



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: September 1, 2023
 FROM: Kevin Dees
 DIV or UNIT: Agriculture/Life Sciences Division
 SUBJ: PPA request for: Sean Amestoy
 Title of PPA activity: Agriculture Coordinator
 Dates (or semesters) of activity: Fall 2023 & Spring 2024

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 activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/ semester	\$2,400
TOTAL		\$	\$2,400

C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
 Date: 2020.09.03 11:44:10 -05'00' Date: 9/1/2023

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.09.01 14:44:06 -05'00' Date: _____

President: *Betsy A. McCreke* Date: 9-5-23