

<b>Name of Lead Institution (only one)</b>	
Project Start Date	Spring 2014
Interns and/or Co-ops Start Date	Summer 2014
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Dr. Kevin Boys, 100 Hobart Drive, Hillsboro, Ohio
President/CEO Name	Dr. Kevin Boys
Project Director/s	Karen Davis, 100 Hobart Drive, Hillsboro, Ohio 45133
Are any of the applicants represented by a member of the Advisory Committee? See list at <a href="https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf">https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf</a>	No

**1) Certification by Authorized Official:**

To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.

Signature of Authorized Official 

Typed Name and Title: Dr. Kevin Boys, President

Date: November 14, 2013

**2) Administering Entity: Southern State Community College**

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**3) Business Partners (please submit separate information for each partner)**

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<b>4) Educational Partners (please submit separate information for each partner)</b>
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<b>Institution Name: Ohio University-Chillicothe</b>
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<b>Institution Name: Pickaway-Ross Career Technical Center</b>
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<b>Institution Name: Pike County Career Technical Center</b>
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<b>Institution Name: Scioto County Career Technical Center</b>
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<b>5) Other Partners (please submit separate information for each partner)</b>
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<b>Institution Name: Eastway Behavioral Healthcare The Ranch of Opportunity</b>
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<b>Program Snapshot</b>	<b>Name, Number or Amount</b>
JobsOhio key industry/ies – please list: Advanced Manufacturing, Aerospace & Aviation, Agribusiness & Food Processing, Automotive, Energy, Financial Services, Information Services & Software, Polymers & Chemicals, and Business Functions	<b>Adv. Manufacturing, Aviation, Automotive, Energy, Financial Services, Information Services &amp; Software, Business Functions</b>
JobsOhio region	<b>4</b>
Amount of state money requested	<b>\$ 300,000.00</b>
Required match money committed (100% undergrad & 150% grad programs)	<b>\$ 652,320.00</b>
Total state money requested divided by number of co-ops or internships created (in whole dollars)	<b>\$ 7,500.00</b>
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	<b>\$ 16,308.00</b>
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	<b>\$ 23,308.00</b>
Number of business partners	<b>23</b>
Number of education partners	<b>6</b>
Number of other partners	<b>2</b>

**Add numeric value to each field below**

	<u>TOTAL</u>	<u>Wages</u>	<u>Scholarships</u>	<u>Both wages &amp; scholarships</u>	<u>For credit</u>	<u>Not for credit</u>	<u>Required</u>	<u>Optional</u>	<u>Transcribed (all)</u>
<u>Internships created (proposed)</u>	30	168,480.00	6,000.00	174,480.00	30	0	30	0	30
<u>Co-ops created (proposed)</u>	10	\$56,160.00	2,000.00	\$58,160.00	10	0	10	0	10
<b>TOTALS</b>	40	224,640.00	8,000.00	232,640.00	40	0	40	0	40

**Project Abstract:**

The Ohio South Consortium for Education and Training is a collaborative group of educational institutions who have been meeting and working together since 2006. This group represents 12 counties in southern Ohio. Grant projections for the 2012 OMIC funds are on track to meet goals. In the second grant phase, the consortium will construct methods to safeguard opportunities for real world work experiences important to the needs of students and businesses.

**Relevancy**

- 20+ active business partners sent letters of support
- Degrees offered cooperatively at business sites

JobsOhio key industries have been overwhelmingly supportive and pleased with the interns/co-op students working in their companies. Some students have secured full time positions as a direct result of their positive internship or co-op experiences. Employers are primed to take the next step of becoming "talent investors." While this grant will contribute to some internship and co-op arrangements, the bulk of the funds will be used for sustainability activities. The purpose of all activities will be to sustain internships and co-ops beyond the State's initial funds. Some funds will be used to provide 40 internships/co-op positions with the 20+ business partners.

**Sustainability**

- Symposium
- Memorandum of Understanding between education & business
- Brochure

The main activity will be to plan a Symposium to foster discussions among higher education, career technical centers, chambers of commerce, workforce and economic development, local government, businesses and other relevant community agencies. This Symposium will result in curriculum alignment to meet employer needs throughout the pathway from high school/adult career technical centers to associate degrees to bachelor degrees.

At the Symposium faculty members from the six educational entities will develop additional transfer agreements and incorporate internship and co-op courses into their technical programs. Infusing internship and co-op courses into the curriculum will allow financial aid to cover the tuition costs for eligible students to have transcribed credits. Memorandums of Understanding (MOUs) will be sought with area businesses and industries outlining their commitment to provide wages for internship and co-op experiences.

A brochure will be developed to explain internships and co-ops that will encourage students to choose occupations in JobsOhio key industries and inspire employers to contribute. Our goal is to provide employers with job ready employees and encourage local business and industry to invest in students to increase Ohio's competitiveness.

**Cost**

The Ohio South Consortium with Southern State Community College (SSCC) serving as the fiscal agent is requesting \$300,000 through the OMIC's grant. Through the partnerships with six education institutions and 20+ businesses and community agencies, there is a total investment of all partners of \$932,320.

## **Relevancy**

**1. How is the institution building partnership with private companies to address emerging workforce needs? (500 words) *Demonstrate engagement with evidence of business support including small-medium size businesses.***

There is a common theme that plagues southern Ohio and its employers, residents want and need jobs, but the employers want employees with past work experience. Fostering relationships through internship and co-op experiences along with curriculum alignment will serve to bridge the gaps in the current workforce in our service areas.

## **Partnerships**

An example of this bridge is the work conducted between Dayton, Power, & Light (**DP&L**) and SSCC. DP&L had concerns regarding its aging workforce and the need for a succession plan that included skilled and competent graduates. Through this partnership DP&L has donated to the College Foundation to provide scholarships for students in the Electromechanical Engineering program. This degree is being offered at DP&L's Generation Center in Manchester, Ohio. SSCC has taken classes to DP&L's training center which allows local residents the opportunity to learn skills needed in their area while providing the energy industry with highly trained employees. Classes are conducted at the training center, on equipment used to train current DP&L employees, and taught by adjunct faculty who are current or retired DP&L employees.

Another example exemplifies the essence of this grant: **Chillicothe City Schools** has committed \$10,000 to internships and co-ops with SSCC students. This money is reserved to pay student interns enrolled in the Computer Information Systems program to work to meet the school's networking needs while gaining real world work experiences. This recent MOU serves as our model as we seek additional opportunities to increase internships and cooperative work experiences with area industry (Exhibit 1).

SSCC's criminal justice degree program is being offered for the prison guards at the **Southern Ohio Correctional Facility** in Lucasville, Ohio. This program is operated at the prison to allow those working in that field an opportunity for a higher education as well as potential for possible promotions.

Each educational entity within the Ohio South Consortium has a designated job/career counselor. The job/career counselors will form a subcommittee to the original consortium. Supporting the quarterly meeting of this subcommittee will be instrumental to sustaining progress in the continuation of activities of internships, co-ops, feasibility and focus on JobsOhio key industries and their needs. Each job/career counselor works with both employers and students. Job/career counselors will use <http://www.OhioMeansInternships.com> to post positions and student resumes. Job/career counselors will promote internship and co-op opportunities with both students and private businesses.

Many relationships have been built with JobsOhio industries through the initial OMIC grant. Many students have been placed with positive feedback from the employers. Our next steps will be agreeing and preparing MOU's to support the continuation of these relationships with employers becoming "talent investors."

