



**Wharton County  
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 1/21/2022

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Jesi Ramirez  
 Title of PPA activity: Assistant College Readiness Math Department Head  
 Dates (or semesters) of activity: Spring 2022

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 duties specific to the leadership of the Developmental Math Department. These duties will include coordinating content and instruction among full-time and part-time faculty, conducting part-time instructor appraisals, and other duties as assigned. (\$2100.00 for the Spring 2022 semester).

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>\$ 2,100.00</b>	<b>\$ 2,100.00</b>

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch  
 Leigh Ann Collins

VP: Collins

Digitally signed by Jennifer Mauch  
 DN: cn=Jennifer Mauch, o=Wharton County Junior College,  
 email=mauchj@wcjc.edu, c=US  
 Date: 2022.01.21 09:48:33 -06'00'

Digitally signed by Leigh Ann Collins  
 Date: 2022.01.24 12:26:59 -06'00'

Date: 1-21-2022

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

President: *Betsy A. Melnick*

Date: 1-24-22