



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

TO: VPI Leigh Ann Collins

DATE: 8/26/2019

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Jesi Ramirez

Title of PPA activity: Asst. College Readiness Math Depart. Head & COWs Ma

Dates (or semesters) of activity: Fall 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.

Assist the Math Department Head with duties specific to the leadership of the Developmental Math Department. These duties will include coordinating content and instruction among full and part-time faculty, conducting activities that support WCJC's participation in MOU's with area school districts as part of our commitment to HB5, conducting part-time instructor appraisals, and other duties as assigned (\$2100.00 for the Fall 2019 semester).

Ms. Ramirez will also maintain the COWs (Computers on Wheels) at the Richmond and Sugar Land campuses, used in the corequisite math support classes. (\$700) Maintenance consists of:

- laptop cart security - cart remains locked and all laptops are accounted for
- making sure laptops are connected to WCJC network access via a Wi-fi link
- ensuring that operating system and browser updates are current. All virus scans and software updates occur within a timely manner.
- reporting any laptop hardware repairs to IT via the IT HelpDesk

- B. Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,800.00	\$ 2,800.00
TOTAL		\$ 2,800.00	\$ 2,800.00

Budget Number : 1110.14306.6092.100

- C. Approvals**

Supervisor: Jennifer Mauch

Digitally signed by Jennifer Mauch
DN: cn=Jennifer Mauch, o,
ou=Wharton County Junior College,
email=jmauch@wcjc.edu, c=US
Date: 2019.09.13 15:25:03 -0500

Date: 9-13-2019

VP: 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: 2019.09.25 14:45:49 -0500

Date: 9-25-19

President: Betty A. McLeod

Date: 9-29-19

SEP 25 19 PM 3:17
CD PAYROLL DEPT.