



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan

DATE: 5-14-18

FROM: Leigh Ann Collins

DIV or UNIT: VPI

SUBJ: PPA request for: Carol Derkowski
 Title of PPA activity: Instructional Coordination of Johnson Building Project
 Dates (or semesters) of activity: FY18

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.

- Coordinate the Instructional Side of Johnson Renovation & Addition. Duties include:
- Meet with DH/PO to determine each program's instructional needs;
 - Collaborate with VPI, Director of Maintenance, and architects to finalize facility plans;
 - Participate in weekly meetings with architects, Construction Manager, and Director of Maintenance during construction;
 - Visit other colleges and facilities to learn of innovative instructional equipment;
 - Research instructional equipment and classroom furniture to ensure updates sufficient for next 5 years;
 - Develop spreadsheet of prioritized instructional equipment for grant applications;
 - Team with Purchasing Director to develop spreadsheet for classroom and office furnishings;
 - Help prepare PO for all equipment purchases;
 - Create plan for program and office moves during renovation phase;
 - Meet with IT to coordinate office and classroom temporary setup;
 - Locate storage space for climate-sensitive instructional equipment during renovation and used during summer instruction;
 - Coordinate packing of classrooms and offices;
 - Develop alternate plans for instruction for fall 2018 if renovation lags, and
 - Oversee program moves into new building and renovated building.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 4,200.00	\$ 4,200.00
TOTAL		\$ 4,200.00	\$ 4,200.00

Budget Number : 1110-14180-6093-400

C. **Approvals**

Supervisor: _____

Date: _____

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC,
 ou=VPI, email=lcollins@wcjc.edu, c=US
 Date: 2018.05.14 14:41:32 -0500

Date: 5-14-18

President: Betty G. McLaughlin

Date: 5-15-18