

**Personnel Action Form**

Human Resources

Banner ID # @	Last Name Blanks, Lesley	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
<b>Part II: Assignment/Accounting</b> 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.				
<b>CURRENT</b> Division/Unit:				Job Vacancy No.: (if applicable)
Job Title/Position:				Specialized Area:
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY?
Budget Number:				Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:	End Date:	<input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract	If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: WCJC Foundation				Job Vacancy No.: (if applicable) 2507 A 023
Job Title/Position: WCJC Foundation Development Coordinator				Specialized Area: WCJC Foundation
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a			Funded in which FY? FY26
Budget Number: 23012-1161-6093-400				Position No. (NBAPOSN): ADR007
Compensation: \$ 66,072	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 01/05/26	<input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> 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 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <b>Jonathan Jeter</b>		Date Digitally signed by Jonathan Jeter Date: 2025.10.31 10:05:16 -05'00'	Approved by Dean	
Approved by Division Chair		Date	Approved by Vice President <b>Amanda A. Allen</b>	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Rebekah Johnson</i> 11-10-25	
Budget Approval <i>Cynthia Ward</i>		Date 11.10.25	Approved by President <i>Rebekah Johnson</i> 11/10/25	