# Proposal Cover Sheet

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Dayton Region Collaborative for Internships/Co-ops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location/s</td>
<td>Greater Dayton Region</td>
</tr>
<tr>
<td>Project Start Date</td>
<td>12/04/12</td>
</tr>
<tr>
<td>Interns/Co-ops Start Date</td>
<td>1/7/13</td>
</tr>
<tr>
<td>Lead Applicant</td>
<td>Sinclair Community College</td>
</tr>
<tr>
<td>Chief Contact Individual</td>
<td>Name/Title of legal representative Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td></td>
<td>Steven L. Johnson, Ph.D.</td>
</tr>
<tr>
<td></td>
<td>President &amp; CEO</td>
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<tr>
<td></td>
<td>Sinclair Community College</td>
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<tr>
<td></td>
<td>444 West Third Street</td>
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<tr>
<td></td>
<td>Dayton, Ohio 45402-1460</td>
</tr>
<tr>
<td></td>
<td>Phone: 937-512-2525</td>
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<tr>
<td></td>
<td>Fax: 937-512-4596</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:president@sinclair.edu">president@sinclair.edu</a></td>
</tr>
<tr>
<td>Project Director(s)- Key</td>
<td>Name/Title, Address, Telephone, FAX, and E-Mail</td>
</tr>
<tr>
<td>Personnel(s)</td>
<td>Matt Massie</td>
</tr>
<tr>
<td></td>
<td>Manager, Career Services</td>
</tr>
<tr>
<td></td>
<td>Sinclair Community College</td>
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<tr>
<td></td>
<td>444 West Third Street</td>
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<tr>
<td></td>
<td>Dayton, Ohio 45402-1460</td>
</tr>
<tr>
<td></td>
<td>Phone: 937-512-2922</td>
</tr>
<tr>
<td></td>
<td>Fax: 937-512-2226</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:matt.massie@sinclair.edu">matt.massie@sinclair.edu</a></td>
</tr>
<tr>
<td>Amount of state money</td>
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</tr>
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<td>requested</td>
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<tr>
<td>Match money committed</td>
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<td>JobsOhio key industry/ies</td>
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<tr>
<td>impacted</td>
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<tr>
<td>Are any of the applicants</td>
<td>Name/s:</td>
</tr>
<tr>
<td>represented by a member of</td>
<td>Phillip L. Parker, President &amp; CEO</td>
</tr>
<tr>
<td>the Advisory Committee?</td>
<td>Dayton Area Chamber of Commerce</td>
</tr>
</tbody>
</table>
Legal Applicant
Name: Sinclair Community College
Address: 444 West Third Street
City: Dayton Zip: 45402-1460
Phone: 937-512-2525 Fax: 937-512-4596 E-Mail: president@sinclair.edu
CEO Name: Steven L. Johnson, Ph.D.

1) Certification by Authorized Official:
To the best of my knowledge and belief, data contained in this application are true and correct. The
document has been duly authorized to comply with the required assurances.

Signature of Authorized Official:

Typed Name and Title: Steven L. Johnson, Ph.D., President & CEO
Date: 9/12

2) Administering Entity
Agency Name: Same as above
Address:
City: Zip: Phone:
Fax: Contact Person:
Title: E-Mail:

3) Business Partners (please submit separate information for each partner)
Company Name: Dayton Area Chamber of Commerce Education and Public Improvement Foundation
Address: 1 Chamber Plaza Fifth and Main Streets
City: Dayton, OH Zip: 45402-2400 Phone: 937-226-1444 Fax: 937-226-8254
Contact Person: Linda S. Ashworth
Title: Executive Director E-Mail: lashworth@dacc.org

Company Name: Dayton Region Manufacturing Association
Address: 240 West Fifth Street Room 13-125
City: Dayton, OH Zip: 45402-2302 Phone: 937-512-3862 Fax: 937-512-3224
Contact Person: Angela M. Erbaugh
Title: President E-Mail: aerbaugh@daytonrma.org
Company Name: Advics Manufacturing Ohio, Inc.
Address: 1650 Kingsview Drive
City: Lebanon, OH Zip: 45036 Phone: 513-932-7878 Fax: 513-932-7975
Contact Person: Jeffrey L. Mefford
Title: Vice President, Human Resources E-Mail: www.advics-ohio.com

Company Name: Circuits and Cables
Address: 815 South Brown School Road
City: Vandalia, OH Zip: 45377 Phone: 937-415-2070 Fax: 937-415-2075
Contact Person: Michael J. Seibert
Title: President E-Mail: mseibert@circuitandcables.com

Company Name: DRT Mfg. Co.
Address: 618 Greenmount Blvd.
City: Dayton, OH Zip: 45419 Phone: 937-298-7391 Fax: 937-298-7190
Contact Person: Jim Huffmyer
Title: Director Human Resources E-Mail: www.drtusa.com/contact/

