



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: May 3, 2018

FROM: Carol Derkowski

DIV or UNIT: Allied Health/Dental Hygiene

SUBJ: PPA request for: Brenda Bode

Title of PPA activity: Site Coordinator for CRDTS Exam

Dates (or semesters) of activity: May 16, 17, 18, 19, 20

- 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 40 candidates from WCJC, Lone Star College and HCC. Duties include organizing supplies, equipment and clinic for each of the 4 exam sessions. Sterilization of reusable equipment between sessions. Assisting candidates with equipment, break down and set up of units, and assisting dentist providing local anesthesia. Supervises student clinical assistances as required by CRDTS.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	48 hours	\$ 35.00	\$ 1,680.00
TOTAL		\$ 35.00	\$ 1,680.00

Budget Number : 1110.14182.6092.102

- C. **Approvals**

Supervisor: Carol J. Derkowski
Digitally signed by Carol J. Derkowski
Date: 2018.05.03 13:41:37 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VPI, email=lacollins@wcjc.edu, c=US
Date: 2018.05.04 18:35:38 -05'00'

President: Brenda J. McLeod
Date: 5-8-18