



Wharton County Junior College

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.

CO

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
TOTAL		\$ 1,000.00	\$ 8,000.00

Budget Number : 2258-6080-6180-501

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Amanda Allen Date: 10/11/25