**2. What steps will be taken to assist faculty with program development to ensure relevancy in the curriculum? (500 words) Describe institutional faculty support & integration of student experiences with curricular development**

One step will be to convene all stakeholders at a **Symposium**. This two day event will be held at a centrally located venue with the capabilities to house all attendees. At this Symposium faculty members from the six educational entities that make up the Ohio South Consortium will work to increase or improve transfer agreements and incorporate internship and co-op courses into their technical programs. By incorporating internships and co-ops into the curriculum students will avoid the "catch 22" of needing experience to get a job, but needing a job to get experience.

At this venue local business and industry leaders will be invited to share their insights into the technical needs of current and future employees so education can adapt curriculum to meet their needs. Students that have benefited from internship or co-op experiences will also be invited to speak about their experiences and how these opportunities have affected their job opportunities.

Other entities such as local chambers of commerce will be invited to share knowledge of local employment trends and challenges. This activity will allow for long range planning and goal setting between education and industry. It will assist with projecting job needs with current enrollment in the targeted programs to determine the talent in the pipeline versus employer needs.

A key-note speaker such as Mary Reilly with the University of Cincinnati who wrote, "*The Ivory Tower and the Smokestack: 100 years of Cooperative Education at the University of Cincinnati*" will be invited to share the history and advantages of cooperative education.

The collaborators will have a well-developed and operational internship/co-op component for programs, a diverse advisory board, and a tried and true marketing and evaluation plan. The overall goal of this activity will be to determine the talent needs of JobsOhio key industries, prepare curriculum to meet those needs, and persuade employers to become talent investors.

Another activity separate from the Symposium will be to arrange **industry tours** for faculty to fully understand the needs of area business and industry.

Faculty will often teach all or parts of the **seminar** course developed to be completed before a student can apply for an internship or co-op experience. This seminar will provide services to help students prepare their resumes, write work related correspondence, practice interviewing techniques, and proper hygiene and appropriate dress for a career. While targeted work skills are important, these job search skills are necessary to prepare students to seek employment.

**3. How is the proposal integrated into the strengths of the regional economy? (500 words) Describe connections to NGOs and other stakeholders, engagement with business, data use**

SSCC's Workforce Development and Community Services often partners with several area businesses to share services and equipment. **R & L Carriers** provides SSCC's truck driving academy with the use of a skills pad as well as providing equipment at discounted costs.

**Schneider National** has donated a semi-truck to SSCC. Transportation company recruiters often speak briefly to classes. SSCC has also provided customized training to **Kenworth** in Chillicothe.

A job fair was held at SSCC to assist Eastway Behavioral Healthcare, **The Ranch of Opportunity** in hiring qualified employees for the start-up of their facility. A number of SSCC Human Services graduates and students were hired to fill their positions. Other positions included food service, maintenance, computer information specialists, office personnel, etc. SSCC is currently providing space for Eastway to conduct new employee training.

Another connection is the semi-annual "Let's Do Lunch" event held at the SSCC's main campus in conjunction with the SSCC Foundation, Highland County **Chamber of Commerce and Fifth-Third Bank**. At this event, women from area businesses and industries are invited for lunch. The luncheon provides an opportunity for the women leaders in the community to congregate and listen to a relevant speaker on various subjects. The events are well attended and expose the College to many possible business connections.

Each member of the consortium holds regular forums such as **advisory meetings** which collectively totals approximately 500 business, industry and community leaders. The leaders meet with faculty and program directors to have a conversation on how recently hired graduates are performing the duties needed in their field. These discussions provide valuable insight on what is working and where opportunities lie, including improvements through curriculum or pedagogical changes.

A partnership with **Great Oaks Institute of Career Development** and SSCC has filled a need in the Aviation industry for individuals with a licensure and degree in Aviation Maintenance. Through this program students are licensed in Air Frame and Power Plant through the FAA along with an Engineering Degree in Aviation Maintenance. The technical classes are conducted at the Airborne Park in Wilmington, Ohio. This location was a central hub for DHL prior to the company leaving the area in 2008. The aviation industry is beginning to recover at the airpark with companies for which we have partnerships for internship opportunities. Airborne Maintenance and Engineering Services (**AMES**) recently "hired" eight students for internships at their facility.

**4. What steps will the institution take to regularly assess and improve student learning outcomes? (500 words) Describe actions, materials, and processes used to assess student learning**

Faculty at all postsecondary institutions including career technical centers, community colleges, and universities must be current in the knowledge and skills needed by students to be successfully employed. Open communication by various forums gives a solid foundation of the learning needs to target student learning outcomes.

Each intern will have a job description prepared by the specific company requesting an intern/co-op. The job descriptions will be shared with appropriate faculty. Faculty will gain a broad sense of various jobs and their requirements in the region. Job descriptions provided by

employers will be regularly **assessed** by faculty to determine if current student learning outcomes need revised to meet employer needs.

The internship/co-op evaluation assessment will also add to the faculty's knowledge of the strengths of the curriculum in each major. The Internship/Co-Ops Activity Log will provide insights into skills needed on a weekly basis to be successful at that particular job site. The faculty then has to determine if student learning outcomes are sufficient in the courses to prepare students to handle a job requiring those skills. The weekly activity log will not only provide insights to hard skills but the soft skills that students must possess.

Faculty will gain insights into adequacy of student learning outcomes based on information gathered from student exit interviews. The job/career counselors and anonymous surveys will offer the student's point of view of how well they were prepared for the internship/co-op experience. Did they have the knowledge and skills to perform their tasks? What background areas were strong and what areas did they feel they had to stretch to finish the task?

The Consortium will use a variety of measurement tools and methods, including process metrics and outcome metrics to **evaluate** all facets of the program: surveys by students, faculty, supervisors, employers; feedback forms from students, collaborating partners, advisory committee members, faculty, staff, and administration. Seminar quizzes, tests, and other evaluative pieces will be analyzed for program improvement possibilities and presented to the appropriate entity for discussion, approval and action. Success of the Symposium and forums will be analyzed by end of session surveys and evaluations and by the number of programs that incorporate internship and co-op courses into their programs. Eighty percent of attendees will find the Symposium sessions beneficial and 40% of programs involved will add an internship or co-op course requirement to their program.

**5. How will work-based learning opportunities be integrated into students' academic programs to bridge to their career goals? (500 words) Describe student advising activities, use of data & analysis, & integration of discoveries with student development**

**Integration**

An internship or co-op experience is designed to interlock students and businesses. The student gains work experience and implements classroom knowledge and skills. The employer assesses the student's knowledge, skills and personality traits to determine relevancy to the position.

The job/career counselors at each higher learning institution within the consortium will:

- Serve as initial contact for employers and faculty
- Obtain the intern job description from the employer
- Match student interns/co-ops to employers
- Notify faculty of the work based opportunity
- Assist students with resume, cover letter, and other job related
- Post job descriptions and resumes to: <http://www.OhioMeansInternships.com>

Faculty members will:

- Collect intern/co-op's weekly log of work experience for review

- Link the concepts presented in the classroom to work experience
- Adjust student learning outcomes as needed
- Invite business/industry speakers to share knowledge of work skills needed and intern expectations
- Promoting internship opportunities to students
- Teaching the seminar
- Working with the job/career counselor to develop and maintain quality
- Recommending business/organizational partners
- Increase bilateral agreements between colleges and career technical centers

Student interns/co-ops will:

- Share work-based learning experiences with their classmates through presentations
- Internalize and envision reaching their career goals.

### **Advising**

The brochure activity will:

- Produce a marketing piece for advisors, job/career counselors, and faculty to share with interested students, businesses, and agencies.

