



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VPI Collins

DATE: 9/2/2025

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Melissa Moore

Title of PPA activity: COWs Maintenance

Dates (or semesters) of activity: Fall 2025

- 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.

Mrs. Moore will maintain the COWs (Computer on Wheels) at the Sugar Land campus, which are used in the corequisite math support classes. This maintenance consists of: Laptop cart security- carts remain 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 scans and software updates occur within a timely manner, and reporting any laptop hardware repairs to IT via the IT HelpDesk. (\$800 for the Fall 2025 semester)

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 800.00	\$ 800.00
TOTAL		\$ 800.00	\$ 800.00

Budget Number : 1110.14306.6092.100

- C. **Approvals**
- Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch  
Date: 2025.09.02 08:49:34 -05'00'
- VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
Date: 2025.09.02 11:07:45 -05'00'
- President: Amanda A. Allen Digitally signed by Amanda A. Allen  
Date: 2025.09.02 13:28:50 -05'00'
- Date: 9-2-2025
- Date: \_\_\_\_\_
- Date: \_\_\_\_\_