



**Wharton County
Junior College**

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

TO: Vice President of Instruction

DATE: March 1, 2018

FROM: Phyllis Appling

DIV or UNIT: Communications and Fine Arts/College Readiness

SUBJ: PPA request for: Cindy Diener
 Title of PPA activity: Final Exam Proctor/Final Exam Essay Grader
 Dates (or semesters) of activity: 5/14/2018 - 6/20/2018

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.

Cindy Diener will travel to several high schools, to include Bay City, El Campo, Rice, and Tidehaven, to administer the HB5 final exam. In addition to administering and proctoring the final exams, Cindy will serve as the second grader for all INRW essays - totaling 250+. (Note: These activities will occur after Mrs. Diener's 9-month contractual obligations.)

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14506 6092.100

C. Approvals

Supervisor:

Date: 3/21/18

VP:

Date: 3-22-18

President:

Date: 3-23-18