Student internship evaluation will be comprised of the following components:

- Supervisor Feedback (form)
- Faculty Observation (form)
- Writing Assignment, such as a journal
- Student Survey Submission

Feedback will be consistently collected and systematically analyzed from all who are involved (students, collaborating partners, advisory committee members, faculty, staff, employers, and administration). The analysis will be used to plan for program improvements.

A variety of measurement tools and methods, including process metrics and outcome metrics to will be used to evaluate all facets of the program:

- Database to collect quantitative data for the program reports
- Surveys: students, faculty, supervisors, employers
- Feedback forms: students, collaborating partners, advisory committee members, faculty, staff, and administration. These will be collected formally and informally. At least quarterly, each of the above groups will be given a feedback form to complete. At any time, anyone can ask for the form to provide feedback. The forms will be analyzed for program improvement possibilities and presented to the appropriate entity for discussion, approval and action.
- Seminar quizzes, test, and other evaluative pieces
- 40 interns/co-ops will be placed
- Students will earn 4 to 6 credit hours
- Collaborating partners will hire the interns
- Ten students (40%) will obtain jobs in their field of study
- Fifteen students will obtain jobs in Ohio

**1. What is your financial plan and budget to support the program beyond the grant period? (500 words) *Present 3-5 years financial projections and sources of funds***

Revamping current curriculum for Aviation; Electromechanical, Drafting, Computer Assisted Design, Electrical Electronics, and Electrical Information Systems for Engineering and others at career technical centers and institutions of higher education to require an internship/co-op component will address many of the financial concerns. If the internship/co-op is a requirement of the degree, 75% of students would have the Transcribed credit covered by financial aid.

Some employers have committed scholarship dollars to cover costs for students not receiving financial aid, and some have committed funds to pay students wages while enrolled in an internship/co-op course.

Meetings will continue with area businesses and industry to persuade "buy-in" on providing paid internships and co-op experiences beyond the life of the grant. The consortium has received numerous letters of support for internships and co-ops. Based on preliminary discussions, many business partners are investigating ways to continue paying wages to interns and co-ops beyond the appreciated grant support.

A current MOU is attached committing funds for co-op experiences for student in the computer information services program. This MOU will serve as the consortium's model moving forward in securing business and industry to be "talent investors."

By summer 2016, the consortium's goal is to secure funding from 20 employers in the amount of \$10,000 each as a set-aside for paid work experience for students. This \$200,000 will fund 40 intern/co-op students at \$12.50 per hour for 25 hours a week for 16 weeks.

By summer 2017, the consortium's goal is to secure set-aside wage funding from 30 employers in the amount of \$10,000 each for paid work experience for students. This \$300,000 commitment will fund 50 intern/co-op students at \$12-\$15 per hour for 25 hours a week for 16 weeks.

By summer 2018, the consortium's goal is to secure funding from forty employers in the amount of \$10,000 each as a set-aside for paid work experience for students. This \$400,000 will fund 60 intern/co-op students at \$12-\$15 per hour for 25 hours a week for 16 weeks.

**2. What program assessment actions will be taken to improve and grow learning outcomes for students, business participation, and overall program success? (500 words) *Describe the nature, type and analysis, of the data and how this information may guide decisions***

**Processes for success**

To ensure employment readiness, each institution placing interns will provide the student interns with a seminar class including employability training and/or testing before their internship experience. Employability topics may include: resume and cover letter writing, problem solving, communications, conflict resolution, work ethics, attendance, and interviewing skills.

At the beginning of each co-op/internship the student and their host organization will be provided with internship experience/reflection packets to ensure student growth and employer satisfaction. Each packet will contain the agreed upon internship/co-op hours, wage and work

schedule along with intern responsibilities and expectations. Packets will also contain an initial internship/co-op report and survey, a midterm report and survey, and a final report and survey for both intern and host organization. The purpose of the periodic reporting is to ensure each internship/co-op is an optimal situation for both (Exhibit 2)

Each consortium institution will provide a faculty coordinator. Each faculty coordinator will be responsible for following the interns through their work experience as well as assisting the host organization with questions or concerns. The faculty coordinator will also ensure that the host company and the intern are provided with the internship experience/reflection packet. Faculty coordinators will meet regularly with all host companies and students to ensure satisfaction of all participants.

To ensure host organizations employment needs are effectively met, consortium business advisory members will collaborate with faculty coordinators to review and evaluate program curriculum and internship experiences utilizing survey results and packet information as evaluation tools.

#### **Data & analysis**

The internship component will have a multi-faceted, comprehensive evaluation process. Each segment of the evaluation will feed into the overall evaluation—the grade the students receive and the evaluation of the seminar class will become part of the evaluation of that class. The data will be reviewed and evaluated for improvement purposes. Every one of the three segments (students, collaborating partners, and the education consortium) will be part of the process. Both quantitative and qualitative data will be collected.

#### **Program assessment**

Each institution within the consortium has a form of "program review," which requires close evaluation of factors influencing the validity of all technical programs. During this process faculty engage in review of enrollment, graduate rates, and job placement data as well as regional job needs and salary projections to guide decisions.

### **3. What are the plans to support the program through infrastructure, advising and data management? (500 words) *Describe the financial resources, and incorporation of work into institutional systems***

#### **Support**

The consortium formed an **Internship Advisory Board** to support sustainability. The committee is comprised of business representatives, job/career counselors, administrators and student interns. This committee meets on a quarterly basis to review current internship/co-op experiences, curriculum modifications, share positive and negative experiences, adapt current evaluation processes to improve outcomes, and discuss the sustainability of internships and co-ops for students within our consortium.

Transcript credit will be offered to all students whether the internship or co-op is part of the students' academic program and may or may not be funded through this grant. Funds to transcript credit from this grant will only be used in last dollar situations.

An Internship Memorandum of Understanding (**MOU**) has been developed to present to area employers as a template for documenting responsibilities of each entity. This will be used to formalize funding commitments by business and industry with educational institutions to provide opportunities for internships and co-ops for high demand jobs and prevent brain drain from our area. Business and industry will make **donations** of equipment that will assist with providing training on proper usage and safety.

Each educational entity has career services available to students. A committee of each institutions job/career counselors will meet quarterly to discuss current business trends, student job readiness, cooperative education arrangements, filled and open internship or co-op positions, and current enrollment trends in JobsOhio key industry programs.

### **Advising**

A **brochure** will be developed to explain internships and co-ops that will encourage students to choose occupations in JobsOhio key industries and inspire employers to contribute. Our goal is to provide employers with job ready employees and encourage local business and industry to invest in students to increase Ohio's competitiveness.

### **Data Management**

A Drop box site has been set-up to house relevant data for the consortium in regards to the OMIC grant. Each member has access to "drop" program information into this site for other members to review. It contains the following:

- Calendar of regularly scheduled meetings
- Events of members in the consortium
- Job descriptions
- Student resumes
- Meeting agendas and minutes
- Required grant reports
- Program stats

## **4. How will the institution develop and sustain its faculty engagement? (500 words) *Describe and provide examples of training and faculty support***

### **Faculty engagement**

Lead faculty members of programs supporting JobsOhio careers and job/career counselors will visit area businesses for **tours** of their facilities. This provides valuable insight for faculty into the needs of the industry and what their expectations will be for interns/co-op students. Previously, many of these individuals had only minimal contact with regional businesses.

Each school within the consortium has unique **forums** in place to meet with employers. Ohio University has the Employer Business Round Table, everyone works with their Chamber of Commerce leaders, and both the community college and career technical centers have advisory boards as excellent resources to keep faculty current in the trends for local businesses and industries.

