



Personnel Action Form
Human Resources

Banner ID # @	Last Name Mathews, Tessa	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="radio"/> Full-Time <input type="radio"/> Part-Time	<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 to facilitate Technology reorganization
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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: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Director of Institutional Research		Specialized Area: Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY23	
Budget Number: 1110-13036-6093-602		Position No. (NBAPOSN): DIR020	
Compensation: \$ 84,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 10 _____ Step 28 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/20/10	End Date: n/a	<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 checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)			

PROPOSED Division/Unit: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) 2305 A 012	
Job Title/Position: Director of Institutional Research and Enterprise Applications		Specialized Area: Technology/Data and Enterprise Applications	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY23	
Budget Number: 1110-13036-6093-602		Position No. (NBAPOSN): DIR020	
Compensation: \$ 91,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 15 _____ Step 33 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 05/17/23		<input checked="" type="radio"/> At-will-employee <input type="radio"/> 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 checked="" type="radio"/> 12 months <input type="radio"/> 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 Amanda Allen	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>B. Kocian</i>	Date 05/26/2023	Approved by President <i>Betty A. Melnick</i>	Date 5-30-23

Digitally signed by Amanda Allen
DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US
Date: 2023.05.18 14:15:41 -0500



**Wharton County
Junior College**

Personnel Action Form

Human Resources

Banner ID # @ 00388131	Last Name Voulgaris, Michael D.	First Middle Initial	Telephone 979-533-2539
Address 404 Price Drive, Wharton, TX 77488		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 from TFT to regular full time.
<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: Vocational Sciences	Job Vacancy No.: (if applicable) 1907 F 041
Job Title/Position: Instructor of Automotive Technology	Specialized Area: Automotive Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110-14803-6091-102	Position No. (NBAPOSN): CAR01T
Compensation: \$ 60,140	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched FAC Grade 1 Step 11 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/19	End Date: n/a <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 07/07/23

Position is funded for the following number of months/weeks:

☐ 9 months ☒ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Vocational Sciences	Job Vacancy No.: (if applicable) 2305 F 023
Job Title/Position: Instructor of Automotive Technology	Specialized Area: Automotive Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14803-6091-102	Funded in which FY? FY23
Budget Number: 1110-14803-6091-102	Position No. (NBAPOSN): CAR001
Compensation: \$ 60,140	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched FAC Grade 1 Step 11 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:

☐ 9 months ☒ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Extend benefits to include summer 2023 months

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Timothy Guin Digitally signed by Timothy Guin Date: 2023.05.12 16:54:36 -05'00'	Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2023.05.15 08:05:06 -05'00'
Approved by Division Chair Timothy Guin Digitally signed by Timothy Guin Date: 2023.05.13 08:03:38 -05'00'	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.05.12 16:51:20 -05'00'
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>Amber Johnson</i> 5/26/23
Budget Approval <i>B. B. Kucia</i> 05/26/2023	Approved by President <i>Billy D. McCreko</i> 5-30-23