



PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: VPI Collins
DATE: 9/2/2025
FROM: Jennifer Mauch
DIV or UNIT: Math & Physical Sciences
SUBJ: PPA request for: Lauren Green
Title of PPA activity: COWs Maintenance
Dates (or semesters) of activity: Fall 2025

- 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.

Mrs. Green will maintain the COWs (Computer on Wheels) at the Wharton campus, which are used in the corequisite math support classes. This maintenance consists of: Laptop cart security- carts remain 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 scans and software updates occur within a timely manner, and reporting any laptop hardware repairs to IT via the IT HelpDesk. (\$800 for the Fall 2025 semester)

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 800.00	\$ 800.00
TOTAL		\$ 800.00	\$ 800.00

Budget Number : 1110.14306.6092.100

- C. **Approvals**
- Supervisor: Jennifer Mauch
Digitally signed by Jennifer Mauch
Date: 2025.09.02 08:50:08 -05'00'
- VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2025.09.02 11:05:02 -05'00'
- President: Amanda A. Allen
Digitally signed by Amanda A. Allen
Date: 2025.09.02 13:28:35 -05'00'
- Date: 9-2-2025
- Date: _____
- Date: _____