



Date of Board Meeting: August 19, 2025

Subject: FY2026 New Positions

Recommendation: Approve the creation of new positions which have been included in the FY2026 budget.

Background and Rationale:

During the budget planning process for FY2026, the following new positions were recommended:

Request #1: Consolidate two previously-funded part-time positions to create one full-time **Financial Aid Advisor** (A-15) position located at the **Richmond campus**.

Justification: *Increased application, processing, and packaging needs, specifically in Fort Bend County.*

Request #2: Create one full-time **Coordinator** (AA-6) position located at the Richmond campus, one full-time **Academic Advisor** (A-5) position located at the Sugar Land campus, and one **Academic Advising Secretary** (O-8) position located at the Wharton campus.

Justification: *Following completion of the WCJC Title V Grant, the College is committed to institutionalizing the support services that students received during five-year grant period. The grant included a total of five staff positions; however, the College is recommending the continuation of three positions to maintain an appropriate level of career and transfer support to students.*

Request #3: Consolidate one previously-funded full-time **Coordinator** AA-1) position to create one full-time **Director** (C-15) position within the Office of Human Resources.

Justification: *In FY2023, the Office of Human Resources and Office of Payroll and Benefits were merged, resulting in the elimination of two administrator positions (Director of Payroll and Assistant Director of Human Resources). Since that time, the office has had insufficient support for managerial responsibilities, resulting in the need for an additional administrator position.*

Salaries and benefits for these positions have been included in the expenditure assumptions for FY2026 during the budget planning process.

Cost and Budgetary Support: Previously included in Fiscal Year 2026 budget expenditure assumptions (\$146,025 – 166,025)

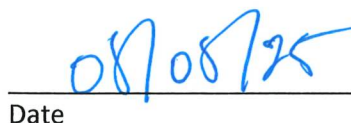
Strategic Priority Alignment:

| | |
|---|--|
| <input checked="" type="checkbox"/> Student Success | <input type="checkbox"/> Community Impact |
| <input type="checkbox"/> Resource Optimization | <input checked="" type="checkbox"/> Institutional Excellence |

Approval:



President



Date