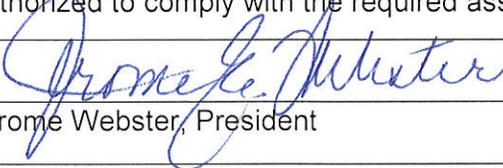


A. Cover Page & Program Snapshot

Name of Lead Institution (only one)	Terra State Community College
Project Start Date	May 1, 2014
Interns and/or Co-ops Start Date	June 1, 2014
Primary Contact - Individual must be authorized to sign grant contract and legally responsible as representative.	Name, title, address, telephone & email Dr. Jerome E. Webster, President 2830 Napoleon Rd., Fremont, OH 43420 419-559-2395; jwebster01@terra.edu
President/CEO Name	Dr. Jerome Webster, President
Project Director/s	Name, title, address, telephone & email Joan Gamble, Director of Career Services 2830 Napoleon Rd., Fremont, OH; 419-559-2252; jgamble@terra.edu
Are any of the applicants represented by a member of the Advisory Committee? See list at https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/omi/2013-14_CEIA.pdf	Name/s N/A
1) <u>Certification by Authorized Official:</u>	
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. Jerome Webster, President
Date	November 15, 2013
2) <u>Administering Entity:</u>	
Contact Person	Joan Gamble
Title	Director of Career Services
Address	2830 Napoleon Rd., Fremont, OH 43420
Email	jgamble@terra.edu
3) <u>Business Partners (please submit separate information for each partner)</u>	
Company Name	JBT FoodTech
Contact Person	Kim Finley
Title	Human Resources Coordinator
Address	1622 First Street, Sandusky, OH 44870
Email	kim.finley@jbtc.com
4) <u>Educational Partners (please submit separate information for each partner)</u>	
Institution Name:	Vanguard-Sentinel Tech Ctr
Contact Person	Rosemary Krieger,
Title	Director
Address	1306 Cedar St., Fremont, OH 43420
Email	rkrieger@vstc.org

Form continues next page.

5) Other Partners (please submit separate information for each partner)

Institution Name	Sandusky County Economic Development Corp.
Contact Person	Kay E. Reiter
Title	Executive Director
Address	2511 Countryside Dr., Fremont, OH 43420
Email	director@sanduskycountyedc.org

Program Snapshot	Name, Number or Amount
JobsOhio key industry/ies – please list	Adv Mfg., Polymers, Energy, Agribusiness, Business Funct.
JobsOhio region	Northwest Ohio Region 6
Amount of state money requested	\$ 180,778
Required match money committed (100% undergrad & 150% grad programs)	\$ 197,033
Total state money requested divided by number of co-ops or internships created (in whole dollars)	\$ 6,456-\$10,634
Total match money obtained divided by number of co-ops/internships created (in whole dollars)	\$ 7,037-\$11,590
Total money (state plus match) divided by number of co-ops/internships created (in whole dollars)	\$ 13,493-\$22,224
Number of business partners	5
Number of education partners	2
Number of other partners	4

Add numeric value to each field below

	TOTAL	Wages	Scholarships	Both wages & scholarships	For credit	Not for credit	Required	Optional	Transcripted (all)
<u>Internships created (proposed)</u>	17-28	17-28	17-28	17-28	17-28	0	0	0	17-28 - All
<u>Co-ops created (proposed)</u>	0	0	0	0	0	0	0	0	0
TOTALS	17-28	17-28	17-28	17-28	17-28	0	0	0	All

Additional forms found next page.

ADDITIONAL BUSINESS PARTNERS

Green Bay Packaging, Inc.
Sandy Clark
Human Resources/Safety Manager
2323 Commerce Drive
Fremont, OH 43420-1052
sclark@gbp.com

AutoGate
P. O. Box 50
Berlin Heights, OH 44813
1622 First Street
Don Rodwancy
VP Manufacturing and Engineering
NancyFunni@autogate.com

Materion Brush, Inc.
James Lippert
Manager Maintenance & Services
1710 W. Portage River South Road
Elmore, OH 43416-9502
James.lippert@materion.com

The Mennel Milling Company
D. Ford Mennel
President
128 West Crocker Street
Fostoria, OH 44830-0806
fmennel@mennel.com

ADDITIONAL EDUCATION PARTNER

Bowling Green State University
Dr. John W. Sinn
Professor, Quality Systems
Bowling Green, OH
jwsinn@bgsu.edu

ADDITIONAL OTHER PARTNERS

Chamber of Commerce Sandusky County
Angie Morelock
CEO/President
101 South Front St.
Fremont, OH 43320
ceo@scchamber.org

Seneca Industrial and Economic Development Corp.
Richard A. Focht
President & CEO
19 W. Market St., Suite C
Tiffin, OH 44883
rfocht@bpsom.com

Ottawa County Improvement Corp.
Jamie N. Beier Grant
Director
8043 W. State Route 163, Suite 100
Oak Harbor, OH 43449
jbgrant@ocic.biz

ABSTRACT

Terra State Community College is looking forward to expanding its student internship and co-op program through this Ohio Means Internships & Co-ops grant. Objectives include increasing the number of employers who provide work experience and the number of students who enroll in these work experience projects each semester. The project will be coordinated by a full-time Work Experience Specialist and a newly formed Work Experience Leadership Team.

Terra State's current work experience (WE) program is modest; however, a significant amount of professional development is planned to enable faculty and staff to learn more about WE and how to better work with employers and other partners to reach the objectives. The development component of this program is considered essential in order to sustain the program beyond the grant period.

The institution will become members of the Cooperative Education and Internship Association and the Ohio Cooperative Education Association. Members of the Leadership Team will attend the annual conferences of these organizations, as well as the Assessment Institute to learn more about evaluation of student work experience. The Team will also visit other institutions that have successful work experience programs and invite guest speakers to Terra to share their knowledge and recommendations. The Team will then work with other Terra faculty and staff to help further expand the College's program. This professional development agenda is considered key to helping Terra move ahead with its WE program.

