



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: April 20, 2021

FROM: Carol Derkowski

DIV or UNIT: Allied Health/ Dental Hygiene

SUBJ: PPA request for: Carol Derkowski

Title of PPA activity: Site Director for Regional Student Board Exam (CRDTS)

Dates (or semesters) of activity: May 19-21, 2021

- 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.

Site Director for regional dental hygiene clinical exam. WCJC is the host school for up to 20 candidates from WCJC, Lone Star College and HCC. Duties include planning and managing the business side of the exam. Assist the Coordinator with sterilization of reusable equipment between sessions. Assisting candidates with equipment, break down and set up of units, and assisting dentist providing local anesthesia. PPA is for Saturday May 21, 2021. Account will be reimbursed by exam fee.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	10 hours	\$ 35.00	\$ 350.00
<b>TOTAL</b>		<b>\$ 35.00</b>	<b>\$ 350.00</b>

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol Derkowski

Digitally signed by Carol Derkowski  
Date: 2021.04.20 10:37:06 -05'00'

Date: \_\_\_\_\_

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=lacollins@wcjc.edu, c=US  
Date: 2021.04.22 12:40:55 -05'00'

Date: \_\_\_\_\_

President: Betty A. Melnick

Date: 4-23-21