



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: 2/24/2017

FROM: Kwei-Feng Hsu

DIV or UNIT: Library

SUBJ: PPA request for: Marissa Saenz

Title of PPA activity: Sort and Re-arrange Reference Materials for Library Study Rooms

Dates (or semesters) of activity: April 17 thru July 31, 2017

A. Activity and Expected Outcomes.

In order to allocate sufficient space to accommodate four new study rooms in the library open computer lab, Marissa will be in charge of the project of organizing and relocating about 6000 reference books. Duties include:

- Weed outdated books and make recommendations on replacing with new titles either in print or in electronic format;
- Supervise staff members and work study students to relocate reference books and 6 book cases with 180 shelves to the central study section in the front library area;
- Coordinate library evening clerk and work study students to empty 23 wall units consisting of 114 shelves of books, move books upstairs, and re-organize books to fit into specific designated sections;
- Conduct a team meeting regularly to update library staff on progress of the project; and
- Ensure reference collections are relocated to appropriate areas, are easily accessed by patrons, and remain visible with accurate signage.

B. Cost

Type PPA	# 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

BUDGET NUMBER: 1110-1498-6092-402

C. Approvals

Supervisor: Kwei-Feng Hsu Date: 2/27/17

VPI: Lav Date: 2-27-17

President: Betty A. McCurt Date: 3-1-17