Company Name: Gosiqr Inc.
Address: 108 McDonough Street
City: Dayton, OH Zip: 45402 Phone: 937-228-5174 Fax: 937-463-7718
Contact Person: Nancy Liles
Title: Human Resources Business Partner E-Mail: nancy.liles@gosiqr.com

Company Name: Greene Tool Systems Inc.
Address: 19 Krug Street
City: Dayton, OH Zip: 45408 Phone: 937-223-8576 Fax: sales@greenetool.com
Contact Person: Thomas Greene
Title: President E-Mail: nancy.liles@gosiqr.com
Company Name: Lord
Address: 4644 Wadsworth Road
City: Dayton, OH  Zip: 45414  Phone: 877-275-5673  Fax: 814-880-7997
Contact Person: Sherry A. Burden
Title: Human Resources Manager  E-Mail: sherry.burden@lord.com

Company Name: Norgren Inc.
Address: 324 Carr Drive
City: Brookville, OH  Zip: 45309  Phone: 937-833-4033  Fax: 937-833-2359
Contact Person: Tammy L. Green
Title: Human Resource Manager  E-Mail: tgreen@usa.norgren.com

Company Name: Odawara Automation
Address: 4805 South County Road 25A
City: Tipp City, OH  Zip: 45371  Phone: 937-667-8433  Fax: 937-667-8435
Contact Person: Dave Smith
Title: Special Projects Engineer  E-Mail: sales@odawara.com

Company Name: Production Control Units, Inc.
Address: 2280 West Dorothy Lane
City: Dayton, OH  Zip: 45439  Phone: 937-299-5594  Fax: 937-299-3843
Contact Person: Thomas H. Hoge
Title: President  E-Mail: thoge@pcuinc.com

Company Name: Rexarc
Address: 35 East Third Street  Box 7
City: West Alexandria, OH  Zip: 45381  Phone: 937-839-4604  Fax: 937-839-5897
Contact Person: Jim Bowman
Title: President  E-Mail: jbowman@rexarc.com
Company Name: The Green Tree Group
Address: 1360 Technology Court, Suite 100
City: Beavercreek, OH Zip: 45430 Phone: 937-490-5500 Fax: 937-490-5510
Contact Person: Travis G. Greenwood
Title: President & CEO E-Mail: tgreenwood@greentreegroup.com

Company Name: Triune Group
Address: 4027 Colonel Glenn Highway Suite 330
City: Beavercreek, OH Zip: 45431 Phone: 937-427-9900 Fax: 937-427-9964
Contact Person: Travis G. Greenwood
Title: President & CEO E-Mail: www.triunegroup.com

Company Name: Ultra-met
Address: 720 North Main Street
City: Urbana, OH Zip: 43078 Phone: 800-543-9952 Fax: 937-652-1596
Contact Person: Brent Sheerer
Title: President E-Mail: brent@ultra-met.com

Company Name: UTC Aerospace System
Address: 101 Waco Street Box 340
City: Troy, OH Zip: 45373 Phone: 937-339-3811 Fax:
Contact Person: Mike Magnotta
Title: Talent Acquisition Specialist E-Mail: mike.magnotta@utas.utc.com

4) Educational Partners (please submit separate information for each partner)
Name: The Sinclair Community College Foundation
Address: 444 West Third Street
City: Dayton, OH Zip: 45402-1460 Phone: 937-512-2510
Fax: 937-512-2388 E-Mail: madeline.iseli@sinclair.edu
President/CEO/Director Name: Madeline Iseli, Vice President of Advancement
Ohio Means Internships and Co-ops Proposal
Ohio Board of Regents
Dayton Region Collaborative for Internships/Co-ops

Abstract

This Dayton Region Collaborative for Internships/Co-ops will leverage local, proven expertise and assets in delivering high quality internship/co-op programs to area businesses and students in three JobsOhio industry sectors:

- Advanced Manufacturing
- Information technology
- Bio-health

The project has five goals:

1. Create 100 new internships and increase the region’s capacity to expand the number of internships/co-ops in JobsOhio sectors through partnerships
2. Support student intern/co-op success through scholarships
3. Create a front door for employers’ access to Sinclair internship and co-op students
4. Develop a comprehensive database for Sinclair internship/co-op programs
5. Create online application and tracking processes for Sinclair internship/co-op programs

Partners will expand the availability of and participation in regional internship opportunities. The project leverages the effective infrastructure and processes of the Dayton Area Chamber of Commerce’s Third Frontier Co-op/Internship program. Leveraging the Chamber’s strengths and expertise, the project will connect the Chamber’s and Sinclair’s processes to create a front door for employers to Sinclair’s intern and co-op students. This front door will help produce the larger, skilled workforce needed to support business and economic growth.

Improvements to Sinclair’s internal processes and infrastructure will also be made. Through the development of new centralized processes and data collection functions, the project will increase the efficiency, measurable outcomes, and success of internship and co-op programs at Sinclair.

