

Banner ID #	Last Name Falcon	First Jessica	Middle Initial R	Telephone
Address	City		State TX	Zip 77437

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 checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO Student Support Services Project Director	Specialized Area: TRIO Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 21172-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ 65,400 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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 Sched <u>CA</u> Grade <u>4</u> Step <u>9</u>
Start Date: 09/01/15	End Date: N/A <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 08/31/18

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

PROPOSED Division/Unit: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO Student Support Services Project Director	Specialized Area: TRIO Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:
Budget Number: 2117_-6055-6185-400	Funded in which FY? FY19
Budget Number: 2117_-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ 66,735 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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 Sched <u>CA</u> Grade <u>4</u> Step <u>10</u>
Start Date: 9/01/18	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: 08/31/19

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 Marybelle Perez	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 08/30/18
Budget Approval <i>B. Garcia</i>	Date 8/30/18	Approved by President <i>Betty A. McLeod</i>	Date 8/31/18