



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: April 1, 2025

FROM: Carol Derkowski

DIV or UNIT: Allied Health/Dental Hygiene

SUBJ: PPA request for: Pam Dobbs

Title of PPA activity: Site Coordinator for Regional Student Board Exam (CRD)

Dates (or semesters) of activity: May 15-17, 2025

- 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 to serve as a Site Coordinator for regional dental hygiene clinical exam. WCJC is the host school for up to 31 candidates from WCJC and HCC. Duties include organizing supplies, equipment, and clinic for each of the exam sessions; sterilizing reusable equipment between sessions; assisting candidates with equipment break down and set up of units; and assisting CRDTS examiners as needed. Account will be reimbursed by exam fee.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	32	\$ 35.00	\$ 1,120.00
TOTAL		\$ 35.00	\$ 1,120.00

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol J. Derkowski, RDH, MAIE  
Digitally signed by Carol J. Derkowski, RDH, MAIE  
Date: 2025.04.01 09:43:14 -05'00'

VP: Leigh Ann Collins  
Digitally signed by Leigh Ann Collins  
Date: 2025.04.01 13:17:01 -05'00'

President: Becky Macrae  
Date: 4-3-25