



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Payroll/Rachel Bahnsen
DATE: December 09, 2025
FROM: Dr. Amanda Allen
DIV or UNIT: President's Office
SUBJ: PPA request for: Amanda Shelton
Title of PPA activity: 8-Week Working Group-Houston Endowment Grant
Dates (or semesters) of activity: January - May 2026

- 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.

Compensation for supporting and examining innovative curricular models and launching the implementation of 8 week courses to strengthen student success, momentum, and completion at WCJC.

B. **Cost**

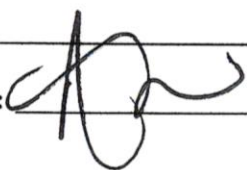
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 2,500.00
TOTAL		\$ 500.00	\$ 2,500.00

Budget Number : 2396-6083-6180-6082

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President:  _____ Date: 10/11/25