The budget supports 50% of student wages for 100 new internships and co-ops experiences for students. Employers have already committed 52 of the 100; the Dayton Area Chamber of Commerce and the Dayton Region Manufacturing Association will recruit the 48 additional intern/co-op sites at area companies. The Chamber’s non-profit arm, the Education and Public Improvement Foundation, will facilitate payment of the grant portion of student wages to participating business. The educational partner, The Sinclair Community College Foundation, will provide scholarships to the participating intern/co-op students to help ensure their educational success.
Ohio Means Internships and Co-ops Proposal to the Ohio Board of Regents
Sinclair Community College

<table>
<thead>
<tr>
<th>PROGRAM SNAPSHOT</th>
<th>NUMBER OR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobsOhio key industries</td>
<td>3</td>
</tr>
<tr>
<td>Number of co-ops/internships created <em>(instances per term)</em></td>
<td>100</td>
</tr>
<tr>
<td>Number that meet high demand occupations</td>
<td>100</td>
</tr>
<tr>
<td>Amount of state money requested</td>
<td>$375,926</td>
</tr>
<tr>
<td>Amount of match money obtained</td>
<td>$376,584</td>
</tr>
<tr>
<td>Total state money requested divided by number of co-ops &amp; internships created</td>
<td>$3,759</td>
</tr>
<tr>
<td>Total match money obtained divided by number of co-ops &amp; internships created</td>
<td>$3,765</td>
</tr>
<tr>
<td>Total money (state plus match) divided by number of co-ops &amp; internships created</td>
<td>$7,525</td>
</tr>
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<td>Number of business partners</td>
<td>26</td>
</tr>
<tr>
<td>Number of higher education partners</td>
<td>1</td>
</tr>
<tr>
<td>Number of other partners (Dayton Area Chamber of Commerce and Dayton Region Manufacturing Association)</td>
<td>2</td>
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</table>

This Dayton Region Collaborative for Internships/Co-ops will leverage local, proven expertise and assets in delivering high quality internship/co-op programs to area businesses and students in three industry sectors: *information technology, advanced manufacturing, and bio-health*. The project leverages the effective infrastructure and processes of the Dayton Area Chamber of Commerce’s Third Frontier Co-op/Internship program. Other partners are the Dayton Region Manufacturing Association and the Sinclair Foundation. The project has five goals:

6. Create 100 new internships and increase the region’s capacity to expand the number of internships/co-ops in JobsOhio sectors through partnerships
7. Support student intern/co-op success through scholarships
8. Create a front door for employers’ access to Sinclair internship and co-op students
9. Develop a comprehensive database for Sinclair internship/co-op programs
10. Create online application and tracking processes for Sinclair internship/co-op programs

Program Criteria

1. **Business attraction and retention**

The chosen industry sectors, advanced manufacturing, bio-health, and information technology, are industries that align with JobsOhio focus areas and the Third Frontier Dayton Internship program. The chosen sectors also align with the economic development priorities of the Dayton Development Coalition, a partnership among 14 counties surrounding Dayton focused on retaining, expanding, and recruiting jobs in the Dayton Region. The data below shows five-year job growth projections in the Dayton Region.

<table>
<thead>
<tr>
<th>Regional* Growth for Information Technology, Advanced Manufacturing, and Bio-Health Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Sector</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Information Technology</td>
</tr>
<tr>
<td>Advanced Manufacturing</td>
</tr>
<tr>
<td>Biotechnology</td>
</tr>
</tbody>
</table>

* Region includes Montgomery, Butler, Warren, Miami, Greene, Preble, Clark, and Darke Counties.

Although the data in the above chart shows an overall 3% decline for employees in advanced manufacturing over the next five years, this is reflective of declines related to the automotive industry. There are 23 advanced manufacturing industries, including military, household
appliance, pharmaceutical, and aircraft related manufacturing, that are predicted to grow between 1% and 161% during this same time frame. Overall there will be a long term increase in the number of advanced manufacturing jobs. This projection is based on fewer skilled workers exiting the industry in the short term, and more skilled workers entering the industry after 2016. Internships are an important step in developing the talent needed in four years.

Training Underway at Sinclair

The curriculum to support the students’ experiential learning is in place. Sinclair develops its curriculum with the input and guidance of a network of industry and business advisory committees. The committees annually review the curriculum to ensure relevancy to employers’ needs. Each department uses an annual review and updating process to keep curriculum up-to-date.

In the chosen industries, Sinclair has a ready supply of students to fill the internship and co-op positions.

