



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VPI Leigh Ann Collins

DATE: 1/21/2022

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Lauren Green (Herrmann)

Title of PPA activity: COW's Maintenance

Dates (or semesters) of activity: Spring 2022

- 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, which are used in the corequisite math support classes. (\$700)

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: 2022.01.21 09:44:00 -06'00'

Date: 1-21-2022

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins
Date: 2022.01.24 12:22:40
-06'00'

Date: _____

President: _____

Betty A. Melnick

Date: 1-24-22