

To: Vice President of Instruction Date: 5/7/2019

From: David Kucera

Division / Unit: Technology and Business Division

Subject: PPA request for: Donna Schilling

Title of PPA Activity: Netlab Upgrade/Migration

Dates(or semesters) of Activity: Summer 2019

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.

The WCJC Netlab system has a required update due before December 2019 and must be completed this summer before fall classes begin. We are requesting a PPA to be paid to Donna Schilling to perform this system upgrade and data migration of the Computer Science's current Netlab system (Netlab Professional Edition) to the new version of Netlab, Netlab Virtual Edition (VE). This upgrade is outside the duties of the standard 9 month faculty contract and must be performed this summer. Specifically, this PPA will include the following duties:

1. Perform a complete system backup of Netlab PE, including Pods and customized data.
2. Perform the new installation of the Netlab VE system, coordinating any specialized settings with NDG as needed.
3. Working with NDG on any hardware changes that might have to take place during the upgrade
4. Migrate and upload all pods and customized data back to Netlab VE system after upgrade is complete.
5. Verify that all pods and settings are working properly in order for faculty and students to use for Fall 2019 semester
6. After confirmation that the Netlab VE system is up and operational, perform a system back up and report to Computer Science Program director on functionality of system.

B. Cost:

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
Total:		\$	\$ 2,100.00
Budget Number: 1210-14809-7101-102			

C. Approvals:

Supervisor: David Kucera Digitally signed by David Kucera
DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US
Date: 2019.05.13 08:59:00 -05'00' Date: 05/07/2019

VPI: Leigh Ann Collins Date: 5-13-19

President: *Betty A. McCrell* Date: 5-14-19