



To: Vice President of Instruction Date: 07/10/2019  
 From: David Kucera  
 Division / Unit: Technology and Business Division  
 Subject: PPA request for: Stephen Lyford  
 Title of PPA Activity: Netlab Upgrade/Migration  
 Dates(or semesters) of Activity: Summer 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.

The WCJC Netlab system has a required update due before December 2019 and must be completed this summer before fall classes begin. We are requesting a PPA to be paid to Stephen Lyford to perform this system upgrade and data migration of the Computer Science's current Netlab system (Netlab Professional Edition) to the new version of Netlab, Netlab Virtual Edition (VE). This upgrade is outside the duties of the standard 10.5 month faculty contract and must be performed before classes begin in August. Specifically, this PPA will include the following duties:

1. Perform a complete system backup of Netlab PE, including Pods and customized data.
2. Perform the new installation of the Netlab VE system, coordinating any specialized settings with NDG as needed.
3. Working with NDG on any hardware changes that might have to take place during the upgrade
4. Migrate and upload all pods and customized data back to Netlab VE system after upgrade is complete.
5. Verify that all pods and settings are working properly in order for faculty and students to use for Fall 2019 semester
6. After confirmation that the Netlab VE system is up and operational, perform a system back up and report to Division of Technology and Business on the functionality of system.

**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
<b>Budget Number: 1210-14809-7101-102</b>			

**C. Approvals:**

Supervisor: David Kucera Digitally signed by David Kucera  
 DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US  
 Date: 2019.07.10 11:31:04 -05'00' Date: 07/10/2019

VPI: [Signature] Date: 7-16-19

President: [Signature] Date: 7-17-19

**RECEIVED**  
 Vice President of Instruction  
 Date: 7/10/19 Initial: K