



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Betty McCrohan

DATE: 03/04/2022

FROM: Lindsey McPherson / Leigh Ann Collins

DIV or UNIT: Student Success / Instruction

SUBJ: PPA request for: Michael Adkins

Title of PPA activity: Oversight of the Title V Grant

Dates (or semesters) of activity: March 16, 2022 through June 15, 2022

- 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.

Since the Title V Project Director role has not been filled, Dr. Adkins will continue to oversee 75% of the grant goals and activities, effective March 16, 2022, through June 30, 2022. He is responsible for filling vacant grant positions, drafting the end of year report, and coordinating completion & institutionalization of the Career and Transfer Center. These responsibilities require much more oversight than "other duties as assigned" as noted in WCJC job descriptions. He will ensure all activities of the grant are institutionalized, fully comply with grant requirements, and assessed in relation to expected outcomes of the grant. He will hire four grant positions and supervise five full-time grant personnel, oversee completion of the new Center, facilitate collaboration between all student services departments, and ensure timely/accurate reporting to state & federal agencies.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,500.00
TOTAL		\$ 0.00	\$ 2,500.00

Budget Number : 21181-6071-6165-501

- C. **Approvals**

Supervisor: Lindsey McPherson Digitally signed by Lindsey McPherson
DN: cn=Lindsey McPherson, o=WCJC,
ou, email=lmperson@wcjc.edu, c=US
Date: 2022.03.04 13:05:49 -0600

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2022.03.07 11:35:06 -0600

Date: _____

Date: _____

President: Betty L. McCrohan Digitally signed by Betty L. McCrohan
Date: 2022.03.07 11:35:06 -0600

Date: 3-7-22