



**Wharton County  
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 9/2/2022

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences Division

SUBJ: PPA request for: Jesi Ramirez

Title of PPA activity: Assistant College Readiness Math Department

Dates (or semesters) of activity: Fall 2022

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.

Ms. Ramirez will assist the Math Department Head with duties specific to the leadership of the Developmental Math Department. These duties will include coordinating content and instruction among full- and part-time instructors, conducting part-time instructor appraisals, and other duties as assigned (\$2100.00 for the Fall 2022 semester).

B. **Cost**

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

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch  
DN: cn=Jennifer Mauch, o,  
ou=Wharton County Junior College,  
email=mauchj@wjc.edu, c=US  
Date: 2022.09.02 09:39:08 -0500 Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann  
Collins  
Date: 2022.10.04 14:43:11  
-0500 Date: \_\_\_\_\_

President: Bessy A. McCreesh Date: 10-3-22