### **Training**

Each institution has and will continue to arrange **workshops** for faculty to learn about the OMIC project. This workshop provides lead faculty in the JobsOhio careers detailed information on:

- Funding parameters

- A One-page flyer to share with businesses
- Faculty responsibilities for supervision of interns

The **Symposium** will provide the venue for all of these forums to convene in one place to share ideas, successes and failures, job forecasts, labor market trends and curriculum alignment activities. Through this convention of all stakeholders new roads to successful outcomes for both students and commerce will be solidified.

The Ohio South Consortium provides faculty and business connections between career technical centers, community colleges, and universities. Faculty and businesses having a shared understanding of the curriculum and student learning outcomes in each major are strategies to ensure students are receiving the appropriate skills training at each level within the education continuum needed to be successful in the 21<sup>st</sup> Century employment environment.

The jobs/career counselor at each institution within the consortium relays information regarding employment changes warranting curriculum revisions to faculty who research and determine specific changes needed to meet employer needs.

Among partners of the Ohio South Consortium there are many transfer agreements in place. Continued communication among institutions is necessary to maintain these agreements and to provide students transferring from one institution to the next a seamless experience with little to no loss of completed credit.

The job/career counselors will assist students in posting the resumes of students who are seeking an internship or co-op experience onto <http://www.OhioMeansInternships.com>. The job/career counselor will alert both students and faculty of employment opportunities on the website as well.

**5. How will the institution develop and sustain its capacities in job development, and business participation (500 words) *Provide examples of job development strategies and assessment of business participation***

Each consortium institution will utilize job/career counselors to create a committee to focus on internship opportunities along with employment opportunities for member institution graduates. The job/career counselors committee will meet quarterly to discuss area employment needs, strategies for connecting employers and skilled workers and utilization of the [www.OhioMeansInternships.com](http://www.OhioMeansInternships.com)

The job/career counselors committee will also appeal to local chamber of commerce representatives along with business and industry partners and economic development officers to increase partnerships for training and employment.

Each quarter the job/career counselors group will report to the Ohio South Consortium a listing of new business partnerships and employers and employment opportunities along with meeting minutes.

The goal of the job/career counselors committee will ultimately be to expand ongoing business partnerships and create new partnerships with business and industry thus creating internship/co-op and employment opportunities for students.

One member of the Ohio South Consortium houses an OhioMeansJobs One-Stop on Campus. The One-Stop provides a number of services that assists companies with solutions to address their workforce needs. The One-Stop hosts job fairs throughout the year. Job fairs can be for individual companies as well as for multiple employers. The One-Stop will provide initial screening of applications for new companies, conduct initial interviews for (students) new hires, host hiring events for new and growing companies, provide interview space for new companies, provide employer testing, and assist in job postings and marketing the workforce needs of companies through [www.OhioMeansInternships.com](http://www.OhioMeansInternships.com). All consortium members will be notified of upcoming One-Stop events through the Drop box calendar of events.

Each consortium institution's administrators work closely with area workforce development agencies to meet the needs of the community through short term training or program development.

**Assessment of business participation**

The success of business participation will be measured by the number of businesses that agree to set-aside funds to pay the wages of students in an intern/co-op experience. The consortium plans to expand business participation from the current two commitments to 30 by the end of this grant and an additional ten each year beyond.

Personnel	Budget Narrative	TOTAL FUNDS	GRANT FUNDS	business funds	sscc funds	partner funds
1. Interns	\$12.00 per hour (average) +17% fringes x 25 hrs per wk x 16 wks x 40 interns	\$224,640	\$112,320	\$112,320		
2. Partners	Southern State CC – coordinator	\$20,500	\$10,500	10000		
	site coordinator (600 hours)	\$15,000			\$ 15,000	
	career counselor (300 hours)	\$7,000			\$ 7,000	
	Pike Co CTC – coordinator	\$5,500	\$5,500			
	site coordinator (600 hours)	\$15,000				\$15,000
	career counselor (300 hours)	\$7,000				\$7,000
	Buckeye Hills CTC - coordinator	\$5,500	\$5,500			
	site coordinator (600 hours)	\$15,000				\$15,000
	career counselor (300 hours)	\$7,000				\$7,000
	Scioto Co CTC – coordinator	\$5,500	\$5,500			
	site coordinator (600 hours)	\$15,000				\$15,000
	career counselor (300 hours)	\$7,000				\$7,000
	Pickaway Ross CTC – coordinator,	\$5,500	\$5,500			
	site coordinator (600 hours)	\$15,000				\$15,000
	career counselor (300 hours)	\$7,000				\$7,000
	OU, Chillicothe – coordinator	\$5,500	\$5,500			
	site coordinator (600 hours)	\$15,000				\$15,000
	career counselor (300 hours)	\$7,000				\$7,000
3. 30 Faculty	conference/curriculum alignment 100 hrs.	\$150,000	\$75,000		\$ 12,500	\$62,500
4. Employer	conference and curriculum alignment	\$97,680	\$22,680	\$75,000		
5. Advisory	Advisory Board 3 employers with addit'l mtgs	\$8,000		\$8,000		
6. Mentors	Employer mentors for interns	\$160,000		\$160,000		
Supplies	1. Marketing, brochures, printing, postage	\$45,000	\$10,000		\$ 5,833	\$29,167
Travel	1. Advisory, coordinators, faculty, employers	\$45,000	\$10,000		\$ 5,833	\$ 29,167
Scholarships	1. 4 to 6 hrs transcribed credit SSCC/OUC	\$18,000	\$8,000	\$ 10,000		
Indirect	1. 8% to SSCC as fiscal agent.	\$24,000	\$24,000			
<b>TOTALS</b>		\$952,320	\$300,000	\$ 375,320	\$ 46,166	\$ 230,834
				Total=		<b>\$652,320</b>

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	820,320	248,000	355,320	34,500	172,500	4 CTC's OUC	\$10,000	Chillicothe Schools
Supplies	45,000	10,000		5,833	29,167			
Purchased Services								
Travel	45,000	10,000		5,833	29,167			
Scholarships	18,000	8,000					10,000	various
Employer Salaries								
Other Employer Contributions								
Other (Describe)								
Subtotal								
Indirect Costs 8% or less	24,000	24,000						
<b>TOTAL</b>	<b>952,320</b>	<b>300,000</b>	<b>355,320</b>	<b>46,166</b>	<b>230,834</b>		<b>\$20,000</b>	

\*Equal to or greater than 100% of requested state money for undergrad programs and 150% for grad programs

Employer Name	Total Intern & Co-op Wages	# of Intern Positions	# of Co-op Positions	Amount of Other Employer Contributions
AES formerly Dayton, Power & Light	13,885	2		\$ 10,000.00
Airborne Maintenance & Engineering Services	21,540	2	2	
Arrick's Propane	9,890	2		
B & W Conversion Services, LLC	5,080	1		
Bellisio Foods	7,900	1		
Candle-Lite	14,685		2	
Chillicothe City Schools	10,000		2	\$ 10,000.00
Cintas	11,517	2		
First State Bank	5,084		2	
Glatfelter	14,685	2		
Kingston National Bank	5,083	2		
Maxin Healthcare Services	6,700	1		
Menards	6,701	1		
New Sabina Industries	14,685	2		
OSCO Industries, Inc.	14,685	2		
PPG, Industries	15,716	2	2	
Pioneer Center	11,517	2		
VA Medical Center	11,517	2		
Weastec, Inc.	9,885	2		
YSK Corporation	13,885	2		
<b>20</b>	<b>224,640</b>	<b>30</b>	<b>10</b>	<b>\$ 20,000.00</b>

