

| | | | | |
|------------------|-----------------------------|-------|----------------|-----------|
| 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="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: Administration | Job Vacancy No.: (if applicable) 2305 A 012 |
| Job Title/Position: Director of Institutional Research and Enterprise Applications | Specialized Area: Data and Enterprise Applications |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY26 |
| Budget Number: 1110-13036-6093-602 | Position No. (NBAPOSN): DIR020 |
| Compensation: \$ 98,070 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Start Date: 05/17/23 | End Date: n/a <input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract |
| Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year | |
| 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) | |

| | |
|---|--|
| PROPOSED Division/Unit: Information Technology | Job Vacancy No.: (if applicable) |
| Job Title/Position: Senior Director of Enterprise Systems | Specialized Area: Enterprise Systems |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: Andrew West |
| Budget Number: 1110-13030-6093-602 | Funded in which FY? FY26 |
| Budget Number: 1110-13030-6093-602 | Position No. (NBAPOSN): DIR030 |
| Compensation: \$ 105,405 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Start Date: 05/01/26 | <input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract |
| Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year | |
| 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 | Date |
| Approved by Cabinet Level Supervisor Amanda A. Allen | Date | Reviewed by Human Resources | Date |
| Budget Approval | Date | Approved by President | Date |