



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID: @	Last Name Ashburn, Stephen R.	First Middle Initial	Telephone
Address		City	State Zip

Part I: Check all that apply

Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular	☒ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☐ Other (explain)
☒ Full-Time ☐ 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? ☐ Yes ☐ No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	☐ Annual ☐ Hourly ☐ Other (explain) Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date: ☐ At-will-employee ☐ Per contract If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)	

PROPOSED Division/Unit: Strategic Enrollment Management	Job Vacancy No.: (if applicable) 2603 A 007
Job Title/Position: College Recruiter	Specialized Area: Recruitment
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Bailey Phillips
Budget Number: 1110-14109-6093-501	Funded in which FY? FY26
Compensation: \$ 43,194	☒ Annual ☐ Hourly ☐ Other (explain) Sched A Grade 5 Step 1 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/24/26	☒ At-will-employee ☐ Per contract If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Armando Palomino McClure Digitally signed by Armando Palomino McClure Date: 2026.07.30 09:25:13 -05'00'	Date	Approved by Dean Stephen Estrada Digitally signed by Stephen Estrada Date: 2026.07.30 10:21:37 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.08.03 15:59:59 -05'00'	Date	Reviewed by Human Resources <i>[Signature]</i> 08-05-26	Date
Budget Approval <i>[Signature]</i> 8/5/26	Date	Approved by President <i>[Signature]</i> 08/06/26	Date