



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Amanda Allen

DATE: 04/01/2025

FROM: Tessa Mathews

DIV or UNIT: Institutional Research

SUBJ: PPA request for: Lea Anna Kostelnik

Title of PPA activity: Argos Report Transition Project

Dates (or semesters) of activity: April - September

- 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.

As part of the SaaS migration, all internal MS Access reports need to be transitioned to Argos. Lea Anna will lead the creation of data blocks, dashboards, and reports. She will ensure that all internal MS Access reports are transitioned to the Argos reporting tool and available for end users before the October SaaS go-live date.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$ 1,000.00	\$ 6,000.00
ON OVERLOAD (additional compensation)			
TOTAL		\$ 1,000.00	\$ 6,000.00

Budget Number : 1110.13030.6093.602

C. **Approvals**

Supervisor: Tessa Mathews Digitally signed by Tessa Mathews  
DN: cn=Tessa Mathews, o=ou,  
email=tessam@wcjc.edu, c=US  
Date: 2025.04.02 10:28:20 -0500 Date: 04/02/2025

VP:  Date: 4/2/2025

President:  Date: 4-2-25