



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins
DATE: April 1, 2025
FROM: Carol Derkowski
DIV or UNIT: Allied Health/Dental Hygiene
SUBJ: PPA request for: Carol Derkowski
Title of PPA activity: Site Director for Regional Student Board Exam (CRDTS)
Dates (or semesters) of activity: May 16-17, 2025

- 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.

Compensation to serve as Site Director for regional dental hygiene clinical exam. WCJC is the host school for up to 31 candidates from WCJC and HCC. Duties include planning and managing the business side of the exam; assisting the Coordinator with sterilization of reusable equipment between sessions; and assisting candidates with equipment break down and set up of units. PPA is for Friday May 16 (after 5 PM) and Saturday May 17, 2025. Account will be reimbursed by exam fee.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	14	\$ 35.00	\$ 490.00
TOTAL		\$ 35.00	\$ 490.00

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Leigh Ann Collins
VP: Collins

Digitally signed by Leigh Ann Collins
Date: 2025.04.01 13:04:52 -05'00'

Date: _____

Date: _____

President: *Betty Webb*

Date: *4-3-25*