



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Payroll/Rachel Bahnson

DATE: December 09, 2025

FROM: Dr. Amanda Allen

DIV or UNIT: President's Office

SUBJ: PPA request for: Jennifer Mauch

Title of PPA activity: 8-Week Working Group-Houston Endowment Grant

Dates (or semesters) of activity: January - May 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 and examining innovative curricular models and launching the implementation of 8 week courses to strengthen student success, momentum, and completion at WCJC.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 2,500.00
	TOTAL	\$ 500.00	\$ 2,500.00

Budget Number: 2396-6083-6095-6082

C. Approvals

Supervisor: _____

Date: _____

VP: _____

Date: _____

President: _____

Date: *1/10/2020*