



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VPI Leigh Ann Collins

DATE: 1-22-2020

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Lauren Herrmann

Title of PPA activity: COWs Maintenance & HB5 Testing

Dates (or semesters) of activity: Spring 2020

- 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.

Ms. Herrmann will maintain the COWs (Computers on Wheels) at the Wharton campus, used in the corequisite math support classes. (\$700) This maintenance consists of:

- laptop cart security - cart remains locked and all laptops are accounted for
- making sure laptops are connected to WCJC network access via a Wi-fi link
- ensuring that operating system and browser updates are current. All virus scans and software updates occur within a timely manner.
- reporting any laptop hardware repairs to IT via the IT HelpDesk

Ms. Herrmann will also support WCJC's participation in MOU's with area school districts as part of our commitment to HB5. She will complete testing at the area school district, grade the tests, and compile the end of year report with the college prep math test results. (\$1400)

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14306.6092.100

- C. **Approvals**

Supervisor: Jennifer Mauch

Digitally signed by Jennifer Mauch  
DN: cn=Jennifer Mauch, o=Wharton County Junior College,  
email=mauchj@wcjc.edu, c=US  
Date: 2020.01.22 12:01:22 -0600

Date: 1-22-2020

VP: LAC

Date: 1-28-20

President: Betty L. Macer

Date: 1-31-20

**RECEIVED**

Vice President of Instruction  
Date: 1/23/20 Initial: TC