



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Guerra	First Shayna	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☒ Temporary ☒ Full-Time ☐ Regular ☐ Part-Time		☐ New Employee ☒ Extension ☐ Salary Adjustment ☐ Separation (date: _____) ☐ Other (explain)		
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: Instruction/Academic Affairs			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRiO SSS Advisor/Coordinator			Specialized Area: TRiO SSS Grant	
Budgeted Position? ☒ Yes ☐ No			Funded in which FY? FY26	
Budget Number: 21140-6055-6186-400			Position No. (NBAPOSN): GNC12T	
Compensation: \$ 66,743	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT Grade 01 Step 13	Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year	
Start Date: 09/01/25	End Date:	☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 08/31/26	
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)				
PROPOSED Division/Unit: Instruction/Academic Affairs			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRiO SSS Advisor/Coordinator			Specialized Area: TRiO SSS Grant	
Budgeted Position? ☒ Yes ☐ No Name of Replaced Employee:			Funded in which FY? FY27	
Budget Number: 21140-6055-6186-400			Position No. (NBAPOSN): GNC12T	
Compensation: \$ 66,743	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT Grade 01 Step 13	Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year	
Start Date: 09/01/26		☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 08/31/26	
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 Jessica Falcon Digitally signed by Jessica Falcon Date: 2026.06.25 09:54:49 -05'00'		Approved by Dean Date		
Approved by Division Chair Date		Approved by Vice President Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.08.03 15:29:40 -05'00'		
Approved by Cabinet Level Supervisor Date		Reviewed by Human Resources Date		
Budget Approval <i>[Signature]</i> 8-4-26		Approved by President <i>[Signature]</i> 08/04/26		