Other important elements of the proposed program include:

- Increasing the number of work experience opportunities.
- Increasing the number of employers who provide work experience opportunities.
- Establishing program partnerships with area economic development offices.
- Establishing program partnerships with area Tech Centers.
- A budget request of \$180,778 from state funds, matched by private funds.
- Planning for sustainability and future work experience program growth.

PROGRAM NARRATIVE

INTRODUCTION:

Round I Accomplishments: Round II OMIC objectives will build upon Round I accomplishments which included: hiring a part-time Work Experience Specialist Assistant; developing and distributing marketing materials (posters, brochures, handouts for use in presentations); and developing program management materials (student and employer forms and handbooks). The Work Experience Specialist Assistant has presented work-based learning information in over 50 classes, reaching an audience of over 600 students.

Round II Activities and Objectives: The timeframe for Round II begins in May 2014 and concludes in April 2016. Activities for Year One will focus on professional development for a full-time Work Experience Specialist, faculty, and other members of the newly formed Work Experience Leadership team. Activities will also include program marketing, student recruitment, employer engagement, and enrollment of students in work experience. Activities for Year Two will focus on evaluation of work experience projects in process, program revisions as needed, development of additional work experience opportunities, advancement of partnerships with the tech centers and university partners, and final program evaluation. Faculty and staff development in preparing, implementing and evaluating work experience projects will be continuous to assure program sustainability at grant conclusion.

Round II Objectives (May 2014 – April 2016):

- Increase to 4 from 0 the number of Tech Center OMIC partnerships.
- Increase to 3 from 0 the number of university OMIC partnerships.
- Increase to 30 from 0 the number of employers attending OMIC informational sessions.
- Increase to 15 from 4 the number of employers who provide work experience projects.
- Increase to 17 from 3 the number of students enrolled in work experience projects each year.

RELEVANCY:

1. How is the institution building partnerships with private companies to address emerging workforce needs?

Since the college was founded in 1968, individual academic program advisory committees have been instrumental in determining the knowledge, skills and abilities that should be included in the program curriculum. Representatives from companies that hire Terra graduates are members of these committees. Many Terra graduates eventually become members of advisory committees. The committees meet at least annually to discuss workforce and curriculum/training needs.

Prior to commencement ceremonies each year, members of the graduating class are asked to fill out a questionnaire for Career Services. Those students who are already employed in a position related to their major field of study are asked questions about the relevancy of their educational program to the skills actually needed to perform the job. This feedback is discussed at the next regular program advisory committee meeting, and members are asked to verify skills

needed. Graduates who serve on the program advisory committee for the field in which they work assist the college in understanding the relevancy of course work to work place.

The Coordinator of Career Services and the Coordinator of Apprenticeship Programs and Industrial Training maintain regular communications with employers. Through these individual company meetings, the Coordinators obtain training need information. Each office meets with approximately 40 employers each year.

Additionally, Terra's Job Fairs, coordinated by the Coordinator of Career Services, is another means by which employers, students and college personnel stay in touch and learn about each other's needs. Fairs are held twice each year, in late September and early March. In 2012, 68 employers attended the fall Fair, and 82 attended the spring Fair.

Employers attend the Fairs to meet students and faculty and to advertise hiring opportunities and processes for their companies. They are interested in meeting students who have the qualifications and skills they need. Each employer has a 'booth' for distribution of company materials and job information. Many employers visit classrooms and chat informally with faculty. Students and faculty tour the Job Fair booths to meet employers and to learn more about area companies and the jobs that are available. All of the participants view these Fairs as an opportunity to establish professional relationships and to network.

Three OMIC Round II program activities will focus on increasing employer relationships to address emerging workforce needs and to expand the work experience program: (1) Informational discussion sessions will be held on campus for employers at the beginning of each of the four program semesters to collect information and to explain the OMIC program; (2) individual employer visits will be scheduled to explore ideas for potential work experience opportunities; and (3) presentations will be made at regular meetings for service organizations to expand the scope of individuals who are informed about OMIC. Through these activities, the Work Experience Specialist, with the assistance of faculty and staff, will describe the curriculum and how it meets workforce training needs. The importance of student work experience opportunities will be stressed. Records will be maintained of all meeting information.

2. What steps will be taken to assist faculty with program development to ensure relevancy in the curriculum?

Faculty from the relevant majors will be engaged in all phases of meetings with employers. Program advisory meetings are just one opportunity for employers and faculty to discuss training needs, to ask questions, and to compare existing curricula with new developments. Through OMIC employer involvement, faculty members will be able to hear what employers need and to ask about specific revisions to provide specific skill and multi-skills training needed by industry. Faculty members learn which technology is being used by companies and discuss how to coordinate the use of specific technology with teaching and learning.

Then, it is up to faculty to determine teaching strategies for technical material and how to blend general education principles with technical knowledge. It is not unusual for a technician to become a supervisor, and it is not unusual for supervisors to return to the community college for additional training in leadership skills. Faculty, therefore, also must be able to blend technical knowledge with communication, social science topics and leadership skills.

In addition to the individual meetings with employers, four OMIC program activities will focus on assisting faculty with integration of student experiences with curricular development: (1) faculty will serve as work experience mentors, assisting with development of student work experience projects; (2) faculty will visit students at the work site to assess progress; (3) faculty will attend at least one professional association seminar, conference or workshop each year of the program, and (4) faculty will be provided funding for curriculum revision based upon the existing collective bargaining agreement with the college.

3. How is the proposal integrated into the strengths of the regional economy?

The OMIC program will be aligned with Northwest Ohio, Region 6, of The JobsOhio Network. Companies within each of the nine key industries are located in Region 6. The typical business function jobs (back office and logistics) are also found within all industries and many of these companies. Northwest Ohio is ideally located for businesses to reach a large number of customers with easy access through every mode of transportation. Combined with a nationally acclaimed workforce and the lowest taxes in the Midwest, the region has many advantages.