Student Pipeline for the IT area:

- Sinclair’s Computer Information Services department offers 15 degree and certificate programs that directly prepare students for employment in information technology.
- Sinclair’s Computer Information Services program offers multiple tracks in computer support services, programming, and information systems:
  - **Associate Degree Programs:** Microsoft Security Specialist, Network Engineering, Network Manager, Software Development, Web Development
  - **Certificate Programs:** Cyber Investigation, Data Analytics
- Many IT career paths are accessible to individuals with certificates, associates, and bachelor’s degrees. Computer support specialists and network administrator positions are most likely to be filled by employees holding certificates or associates degrees. Additionally, certificate and associates degree holders fill between one-quarter to one-third of the remaining IT openings outside of software engineering. Sinclair provides education and training for these occupations and initial components of related bachelor’s degrees.

Student Pipeline for the advanced manufacturing area:

Sinclair offers a wide range of credentials that prepare students for manufacturing careers:

- **Associate Degree Programs:** Engineering, Automation/Robotics, Aviation: Maintenance and Technology, Computer Numerical Control (CNC) Technology, CNC Precision Machining, Electronics Engineering Technology, and Computer Engineering
- **Certificate Programs:** Airframe Maintenance, Computer Aided Manufacturing Step II, Quality Control Technology, and Supply Chain Management
- **Short Term Certificates:** CNC Technology, Digital Systems, General Aviation Maintenance, Industrial Maintenance, Manufacturing Management, Measurement and Calibration, Powerplant Aviation Maintenance, Unmanned Aerial Systems
Student Pipeline for the bio-health area:

- Sinclair offers the following credentials that prepare students for biotechnology related careers:
  - **Associate Degree Programs**: Biotechnology, Biology, Chemistry, and Surgical Technology
  - **Short Term Certificates**: Pharmacy Technician and Specimen Processing
  - **Non-credit**: Pharmaceutical manufacturing and medical device and equipment manufacturing

2. Student attraction, retention, and completion

*Program Enrollments at Sinclair*

Sinclair attracts and prepares large numbers of students to enter and advance within the workforce in the targeted industries:

- **Advanced manufacturing**: There are currently 2,752 Sinclair students whose stated intent is to pursue 3,019 credentials in semester programs in advanced manufacturing
- **Bio-health**: There are currently 857 students whose stated intent is to pursue 896 credentials in semester programs in biotechnology
- **IT**: There are currently 2012 students whose stated intent is to pursue 2149 credentials in semester programs in information technology

*Number of students graduating from Sinclair*

Between 2005 and 2012, Sinclair has graduated:

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF GRADUATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced manufacturing</td>
<td>598</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>456</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,218</td>
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</table>

More Sinclair students (3,445 college-wide) were engaged in co-ops, internships, clinical, and field experiences in fall 2009 than any other public community college in Ohio. According to Sinclair’s 2011 accreditation report to The Academic Quality Improvement Program (AQIP), the college closest to Sinclair’s benchmark had 1,200 **fewer students** participating.

3. Student post-credential employment

More than 150 students participate in internships and co-op experiences annually in the IT and advanced manufacturing areas. Experiential learning in bio-health is new and under development. This project will help strengthen the programs in all three areas and is perfectly aligned with the college’s Completion by Design (CbD) initiatives, a Bill & Melinda Gates-funded program, which seeks to graduate more students that are qualified for good jobs.

In the chosen industry sectors, the following numbers of Sinclair students have participated in internships and co-ops in FY 2011-12.

<table>
<thead>
<tr>
<th>NUMBERS OF SINCLAIR INTERN AND CO-OP STUDENTS DURING FY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDUSTRY</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Information Technology</td>
</tr>
<tr>
<td>Advanced Manufacturing</td>
</tr>
<tr>
<td>Biotechnology</td>
</tr>
</tbody>
</table>
Out of 155 Sinclair co-op students from the Science, Math, and Engineering division in FY 2012, approximately 100 (65%) were working in manufacturing companies that hired the students after their co-op experiences. Estimates in April 2011 from the Business & Public Services division, where Computer Information Services department is housed, were positive as well: 95% of the division’s students had jobs within three months of graduation, and 70% had jobs in their chosen fields upon graduation.

4. Sustainability plan

The project will expand the availability of and participation in regional internship opportunities, as well as increase the efficiency and alignment of the internship/co-op processes at Sinclair and the Chamber of Commerce. The project evaluation will include a candid determination by the partners of what processes worked well and which to continue, discontinue, or improve. Sinclair and the Dayton Area Chamber of Commerce will seek additional funding to sustain processes that benefit student learning and meet employer’s workforce needs.

