



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Amanda Allen

DATE: 7/4/2026

FROM: Lindsey McPherson

DIV or UNIT: Academic Affairs

SUBJ: PPA request for: Amber Barbee

Title of PPA activity: Oversee Learning Centers and Staff

Dates (or semesters) of activity: August - December 2026

- 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. Barbee will serve as the director of the Learning Centers for the fall 2026 semester. She will perform all duties related to managing the centers including supervision of staff, budget management, programming, and oversight of daily operations.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 2,500.00
TOTAL		\$ 500.00	\$ 2,500.00

Budget Number : 1110-1493-~~6093~~100

C. **Approvals**

Supervisor: Lindsey McPherson Digitally signed by
Lindsey McPherson
Date: 2026.08.04
08:58:17 -05'00'

Date: _____

VP: _____

Date: _____

President: [Signature]

Date: 08/04/26