



Personnel Action Form

Human Resources

Banner ID # @	Last Name Smith, Antoinette Y.	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) Change in title/assignment
<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: Student Success/Instruction			Job Vacancy No.: (if applicable) 2202 A 010	
Job Title/Position: Academic Advisor			Specialized Area: Academic and Career Advising	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24	
Budget Number: 1610-14107-6093-501			Position No. (NBAPOSN): AVR003	
Compensation: \$ 46,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 5 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 06/06/22	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Continuing Education / Instruction			Job Vacancy No.: (if applicable) 2311 A 023	
Job Title/Position: Continuing Education Corporate Coordinator			Specialized Area: Continuing Education	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Nabeel Habib	
Budget Number: 1610-14027-6093-103			Position No. (NBAPOSN): CRD016	
Compensation: \$ 65,403	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 04/17/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head		Date	Approved by Dean Danny Bacot Digitally signed by Danny Bacot Date: 2024.03.19 09:57:37 -05'00'	
Approved by Division Chair		Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.03.19 10:26:24 -05'00'	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources Michael Whitten Date: 03/21/24	
Budget Approval B. D. Kocion		Date 03/21/24	Approved by President Betsy A. Meluk Date: 3-21-24	