



TO: Vice President of Instruction DATE: September 1, 2022

FROM: Kevin Dees

DIV or UNIT: Agriculture/Life Sciences Division

SUBJ: PPA request for: Sean Amestoy
 Title of PPA activity: Agriculture Coordinator
 Dates (or semesters) of activity: Fall 2022- Spring 2023

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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

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=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
 Date: 2020.09.03 11:44:10 -05'00' Date: 9/1/2022

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
 Date: 2022.09.01 16:18:57 -05'00' Date: _____

President: Betty A. McCrea Date: 9-6-22