



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Dr. Millsap, VPAA
DATE: 9/4/2026
FROM: Jennifer Mauch
DIV or UNIT: Math & Physical Sciences
SUBJ: PPA request for: Jesi Ramirez
Title of PPA activity: Assistant for College Readiness Math Department
Dates (or semesters) of activity: Fall 2026

- 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.

Ms. Ramirez will assist the Math Department Head with duties specific to the leadership of the Developmental Department. These duties include coordinating content and instruction among full and part-time instructor appraisals, and other duties as assigned (\$2,400 for the Fall 2026 semester).

Ms. Ramirez will maintain the COWs (Computer on Wheels) at the Richmond campus, which are used in the corequisite math support classes. This maintenance consists of: Laptop cart security-carts remain locked and all laptops are accounted for, making sure laptops are connected to WCJC network access via a Wi-Fi link, ensuring that operating system and browser updates are current, all scans and software updates occur within a timely manner, and reporting any laptop hardware repairs to IT via the IT HelpDesk. (\$800 for the Fall 2026 semester)

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,200.00	\$ 3,200.00
TOTAL		\$ 3,200.00	\$ 3,200.00

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch

Digitally signed by
Jennifer Mauch
Date: 2026.09.04
14:49:23 -05'00'

Date: 9-4-2026

VP: Samuel Miller

Date: 10-5-26

President: Maude R

Date: 10/5/26