



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Frost, Dharma	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) Change in title/assignment
☒ 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: Enrollment Management	Job Vacancy No.: (if applicable) 2409 S 071
Job Title/Position: Graduation Specialist	Specialized Area: Admissions and Registration
Budgeted Position? ☒ Yes ☐ No	Funded in which FY? FY26
Budget Number: 1110-1310-6101-500	Position No. (NBAPOSN): SPC026
Compensation: \$ 37,450	☒ Annual ☐ Hourly ☐ Other (explain)
Sched P Grade 15 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: 01/06/25	End Date: n/a
☒ 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)	

PROPOSED Division/Unit: Enrollment Management	Job Vacancy No.: (if applicable) 2604 A 012
Job Title/Position: Records Manager	Specialized Area: Admissions and Registration
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Angela Manna
Funded in which FY? FY26	
Budget Number: 1110-1310-6093-500	Position No. (NBAPOSN): ADO001
Compensation: \$ 47,194	☒ Annual ☐ Hourly ☐ Other (explain)
Sched A Grade 10 Step 2	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/22/26	End Date: n/a
☒ 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 Emily Voulgaris Digitally signed by Emily Voulgaris Date: 2026.06.22 10:44:51 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President David A. Byrd Digitally signed by David A. Byrd Date: 2026.06.22 11:03:20 -05'00'	Date
Approved by Cabinet Level Supervisor David A. Byrd Digitally signed by David A. Byrd Date: 2026.06.22 11:02:54 -05'00'	Date	Reviewed by Human Resources	Date
Budget Approval <i>[Signature]</i> 6-23-26	Date	Approved by President <i>[Signature]</i> 06/03/26	Date

Reg. 821

HR Requisition Number A 2606 0025

Revised May 29, 2014