



**Wharton County  
Junior College**

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

TO: President Betty McCrohan

DATE: May 24, 2016

FROM: Bryce D. Kocian

DIV or UNIT: Administrative Services

SUBJ: PPA request for: Robert Wolter  
 Title of PPA activity: Oversee Sugar Land Administrative Functions  
 Dates (or semesters) of activity: 05/17/2016 - 08/31/2016

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.

Mr. Wolter has been re-assigned to the position of Director of the Richmond Campus. Until a replacement is hired to replace him at the Sugar Land Campus, he will oversee both campuses.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,750.00	\$ 1,750.00
<b>TOTAL</b>		\$ 1,750.00	\$ 1,750.00

Budget Number : 1610-113-6094-400

C. **Approvals**

Supervisor: Bryce Kocian  
Digitally signed by Bryce Kocian  
 DN: cn=Bryce Kocian, o, ou,  
 email=brycek@wjc.edu, c=US  
 Date: 2016.05.24 16:53:23 -0500

Date: 05/24/2016

VP: Bryce Kocian  
Digitally signed by Bryce Kocian  
 DN: cn=Bryce Kocian, o, ou,  
 email=brycek@wjc.edu, c=US  
 Date: 2016.05.24 16:53:37 -0500

Date: 05/24/2016

President: Betty A. McCrohan

Date: 5-26-16