Manufacturing has traditionally been, and still is, a key industrial component of Northwest Ohio. ODJFS Bureau of Labor Market Information projections indicate that employment will grow by 4.3 percent from 2008 to 2018. However, growth in the Northwest and North Central areas for the same period is projected at 1.8% and 0.4 percent, respectively. Unemployment for this geographic area tends to be above the rate for Ohio, a trend that is attributed to the loss of manufacturing jobs in the area.¹ However, it is further noted that jobs in manufacturing will grow due to the need for replacement workers. Important factors include: Ohio’s manufacturing GDP accounted for 16.7 percent of Ohio’s total GDP in 2011; manufacturing accounted for 15.0 percent of private employment in Ohio in 2011, second to health care and social assistance; the Regional Growth Partnership JobsOhio region of the state ranked the highest in manufacturing sector’s share of total employment (18.2%); and eight manufacturing subsectors are expected to grow over the 2010-2020 period. Twenty occupations in manufacturing are expected to grow between 2010 and 2020, including Machinists, Assemblers and Fabricators, Industrial Machinery Mechanics, and Tool & Die Makers.²

JobsOhio Industry Cluster Snapshot Reports (<http://ohiolmi.com/proj/JobsOhioInd.htm>), provide estimates of the number of average annual job opportunities across all occupations within the cluster. The following Key Industries, along with these estimates, will be included in Terra’s OMIC program:

<u>Industry</u>	<u>Average Annual Job Opportunities</u>
Advanced Manufacturing	2,541
Business Functions	7,234
Agribusiness & Food Processing	7,466
Polymers	3,817
Financial Services	5,258

¹ “2018 Ohio Job Outlook, Northwest Ohio Economic Development Region 2.” Office of Workforce Development, Bureau of Labor Market Information, <http://OhioLMI.com>, 2011.

² “Manufacturing in Ohio, A Post-Recession Employment Outlook,” Office of Workforce Development, Bureau of Labor Market Information, <http://OhiLMI.com>, 2013.

Some occupations will have annual openings in several industries. For example, Industrial Engineers/Technicians and Mechanical Engineers/Technicians are listed in four of the nine key industries. Supervisors of Mechanics are listed in six clusters. Accounting, sales and marketing occupations are also listed in several of the industry clusters.

4. What steps will the institution take to regularly assess and improve student learning outcomes?

At present, Terra State Community College assesses student academic learning outcomes in three areas: (1) *General Learning Outcomes*, (2) *Program Learning Outcomes*, and (3) *Course Learning Outcomes* for courses that are not part of a specific academic degree program or major (“support” courses). Full-time faculty members establish these learning outcomes at the appropriate level (college, program and course level). Student achievement with regard to the established outcomes is measured on a three-year cycle, with roughly one-third of all outcomes assessed each year. All College faculty (full- and part-time) evaluate student achievement in these areas using rubrics established for this purpose. Apart from the grades students are assigned on course projects and in courses as a whole; assessment remains separate from grading.

5. How will work-based learning opportunities be integrated into students’ academic programs to bridge to their career goals?

Through collaboration with work site coordinators, faculty will identify specific career oriented learning outcomes and activities. Faculty participating in this program will then integrate into the course syllabi these goals and activities. Appropriate assessment instruments will generate data allowing faculty to determine the degree to which students have achieved learning objectives.

The Terra catalogue lists Cooperative Work Experience as an option for students in the major program descriptions for one or more credits. When students enroll for work experience, they also enroll for a one hour Cooperative Education Seminar.

All internship, co-op positions, and student resumes will be posted on www.OhioMeansInternships.com, and students will be encouraged to research this website to learn more about the website and what positions are available throughout the state.

SUSTAINABILITY:

1. What is your financial plan and budget to support the program beyond the grant period?

Planning at Terra State begins with the College’s strategic plan which is updated every five years. It addresses issues designed to assure institutional advancement. Through this process, the College identifies the need for new academic programs and courses, how to expand current programs to reach new student groups, and how to expand the transfer of knowledge with state-of-the-art technology and teaching strategies. The current strategic plan, “Vision 2016,” has been the foundation for development of this project.

Goal 4 of Vision 2016 is especially relevant to this project; it states: "Provide dynamic training and learning opportunities for life and work in a global economy." Initiative 4.2 states: Develop and expand co-ops, internships, and other work-based experiences to enhance career options for students. Five action items listed for this initiative further describe activities that are planned for expanding work-based experiences:

- 4.2.1 Shift work experience advisor position to full-time.
- 4.2.2 Structure faculty assignments to develop and expand work-based experiences through appropriate compensation or course-release agreements.
- 4.2.3 Expand the number and location of options for work-based experiences.
- 4.2.4 Share available work-based experiences by academic discipline with faculty on a regular basis, involving advisory boards.
- 4.2.5 Incorporate work-based experience constituent tracking into student information system database.

Each of these action items will be addressed in Round II as the OMIC project unfolds, and each will help assure OMIC sustainability after the grant period.

Although the FY2014 operational budget is seriously restricted due to enrollment decreases, the current plans are to continue the responsibilities of the OMIC Work Experience Specialist Assistant by expanding the job to a full-time Work Experience Specialist position. The Specialist will assume the responsibilities now performed by the half time OMIC-sponsored work Experience Specialist Assistant, plus the addition objectives of Round II. Based upon the program of activities for faculty development, infrastructure development and data management, and establishing partnerships with employers (see 3 and 4 and 5), sustainability activities will prepare existing faculty and staff to assume the new responsibilities without adding major personnel costs.

Following the grant, the Specialist position will continue to work with a Work Experience Leadership Advisory Committee and convene annual meetings. The committee will include Terra faculty and staff who work with student work experience projects, employers who hire interns and co-ops, representatives of one or more of the Technical Centers, and a university liaison. This group will monitor and advise program plans, while the Work Experience Specialist will be responsible for program implementation.

