



**Wharton County
Junior College**

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

TO: President McCrohan DATE: 4-7-16

FROM: Danson Jones

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Marybelle Perez

Title of PPA activity: Title V HSI STEM Grant Oversight

Dates (or semesters) of activity: June 2016 - September 2016

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.

This position provides consultation to the Interim Title V HSI STEM Project Director regarding grant operations and expenditures to ensure compliance with federal law, U.S. Department of Education guidelines and WCJC grants accounting practices. This position also assists the Interim Title V HSI Project Director with documentation and preparation of the Annual Performance Report (APR). This position works closely with the WCJC Grants Accountant to review all Title V HSI STEM grant expenditures and provides timely and accurate information to the President regarding grant performance.

B. **Cost**

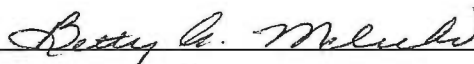
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1000/month	\$4,000.00
TOTAL		\$	\$4,000.00

BUDGET NUMBER: 21169-6039-6185-400

C. **Approvals**

Supervisor:  Date: 4-8-16

VPI: _____ Date: _____

President:  Date: 4-11-16