



**Wharton County
Junior College**

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

TO: Rachel Bahnsen

DATE: May 15, 2026

FROM: Dr. Amanda Allen

DIV or UNIT: President's Office

SUBJ: PPA request for: Sara Fira
 Title of PPA activity: HE Grant Implementation - CPP
 Dates (or semesters) of activity: June - August 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.

Compensation for supporting efforts related to the Houston Endowment planning grant, including participation in the Presidential Commission on Pathways Planning, during Summer 2026. These initiatives are focused on strengthening student momentum, completion, and post-completion success and aid in the development of our multi-year implementation grant application.

B. **Cost**

| Type PPA | # PPA Pay Hours | PPA Salary | Total Costs |
|---|-----------------|------------|-------------|
| ON CONTRACT (release time from teaching) | | | |
| ON OVERLOAD (additional compensation) | | \$ 500.00 | \$ 1,500.00 |
| TOTAL | | \$ 500.00 | \$ 1,500.00 |

Budget Number : 2396-6083-6180-6082

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Amanda Allen Date: 05/15/26