



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

TO: Payroll/Rachel Bahnsen

DATE: December 09, 2025

FROM: Dr. Amanda Allen

DIV or UNIT: President's Office

SUBJ: PPA request for: Amber Barbee

Title of PPA activity: Student Success Acceleration Program Grant Support

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

Compensation for overseeing the Student Success Acceleration Program Grant as the Director for WCJC.

CD

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,000.00	\$ 8,000.00
	<b>TOTAL</b>	\$ 1,000.00	\$ 8,000.00

Budget Number: 2258-6080-6180-501

C. Approvals

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

VP: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: 10/11/25