



Banner ID # @	Last Name Mathews, Robby	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) Increase in salary per BOT approval 05/16/23.
<input checked="" type="radio"/> Full-Time <input 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:  
Strategy, Enrollment Management, and Technology

Job Vacancy No.: (if applicable)  
n/a

Job Title/Position:  
Director of Networking and Server Services; Senior System Administrator

Specialized Area:  
Technology

Budgeted Position?  Yes  No

Funded in which FY? FY23

Budget Number: 1110-13035-6093-6081

Position No. (NBAPOSN): DIR037

Compensation: \$ 85,401

Annual  
 Hourly  
 Other (explain)

Sched CA \_\_\_\_\_  
Grade 15  
Step 24

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

Start Date: 10/19/22

End Date: n/a

At-will-employee  
 Per contract

If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

**PROPOSED** Division/Unit:  
Strategy, Enrollment Management, and Technology

Job Vacancy No.: (if applicable)  
n/a

Job Title/Position:  
Director of Networking and Server Services

Specialized Area:  
Technology/Infrastructure Services

Budgeted Position?  Yes  No

Name of Replaced Employee: n/a

Funded in which FY? FY23

Budget Number: 1110-13035-6093-6081

Position No. (NBAPOSN): DIR037

Compensation: \$ 88,735

Annual  
 Hourly  
 Other (explain)

Sched CA \_\_\_\_\_  
Grade 15  
Step 29

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

Start Date: 05/17/23

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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Amber Robinson</i>	Date 5/26/23
Budget Approval <i>B. Kokocian</i>	Date 05/26/2023	Approved by President <i>Betty O. McNeil</i>	Date 5-30-23

Digitally signed by Amanda Allen  
DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu,  
c=US  
Date: 2023.05.18 14:15:08 -0500