2. What program assessment actions will be taken to improve and grow learning outcomes for students, business participation, and overall program success?

In order to assess students' participation in work experience programs, it will be necessary to establish the desired learning outcomes for the work experience, develop evaluative metrics (such as rubrics with defined performance levels), define shared responsibilities for evaluation between College faculty and workplace supervisors, and assign responsibility for ensuring that the appropriate assessments of student performance in the work experience program is carried out. It seems likely that some metrics will apply across many work experience placements, while others may be specific to one industry or business partner's placements; and some may be even more closely tied to a particular placement. The Office of Institutional Research and the College Assessment Committee are committed to working with the appropriate members of the faculty to establish these metrics, tailor them to specific work experience opportunities, and

ensure that data on student performance is collected and analyzed with the aim of improving student experience in work experience programs.

3. What are the plans to support the program through infrastructure, advising and data management?

Once students enroll in an academic program at Terra, they have already completed a campus tour, pre-advising, placement testing, and CORE, (Complete Orientation and Registration Experience). A Work Experience brochure is distributed to students during CORE so they are aware that academic credit is available for internships and co-ops with most academic programs. All new degree students are also required to enroll in GEN 1000, First Year Seminar. In this course, students learn more about work experience and receive a copy of the WE Student Handbook.

In addition to the brochure and the Student Handbook, several other work experience documents have been prepared and will be revised during Round II as the Work Experience Specialist and faculty gain more experience with work experience and see opportunities for improvement.

An Employer Handbook has also been developed, including employer requirements in work experience, documentation, situational troubleshooting, check lists, and timelines. A Faculty Handbook to Internship and Co-op will also be developed as a part of the development activities in OMIC Round II. The development of the Faculty Handbook will require coordination between the Career Services Office, Curriculum Committee, Council for Academic and Student Affairs, and ultimately the Terra Faculty Association.

Work experience tracking is maintained through the Three Rivers CAMS student information database. Work experience course enrollment and final grades become a permanent record on the student transcript. A separate work experience data management system will be established during Round II by the Work Experience Specialist. Complete documentation of each student internship and co-op forms, assessments, and daily logs will be maintained in this database, which will be a permanent college record.

4. How will the institution develop and sustain its faculty engagement?

The following development activities have been identified:

Year One: May 2014 – April 2015:

The Work Experience Leadership Team will be comprised of the following positions: Coordinator of Career Services, Work Experience Specialist, Dean of Engineering Technologies and Mathematics, Dean of Business and Creative Arts, three to four faculty members who teach in key industry major programs, and two recruitment/student advising personnel. This group will assist with planning and will attend the professional development activities and bring information back to the College for training other personnel.

- April 2014: Three members attend annual conference of the Cooperative Education and Internship Association (CEIA) in Seattle. (Budget implications: membership, registration, travel, lodging, per diem).

- May 2014: Six members attend the Ohio Cooperative Education Association (OCEA) state meeting in Ohio. (Budget implications: membership, registration, travel, per diem).
- June 2014: Team members attend the annual CEIA work experience training workshop. (Budget implications: registration, travel, per diem).
- September 2014: A work experience specialist will speak at the 2014 Fall Convocation presenting information on internships and co-ops, including aspects of faculty, student, and employer involvement. This speaker will present to the entire college community. Breakout session by Work Experience Professional Development Team to share what has been learned at the various conferences and to discuss terra's program to date. (Budget implications: honorarium, travel, per diem, materials).
- October 2014: Three faculty will attend the annual Assessment Institute conference in Indianapolis. Liaisons will attend sessions on outcomes assessment and sustainability for internship/co-op programs. (Budget implications: registration, travel, lodging, per diem).
- November 2014 – March 2015: Two faculty/staff visits to institutions that have existing successful work experience programs will be scheduled; recommended sites: (1) Division of Professional Practice, the University of Cincinnati and Cincinnati State Technical and Community College (contact: Sue Dolan, sue.dolan@cincinnatiatstate.edu); (2) University of Akron (contact: Deanna Dunn, ddunn@uakron.edu). (Budget implications: travel, per diem, materials).

Year Two: May 2015 – April 2016:

- May 2015: Team presents on-campus workshop to update campus community on what has been learned. (Applicant sponsored).
- May 2015: Conduct five assessment training workshops for 10 employees, focusing on internship/co-op assessment. (Budget implications: \$200 stipends for 10 faculty = \$2,000).
- Curriculum development: Team members will develop work experience syllabi for standard internship experiences following established guidelines. (Budget implications: travel to employer sites. The TFA collective bargaining contract identifies curriculum development rate of \$25.75 per hour. For new course development, the College remunerates a maximum of 15 development hours per course credit hour. For converting existing seated courses to distance learning delivery, the College remunerates a maximum of 10 development hours per course credit hour.
- May 2015: Team attends annual conference of the Ohio Cooperative Education Association. (Budget implications: registration, travel, per diem).
- April 2016: Team presents on-campus workshop to update campus community on work experience internship/co-op accomplishments, assessment, what has been learned and plans for continuation of WE program. (Applicant sponsored).

Professional development activities will be coordinated with the institutional Coordinator of Faculty Development and Training and in conjunction with the College's Faculty Development and Training Program.

5. How will the institution develop and sustain its capacities in job development, and business participation?

Surveys are conducted at the conclusion of each Job Fairs to collect information on satisfaction level with the Fairs and interest in co-ops and internships. When employers respond that they are interested in developing work experience options, a meeting is scheduled by the Coordinator of Career Services for further discussion. Additional contacts are maintained through the following methods:

- On-going advisory committee meetings.
- On-campus open-house activities.
- Individual meetings with campus coordinators.
- Liaison with such agencies as the Chamber of Commerce and Economic Development offices.
- On-campus employer interviews for hiring students.
- Contacts by students searching for jobs on the electronic job board.
- Contacts by students searching for internships and jobs through Ohio Means Internships and Ohio Means Jobs.

