



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VPI Collins

DATE: April 15, 2025

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences Division

SUBJ: PPA request for: Jesi Ramirez  
Title of PPA activity: Assistant Math Department Head  
Dates (or semesters) of activity: Spring 2025

- 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.

Ms. Ramirez will assist the Math Department Head with the following tasks:

- oversee the developmental math department, including coordinating curriculum and assessments, and collection of assessment data, as needed
- participates in the evaluation of part-time instructors
- assists the department head with upcoming book orders
- maintain departmental Brightspace shells
- other duties as assigned

- 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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14306.6092.100

- C. **Approvals**

Supervisor: Jennifer Mauch  
VP: Leigh Ann Collins

Digitally signed by Jennifer Mauch  
DN: cn=Jennifer Mauch, o=Wharton  
County Junior College, ou,  
email=mauchj@wcjc.edu, c=US  
Date: 2025.04.15 14:32:31 -05'00'

Digitally signed by Leigh Ann  
Collins  
Date: 2025.04.15 17:07:28  
-05'00'

Date: 4-15-2025

Date: \_\_\_\_\_

President: Betty Mauch

Date: 4-16-25