



**Wharton County
Junior College**

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

TO: Leigh Ann Collins, VPI
 DATE: 3/31/2026
 FROM: Jordan McGraw, Admin. Assistant to DVI
 DIV or UNIT: Dean of Vocational Instruction
 SUBJ: PPA request for: Michael Beltran
 Title of PPA activity: FT CE Plumbing Instructor
 Dates (or semesters) of activity: Summer 2026 - 1.5 months/6 weeks

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.

Michael Beltran, 10.5-month Full-Time CE Plumbing Instructor for the Bay City campus Skilled Trades Phase II implementation, will complete essential preparatory work for the Fall 2026 launch of the Plumbing program. This work includes developing course materials, lesson plans, and course schedules, as well as coordinating the selection, procurement, and setup of necessary tools, equipment, and suppliers to support hands-on instruction.

Through this assignment, all instructional materials will be completed, the lab space will be fully equipped and functional, and the program will be prepared for a smooth and successful launch that supports student learning and program effectiveness.


\$63,054 / 10.5-months = \$6,005.14 x 1.5 months = \$9,007.71

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$ 9,007.71	\$ 9,007.71
ON OVERLOAD (additional compensation)			
TOTAL		\$ 9,007.71	\$ 9,007.71

Budget Number : 1510.14027.6093.103

C. Approvals

Supervisor: Leigh Ann Collins Date: _____
 VP: Collins Date: _____
 President:  Date: 04/01/20