



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President Collins

DATE: 9-12-19

FROM: Troy R. Jefferson

DIV or UNIT: Student Organizations

SUBJ: PPA request for: Liz Rexford

Title of PPA activity: SGA Advisor

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.

SGA advisor duties include: Develop and organize SGA publicity and processes for initial meetings, elections, and student organization requirements. Develop and maintain working knowledge of all aspects of Texas Junior College Student Government Association and guide SGA students through all aspects of TJCSGA. Attend and monitor SGA meetings, events, and activities. Manage all aspects of SGA travel. Ensure SGA students present in an appropriate fashion at all public events, meetings, and committee assignments. Sign off on SGA agency account budgets and communicate with TJCSGA regional and state advisors to ensure all duties are appropriately completed. Compensation is \$1,000 per semester times fall and spring.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,000.00	\$ 2,000.00
TOTAL		\$ 2,000.00	\$ 2,000.00

Budget Number : 1210-14103-6102-501

- C. **Approvals**

Supervisor: [Signature] Date: 9-12-19

VP: [Signature] Date: 9-13-19

President: [Signature] Date: 9-13-19

RECEIVED
Vice President of Instruction
Date: 9/12/19 Initial: TC