

COPY



**Wharton County
Junior College**

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

TO: President Betty A. McCrohan DATE: October 3, 2017

FROM: Bryce D. Kocian

DIV or UNIT: Administrative Services

SUBJ: PPA request for: Robert Wolter

Title of PPA activity: Oversee Sugar Land Administrative Functions

Dates (or semesters) of activity: 9/1/17 - 11/30/17

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.

Mr. Wolter has been re-assigned to the position of Director of the Richmond Campus. Until a replacement is hired to replace him at the Sugar Land Campus, he will oversee both campuses.

B. **Cost**

| Type PPA | # PPA Pay Hours | PPA Salary | Total Costs |
|---|-----------------|-------------|-------------|
| ON CONTRACT (release time from teaching) | | | |
| ON OVERLOAD (additional compensation) | | \$3,000.00 | \$3,000.00 |
| TOTAL | | \$ 3,000.00 | \$ 3,000.00 |

BUDGET NUMBER: 1610-113-6094-400

C. **Approvals**

Supervisor: B. D. Kocian Date: 10/03/2017

VPI: _____ Date: _____

President: Betty A. McCrohan Date: 10-4-17