
Budgeted Position? ☒ Yes ☐ No		Funded in which FY? FY26	
Budget Number: 1110-14181-6091-102		Position No. (NBAPOSN): ADN005	
Compensation: \$ 98,737	☒ Annual ☐ Hourly ☐ Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>49</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 01/13/14	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: Allied Health		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Instructor of Associate Degree Nursing		Specialized Area: Associate Degree Nursing	
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: n/a	Funded in which FY? FY26	
Budget Number: 1110-14181-6091-102		Position No. (NBAPOSN): ADN005	
Compensation: \$ 99,403	☒ Annual ☐ Hourly ☐ Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>50</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 09/01/25		☐ 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:
Salary adjustment per BOT approval 10/15/24 (final step)

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Carol J. Derkowski, RDH, MAIE Digitally signed by Carol J. Derkowski, RDH, MAIE Date: 2025.09.10 08:51:43 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Carol J. Derkowski, RDH, MAIE Digitally signed by Carol J. Derkowski, RDH, MAIE Date: 2025.09.10 08:52:01 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2025.09.10 10:30:56 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval Cynthia Ward	Date 9.14.25	Approved by President [Signature] 09/18/25	Date