



**Wharton County
Junior College**

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

TO: Rachel Bahnsen

DATE: 03/17/2026

FROM: Amanda Allen

DIV or UNIT: Information Technology

SUBJ: PPA request for: Tessa Mathews
 Title of PPA activity: Duties related to the Sr. Director of Enterprise Systems
 Dates (or semesters) of activity: March - April 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.

As the college transitions operations within the IT department, Tessa Mathews will take on all duties related to the Sr. Director of Enterprise Systems while the position is posted and hired. Duties will include (but not be limited to) oversight of the Banner ERP implementation and supervision of Systems Analyst staff.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)	1000/month		\$ 2,000.00
ON OVERLOAD (additional compensation)			
TOTAL		\$ 0.00	\$ 2,000.00

Budget Number : 1110-13030-6093-602

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President:  Date: 03/17/26