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AUG 27 2019



PAID PROFESSIONAL ASSIGNMENT  
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: August 13, 2019

FROM: Kevin Dees

DIV or UNIT: Agriculture/Life Sciences Division

SUBJ: PPA request for: Sean Amestoy  
 Title of PPA activity: Agriculture Coordinator  
 Dates (or semesters) of activity: Fall 2019 - Spring 2020

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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/ semester	\$2,400
<b>TOTAL</b>		<b>\$</b>	<b>\$2,400</b>

C. **Approvals**

Supervisor: Kevin Dees  
Digitally signed by Kevin Dees  
 DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US  
 Date: 2019.08.13 14:06:41 -0500

Date: 8/13/19

VPI: Lac

Date: 8-21-19

President: Barry A. McCreesh

Date: 9-3-19

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 Vice President of Instruction  
 Date: 8/13/19 Initial: K