



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 9/8/17

FROM: Dave Leenhouts, Vice-President of Student Services

DIV or UNIT: Student Services/Student Government Association

SUBJ: PPA request for: Jeff Shine

Title of PPA activity: Student Government Association Advisor/Sponsor Richmond Campus

Dates (or semesters) of activity: Fall 2017 – Spring 2018

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.
Develop and organize SGA publicity and processes for: initial meetings, elections, and student organization requirements. Develop and maintain working knowledge of all aspects Texas Junior College Student Government Association and guide SGA students through all those aspects TJCSGA. Attend and monitor SGA meetings, events and activities. Manage all aspects of SGA travel. Ensure SGA students present in an appropriate fashion at all public events, meetings, and committee assignments. Sign off on SGA agency account budgets and communicate with TJSCSGA regional and state advisors to ensure all duties are appropriately completed.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		1,000.00	1,000.00/ per semester
TOTAL		\$	\$ 2,000.00

BUDGET NUMBER: 1110.14103.6102.501

C. **Approvals**

Supervisor: [Signature]

Date: 9/8/17

VPI: [Signature]

Date: 9-8-17

President: [Signature]

Date: 9-8-17