



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

TO: Dr. Amanda Allen

DATE: 04/14/2026

FROM: _____

DIV or UNIT: Athletics

SUBJ: PPA request for: Andrew "Trey" Porras
 Title of PPA activity: Job Duties and Responsibilities of Athletic Director
 Dates (or semesters) of activity: 06/01/2026 - 08/31/2026

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.

This PPA request is recommended for Andrew "Trey" Porras to perform all job duties and professional responsibilities related to the position of Athletic Director. Through fulfillment of this PPA, Mr. Porras will be expected to conduct all functions and oversee all responsibilities outlined within the job description for the position of Athletic Director. This includes, but is not limited to: Supervision of all athletics coaches and staff, oversight of the Athletics/Auxiliary budget, management of the WCJC Fitness Center, attendance at all home games/events.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	\$2,250/month		\$ 6,750.00
TOTAL		\$ 0.00	\$ 6,750.00

Budget Number : 3914.351.6093.901

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Date: 04/16/26