The Work Experience Specialist, in conjunction with the Director of Career Services and the Coordinator of the Apprenticeship Program, monitors opportunities to meet new employers in order to introduce them to Terra's internship/co-op program and to think about the mutual benefits of these projects. For example, the Specialist is currently working with local financial institutions to consider development of internships. This could become a reality within the first year of Round II. Another example is that Terra has provided summer co-ops for a nearby nuclear energy plant for about six years. The company has a formal arrangement with a four-year institution and did not want to submit a formal letter of commitment for this program.

Other options will continue to be developed as this project moves forward. The entire process is dynamic and expected to grow, especially with the benefit of the extensive professional development that Terra personnel will receive during Round II.

Sustainability of the internship/co-op program is dependent upon applicant involvement during the project and continuing thereafter. The following estimate lists the time that will be dedicated to this project by other College personnel: Dean of Students (5%); Admissions, Enrollment Services, Academic Service Center (10%), Career Services (10%), Director Marketing/Enrollment Services (10%), Assistant Director of Financial Services (5%), Coordinator HR (10%), Coordinator, Data and Records (10%), totaling approximately \$38,560.

Budget Narrative: State Funds Private Match Total

Personnel: F-t Work Experience Specialist: Salary based on college policies. To be hired first month of project; responsible for project leadership, implementation, infrastructure/data management; faculty/staff development; assists faculty with arranging work experiences; develops materials and maintains communications with all project partners and state: Year One: \$30,222; Year Two: \$30,826:

\$61,048 \$61,048

Curriculum Development: faculty development of six work experience syllabi @ five hours per course = 30 hours @ \$25.75 per hour:

\$773 \$773

Faculty Mentorship: Faculty development of specialized topics and student mentoring based upon the individual student work experience projects. The budget is based on two hours per week for monitoring projects and mentoring students to assure productive and enterprising performance by student workers: 2 hours X 14 projects X 15 weeks X \$20/hour: Year One request: \$8,400; Year Two request: \$8,400: Total:

\$16,800 \$16,800

Fringe benefits @ 23% for full-time (\$13,834) and 17% for part-time (\$2,987) personnel; based on College-defined benefit costs; part-time benefits include retirement.

\$16,821 \$16,821

Marketing/Training Materials: In-house production of 200 OMIC brochures per year (\$100); in-house production of OMIC video of labs and students on work experience jobs (\$3,000); in-house production of 150 program handbooks (\$3,000):

\$6,100 \$6,100

Professional Development Travel and Related Expenses: Three attend CEIA Conf. in Seattle: (membership-\$400); registration (\$1,275); flight/hotel/fees for (\$3,333); per diem (\$750); mileage (\$95). Six attend OCEA state meeting: (membership-\$300); registration (\$1,350); lodging (\$600); per diem (\$684); mileage (\$130). Three attend CEIA annual training in Cincinnati: registration (\$750); lodging (\$900); per diem (\$342); mileage (\$230). Three attend Assessment Institute in Indianapolis: registration (\$825); lodging (\$1,020); per diem (\$360); mileage (\$275). Two campus visits for work experience development: mileage (\$400); per diem (\$300). Assessment training, 10 faculty @ \$200; honorarium for two guest speakers @ \$500:

\$15,019 \$15,019

Other Travel: Faculty meetings at work site: 14 projects X 3 trips per project X 4 semesters X 35 miles X .56 per mile:

\$823 \$823

Student Scholarships: Tuition for student enrollment in one credit EBE2980 Cooperative Education Seminar and one credit Cooperative Work Experience = \$283 X 17 X 4 = \$19,244; student supplies per enrollment = \$25 X 14 X 4 = \$1,700 =

\$20,944 \$20,944

Match: Student Travel Scholarships: To work sites:14 X 16 weeks X 2 per week X 4 terms X 35 miles @ .56: (Foundation could pay?)

\$42,450 \$42,450

Employer Wages/Salaries: Student internships/co-ops; supervision by employer mentors based upon employers' letters of commitment:

\$197,033

Totals: **\$180,778** **\$197,033** **\$377,811**

Budget

Activity	Total	Regents Funds	Business Funds*	Applicant Funds	Education Partner Funds	Name of Education Partners	Other Partner Funds	Name of Other Partners
Personnel	\$95,442	\$95,442						
Supplies	\$6,100	\$6,100						
Purchased Services								
Travel	\$15,842	\$15,842						
Scholarships	\$63,394	\$63,394						
Employer Salaries	\$197,033		\$197,033					
Other Employer Contributions								
Other (Describe)								
Subtotal	\$377,811	180,778	\$197,033					
Indirect Costs 8% or less	\$30,225							
TOTAL	\$408,036							

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

B. Business Partners

Employer Name	Total Intern & Co-op Wages	# of Intern Positions	# of Co-op Positions	Amount of Other Employer Contributions
Green Bay Packaging	\$3,600	2		\$4,500
JBT FoodTech	\$16,425	6		\$43,788
Mennel Milling Co.	\$38,400	5		\$24,000
Materion	\$19,200	4		\$34,000
AutoGate	\$3,520	3		\$9,600
Total # of Employers Goes Here	Total Wage Commitment Goes Here	Total Number of Positions Goes Here	Total Number of Positions Goes Here	Total Amount of Other Employer Contributions Goes Here
5	\$81,145	20		\$115,888

Employer and other partner letters begin on the next page.



