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AUG 27 2019



PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: August 13, 2019
FROM: Kevin Dees
DIV or UNIT: Biology Dept./Life Sciences Division
SUBJ: PPA request for: Kim Raun
Title of PPA activity: Microbiology Lab Coordinator
Dates (or semesters) of activity: Fall 2019 and Spring 2020

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.

Inventory Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the Microbiology lab experience between campuses.

Budget No. 1110.14301.6092.100

B. Cost

Table with 4 columns: Type PPA, # PPA Pay Hours, PPA Salary, Total Costs. Rows include ON CONTRACT, ON OVERLOAD, and a TOTAL row.

C. Approvals

Supervisor: Kevin Dees Date: 8/13/19
VPI: [Signature] Date: 8-20-19
President: [Signature] Date: 9-3-19

Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US
Date: 2019.08.13 14:00:03 -05'00'

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Vice President of Instructio.
Date: 8/13/19 Initial: TC