



**Wharton County  
Junior College**

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

TO: Betty McCrohan

DATE: March 5, 2019

FROM: Marybelle Perez

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Shayna Barker

Title of PPA activity: EAIHEP Enrollment Services Coordinator

Dates (or semesters) of activity: March 2019-December 2019

- 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.

Responsible for assisting students in their career navigation by using various tools and the evaluation of those results, create a degree plan for coursework at WCJC based on their results, and a transfer plan for the students desired university. Continually monitor student progress and update Individual Academic Plan as needed.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 600.00	\$ 6,000.00
TOTAL		\$ 600.00	\$ 6,000.00

Budget Number : 21150-6055-6144-501

C. **Approvals**

Supervisor: Marybelle Perez Digitally signed by Marybelle Perez  
DN: cn=Marybelle Perez, o=Wharton  
County Junior College, ou=Director of  
Grant Writing and Compliance,  
email=mperez@wcjc.edu, c=US  
Date: 2019.03.05 10:01:27 -0800 Date: 03-05-2019

VP: \_\_\_\_\_ Date: \_\_\_\_\_

President: Betty A. McCrohan Date: 3-5-19