



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: September 10, 2018

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Sciences Division

SUBJ: PPA request for: Kim Raun
 Title of PPA activity: Microbiology Lab Coordinator
 Dates (or semesters) of activity: Fall 2018 and Spring 2019

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.

Inventory Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the Microbiology lab experience between campuses.

Budget No. 1110.14301.6092.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/semester	\$2,400
TOTAL		\$	\$2,400

C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US
 Date: 2018.09.10 10:00:42 -05'00' Date: 9/10/2018

VPI: Leigh Ann collins Digitally signed by Leigh Ann collins
DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US
 Date: 2018.09.10 15:11:15 -05'00' Date: 9-10-18

President: *Dee C. McLeod* Date: 9-11-18