



**Wharton County  
Junior College**

**PAID PROFESSIONAL ASSIGNMENT  
(PPA) REQUEST FORM**

TO: Vice President of Instruction      DATE: September 10, 2018

FROM: Kevin Dees

DIV or UNIT: Agriculture/Life Science Division

SUBJ: PPA request for: Sean Amestoy  
 Title of PPA activity: Agriculture Coordinator  
 Dates (or semesters) of activity: Fall 2018 - Spring 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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/ semester	\$2,400
<b>TOTAL</b>		<b>\$</b>	<b>\$2,400</b>

C. **Approvals**

Supervisor: Kevin Dees  
Digitally signed by Kevin Dees  
 DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US  
 Date: 2018.09.10 10:05:27 -05'00'

Date: 9/10/18

VPI: Leigh Ann collins  
Digitally signed by Leigh Ann collins  
 DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US  
 Date: 2018.09.10 15:08:44 -05'00'

Date: 9-10-18

President: *Betty A. McCubbin*

Date: 9-11-2018