



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @ 00213366	Last Name Falcon	First Jessica	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 checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
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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: Academic Affairs	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO SSS Director	Specialized Area: TRIO SSS Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY25
Budget Number: 21179-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ 74,070 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 4 Step 14 Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year
Start Date: 09/01/24 End Date: 08/31/25	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Academic Affairs	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO SSS Director	Specialized Area: TRIO SSS Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 21140-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ \$74,070 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 4 Step 14 Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year
Start Date: 09/01/25	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 8/31/26

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:
Continuation of Grant (2025-2030)

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2025.07.07 13:41:26 -05'00'	Approved by Dean Date
Approved by Division Chair Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2025.07.08 11:07:31 -05'00'
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources Date
Budget Approval [Signature] Date: 7/17/25	Approved by President [Signature] Date: 7-21-25