



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Betty McCrohan

DATE: 11/12/21

FROM: Lindsey McPherson / Leigh Ann Collins

DIV or UNIT: Student Success / Instruction

SUBJ: PPA request for: Michael Adkins

Title of PPA activity: Oversight of Title V Grant

Dates (or semesters) of activity: November 15, 2021 through March 15, 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.

With the resignation of the Project Director for the Title V HSI grant, Dr. Adkins will oversee 75% of the grant goals and activities, effective November 15, 2021, through March 15, 2022. He is responsible for filling vacant grant positions, drafting the end of year report, and coordinating completion & institutionalization of the Academic, Career, & Transfer Advising (ACT) Center. These responsibilities require much more oversight than "other duties as assigned" as noted in WCJC job descriptions. He will ensure all activities of the grant are institutionalized, fully comply with grant requirements, and assessed in relation to expected outcomes of the grant. He will hire three grant positions and supervise five full-time grant personnel, oversee completion of the new ACT Center, facilitate collaboration between all student services departments, and ensure timely/accurate reporting to state & federal agencies.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,500.00
TOTAL		\$ 0.00	\$ 2,500.00

Budget Number : 21181-6071-6185-501

- C. **Approvals**

Supervisor: Lindsey McPherson Digitally signed by Lindsey McPherson
DN: cn=Lindsey McPherson, o=WCJC,
ou, email=mcpherson@wcjc.edu, c=US
Date: 2021.11.12 09:51:01 -06'00' Date: 11/12/21

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2021.11.12 10:53:22
-06'00' Date: _____

President: Betty A. Malachuk Date: 11-12-21