



Personnel Action Form
Human Resources

Banner ID # @	Last Name Rodriguez, Elvia D.	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular		<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)
<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:			Job Vacancy No.: (if applicable)	
Job Title/Position:			Specialized Area:	
Budgeted Position? <input 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="radio"/> At-will-employee <input type="radio"/> 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 type="radio"/> Other (specify)				
PROPOSED Division/Unit: Student Success			Job Vacancy No.: (if applicable) 2110 A 035	
Job Title/Position: Title V HSI Engagement and Communications Facilitator			Specialized Area: Academic and Career Advising	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Madaline Buchanan	
Budget Number: 21181-6071-6113-501			Funded in which FY? FY22	
Budget Number: 21181-6071-6113-501			Position No. (NBAPOSN): GNC15T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 5 Step 9	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 03/21/22		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/22	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 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 Michael Adkins		Date	Approved by Dean Lindsey McPherson	
Approved by Division Chair		Date	Approved by Vice President Leigh Ann Collins	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>[Signature]</i>	
Budget Approval <i>[Signature]</i>		Date 3/3/2022	Approved by President <i>[Signature]</i>	