



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Rachel Bahnsen  
DATE: August 7, 2026  
FROM: Amanda Allen, President  
DIV or UNIT: Academic Affairs  
SUBJ: PPA request for: Kim Ashburn  
Title of PPA activity: Interim Dean of Workforce  
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.

The Dean of Workforce Education position has been vacant for approximately nine months. Appointing an interim leader will provide needed leadership and continuity for the division while advancing key workforce initiatives and supporting the continued growth of the College's Continuing Education programs, most notably as we continue expansion efforts in Bay City. Kim Ashburn has demonstrated strong leadership and a commitment to workforce development, making her well-positioned to serve in this interim role while the College evaluates its long-term organizational needs.

- B. **Cost**

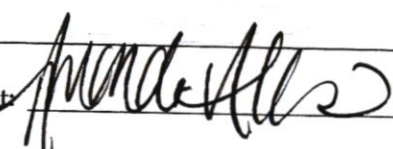
| Type PPA                                    | # PPA Pay Hours | PPA Salary  | Total Costs |
|---------------------------------------------|-----------------|-------------|-------------|
| ON CONTRACT<br>(release time from teaching) |                 | \$ 1,000.00 | \$ 5,000.00 |
| ON OVERLOAD<br>(additional compensation)    |                 |             |             |
| TOTAL                                       |                 | \$ 1,000.00 | \$ 5,000.00 |

Budget Number : 1110.14034.6093.401

- C. **Approvals**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

President:  \_\_\_\_\_ Date:  \_\_\_\_\_