

Banner ID #	Last Name Sealy, Tamara	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: Instruction
Job Vacancy No.: (if applicable) 1303 A 005

Job Title/Position: Continuing Education Corporate Coordinator
Specialized Area: Continuing Education

Budgeted Position? Yes No
Funded in which FY? FY20

Budget Number: 1610-14027-6093-103
Position No. (NBAPOSN): CRD016

Compensation: \$ 61,402
 Annual
 Hourly
 Other (explain)
 Sched AA
 Grade 1
 Step 8
 Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: 05/22/13
 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: Instruction
Job Vacancy No.: (if applicable) 2005 A 006

Job Title/Position: Director of Continuing Education
Specialized Area: Continuing Education

Budgeted Position? Yes No
Name of Replaced Employee: Alice Atkins
Funded in which FY? FY21

Budget Number: 1110-14034-6093-401
Position No. (NBAPOSN): DIR022

Compensation: \$ 70,068
 Annual
 Hourly
 Other (explain)
 Sched CA
 Grade 10
 Step 8
 Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: ~~09/01/20~~ 8-10-20 Lac 7-30-20
 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	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

B. Kocian 7/30/2020
Judy J. Jones 7-29-20
Betty A. McCord 8-6-20