



Banner ID # @	Last Name Brooks, Alexis	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 type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) Extension of temporary full time position
<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: Academic, Career and Transfer / Student Success			Job Vacancy No.: (if applicable) 2202 A 005
Job Title/Position: Title V HSI Career Development and Transfer Coordinator			Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25
Budget Number: 21184-6071-6186-501			Position No. (NBAPOSN): GNC13T
Compensation: \$ 70,078	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>7</u> Step <u>14</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: Sep 1, 2024	End Date: Aug 31, 2025	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Academic, Career and Transfer / Student Success			Job Vacancy No.: (if applicable) 2202 A 005
Job Title/Position: Title V HSI Career Development and Transfer Coordinator			Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:		Funded in which FY? FY26
Budget Number: 21184-6071-6186-501			Position No. (NBAPOSN): GNC13T
Compensation: \$ 72,079	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>7</u> Step <u>15</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: Sep 1, 2025		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: Sep 31, 2025

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☒ Other (specify) Sep 1 - Sep 30, 2025

Explanation of Action:
 Grant is ending Sep 31, 2025

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Stephanie D. Kolacny Digitally signed by Stephanie D. Kolacny Date: 2025.08.28 10:29:57 -05'00'	Date	Approved by Dean Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2025.08.28 09:54:02 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2025.08.28 12:28:06 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>Boyle</i>	Date	Approved by President <i>Michael Miller</i>	Date 9-4-25 09/01/25