



**Wharton County  
Junior College**

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

TO: Vice President of Instruction

DATE: January 25, 2018

FROM: Phyllis Appling

DIV or UNIT: Communications and Fine Arts/College Readiness

SUBJ: PPA request for: Debra Hamman  
 Title of PPA activity: HB5 Math Supervisor/Final Exam Proctor/Final Exam Gr  
 Dates (or semesters) of activity: 1-08-18 - 6-15-18

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.

Debra Hamman will supervise the HB5 math classes and instructors at area high schools. These include Bay City, El Campo, Palacios, Rice, Tidehaven, and Wharton. Additionally, Ms. Hamman will communicate with high school HB5 instructors regarding WCJC math requirement information. Also, Ms. Hamman will administer final exams to WCJC's HB5 schools in May and June.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,100.00
<b>TOTAL</b>		\$ 0.00	\$ 0.00

Budget Number: 1110-14305-6092.100

C. **Approvals**

Supervisor: [Signature] Date: 1-31-2018

VP: [Signature] Date: 2-2-18

President: [Signature] Date: 2-2-18

1/31/18 TC