### Implementation Schedule

*Please provide a brief bulleted list of major components of grant activity taking place each term.*

<b>Term</b>	<b>Grant Activities</b>
Spring 2014	<ul style="list-style-type: none"> <li>*Formalize meeting schedule of job/career counselors of each partner</li> <li>*Begin planning OMIC Business and Education Conference</li> <li>*Assess outcomes of 2012-2013 internship and co-ops grant</li> </ul>
Summer 2014	<ul style="list-style-type: none"> <li>*Begin internships and co-ops for new OMIC grant</li> <li>*Reserve conference venue</li> <li>*Secure conference speaker</li> <li>*Meeting of job/career counselors</li> </ul>
Fall 2014	<ul style="list-style-type: none"> <li>*Continue internships and co-ops for new OMIC grant</li> <li>*Begin marketing design for conference information</li> <li>*Begin brochure design</li> <li>*Meeting of job/career counselors</li> <li>*Annual Advisory Committee Meeting</li> <li>*Industry tours for faculty</li> </ul>
Spring 2015	<ul style="list-style-type: none"> <li>*Continue internships and Co-ops for new OMIC grant</li> <li>* Finalize marketing conference information</li> <li>*Finalize, print, and distribute brochures</li> <li>*Meeting of job/career counselors</li> <li>*Industry tours for faculty</li> </ul>
Summer 2015	<ul style="list-style-type: none"> <li>*Prepare mailing lists for conference</li> <li>*Meeting of job/career counselors</li> <li>*Continue internships and Co-ops for new OMIC grant</li> </ul>
Fall 2015	<ul style="list-style-type: none"> <li>*Invite faculty of all education partners from aviation, engineering, business, computer information services and software, food processing, agribusiness, automotive, energy, chemistry to conference.</li> <li>* Invite business, industry and community organizations to the conference.</li> <li>*Continue internships and co-ops with grant funds</li> <li>*Meeting of job/career counselors</li> <li>*Annual Advisory Committee meeting</li> <li>*Industry tours for faculty</li> </ul>
Spring 2016	<ul style="list-style-type: none"> <li>*Finalize changes to curriculum to include internship and co-op course into programs beginning Fall 2016.</li> <li>*Finalize updated or new transfer agreements between career technical centers, community college, and the universities. <span style="float: right;">*Meeting of job/career counselors</span></li> <li>* Twenty MOU's with area business and industry committing to wages for intern and co-ops</li> <li>*Meet with advisor of all institutions to provide update on program changes to include internship or co-op experiences, the value of adding internships and any changes to transfer agreements</li> <li>*Industry tours for faculty</li> <li>*Assess outcomes of 2014-2016 activities</li> </ul>



## **Internship Memorandum of Understanding**

### **I. Responsibilities**

To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Southern State Community College has developed this Internship Memorandum of Understanding to describe the mutual responsibilities between Southern State Community College and Chillicothe City Schools. The purpose of this document is to describe and define the expectations and responsibilities of both parties regarding an internship to be performed at Chillicothe City Schools by a currently enrolled Southern State Community College student.

#### **A. Responsibilities of Southern State Community College**

1. Encourage the student's productive contribution to the overall mission of Chillicothe City Schools.
2. Certify the student's eligibility to participate in the internship program.
3. Establish guidelines and standards for the conduct of its internship program, and make these guidelines and standards clear to the student and Chillicothe City Schools.
4. Designate a faculty member to serve as the instructor to the student with responsibilities to assist in setting learning objectives, confer with the Superintendent at Chillicothe Schools, monitor progress of the internship assignment and evaluate the academic performance of the student.
5. Provides the most qualified students from the Computer Science Department.
6. Ensure students have an FBI/BCI background check completed.

#### **B. Responsibilities of Chillicothe City Schools**

1. Encourage and support the learning aspect of the student's internship assignment.
2. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
3. Provide a safe working environment.
4. Communicate the school districts policies and standards to the student.
5. Pay Southern State Community College an annual cost of \$10,048 for the duration of the agreement. This payment will go toward paying the students for the internship program.

## II. Statement of Mutual Benefit and Interests

1. Students at Southern State Community College will gain knowledge and experience by working in the technology department at Chillicothe City School District.
2. Students at Southern State Community College will be compensated for working in the technology department at Chillicothe City School District.
3. Chillicothe City School District will gain greater coverage of technology of services than they currently have due to the number of Southern State Community College students that can be at the school district during a week.
4. Chillicothe City School District will gain these increased service costs at a lower rate than what they currently pay a SCOCA technician.

## III. Terms of Internship Arrangement

An internship arranged for each student will be a period agreed upon by Chillicothe City School District and Southern State Community College. Should the Chillicothe Superintendent become dissatisfied with the performance of a student, he/she may request termination of the internship of that student. This should occur only after Southern State Community College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, Southern State Community College may request termination of the arrangement for any student not complying with the college's guidelines and procedures for the internship program.

## IV. Duration of Agreement

This memorandum of understanding shall continue in effect from 8/26/13 to 8/2/14.

CCSD Representative Stefan E. Mulki Date: 3/25/2013

SSCC Representative J. W. [Signature] Date: 3/28/13

**Student Intern Forms**

**Internship Experience and Reflection Sessions Cover Sheet**

**Internship Activity Log**

**Self-Evaluation of Intern**

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**Internship Experience and Reflection Sessions**  
**Internship Grading Framework as Syllabus**

- A. Internship preparation: grade weighting (10%)**
  - 1. Industry and company information gathering**
  - 2. Completed internship Cover sheet contract**
    - a. Position description**
    - b. Project description that includes scope statement, list of deliverables, and schedule**
    - c. Additional assignments identified**
    - d. Learning plan completed**
  
- B. Internship work (60%)**
  - 1. Project work/internship work**
    - a. Attendance and project deliverable completion**
    - b. Additional assignment work if applicable**
  
- B. Internship Completion (30%)**
  - 1. Reflections /Project closures**
  - 2. Resume update**

**Internship Experience and Reflection Sessions Cover Sheet**

Name (print): \_\_\_\_\_

PID# \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area of Concentration \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Last Post Secondary School attended \_\_\_\_\_

Name and Address of Internship:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Internship Partner Supervisor name and title:

\_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Period for Internship Experience: \_\_\_\_\_

Number of work hours per week: \_\_\_\_\_ wages (if any)

\_\_\_\_\_

Semester to be enrolled for academic credit: \_\_\_\_\_

Assigned academic internship coordinator: \_\_\_\_\_

I am aware that permission is required to intern. I understand that I will be required to submit additional assignments to complete my internship experience as designed with academic internship coordinator (must be attached). I agree that I have reviewed and understand these requirements.

Student Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed Internship Cover Sheet form and all required attachments to the Internship Coordinator for approval to enroll in this internship program.

