



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

TO: Payroll/Rachel Bahnsen

DATE: December 09, 2025

FROM: Dr. Amanda Allen

DIV or UNIT: President's Office

SUBJ: PPA request for: Emily Voulgaris

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: 2396-6083-6 180-6082

C. Approvals

Supervisor: _____ Date: _____

VP: _____ Date: _____

President:  Date: 10/11/25