



**Wharton County  
Junior College**

**Personnel Action Form**  
Human Resources

|                  |                     |                  |                |           |
|------------------|---------------------|------------------|----------------|-----------|
| Banner ID #<br>@ | Last Name<br>Falcon | First<br>Jessica | Middle Initial | Telephone |
| Address          |                     | City             |                | State Zip |

**Part I: Check all that apply**

|                                                                                                                                                               |                                                                                                                                                                                           |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Classification:<br><input checked="" type="radio"/> Administrative/Professional Staff<br><input type="radio"/> Faculty<br><input type="radio"/> Support Staff | <input type="checkbox"/> New Employee<br><input checked="" type="checkbox"/> Extension<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Separation (date: _____) | <input type="checkbox"/> Other (explain) |
| <input checked="" type="radio"/> Temporary<br><input type="radio"/> Regular                                                                                   | <input checked="" type="radio"/> Full-Time<br><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.

|                                                                                  |                                                                                                                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>CURRENT</b> Division/Unit:<br>Instruction/Academic Affairs                    | Job Vacancy No.: (if applicable)<br>1509 A 008                                                                   |
| Job Title/Position:<br>TRiO SSS Director                                         | Specialized Area:<br>TRiO SSS Grant                                                                              |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY26                                                                                         |
| Budget Number:<br>21140-6055-6185-400                                            | Position No. (NBAPOSN): GND06T                                                                                   |
| Compensation:<br>\$ 76,070                                                       | <input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain) |
| Sched CA<br>Grade 4<br>Step 15                                                   | Hourly Rate: (Part-time only)<br>\$ NA per hr x NA hrs/wk x NA wks =<br>\$ NA per year                           |
| Start Date:<br>09/01/25                                                          | End Date:<br><input checked="" type="radio"/> At-will-employee<br><input type="radio"/> Per contract             |
| If temporary, anticipated termination date:<br>08/31/26                          |                                                                                                                  |

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

|                                                                                  |                                                                                                                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>PROPOSED</b> Division/Unit:<br>Instruction/Academic Affairs                   | Job Vacancy No.: (if applicable)<br>1509 A 008                                                                   |
| Job Title/Position:<br>TRiO SSS Director                                         | Specialized Area:<br>TRiO SSS Grant                                                                              |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee:                                                                                       |
| Budget Number:<br>21140-6055-6185-400                                            | Funded in which FY? FY27                                                                                         |
| Compensation:<br>\$ 76,070                                                       | <input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain) |
| Sched CA<br>Grade 4<br>Step 15                                                   | Hourly Rate: (Part-time only)<br>\$ NA per hr x NA hrs/wk x NA wks =<br>\$ NA per year                           |
| Start Date:<br>09/01/26                                                          | End Date:<br><input checked="" type="radio"/> At-will-employee<br><input type="radio"/> Per contract             |
| If temporary, anticipated termination date:<br>8/31/2027                         |                                                                                                                  |

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

Explanation of Action:  
Continuation of Grant Cycle (2025-2030)

**Part III: Position/Budget Authorization**

|                                                                                                                                               |                |                                                                                                                                      |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Recommended by Supervisor/Department Head<br><b>Jessica Falcon</b><br>Digitally signed by Jessica Falcon<br>Date: 2026.06.25 10:00:07 -05'00' | Date           | Approved by Dean                                                                                                                     | Date           |
| Approved by Division Chair                                                                                                                    | Date           | Approved by Vice President<br><b>Lindsey McPherson</b><br>Digitally signed by Lindsey McPherson<br>Date: 2026.08.03 15:27:00 -05'00' | Date           |
| Approved by Cabinet Level Supervisor                                                                                                          | Date           | Reviewed by Human Resources                                                                                                          | Date           |
| Budget Approval<br><i>Scott Coughlin</i>                                                                                                      | Date<br>8-4-26 | Approved by President<br><i>Hande Altun</i>                                                                                          | Date<br>8/4/26 |