Required Attachments:

1. \_\_\_\_\_ Corporate Internship Position Description (must have description, hours on site per week, total hours, an assigned intern site supervisor, and supervisor signature). The position description and signature must be on corporate letterhead.
2. \_\_\_\_\_ Project and individual internship (must have project scope statement, list of deliverables, project schedule (milestones), and company information with contact information.
3. \_\_\_\_\_ Additional Assignment outline/syllabus with grading distribution

**Internship Activity Log**

Date/week of \_\_\_\_\_

Student Intern: \_\_\_\_\_

Internship Area: \_\_\_\_\_

Intern Partner (organization and supervisor): \_\_\_\_\_

University Coordinator: \_\_\_\_\_

**Summary of tasks/activities/project work:**

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**Briefly describe the connection between this week's activities and your learning and career objectives:**

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**Self-Evaluation of Intern**

	A	B	C	D	E	F	G
1	<b>Skill</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>	<b>Growth</b>
2							
3	<b>Motivation</b>						
4							
5	<b>Initiative</b>						
6							
7	<b>Planning</b>						
8							
9	<b>Problem Solving</b>						
10							
11	<b>Written Communication</b>						
12							
13	<b>Content</b>						
14	<b>Style</b>						
15							
16	<b>Job Mastery</b>						
17							
18	<b>Time Management</b>						
19							
20	<b>Project Management</b>						
21							
22	<b>Ability to accept criticism</b>						
23							
24	<b>Overall Quality of Work</b>						
25							
26	<b>Software Application</b>						

**Organization's Intern Forms**

**Self-Evaluation of Intern**

**Qualitative Assessment**

Evaluation of Intern \_\_\_\_\_

	A	B	C	D	E	F
1	<b>Skill</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
2						
3	<b>Motivation</b>					
4						
5	<b>Initiative</b>					
6						
7	<b>Planning</b>					
8						
9	<b>Problem Solving</b>					
10						
11	<b>Written Communication</b>					
12	<b>Content</b>					
13	<b>Style</b>					
14						
15	<b>Job mastery</b>					
16						
17	<b>Time Management</b>					
18						
19	<b>Responsibility</b>					
20						
21	<b>Ability to accept Criticism</b>					
22						
23	<b>Attendance and Punctuality</b>					
24						
25	<b>Overall Quality of Work</b>					



November 6, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

Dear Mr. Waymer:

In support of the Ohio South Consortium for Education and Training's application for Internships and Co-Ops, I believe as an employer in Southern Ohio it is critical to grow the talent needed for our businesses and industries. I have found that students can successfully complete educational and training pathways but lack the opportunity for actual on-the-job training.

This grant directly benefits both the student and employer. It allows students to experience the correlation between learning/technical skill attainment and the knowledge and ability needed to successfully perform on the job.

Should this grant continue, my company plans to provide additional internship opportunities as available. We will collaborate with a consortium member to ensure classroom/lab curriculum is relevant to the student's internship and vice versa. We will also communicate with the consortium member to ensure the internships are productive for the students and directly align to a related job.

Please extend this grant so more students can participate in meaningful work-based learning experiences in our business.

Respectfully,

A handwritten signature in black ink, appearing to read "Gary Tindall".

Gary Tindall  
Director of Workforce Development  
DPL Generation Center  
An AES Company



145 Hunter Drive • Wilmington, Ohio 45177 • (937) 366-4040 • www.airbornemx.com

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

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Respectfully,

A handwritten signature in black ink that reads "Christine Cousineau".

Christine Cousineau, SPHR

HR Generalist

Airborne Maintenance & Engineering Services

# Arrick's Propane

Arrick's Propane  
9157 US Highway 23  
Lucasville, OH 45648

October 23, 2013

Ohio Board of Regents  
Attn: Zach Waymer, director  
Experiential Learning & Outreach

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

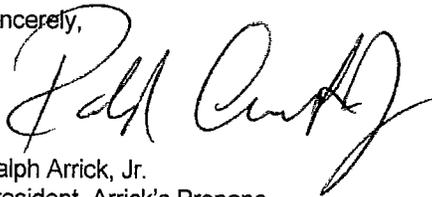
Dear Mr. Waymer:

This letter is a letter of support for the Ohio South Consortium for Education and Training's application for Internships and Co-Ops. As an employer in the Southern Ohio area, it is highly important that we have the ability to grow the talent needed to keep our business successful. In many instances, students come with education and training but they aren't familiar with our particular needs. Internships and Co-Ops give students a firsthand look inside our facility and a thorough understanding of how the skills they are learning will be used. It also can help the students understand the value and importance of employability skills and work ethics.

If this grant funding is continued, we may later provide area post-secondary students with additional internships. These internships would be in maintenance and engineering department and would last for a relevant duration. They would also be paid internships. We would work with the school/consortium to be sure that the content covered in the classroom is related to what the students are experiencing in their internships and vice versa. We will also be sure to work with the school/consortium to make the process as smooth as possible for the students involved, and provide a crucial link between the education/training and employment. Any needed feedback to strengthen the process will be shared with the education facility.

Please look favorably on the grant extension. Its funding will greatly increase the number of students that will be participating in important work-based learning experiences in our business.

Sincerely,



Ralph Arrick, Jr.  
President, Arrick's Propane



the beautiful foods company™

November 13, 2013

Ohio Board of Regents  
Attn: Zach Waymer, Director  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

Dear Mr. Waymer,

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Please extend this grant so more students can participate in meaningful work-based learning experiences in our business.

Respectfully,

Larry Sprague  
VP Human Resources



A Lancaster Colony Company

Date: November 11, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

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Please extend this grant so more students can participate in meaningful work-based learning experiences in our business.

Respectfully,

Bill Condo, MBA  
Training, Employment, Employee Relations  
Candle-lite  
250 Eastern Ave  
Leesburg, Ohio 45135  
bcondo@glassandcandles.com



A Lancaster Colony Company

Candle-Lite Div.  
P.O. Box 385  
Leesburg, Ohio 45135-0385  
937-780-2711  
Fax No. 937/780-9571

Date: October 31, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

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Respectfully,

Richard Redding  
Candle-lite Plant Manager

Ohio South Consortium for Education and Training Grant  
Southern State Community College Page 36 of 49



THE  
RANCH OF  
OPPORTUNITY  
WHERE HOPE GROWS

132 1/2 East Court Street, Suite 205  
Washington Court House, Ohio 43160  
ph. (740) 505-0406

eastway.org

November 13, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

Mr. Waymer,

I am writing this letter of support for Southern State Community College in their pursuit of renewing the Ohio Means Internships & Co-Ops Grant.

Southern State Community College has been invaluable during Eastway Behavioral Healthcare's new start-up venture called "The Ranch of Opportunity", a Residential Mental Health treatment facility for teen girls that have experienced severe neglect and trauma from mental, physical, and sexual abuse. We have been working with Southern State Community College over the past couple of years in the as part of a site location, planning, educational, training, and workforce development needs that this new facility required. We are happy to say that with their assistance we will become operational in December, 2013 creating sixty (60) much needed new jobs to the region with potential for more.

Again, I cannot say enough about the cooperative efforts Southern State Community College has engaged and we support their efforts for this grant renewal that will help them to help our organization as well as many others in our region.

Thank you and please feel free to contact me with any questions you might have.

Sincerely,



Rob Hedrick, Community Development Director  
Eastway Behavioral Healthcare  
"The Ranch of Opportunity"

Ohio State University for Education and Training Grant  
Southern State Community College Page 37 of 49

Grant Committee Members,

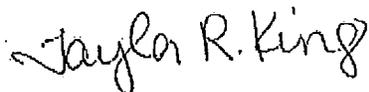
In support of the Ohio South Consortium for Education and Training's application for Internships and Co-Ops, I believe as a global employer, it is critical to grow the talent needed for our organization and in industries across the United States. As a recent graduate, I have found that it is difficult to not only acquire the amount of experience that is demanded in the job market today, but also to ensure that that experience is transferrable to the "real world."

This grant directly benefits students across Ohio by assisting our organization in providing that valuable and transferrable experience. It allows us to strengthen our Co-Op program by offering more positions to more capable students; with the goal being to offer full-time positions upon graduation.

Should this grant continue, my organization plans to provide additional internship/Co-Op opportunities. We will collaborate with a consortium member to ensure classroom/lab curriculum is relevant to the student's internship and vice versa. We will also communicate with the consortium member to ensure the internships are productive for the students and directly align to a related job.

