



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: September 1, 2024

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 2024 & Spring 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.

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 and program planning, 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: 9/1/2024

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2024.08.28 15:22:02 -05'00' Date: _____

President: *Betty McCreath* Date: 8/28/24