



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 1/7/2019

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Jesi Ramirez  
 Title of PPA activity: Assistant College Readiness Math Department Head  
 Dates (or semesters) of activity: Spring 2019

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.

Assist the Math Department Head with duties specific to the leadership of the Developmental Math Department. These duties will include coordinating content and instruction among full and part-time faculty, conducting activities that support WCJC's participation in MOU's with area school districts as part of our commitment to HB5, conducting part-time instructor appraisals, and other duties as assigned (\$2100.00 for the Spring 2019 semester).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
<b>TOTAL</b>		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Jerry Mauch Date: 1-18-19

VP: Lue Date: 1-24-19

President: Betty A. McCall Date: 1-24-19

RECEIVED  
 1/22/19  
 Department of Instruction  
 Wharton County Junior College