



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: 7-17-20

FROM: Lac

DIV or UNIT: VPI

SUBJ: PPA request for: Troy Jeffereson

Title of PPA activity: Interim Director Sugar Land & Richmond Campus

Dates (or semesters) of activity: July - December 2020

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.

Serve as the face of WCJC at Richmond & Sugar Land Campuses to facilitate student life while administrating over facilities & staff. Facilitate & ensure consistency of student support services across the campuses. Enable staff to efficiently perform assigned duties. Report facility & security issues to the VPAS. Report network/phone issues to the VPT. Report admissions/registration issues to the VPPIE. Report classroom & instructional issues to VPI. Handle campus-specific complaints & oversee emergency management. Ensure campuses are safe & welcoming to students & visitors.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 10,000.00
TOTAL		\$ 0.00	\$ 10,000.00

Budget Number : 1610-113-6093-400 & 1210-111-6093-401

C. **Approvals**

Supervisor: _____ Date: _____

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: 2020.07.17 15:01:57 -0500 _____ Date: _____

President: Betty McCrohan _____ Date: 7.20-20