



**Wharton County  
Junior College**

**PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM**

RECORD PAYROLL DEPT.  
JUL 19 2023

TO: Betty McCrohan

DATE: 7-19-23

FROM: Lac

DIV or UNIT: VPI

SUBJ: PPA request for: Haydee Ruiz  
 Title of PPA activity: Community Days -- STEM 101  
 Dates (or semesters) of activity: 7-29-23

**A. Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Faculty will create and present a discipline-specific presentation and provide a tour of WCJC's instructional labs for educators and community advocates. These activities are designed to increase STEM awareness within the community, promote awareness of WCJC STEM fields, and strengthen community relations. The event is presented in collaboration with TEES who will fund the event cost.

**B. Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	
<b>TOTAL</b>		<b>\$ 500.00</b>	<b>\$ 0.00</b>

Budget Number : 1110-14804-6092-102

**C. Approvals**

Supervisor: Leigh Ann Collins Date: \_\_\_\_\_  
Digitally signed by Leigh Ann Collins  
Date: 2023.07.19 08:12:10 -05'00'

VP: Collins Date: \_\_\_\_\_

President: Betty A. McCrohan Date: 7/19/23