The grant will help support the creation of new, comprehensive data collection processes. After the grant period, project activities will be continued in the following manner:

- Faculty and/or staff will continue to enter data regarding experiential learning into the database and the online forms
- Sinclair’s Research, Analytics, and Reporting department will maintain the database
- The database will have a user-friendly shell where faculty and staff will access data for reports and process improvements
- Internship and co-op coordinators and faculty will continue their roles of recruiting employers and placing and evaluating students

To continue to increase the number of internship and co-op positions after the grant period, the strategies include:

- Continue successful joint processes between Sinclair and the Dayton Chamber
- During fall 2012, Sinclair will purchase an additional labor market analysis tool from Economic Modeling Specialists, (EMSI). The tool will allow Sinclair to access a comprehensive database, Equifax, one of the nation’s largest credit reporting agencies. Internship and co-op coordinators will use the database to obtain up-to-date, reliable contact information on local companies in the chosen sectors and approach them about establishing new internship and co-op positions. The database will help the college identify companies currently unknown to Sinclair that could provide future student learning opportunities.
- The Dayton Area Chamber of Commerce is in the process of conducting a survey of employers to learn about their intellectual capital development and workforce needs over the next decade. When the survey results are available late in 2012, the Chamber will share the information and data with Sinclair to better connect educational attainment and economic development.

5. Financial and performance metrics reporting system to OBOR

Financial Reporting

Project Director Matt Massie (see attached bio) will monitor the project budget and subaward to the Dayton Area Chamber of Commerce, accessing online up-to-date financial reports which indicate expenditures, encumbrances, and funds remaining for each budgeted line item. With the assistance of the Project Manager, he will also collect data on Sinclair’s and the Chamber’s
matching funds. Sinclair’s Grants Accountant, JoAnn Martin, will work with Mr. Massie to complete and submit financial reports required by OBOR.

Performance Metrics Reporting

During the first month of the project, Sinclair’s office of Research, Analytics, and Reporting (RAR) will develop a mechanism to track metrics for the initial Ohio Means Internship participants. During the course of the project, RAR staff, under the direction of director Laura Mercer (resume attached), will develop a more robust SQL database that will incorporate the data from the Ohio Means Internship participants as well as incorporate data involving additional internship and co-op experiences across the college. The database will be linked to Colleague and other data structures used by the college to provide a comprehensive dataset for analysis and to make continuous improvements to the internship and co-op program processes. Internship and co-op coordinators will enter data into the database at the end of each semester. Data to be collected include:

- Student demographics
- Number of students placed in co-ops and internships
- Students’ post-secondary area of study
- Names and number of businesses participating
- Number of hours and period of time the students worked
- Rate of pay or award for co-ops and interns
- Number of students who completed their co-op or internship
- Number of students who completed their co-op or internship that went on to complete college or complete graduate school or attend grad school
- Number of participating students who obtained employment
- Other data required by OBOR

RAR will also establish a means to track participant outcomes after their intern/co-op experiences. The Project Director, Matt Massie, will be responsible for submitting the programmatic reports at the intervals required by OBOR.

6. Logical and prudent budget with immediate return on investment

The project team developed the budget to support the personnel, systems, and strategies that will achieve the five stated goals. Almost half (48%) of the wages to be paid to students will be through internships starting in January 2013 with employers who have signed commitment letters; the other 52% will support internships developed throughout the project. The project team does not anticipate any problems securing the additional internship/co-op sites. After the grant period, the companies will be asked to continue the program at their own expense, which some have already agreed to do. The budget narrative below provides the details regarding the funds requested and the matching funds.

7. Description of feedback loop among employers, students, and faculty

There are four divisions within the College that operate independent internship/co-op/practicum programs. Two of the divisions have programs that most directly align with the JobsOhio targeted industries: the Science, Math, & Engineering division (advanced manufacturing) and the Business & Public Services division (IT).

The feedback loops currently used by the two divisions are working well. Although their processes differ, they share some common program elements. Each division facilitates the development of student learning contracts which are signed by the student, employer, and faculty member. Each division also has a process for student evaluation and student reflection
exercises. In addition, each division has feedback forms for employers to complete, which are signed by the employer, the student, and the faculty member (see sample forms in attachment).

Each division independently collects various data elements regarding their programs. For example, the Business and Public Services division tracks whether an internship is paid or unpaid, but does not collect the rate of pay. The standardized data collection system to be developed for Sinclair’s internships and co-op programs will provide more consistent data to strengthen the feedback loop.

To develop a centralized database, project personnel will work together to develop standardized forms, jointly deciding the data fields each form will contain. The project team will determine:

- What are the common data elements collected now?
- What data elements do we want to collect and report across the college?
- What new processes are needed to develop a comprehensive data collection and reporting system?
- What new processes do we need to define and communicate for the completion of the online forms?

A committee comprised of the project personnel will answer these and other questions to define a new comprehensive system for tracking and reporting data college-wide.

Another goal of this project is to offer employers one-stop access to Sinclair internship and co-op students through the Dayton Area Chamber of Commerce. The front door will be created using proven Third Frontier internship processes, including the online screening and selection of intern/co-op applicants. Sinclair faculty and staff members will continue to provide one-on-one assistance to students, such as helping with the completion of forms and making personal connections between employers and students.