Please extend this grant so more students are able to gain the valuable experience needed to prepare them for entering the professional workforce with Glatfelter and similar organizations.

Sincerely,



Taylor King  
HR Generalist  
PH Glatfelter

COPY



# NEW SABINA INDUSTRIES, INC.

12555 East U.S. Rt. 22 & St. Rt. 3, Sabina Ohio 45169  
Phone: 937-584-2453 Fax: 937-584-2476 - 937-584-2477

**NEW SABINA**

November 3, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

Dear Mr. Waymer:

In support of the Ohio South Consortium for Education and Training's application for Internships and Co-Ops, we believe, as an employer in Southern Ohio, it is critical to grow the talent needed for our businesses and industries. We have found that students can successfully complete educational and training pathways but lack the opportunities for actual on-the-job training. Also, if we are to retain the next generation of workers and not lose them to "the big cities" we need to show them the opportunities available close to home. We belong to several local manufacturing groups and we all agree that we have to find a way to keep our talent local. For this reason, our company has formed a Technical Development department with one of its key responsibilities being to create active Internship, Co-Op and internal Apprenticeship programs. Many of the other manufacturers in our area are exploring similar programs.

This grant directly benefits both the student and the employer. It allows students to experience the correlation between learning/technical skill attainment and the knowledge and ability needed to successfully perform on the job.

Should this grant continue, our company plans to provide a number of internship opportunities. We will collaborate with a consortium member to ensure classroom/lab curriculum is relevant to the student's internship and vice versa. We will also communicate with the consortium member to ensure the internships are productive for the students and directly align to a related job.

Please extent this grant so more students can participant in meaningful work-based learning experiences in our local businesses.

Bruce Hoskins, Training & Development Specialist  
Technical Development Department

Carl Thompson, Manager  
Technical Development Department



**OHIO**  
UNIVERSITY

Chillicothe

101 University Drive  
PO Box 629  
Chillicothe OH 45601-0629

T: 740.774.7200  
F: 740.774.7214  
W: [www.chillicothe.ohiou.edu](http://www.chillicothe.ohiou.edu)

November 14, 2013

Ohio Board of Regents  
Attn.: Zach Waymer, Director  
Experiential Learning & Outreach  
30 East Broad St., 36<sup>th</sup> Floor  
Columbus, OH 43215

Dear Mr. Waymer:

I am writing this letter to confirm the commitment of Ohio University Chillicothe (OU-C) to the Ohio South Consortium Training's application for Internships and Co-Ops. This letter is also being written to acknowledge a partnership between OU-C and PPG Industries, Glatfelter, Adena Regional Medical Center, Clear Channel, Kingston National Bank, Pioneer Center, VA Medical Center to offer up to 12 internships each academic year for OU-C students to gain work experience.

The internships will be available to all OU-C students but will be of particular interest and value to our students majoring in the following academic programs: Business Management Technology, Computer Science Technology, Bachelor of Science in Applied Management and Communication Studies. It is anticipated that each semester up to 6 OU-C students will be selected to complete a 15 week internship. The students will receive a stipend and/or 1-3 hours of academic course credit from OU-C for successfully completing the internship.

Students may be placed in a number of divisions within the organization depending on their background and interests. These areas include Finance (Accounting), Merchandising, Marketing, Human Resources, Management and Information Technology. The students will be supervised on a day-to-day basis by employees from the companies and the internship program will be coordinated by a faculty member from OU-C.

The interns will not only gain valuable out of classroom work experience from reputable local companies, but it is anticipated that several of the interns will be offered employment upon graduation. The organizations are very committed to hiring employees within the South Central Ohio region, thus providing employment opportunities for our students to remain in the Chillicothe area, a goal which aligns well with the "Jobs for Ohio" initiative.

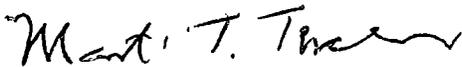
Pg. 2

November 14, 2013

The OU-C campus strongly feels our partnership with regional employers to offer student internships will be a starting point to providing similar opportunities and partnerships with other area businesses.

The OU-C Technology and Business Development Center opened in January 2012 to strengthen the workplace experiences that our students will have as part of their degree programs. Not only do our students benefit, but the businesses and industries in our region gain as well. A skilled workforce promises a robust economy for the Chillicothe area. Our involvement in the Ohio South Consortium for Education Training application will provide valuable resources to insure the success of this program.

Sincerely,

A handwritten signature in black ink that reads "Martin T. Tuck". The signature is written in a cursive style with a long, sweeping underline.

Martin T. Tuck, Ph.D.

Dean

Ohio University Chillicothe

[tuck@ohio.edu](mailto:tuck@ohio.edu)

# FIVE STAR JOB CENTERS OF SOUTHWEST OHIO

## CCWORKS

1025 S. South Street, Suite 500  
Wilmington, OH 45177  
937-382-7762

## FAYETTEWORKS

Southern State Community College  
1270 US 62 SW  
Washington CH, OH 43160  
740-333-5115

## GREENEWORKS

571 Ledbetter Rd.  
Xenia, OH 45385  
937-562-6566

## HIGHLAND COUNTY EMPLOYMENT CENTER

1575 N. High Street, Suite 100  
Hillsboro, OH 45133  
937-393-1933

## MONTGOMERY COUNTY JOB CENTER

1111 Edwin C. Moses Boulevard  
Dayton, OH 45422  
937-496-7551

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, OH 43215

November 13, 2013

Mr. Waymer:

The office of OhioMeansJobs | Fayette County supports Southern State Community College in its efforts to meet the workforce needs of both employers and job seekers here in Fayette County .

The College has a history of offering high quality, affordable training to our residents and employers and in working cooperatively with the One Stop office in Fayette County. We look forward to continuing our partnership with the College in meeting the workforce needs of Fayette County.

Sincerely,



Bob Brown, Manager

OhioMeansJobs | Fayette County



To Whom It May Concern,

I am writing this letter in support of Ohio University-Chillicothe (OU-C) in their attempt to secure grant funds for the Ohio Means Internship program. This semester, I started a Communication Internship program through OU-C with my employer, The Pioneer Center (also known as the Ross County Board of Developmental Disabilities). I have nothing but good things to say about my experiences working with OU-C, from the staff to the students, everyone has been wonderful. Multiple professors have given me opportunities to come speak in their classrooms, the students have been inquisitive, and the intern I am working with has been dedicated, personable, and driven.

My organization has been working with OU-C in the realm of internship programming for nearly a decade. We have worked with them in several areas including service and support administration/social work, nursing, deaf studies, early childhood teaching/special education, and now, communications. I spoke with our staff members who have been involved with these internships and they all had similarly glowing recommendations.

OU-C has welcomed us with open arms in some many areas to help expand the opportunities for their students. They are dedicated to providing their students with hands-on opportunities and exposing them to wide cross-sections of our regional population, including those with developmental disabilities.

In closing, we hope that you will strongly consider OU-C for this grant. If you have any questions regarding our internship programs, please feel free to contact me using the contact information below.