P.O. Box 50 • Berlin Heights, OH • 44814
(P) 419 • 588 • 2796
(F) 419 • 588 • 3514

November 15, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

AutoGate, Inc. looks forward to collaborating with Terra State Community College as a business partner in the "Ohio Means Internships & Co-ops," Round II project supported by the University System of Ohio Board of Regents. The following brief description identifies the co-op positions:

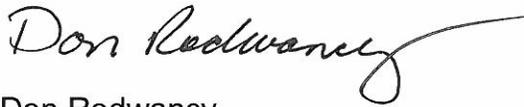
- These work experience opportunities will generally be ten hours per week for a period of 16 weeks. Students will be mentored throughout the work experience by a current qualified employee of AutoGate. Work experience projects can begin the summer 2014 semester and can be done for two semesters.
- Two welding positions in the fabrication department are available. Work assignments for this position include setup and operate metal fabricating equipment such as horizontal band saw, drill press, tube roller, punches, abrasive pipe notcher and welding machines. Plans layout, assembly, and welding gate fence sections and panel extensions. Lay-out, position, align and fit components together. Bolt, clamp and tack weld parts in place to secure for welding operation. AutoGate employs between 6 and 10 workers in this position throughout the year. This co-op position pays \$12 per hour.
- One beginning CAD drafting position in the engineering department is available. Work assignments for this position include working with sales consultants to produce customer site drawings. Reviewing sales order files and preparing appropriate drawings and related information for job files. Make final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another and relation of various parts to whole structure or project. AutoGate employs between 3 and 5 workers in this position throughout the year. This co-op position would pay \$10 per hour.

These positions align with JobsOhio key industries; AutoGate's NAICS Code is 3446. As required for this project, AutoGate, Inc. will commit the following as match for this project:

Salary and benefit dollars for co-op students	\$	3,520.00
Cost for training and mentorship for positions	\$	9,600.00
Total match	\$	13,440.00

The Ohio Means Internships and Co-ops project will significantly benefit AutoGate with finding the best employees, with the right training and job skills, for the positions available.

Sincerely,



Don Rodwancy
VP / Manufacturing and Engineering



ROLLING GREEN STATE UNIVERSITY

Department of Engineering Technologies
Programs and Majors in Aviation Studies,
Electronics and Computer Engineering Technology,
Electro Mechanical Systems, Engineering Technology, Quality Systems
<http://www.bgsu.edu/colleges/technology/graduate/page83679.html>

MEMORANDUM

November 11, 2013

TO: Andrew G. Carroll, Dean Engineering, Technologies & Mathematics
Terra State Community College, 2830 Napoleon Rd. Fremont, OH 43420
RE: Letter of Support for Cooperative Education Grant

FM: Dr. John W. Sinn, Professor, Quality Systems

A handwritten signature in black ink, appearing to read "John W. Sinn", is written over the text of the "FM" line.

Andy, this provides a letter of support as you lead efforts to secure funding to further develop a program for co-op's to aid in TSCC student's education.

As you know, BGSU has long had a strong requirement for all majors in technology to do co-ops as part of their four year BS degrees. We require three paid co-op experiences for all majors in the department of Engineering Technology, and have done this consistently since the early 1970's. We believe very strongly in the full time co-op experience, and will continue to maintain this requirement as one of the strongest elements in preparation of our professional engineering technologists going into their technological careers.

Please know that we fully support your efforts, and we certainly understand and appreciate what you are doing as you add this important component into your student's "tool kit" of preparation for the future. I am confident that having cooperative education experiences available will only strengthen your students' career preparation going forward.

You should feel free to call on me at any time in the future if I can assist in this important endeavor.

Green Bay Packaging



November 14, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

• **FREMONT DIVISION**
2323 Commerce Drive
Fremont, Ohio 43420-1052
PHONE 419-332-5593
FAX 419-355-2751

Dear Dr. Webster:

Green Bay Packaging Inc. looks forward to collaborating with Terra State Community College as a business partner in the "Ohio Means Internships & Co-ops," Round II project supported by the University System of Ohio Board of Regents. The following brief description identifies the co-op positions:

These work experience opportunities will generally be ten hours per week for a period of 15 weeks. Students will be mentored throughout the work experience by a current qualified employee of Green Bay Packaging Inc.. Work experience projects will begin in the summer of 2014 and can be done for one or more semesters.

- **Design Technical Co-op Position:** The work assignments for this position include assisting the Design Department with packaging designs, graphics, testing, and sample-making projects. The individual will be involved with the use of PC Design Graphics and a CAD/CAM system, along with converting equipment to product prototype parts. Responsibilities will also include development of concept graphics layout with integrated CAD structures, and will include close interaction with design, production, sales, customer service and customers. The position will produce sample cartons for customer approval and testing. The Design Co-op position pays \$12 per hour.
- **Maintenance Co-op Position:** The work assignments for this position include assisting the Maintenance Department in the areas of parts organization and ordering, developing operating procedures and powerpoint training programs for the maintenance positions, learning the hands-on portions of the Maintenance Mechanic and Technician Positions. The Maintenance Co-op position pays \$12 per hour.

These positions align with JobsOhio key industries Logistics-General Warehousing. Green Bay Packaging Inc. NAICS Code is 322100. As required for this project, Green Bay Packaging Inc. will commit the following as match for this project:

Salary and benefit dollars for co-op students (150 hrs/term)	\$12 per hour
Cost for training and mentorship for positions (30 hrs/term)	\$25 per hour
Cost for Human Resources/Safety oversight (30 hrs/term)	\$25 per hour
Cost for Management oversight (30 hrs/term)	\$25 per hour

150 x \$12 x 2 co-op	\$3,600
30 x \$25 x 2 co-ops x 3	\$4,500
Total match:	\$8,100

The Ohio Means Internships and Co-ops project will significantly benefit (company) with finding the best employees, with the right training and job skills, for the positions available.

Sincerely,

Sandra L. Clark
Human Resources/Safety Manager



November 14, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

JBT FoodTech looks forward to collaborating with Terra State Community College as a business partner in the "Ohio Means Internships & Co-ops," Round II project supported by the University System of Ohio Board of Regents. The following brief description identifies the co-op positions:

These work experience opportunities will generally be ten hours per week for a period of 15 weeks. Students will be mentored throughout the work experience by a current qualified employee of JBT FoodTech. Work experience projects will begin in the summer of 2014 and can be done for one or more semesters.

