



**Wharton County  
Junior College**

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

TO: Vice President of Instruction DATE: 2/20/18

FROM: Dave Leenhouts, Vice-President of Student Services

DIV or UNIT: VPI

SUBJ: PPA request for: Andrew Berezin

Title of PPA activity: PTK Advisor

Dates (or semesters) of activity: Spring 2018

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.

*NOTE: PTK advisor Robert Nottebart resigned his position as advisor for the spring semester 2018. Andrew Berezin has been approved to take Mr. Nottebart's position. He will assume the duties of the PTK advisor for the spring semester 2018. Funds budgeted for the PTK advisor position will be redirected for the spring semester to compensate Mr. Berezin. No additional funds will be necessary.*

PTK Advisor duties include: review of transcripts to find eligible students (approximately 500 transcripts per semester), submit new member names and contact information to PTK International Headquarters, maintain a list of current members and students denied membership; maintain scholarship database for scholarships such as All-USA, Jack Kent Cooke, Coca-Cola, and Morris Udall; sponsor collection drives and provide activities for the student body and community; hold 12 orientation sessions and two induction ceremonies per year; travel with students to regional and international PTK meetings; complete annual report, Hallmark essays, and 5-Star Updates; serve four campus locations with two advisors, one set of officers and one budget.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		1,500.00/per semester	
<b>TOTAL</b>		<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

BUDGET NUMBER: 1110.1401.6092.400

C. **Approvals**

Supervisor: [Signature]

Date: 2/20/2018

VPI: [Signature]

Date: 2-27-18

President: [Signature]

Date: 2-28-18