



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: September 3, 2020

FROM: Kevin Dees

DIV or UNIT: Agriculture/Life Sciences Division

SUBJ: PPA request for: Sean Amestoy
 Title of PPA activity: Agriculture Coordinator
 Dates (or semesters) of activity: Fall 2020 - Spring 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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/ semester	\$2,400
TOTAL		\$	\$2,400

C. Approvals

Supervisor: Kevin Dees Digitally signed by Kevin Dees
 DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
 Date: 2020.09.03 11:44:10 -05'00' Date: 9/3/2020

VPI: Leigh Ann collins Digitally signed by Leigh Ann collins
 DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lcollins@wcjc.edu, c=US
 Date: 2020.09.04 12:28:02 -05'00' Date: _____

President: Betty McLeod Date: 9-8-20