8. Impact to key industry and the local, regional, and state economy

The chosen industry sectors are all expected to grow in the next ten years. In the Dayton Region, IT employment is expected to grow by 17.5% and Bio-health related jobs by 18%. Advanced manufacturing in the Dayton Region will grow in some segments of the market and contract in others, but overall, data projects there will be a growing demand for employees in advanced manufacturing. Creating a front door for employers by connecting Dayton Chamber and Sinclair process will help produce the larger, skilled workforce needed to support business and economic growth.

The jobs in the targeted sectors are well-paying jobs. In the Dayton Region, IT jobs have a median hourly pay rate of $31.27 per hour, advanced manufacturing, $37.94 per hour, and bio-health related jobs, $28.84 per hour. This partnership project will help supply employees for high growth, high paying, high demand jobs that are the backbone of local economic stability and growth.

Employer Criteria

1. Capacity

In addition to the 52 positions already secured, the Dayton Area Chamber of Commerce and the Dayton Region Manufacturing Association will help secure an additional 48 new internship/co-op positions, bringing the total to 100 during the grant period.

<table>
<thead>
<tr>
<th>CURRENT AND FUTURE COMMITMENTS</th>
<th>EMPLOYERS</th>
<th>INTERNS/CO-OP POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers with commitment letters on file</td>
<td>14</td>
<td>52</td>
</tr>
<tr>
<td>Additional employers to be recruited</td>
<td>12</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Letters of commitment are attached from the Dayton Region Manufacturing Association and the Dayton Area Chamber of Commerce. The chamber will invite participation from both Chamber members and non-members.

The current high level of employer involvement at Sinclair will also continue through the network of 41 Academic Program Advisory Committees. The committees will continue to assist the department in providing high-quality community learning sites for students to apply their knowledge and skills. Committee members also:

- Provide advice and counsel to the academic department chair and faculty regarding the continuing development of existing programs
- Assist in planning for new programs or new aspects of existing programs
- Provide feedback on the program’s overall outcomes and success
- Serve as a communication link between the academic program and the community of interest within the field/profession

2. **Student work is meaningful and aligns with Jobs Ohio industry clusters**

Sinclair faculty members will work with students and employers to ensure that students’ internship and co-op work will be meaningful to students’ educational goals as well as serve the needs of JobsOhio industries.

<table>
<thead>
<tr>
<th>EXAMPLES OF JOB DUTIES PERFORMED BY INTERN AND CO-op STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IT Network manager:</strong> Create Active Directory domain; backup software and operate systems; install operating system and software on machines; patch and monitor servers; create and update SharePoint and SAN maintenance</td>
</tr>
<tr>
<td><strong>IT Network engineering:</strong> Assist with installation of Cisco switch gear; assist in configuring and testing Cisco equipment; assist in network and computer troubleshooting; image and build computer units; perform diagnostics on various technology systems</td>
</tr>
<tr>
<td><strong>IT Software development:</strong> Create a dataset of extracted data; perform software tests and record test results; develop applications used in testing software; maintain and upgrade reporting systems; convert existing inventory systems to include product labels and barcode scanning capabilities; investigate unit testing frameworks, help define standards for the group for Java and .Net development; certification testing</td>
</tr>
<tr>
<td><strong>Advanced manufacturing:</strong> Set up and operate CNC machines; perform in-process part inspection and document results; operate support equipment; perform routine equipment maintenance. <em>Note: Job descriptions vary greatly among companies. See sample co-op student job description from the Ultra-Met Company in attachments.</em></td>
</tr>
<tr>
<td><strong>Bio-health--Pharmaceutical Manufacturing Technician:</strong> Performs manufacturing operations to produce pharmaceutical products. Maintains manufacturing equipment. Assist in execution of validation protocols for processes and equipment. Maintain records and a clean environment to comply with regulatory requirements. Properly completes production documentation (batch records, log books, work orders, etc.).</td>
</tr>
</tbody>
</table>
Bio-health--Medical Device Manufacturing Technician: Perform routine process development and manufacturing duties related to the production of commercial and/or clinical products. Operate/validate production equipment according to SOPs or custom process.

3. Wage levels of positions

Sinclair student interns/co-ops currently receive $8 to $18 per hour, depending on the position. All 14 employers who signed project commitment letters agreed to pay a minimum of $10.00/hour; employers who wish to pay more based on market value may do so. The grant will reimburse the employer 50% of the student wages. For the new intern/co-op positions created after the project start date, the grant reimbursements may be capped at $3,000 per student, based upon the Third Frontier reimbursement model. This would allow more students and companies to benefit from the program.

4. Positions are in a variety of functional areas in workplace

The intern and co-op positions will be in a variety of workplace areas. For example, as IT is prevalent in essentially every type of business and industry, IT interns will have the opportunity to work in a broad range of functional areas.

5. Demand in the industry

The Dayton Area Chamber of Commerce, through its Education and Public Improvement Foundation, is the local distributor of Third Frontier Internship funds for Dayton area businesses, which serves the three chosen sectors. The Chamber distributes 100% of its funds and maintains a waiting list of employers seeking internship and co-op students. The proposed partnership with the Chamber will help meet the high local demand for interns. In addition, the Dayton Region Manufacturing Association will market the program to their membership of 260 companies where skilled workers are in high demand.

