



**Wharton County
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 1/20/2023

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences Division

SUBJ: PPA request for: Lauren Green
 Title of PPA activity: COWs Maintenance
 Dates (or semesters) of activity: Spring 2023

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 (Computers on Wheels) at the Wharton campus, used in the corequisite math support classes. This maintenance consists of:

- laptop cart security - cart remains 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 virus scans and software updates occur within a timely manner.
- reporting any laptop hardware repairs to IT via the IT HelpDesk

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 700.00	\$ 700.00
TOTAL		\$ 700.00	\$ 700.00

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch
DN: cn=Jennifer Mauch, o,
ou=Wharton County Junior College,
email=mauchj@wcjc.edu, c=US
Date: 2023.01.20 11:50:46 -06'00' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.01.23 08:55:46
-06'00' Date: _____

President: Betty G. McCracken Date: 1-23-23