



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan

DATE: March 10, 2022

FROM: Amanda Allen

DIV or UNIT: Planning and IE

SUBJ: PPA request for: Armando Palomino McClure
 Title of PPA activity: Interim Coordinator of Recruitment
 Dates (or semesters) of activity: March 1, 2022 - May 31, 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.

As the only remaining member of the Recruitment team, Armando will be solely in charge of all Recruitment activities, including coordination of and attendance at all events, visits, etc. As such, I recommend that he be provided with a PPA until such time as a Coordinator can be hired.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	3 months * \$1000/mo		\$ 3,000.00
TOTAL		\$ 0.00	\$ 3,000.00

Budget Number : 1110.14109.6093.501

C. **Approvals**

Supervisor: _____

Date: _____

VP: Amanda Allen

Digitally signed by Amanda Allen
DN: cn=Amanda Allen, o=WCJC,
ou=Planning and IE,
email=allen@wcjcd.edu, c=US
Date: 2022.03.10 11:27:32 -0800

Date: _____

President: Barry A. McClure

Date: 3-11-22