



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: March 25, 2026

FROM: Carol Derkowski

DIV or UNIT: Allied Health/Dental Hygiene

SUBJ: PPA request for: Pam Dobbs  
 Title of PPA activity: Site Coordinator for Regional Student Board Exam (CRD)  
 Dates (or semesters) of activity: May 15-17, 2026

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.

Site Coordinator for regional dental hygiene clinical exam. WCJC is the host school for up to 31 candidates from WCJC and HCC. Duties include organizing supplies, equipment and clinic for each of the exam sessions. Sterilization of reusable equipment between sessions. Assisting candidates with equipment, break down and set up of units. Assists CRDTS examiners as requested. Account will be reimbursed by exam fee. PPA for May 15 (after 5:00 PM) - May 17, 2025

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	32	\$ 35.00	\$ 1,120.00
<b>TOTAL</b>		<b>\$ 35.00</b>	<b>\$ 1,120.00</b>

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol J. Derkowski, RDH, MAIE Digitally signed by Carol Derkowski, J. Derkowski, RDH, MAIE  
 Date: 2026.03.25 10:46:22 -05'00' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
 Date: 2026.03.25 15:43:43 -05'00' Date: \_\_\_\_\_

President:  Date: 03/25/26