Sincerely,



Patrick McFadden, Director of Communications, Pioneer Center

Director of Communications, Pioneer Center  
11268 Co. Rd. 550, Chillicothe OH, 45601  
pmcfadden@rossdd.org; P: 740-773-8044, F: 740-773-8052



Pittsburgh Glass Works, LLC  
850 Southern Ave.  
Chillicothe, OH  
Telephone 740-774-7614  
Fax 740-774-8776  
sbutler@pgwglass.com  
www.pgwglass.com

Sonie K. Butler  
Manager, Human Resources-Chillicothe

Ohio Board of Regents  
Attn: Zach Waymer, Director  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

November 15, 2013

Dear Mr. Waymer,

Please find this to be a letter of support for the Ohio South Consortium for Education and Training's application for Internships and Co-Ops. Should this grant be funded, we intend to provide five (5) internships to area post-secondary students. The internships would be distribution/logistics, IT, and back office positions and would last six months. These would be a paid internship. We anticipate working with the school/consortium to ensure that the content covered in the classroom is related to what the student experiences in their internship and vice versa. We will also work with the school/consortium to ensure the process for the student is as smooth as possible and provides a needed link between education/training and employment. Any needed feedback to strengthen the process will be shared with the consortium.

Please look favorably on this grant request as its funding will greatly increase the number of students participating in meaningful work-based learning experiences in our business.

Sincerely,

Sonie K. Butler  
Manager, Human Resources  
Pittsburgh Glass Works, LLC



## PPG Industries

PPG Industries, Inc.  
848 Southern Ave.  
Chillicothe, OH 45601  
Telephone (740) 774-7652  
jmmorgan@ppg.com

Jill Morgan  
Manager, Shared Financial Services

November 4, 2013

Ohio Board of Regents  
Attn: Zach Waymer, Director  
Experiential Learning & Outreach  
30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215

Dear Mr. Waymer,

Over the past year, the PPG Shared Financial Services Center in Chillicothe, Ohio has had the opportunity to work with Ohio University-Chillicothe on internship placement through the Ohio Means grant. This was the first such opportunity and it is our sincere hope that it will not be the last.

Two students were placed in our facility through the Ohio Means Internship program and PPG was extremely pleased with the results. The students were reliable, eager to learn, and professional. Not only did they receive training and gain technical skills, PPG also provided them with performance feedback. By the employer providing the position, training, and performance feedback, the student benefits long term in the workplace and valuable job skills are attained. We as a company benefit by directly contributing to the success and talent within our geographical area.

As a 25-year employer in the region, and one that is looking towards future growth, it is vital that the talent pool within the area be maximized. To that end, PPG does plan to provide future internship opportunities through the Ohio Means Grant. By working closely with the Ohio University-Chillicothe staff, we will provide applicable internships for students.

I encourage you to extend the grant to allow more students the opportunity to experience this business internship program.

Sincerely,

Jill Morgan

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November 11, 2013

Zach Waymer, Director  
Ohio Board of Regents  
Experiential Learning & Outreach  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

RE: OMIC RFP Response  
Lead Applicant Southern State Community College

Dear Mr. Waymer:

In support of the Ohio South Consortium for Education and Training's application for Internships and Co-Ops, I believe that, as an employer in Southern Ohio, it is critical to grow the talent needed for our businesses and industries. Shortage of well qualified workers is a major problem in Southern Ohio as this area attempts to raise itself into viable place to do business. I have found that students can successfully complete educational and training pathways but lack the opportunity for actual on-the-job training.

This grant directly benefits both the student and employer. It allows students to experience the correlation between learning/technical skill attainment and the knowledge and ability needed to successfully perform on the job.

Should this grant continue, Weastec plans to provide additional meaningful opportunities for students to learn through participation in well-structured internships. Weastec will collaborate with a consortium member to ensure classroom/lab curriculum is relevant to the student's internship and vice versa. We will also communicate with the consortium member to ensure the internships are productive for the students, directly align to a related job and are valuable to Weastec. As we know if it is not beneficial to all stakeholders, it cannot be sustained.

Please extend this grant so more students can participate in meaningful work-based learning experiences in our business.

Respectfully,

William J. Smith  
Sr. Vice President

November 13, 2013

Ohio Board of Regents

Attn: Zach Waymer, Director

Experiential Learning & Outreach

30 East Broad Street, 36<sup>th</sup> Floor

Columbus, Ohio 43215

RE: OMIC RFP Response

Lead Applicant Southern State Community College

Please find this to be a letter of support for the Ohio South Consortium for Education and Training's application for Internships and Co-Ops. YSK has been participating in the current Ohio Means Internships Grant with the Ohio South Consortium for Education and Training. We have found that the consortium has been very helpful in placing qualified interns. Finding qualified candidates in the job market has been a difficult task; utilizing the skill level of these interns has been helpful in filling much needed positions. Our desire is to utilize the interns in a full-time role. We would like to continue to participate through 2014.

Should this grant be funded for another year we intend to provide between 6-10 internships to area post-secondary students. The internships would be in the Maintenance, Tooling, Engineering, Machining and Customer Service areas such as Human Resources and Purchasing departments and would vary in length of internship from 4 weeks to 6 months. These would be a paid internship. We anticipate working with the consortium to ensure that the content covered in the classroom is related to what the student experiences in their internship and vice versa. We will also work with the school/consortium to ensure the process for the student is as smooth as possible and provides a needed link between education/training and employment. Any needed feedback to strengthen the process will be shared with the consortium.

Please look favorably on this grant request as its funding will greatly increase the number of students participating in meaningful work-based learning experiences in our business.

Sincerely,



Monnica Seyfang

Sr. Specialist, Human Resources

YSK Corporation

Contact: Kris Cross  
Director of Public Relations  
937-393-3431, ext. 2676  
800-628-7722, ext. 2676  
kcross@sscc.edu

SOUTHERN STATE COMMUNITY COLLEGE  
PRESS RELEASE  
November 12, 2013



The Ohio Economic Development Association designated Grow! Highland County a recipient of its Excellence in Volunteerism Runner Up Award. Accepting on behalf of the Grow! Highland County resource board members are members of the project management team: (l-r) Sharon Bedard, Melissa Elmore, Brad Elmore, John Joy, and Sid Raisch.

## Grow! Highland County awarded for volunteer efforts

The resource board members of Grow! Highland County received an Excellence in Volunteerism Runner Up Award from the Ohio Economic Development Association (OEDA). OEDA's annual excellence awards program recognizes the achievements of individuals and organizations throughout Ohio in the areas of economic and workforce development.

Grow! Highland County is an enterprise facilitation program which was formed as a joint venture between Southern State Community College and the Highland County Chamber of Commerce.

The concept of enterprise facilitation involves matching clients with volunteers who provide free and confidential business guidance. A client of Grow! Highland County can be

anyone who needs guidance in starting a new business, expanding an existing business, or improving an existing business.

In the nearly three years since the program began, 174 clients have sought services and support from Grow! Highland County. Currently, some 58 clients in various stages of business development are being served; 32 business openings and 16 business expansions are directly attributed to this enterprise facilitation program.

More than 25 seasoned business, education, and service professionals make up resource board, which is committed to assisting small businesses by lending time and talents to strengthening the marketing, financial, and service/product components of the business.

The Grow! Highland County enterprise facilitation effort is led by a project management team made up of Katy Farber, Russ Brewer, John Joy, Melissa Elmore, Brad Elmore, John Hern, Tracy Evans, Betty Bishop and John Knechtly. Sharon Bedard has served as Enterprise Facilitator since October 2012.

The initiative began in 2010 when the U. S. Department of Agriculture awarded Southern State Community College a grant to provide assistance to small businesses. Southern State partnered with the Highland County Chamber of Commerce, and with the guidance of the project management team, the Sirolli Institute provided the initial training. Sid Raisch was selected as the Enterprise Facilitator and held that position until leaving to focus on his own small business.

Grow! Highland County would like to thank those who have supported this key economic development effort, and would welcome any questions regarding enterprise facilitation. To learn more, contact Bedard at 937-661-1437.