



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Millsap, Pamela	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: Administration	Job Vacancy No.: (if applicable) 2604 A 016
Job Title/Position: Vice President of Academic Affairs & Provost	Specialized Area: Academic Affairs and Provost
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Leigh Ann Collins
Funded in which FY? FY26	
Budget Number: 1110-1401-6093-400	Position No. (NBAPOSN): ADV001
Compensation: \$ 155,453	☒ Annual ☐ Hourly ☐ Other (explain)
Sched VP Grade 13 Step 120	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 8/10/26 KN	☐ 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	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