- 4 Welders. Work assignments for this position include performing a variety of stainless steel fabrication and weld processes on light gauge stainless steel metal, utilizing fabrication machinery, fixtures, and handbooks. Set-up and operate assigned fabrication machines (CNC, Press Brake, Trumpf Laser). 31 workers typically work in this position each year, and the number of jobs that may be available each year is growing. We need to replace 4 to 5 a year as our workforce is aging and we need skilled workforce. This co-op position pays \$10-\$15 per hour depending on skill level.
- 2 Electrical Assemblers. Work assignments for this position include assemble parts, items, components for subassemblies required for control panels, as well as batter mixer machines, breaders, including control wiring and assisting in simulated operational testing of completed machines or units. 3 workers typically work in this position each year. This co-op position pays \$10-\$15 per hour depending on skill level.

These positions align with JobsOhio key industries; JBT FoodTech NAICS Code is 3314. As required for this project, JBT FoodTech will commit the following as match for this project:

Salary dollars for co-op students	\$16,425.00
Cost for training and mentorship for positions	\$43,787.70
Total match	\$60,212.70

The Ohio Means Internships and Co-ops project will significantly benefit JBT FoodTech with finding the best employees, with the right training and job skills, for the positions available.

Sincerely,

Kim Finley
Human Resources Coordinator



MATERION BRUSH, INC.
14710 W. Portage River South Road
Elmore, OH 43416-9502
www.materion.com

November 11, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

Materion looks forward to collaborating with Terra State Community College as a business partner in the "Ohio Means Internships & Co-ops," Round II project supported by the University System of Ohio Board of Regents. The following brief description identifies the co-op positions:

These work experience opportunities will generally be 20 hours per week for a period of 16 weeks. Students will be mentored throughout the work experience by a current qualified employee of Materion. Work experience projects will begin in the summer of 2014 and can be done for one or more semesters.

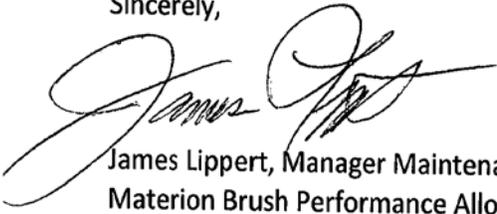
- One Electrical Co-op in the Electrical Department each semester is anticipated. Work assignments for this position includes: performing various duties under the guidance of a qualified Electrical Technician. The Co-op will be expected to perform all work assignments in a safe manner by following standard operating procedures. Improvement of industrial related job skills through various work assignments will be a key activity. We anticipate hiring one to two Co-ops yearly, based on business conditions. This co-op position pays \$15-\$16 per hour.

These positions align with JobsOhio key industries; Materions NAICS Code is 331419. As required for this project, Materion will commit the following as match for this project:

Salary and benefit dollars for co-op students	\$4800
Cost for training and mentorship for positions	\$8,500
Total match	\$13,300

The Ohio Means Internships and Co-ops project will significantly benefit Materion with finding the best employees, with the right training and job skills, for the positions available.

Sincerely,

A handwritten signature in black ink, appearing to read "James Lippert", with a large, stylized flourish extending to the right.

James Lippert, Manager Maintenance & Services
Materion Brush Performance Alloys



Since 1886

The Mennel Milling Company

128 West Crocker Street
P.O. Box 806
Fostoria, Ohio 44830-0806

Tel: 419-435-8151
Fax: 419-436-5150
www.mennel.com

November 14, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

The Mennel Milling Company looks forward to collaborating with Terra State Community College as a business partner in the "Ohio Means Internships & Co-ops" project supported by the University System of Ohio Board of Regents. The following brief description identifies the Internship opportunities that we offer.

These work experience opportunities will generally be internships for >90 days (one semester), at 40 hours per week. Students will be mentored throughout the work experience by a current qualified employee of The Mennel Milling Company. This project begins January 2014 and ends December 2014.

- **1-2 Mechatronics Internships in the Electrical/Maintenance/Automation Department.** Work assignments for this position could include: completing preventative maintenance checklists, maintaining lubrication schedules, updating maintenance connection software, generating CAD drawings, building electrical panels and shadowing fulltime Electrician, Programmer, or Maintenance Employees.
- **2 Operations Internships in the Flour Mill or Grain Elevator Operations.** Work assignments for these positions could include: operating grain cleaning, milling, or conveying equipment with the use of programmable logic controllers and HMI, maintaining safety, sanitation, or environmental programs, loading and/or unloading trucks or rail cars, operating material handling equipment, attending training and operations meetings, and shadowing fulltime Operations Employees.
- **1-2 Diesel Mechanic Internships in Mennel's Truck Repair Garage.** Work assignments for these positions could include: operating the parts inventory or operation computer systems, assisting with shop work, washing tanker trailers, servicing vehicles, and transferring vehicles.

These positions do align with JobsOhio key industries and The Mennel Milling Company's NAICS Codes are 311211, 493130, 484110, and 811111. As required for this project, The Mennel Milling Company will commit the following as a match for this project:

Salary for internship students: \$12/hour

The Ohio Means Internships and Co-ops project will significantly benefit The Mennel Milling Company in developing the best employees with the right training and job skills to fill not only current available positions, but also future key positions for our company.

Sincerely,

D. Ford Mennel
President
The Mennel Milling Company

November 6, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

On behalf of the Ottawa County Improvement Corporation (OCIC), please accept this letter of support for the proposal of Terra State Community College for Round II funding for Ohio Means Internships & Co-ops.

