

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

Vice President	of Instruction DATE: 2	2/24/2017	**************************************
Kwei-F <u>en</u> g	g Hsu		
UNIT: <u>Library</u>			
PPA requ	est for: Marissa Saenz		
PPA activity: Sort a	ınd Re-arrange Reference M	laterials for Library Stud	y Rooms
semesters) of activity	y: <u>April 17 thru July 31, 201</u>	7	
In order to allocate computer lab, Mark reference books. D • Weed outdated or in electronic • Supervise staff with 180 shelve • Coordinate librate 114 shelves or designated secti • Conduct a team • Ensure reference and remain visit	e sufficient space to accomissa will be in charge of the space include: I books and make recommendates format; members and work study set to the central study sectionary evening clerk and work fooks, move books uptions; I meeting regularly to update the collections are relocated	ne project of organizing endations on replacing we tudents to relocate refere on in the front library areas study students to empty stairs, and re-organize the library staff on progress	and relocating about 6000 with new titles either in prince books and 6 book cases a; 23 wall units consisting or books to fit into specific as of the project; and
	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)	Marissa, a 10.5-month -term faculty librarian, will work till 7/31/17 instead on June 30 as scheduled on her contract.	\$2,100	\$2,100
ON OVERLOAD (additional compensation)			
,	TOTAL	\$2,100	\$ 2,100
Approvals		D	ate: <u>2/27/17</u> Jate: <u>2-27-1</u> 7
	PPA requirements of activity. Activity and Expect In order to allocate computer lab, Marreference books. D Weed outdated or in electronic. Supervise staff with 180 shelve. Coordinate librated section of the electronic of the electronic. Type PPA ON CONTRACT (release time from teaching) ON OVERLOAD (additional compensation) T NUMBER: Approvals Supervisor: **XWE**	PPA request for: Marissa Saenz PPA activity: Sort and Re-arrange Reference Mesemesters) of activity: April 17 thru July 31, 201 Activity and Expected Outcomes. In order to allocate sufficient space to accome computer lab, Marissa will be in charge of the reference books. Duties include: Weed outdated books and make recomme or in electronic format; Supervise staff members and work study swith 180 shelves to the central study section. Coordinate library evening clerk and work 114 shelves of books, move books up designated sections; Conduct a team meeting regularly to update. Ensure reference collections are relocated and remain visible with accurate signage. Cost #PPA Pay Hours ON CONTRACT (release time from teaching) ON OVERLOAD (additional compensation) TOTAL T NUMBER: 110 - 1499 - 40932 Approvals Supervisor: **Xwei-Feng Hsu*	Wed outdated books and make recommendations on replacing w or in electronic format; Coordinate library evening clerk and work study students to relocate refere with 180 shelves to the central study section in the front library are ensured esignated sections; Conduct a team meeting regularly to update library staff on progres. Ensure reference collections are relocated to appropriate areas, are and remain visible with accurate signage. Cost #PPA Pay Hours PPA Salary ON CONTRACT (release time from teaching) ON OVERLOAD (additional compensation) TOTAL \$2,100 F NUMBER: 1110 - 1472 - 4072 - 402 Approvals Supervisor: **Xwel-Feng Hsu*