

Banner ID # @	Last Name Vela, Gloria	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: Administrative Services	Job Vacancy No.: (if applicable) n/a
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Job Title/Position: Grant Accountant	Specialized Area: Financial and Business Services
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Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
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Budget Number: 1110-13022-6093-6002	Position No. (NBAPOSN): ACT002
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Compensation: \$ 84,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____ Grade 1 _____ Step 40 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 08/28/1989	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Administrative Services	Job Vacancy No.: (if applicable) 2404 A 016
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Job Title/Position: Grant Manager	Specialized Area: Administrative Services/Financial & Business Svcs
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Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY24
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Budget Number: 1110-13022-6093-6002	Position No. (NBAPOSN): ACT002
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Compensation: \$ 94,737	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____ Grade 15 _____ Step 40 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 05/01/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Gus Wessels Digitally signed by Gus Wessels Date: 2024.04.25 15:34:56 -05'00'	Date	Approved by Dean Gus Wessels Digitally signed by Gus Wessels Date: 2024.04.25 15:35:18 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President <i>B. Stokoe</i>	Date 04/29/2024
Approved by Cabinet Level Supervisor Gus Wessels Digitally signed by Gus Wessels Date: 2024.04.25 15:35:09 -05'00'	Date	Reviewed by Human Resources <i>Steph Dabrusen</i>	Date 4/29/24
Budget Approval <i>B. Stokoe</i>	Date 04/29/2024	Approved by President <i>Betty A. McCubbs</i>	Date 4-29-24