



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: May 3, 2018

FROM: Carol Derkowski

DIV or UNIT: Allied Health/Dental Hygiene

SUBJ: PPA request for: Carol Derkowski
 Title of PPA activity: Site Directorfor CRDTS Exam
 Dates (or semesters) of activity: May 16, 17, 18, 19, 20

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.

Site Coordinator for regional dental hygiene clinical exam. WCJC is the host school for 40 candidates from WCJC, Lone Star College and HCC. Duties include planning and managing the business side of the exam. Assist the Coordinator with sterilization of reusable equipment between sessions. Assisting candidates with equipment, beak down and set up of units, and assisting dentist providing local anesthesia.

B. **Cost**

| Type PPA | # PPA Pay Hours | PPA Salary | Total Costs |
|---|-----------------|-----------------|------------------|
| ON CONTRACT (release time from teaching) | | | |
| ON OVERLOAD (additional compensation) | 25 | \$ 35.00 | \$ 875.00 |
| TOTAL | | \$ 35.00 | \$ 875.00 |

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol J. Derkowski Digitally signed by Carol J. Derkowski
 Date: 2018.05.03 13:41:37 -05'00' Date: 5/3/18

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC, ou=VP1, email=lacollins@wcjc.edu, c=US
 Date: 2018.05.04 18:36:02 -05'00' Date: _____

President: Betty A. McLeod Date: 5-8-18