



**Wharton County
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 9/13/2019

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Lauren Herrmann
 Title of PPA activity: COWs Maintenance
 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.

Ms. Hermann will maintain the COWs (Computers on Wheels) at the Wharton campus, used in the corequisite math support classes. This 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

EGD PAYROLL DEPT.
SEP 25 19 PM 3:17

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 700.00	\$ 700.00
TOTAL		\$ 700.00	\$ 700.00

Budget Number : 1110.14306.6092.100

C. Approvals

Supervisor: Jennifer Mauch
 Digitally signed by Jennifer Mauch
 DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=mauchj@wcjc.edu, c=US
 Date: 2019.09.13 15:36:50 -0500'

VP: Leigh Ann Collins
 Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC, ou=VPI, email=leacollins@wcjc.edu, c=US
 Date: 2019.09.25 14:44:12 -0500'

President: *Deirdre Moore*

Date: 9-13-2019
 Date: 9-25-19
 Date: 9-28-19