



PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: September 1, 2025

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Jennifer Mahlmann

Title of PPA activity: Assistant Department Head - General Biology Coordinator

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.

Inventory General Biology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the General Biology lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for General Biology courses.

Budget No. 1110.14301.6092.100

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,300/semester	\$1,300
TOTAL		\$	\$ \$1,300

- 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 11:39:09 -05'00' Date: 9/1/2025

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.08.25 09:22:18 -05'00' Date: _____

President: Amanda A. Allen Digitally signed by Amanda A. Allen
Date: 2025.08.25 13:31:09 -05'00' Date: _____