



**Wharton County  
Junior College**

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

TO: Vice President of Instruction DATE: April 10, 2017

FROM: Robin Nealy

DIV or UNIT: MRJ Division / College Readiness Department

SUBJ: PPA request for: Phyllis Appling

Title of PPA activity: HB5 Final Exam Testing/Proctoring and Grading

Dates (or semesters) of activity: May 12 - June 16, 2017

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.

Phyllis Appling will travel to several high schools, to include Bay City, El Campo, Palacios, Rice, and Tidehaven, to administer the HB5 Math and INRW final exams. In addition to administering and proctoring the final exams, Phyllis will serve as a second grader for all INRW essays - totaling 250+.  
(Note: These activities will occur after Mrs. Appling's 9-month contractual obligations).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,100.00	\$2,100.00
<b>TOTAL</b>		<b>\$</b>	<b>\$ 2,100.00</b>

BUDGET NUMBER: 1110.14506.6092.100

C. **Approvals**

Supervisor: *grunt* Date: 4-10-17  
 VPI: *Luc* Date: 4-17-17  
 President: *Benn* Date: 4-17-17

RECEIVED  
 Vice President of Instruction  
 Date: 4/10/17 Initial: KN