We actively engage with our employers and encourage employers and students to consider the benefits of work experience as part of an educational program that prepares the Ohio workforce for jobs in this region. Internships and co-ops are an opportunity for students to learn about the "real world" of work, and an opportunity for employers to find qualified, dependable workers. Work experience gives employers a chance to mentor students from day to day, helping them learn new skills and behaviors required in the workplace. Students are then able to combine this knowledge with what they are learning in the classroom.

Terra has developed a broad program to identify and assist employers with work experience opportunities: the handbooks, procedures, and forms necessary to arrange work experience and collect data for program management. More importantly, they have planned a series of faculty/staff development activities so that the College is prepared to sustain the program following the grant period.

We support this effort, and we look forward to being a part of this program. It will be a benefit for area employers, our future workforce and for the economic stability of this area.

Sincerely,



Jamie N. Beier Grant
Director



101 South Front Street
Fremont, Ohio 43420

Tel. (419) 332-1591
Fax (419) 332-8666

www.sccchamber.org

November 8, 2013

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

The Chamber of Commerce of Sandusky County supports the proposal of Terra State Community College for Round II funding for Ohio Means Internships & Co-ops.

We encourage employers and students to consider the benefits of work experience as part of an educational program that prepares the Ohio workforce for jobs in this region. Internships and co-ops are an opportunity for students to learn about the "real world" of work, and an opportunity for employers to find qualified, dependable workers. Work experience gives employers a chance to mentor students from day to day, helping them learn new skills and behaviors required in the workplace. Students are then able to combine this knowledge with what they are learning in the classroom.

Terra has developed a full program to identify and assist employers with work experience opportunities: the handbooks, procedures, and forms necessary to arrange work experience and collect data for program management. More importantly, they have planned a series of faculty/staff development activities so that the College is prepared to sustain the program following the grant period.

We support this effort, and we look forward to being a part of this program. It will be a plus for area employers and for the economic stability of this area.

Sincerely,

A handwritten signature in black ink that reads "Angie Morelock". The signature is fluid and cursive, with the first name "Angie" being more prominent.

Angie Morelock
CEO/President



November 5, 2013

Dr. Jerome Webster, President Terra
State Community College 2830
Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

Sandusky County economic Development Corporation (SCEDC) supports the proposal of Terra State Community College for Round II funding for Ohio Means Internships & Co-ops.

SCEDC works closely with local employers to consider the benefits of a work experience as part of an educational program that prepares the Ohio workforce for jobs in the Northwest Ohio Region. Internships and co-ops provide an opportunity for students to learn about the “real world” of work, and provide an opportunity for employers to find workers with necessary skill sets. Internships and co-ops programs present local employers an opportunity to mentor students and assist these future workers to learn new skills and to be successful in a real life work setting. Students are then able to combine this knowledge with what they are learning in the classroom.

The programs that Terra has developed assist employers with work experience opportunities: the handbooks, procedures, and forms necessary to arrange work experience and collect data for program management. As a critical part of the college’s planning a series of faculty and staff development activities have been instituted to sustain the program following the grant period.

SCEDC supports this effort, and we look forward to being a part of Ohio Means Internships & Co-ops program. This program will truly help to strengthen the economic stability of Northwest Ohio.

Sincerely,

A handwritten signature in black ink that reads "Kay E. Reiter".

Kay E. Reiter,



Seneca Industrial and Economic Development Corporation

19 W. Market St., Suite C • Tiffin, Ohio 44883

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Dear Dr. Webster:

The Seneca Industrial & Economic Development Corp., supports the proposal of Terra State Community College for Round II funding for Ohio Means Internships & Co-ops.

We encourage employers and students to consider the benefits of work experience as part of an educational program that prepares the Ohio workforce for jobs in this region. Internships and co-ops are an opportunity for students to learn about the “real world” of work, and an opportunity for employers to find qualified, dependable workers. Work experience gives employers a chance to mentor students from day to day, helping them learn new skills and behaviors required in the workplace. Students are then able to combine this knowledge with learning in the classroom.

Terra has developed a full program to identify and assist employers with work experience opportunities: the handbooks, procedures, and forms necessary to arrange work experience and collect data for program management. More importantly, they have planned a series of faculty/staff development activities so that the College is prepared to sustain the program following the grant period.

We support this effort, and we look forward to being a part of this program. It will be a plus for area employers and for the economic stability of this area.

Sincerely yours,

Richard A. Focht
President & CEO
Seneca Industrial & Economic Development Corp.



Vanguard-Sentinel
Career & Technology Centers

Your path to success...

Gregory A. Edinger
Superintendent

Alan W. Binger
Treasurer

November 12, 2013

Administration Center

1306 Cedar Street
Fremont, Ohio 43420
419-332-2626
fax 419-334-4308

Dr. Jerome Webster, President
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

The Vanguard Tech Center

1306 Cedar Street
Fremont, Ohio 43420
419-332-2626
fax 419-334-5692

Dear Dr. Webster:

Vanguard-Sentinel Career & Technology Centers looks forward to a partnership with Terra State Community College for the "Ohio Means Internships & Co-ops," Round II project supported by the Ohio Board of Regents.

Sentinel Career & Technology Center

793 E. Township Road 201
Tiffin, Ohio 44883
419-448-1212
fax 419-447-2544

Helping our students plan for their future careers is an important service, and we are always searching for additional ways to help students understand why it is important to plan a career pathway. Co-ops and internships at the college level is one method that our students will readily understand. They currently work in lab situations that provide hands-on experience, and co-op experience in the "real world of work" will be another step in helping them understand the skills that are needed on the job.

Adult Career & Technology Center

1306 Cedar Street
Fremont, Ohio 43420
419-332-6901
fax 419-334-5696

We support Terra's OMIC program and look forward to developing a plan and materials that will get the information to our students. We view collaborative arrangements with post-secondary institutions as a plus for the schools and, more importantly, for our students.

Yours very truly,

Rosemary Krieger
Director
Vanguard-Sentinel Career & Technology Centers

