



**Wharton County  
Junior College**

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

TO: President Betty McCrohan DATE: 2/29/16

FROM: Dave Leenhouts

DIV or UNIT: Vice-President of Student Services

SUBJ: PPA request for: Patti Lawlor

Title of PPA activity: Assistant - Proactive Advising and Informed Choice---GPS

Dates (or semesters) of activity: January - August 2016

- 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.

**Create advising and onboarding systems to help students make informed choices of careers and majors with an emphasis on individual purpose first, not placement; and utilize proactive strategies to closely monitor student progress and target needed interventions. This work will be performed in accordance with the goals and objectives of Houston GPS.**

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,500.00	\$2,500.00
<b>TOTAL</b>		\$	\$ 2,500.00

BUDGET NUMBER: ~~4610-1310-6093-500~~ 1110 - 14101 - 6094 - 503

C. Approvals

Supervisor: [Signature]

Date: 3/2/16

VPSS: [Signature]

Date: 3/2/16

President: [Signature]

Date: 3-7-16