



**Wharton County
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 8/29/2023

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

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

Ms. Ramirez will 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 instructor appraisals, and other duties as assigned (\$2100.00 for the Spring 2023 semester).

Ms. Ramirez will maintain the COWs (Computers on Wheels) at the Richmond and Sugar Land campuses (\$700 per campus), which are 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)		\$ 3,500.00	\$ 3,500.00
TOTAL		\$ 3,500.00	\$ 3,500.00

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: 2023.09.01 11:37:46 -05'00' Date: 9-1-2023

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.09.05 11:45:24
-05'00' Date: _____

President: Becky A. McCrahen Date: 9-5-23