Institutional Criteria

1. Capacity to meet program requirements for employers and students

Local business and industry leaders have a history of responding to the needs of Sinclair students and providing them with internship and co-op experiences. In 2011 alone, the Science, Math, and Engineering division served 953 students, and worked with 135 local companies that hired Sinclair co-op students. The number of credit hours generated through co-op enrollments in 2011 was 1,807. During the 2011 academic year, the Business and Public Service division made 165 internship placements, which included 102 new employer partners. Sinclair’s relatively new biotechnology program will leverage this grant opportunity to build its internship program.

Sinclair has just begun a three-year program called Completion by Design, funded by the Bill & Melinda Gates Foundation, which has as one of its strategic priorities to engage more students in hands-on learning opportunities through internships and co-ops. This will create a larger pool of student intern/co-op applicants in the future. Recently, the Business and Public Service division hired a new Internship Coordinator, Jessie Jones, who started October 1, 2012. These initiatives indicate the value Sinclair places on experiential learning opportunities.

2. Positions are transcripted

All internship and co-op students receive credit for their experiences, which are recorded on student transcripts.
3. Outreach to underrepresented populations

In the advanced manufacturing and IT sectors, females are underrepresented. Just 23% of IT and advanced manufacturing workers are female (EMSI, 2012). This gender imbalance is also reflected in the demographics of students in IT and advanced manufacturing programs at Sinclair. For example just 20% of students in Computer Information Services are female, and there are even fewer females in advanced manufacturing-related programs. Minority workers are also underrepresented in the chosen sectors.

Sinclair currently offers a variety of programs focused on changing the gender and racial balance in its programs. Initiatives such as Women in STEM, the African American Male Initiative, Young Scholars, Achieving the Dream, Upward Bound, and Talent Search provide experiences to stimulate and support interest in STEM careers and college at an early age among underrepresented populations. Sinclair has also worked externally to address this situation with partners such as the Dayton Region Manufacturing Association, interested in attracting more minorities into manufacturing careers. Changing the gender and racial balance in the worker pipeline is a long-term process, and Sinclair and partners continue to pursue this goal.

4. Improvements to existing or creation of new academic programs with an internship or co-op component

The proposed partnership with the Dayton Area Chamber of Commerce will improve Sinclair’s communications with local employers. Because the internship and co-op systems at Sinclair are decentralized among four divisions, an employer wanting students from two different divisions has to contact multiple people and work with multiple processes used by each division. This cumbersome process decreases opportunities for employers and students.

This project will address this by leveraging the relationship between employers and the Dayton Chamber of Commerce. Currently employers make requests to the Chamber for Third Frontier interns to serve in JobsOhio targeted industries. However, there are many requests for interns the Chamber cannot fulfill due to capacity constraints of the Third Frontier program. As a direct result of this grant project, the overflow requests for students will be funneled through the Chamber directly to Sinclair’s Career Services department. The Project Manager will process referrals from the Chamber and handle the back end communication with the appropriate divisions at Sinclair. This new process will be a pilot project aimed at simplifying communications between Sinclair and employers, leveraging the Chamber’s strengths, and establishing a “front door” in Sinclair’s Career Services department to Sinclair’s intern and co-op students. In addition, the Chamber partnership will allow Sinclair faculty members to spend more time focusing on student-employer relationships and less time recruiting employer learning sites.

Other improvements underway that will have positive impacts on the internship/co-op programs:

- The college is also launching another EMSI tool, the Career Coach, in November 2012 that will provide information on wages, annual openings, requirements, local employment trends, education and training requirements, and open positions within the region.
- Transforming the current decentralized data collection system into a comprehensive data set will improve Sinclair’s understanding of the efficacy and outcomes of the internship and co-op programs.

5. Plan to connect employers and students via web, communications, and marketing

The Dayton Area Chamber of Commerce will conduct outreach activities to Dayton Region employers through print ads, radio, Internet, meetings, and seminars. Sinclair will establish a
web-based application to automate application, selection, matching, and evaluation processes for employers and students. In addition, Ohiomeansjobs.com and Ohiomeansinternships.com will be integrated into Sinclair web properties as additional resources for students to use to secure internships and jobs. The new EMSI Career Coach tool will also integrate with OhioMeansJobs, which will help the college scale services and resources to serve more students and employers.

6. Opportunities for students in small, mid-size and large business enterprises

The new internships commitments involve 38% small, 33% medium, and 29% large businesses. The Dayton Area Chamber of Commerce will incorporate marketing strategies to recruit additional companies of all sizes to ensure students have experiences with a range of businesses.

