



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: November 4, 2020

FROM: Marybelle Albrecht

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Jessica Falcon
 Title of PPA activity: Project Manager
 Dates (or semesters) of activity: January 2021 - July 2021

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 Project Manager is responsible for the continuation of services to students in the cohort by hiring, training, and supervising project staff needed to provide support services. Review and maintain all documentation for all students funded. Track all budget expenditures including payroll, fringe, student awards, and textbooks. Submit an annual, and/or final report required by the Department of Education. Project funding amounts required to maintain financial support for students to ensure persistence and completion of degree requirements. Communicate with Financial Aid regarding awards and eligibility of students. Continually monitor student activity to ensure students are on track to graduate. Provide additional support as needed.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,000.00	\$ 7,000.00
TOTAL		\$ 1,000.00	\$ 7,000.00

Budget Number : 2395-6065-6144-501

C. **Approvals**

Supervisor: Marybelle Albrecht Digitally signed by Marybelle Albrecht
DN: cn=Marybelle Albrecht,
o=WCJC, ou,
email=albrechtm@wcjc.edu, c=US
Date: 2020.11.04 09:01:52 -0600 Date: _____

VP: _____ Date: _____

President: Betty A. McCrohan Date: 11-5-20