Budget Narrative

Grants funds totaling $375,926 are requested to support critical project functions:

- **The Project Manager ($29,349)** — provide daily management of the project, assist the Project Director with planning and communications, assist with the maintenance of the project database and web portal, serve as the liaison between the Dayton Area Chamber and the instructional divisions at Sinclair, serve as the liaison to the Sinclair Foundation and the internship coordinators to administer the scholarship funds through Sinclair’s standard processes. The Project Manager will be Carole Dean (see attached resume)
- **RAR Staffer ($2,080)** — develop database, analyze data for reporting, and edit current forms for online use
- **Faculty ($12,611)** — help plan the new processes and data system and provide support to new internship sites and students (orientation for employers and students, student evaluations)
- **A Web Systems Consultant ($2,000)** — provide consultation on the integration of a web-based application as the frontend user face on Sinclair’s website
- **Marketing ($5,000)** — print ads, radio, web, meetings/seminars with potential employers
- **Dayton Chamber of Commerce ($14,400)** — coordinate and distribute student wages
- **Travel ($1,000)** — staff and faculty travel to employer sites
- **Printing ($500)** — printing and duplication costs for the project
- **Indirect costs ($27,846)** — indirect costs of 8% are charged to the project
- **Student wages ($277,140)** — as an incentive for companies to participate, the budget provides 50% of the cost of student wages.
- **A web-based application ($4,000)** — to automate current internship and co-op paper-based processes.

Matching Funds totally $376,584 will be provided:

- **Personnel currently working on internship and co-op efforts at the college and the Dayton Chamber ($49,444)** — develop and support the new internships and new processes to automate and standardize systems
- **Student wages ($277,140)** — 50% paid by employer
- **Sinclair Community College Foundation ($35,000)** — scholarship funds for new interns/co-op students
- **Marketing and outreach ($15,000)** — conducted by the Dayton Area Chamber of Commerce to promote the program and recruit employers
Ohio Means Internships and Co-ops Proposal  
Ohio Board of Regents  
Dayton Region Collaborative for Internships/Co-ops

## Attachments

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<td>• Student Work Learning Contract</td>
<td>50</td>
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<tr>
<td><strong>Ohio Means Scholarships and Co-ops</strong></td>
<td>Total</td>
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<tr>
<td>----------------------------------------</td>
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<tr>
<td><strong>Salaries and Wages</strong></td>
<td></td>
</tr>
<tr>
<td>Project Director Matt Massie-10% of time</td>
<td>$ 6,497</td>
</tr>
<tr>
<td>Terry Maiwurm-10% of time</td>
<td>$ 9,209</td>
</tr>
<tr>
<td>Jessica Jones-10% of time</td>
<td>$ 5,000</td>
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<tr>
<td>Program Manager Carole Dean (22 hrs per week x $23/hr x 50 weeks) to serve as liaison with Chamber, Foundation, Faculty and Internship Coordinators, and assist with project reports</td>
<td>$ 25,300</td>
</tr>
<tr>
<td>RAR Researcher-5% of time, 104 hours to create database for project and long-term data collection and reporting</td>
<td>$ 3,200</td>
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<td>Faculty reassigned time for new activities (3 hours x 4 faculty x $906)</td>
<td>$ 10,872</td>
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<td><strong>Subtotal, Personnel</strong></td>
<td>$ 60,078</td>
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<td><strong>Fringe Benefits</strong></td>
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<tr>
<td>(16.0% of PT)</td>
<td>$ 5,788</td>
</tr>
<tr>
<td>(30% of FT)</td>
<td>$ 7,618</td>
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<td><strong>Subtotal, Fringe Benefits</strong></td>
<td>$ 13,406</td>
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<td><strong>Total Personnel</strong></td>
<td>$ 73,484</td>
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<td><strong>Supplies</strong></td>
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<td>Web-based application for automating current paper-based processes</td>
<td>$ 4,000</td>
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<td><strong>Subtotal, Supplies</strong></td>
<td>$ 4,000</td>
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<tr>
<td>Source of Other Public</td>
<td>Total</td>
</tr>
<tr>
<td>------------------------</td>
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<tr>
<td><strong>Purchased Services</strong></td>
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<tr>
<td>Outside IT services ($100/hour x 20 hours) for integrating of commercial product and products used by Chamber</td>
<td>$2,000</td>
</tr>
<tr>
<td>Dayton Area Chamber of Commerce coordination and administration costs</td>
<td>$24,400</td>
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<tr>
<td>Dayton Area Chamber of Commerce marketing expenses (including: print ads, radio, web, meetings/ seminars with potential employers and interns)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Roberta Walker, Third Frontier Dayton Coordinator</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Subtotal, Purchased Services</strong></td>
<td>$56,400</td>
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<tr>
<td><strong>Travel</strong></td>
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<tr>
<td>Faculty and staff travel to employer sites</td>
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</tr>
<tr>
<td><strong>Subtotal Travel</strong></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
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</tr>
<tr>
<td>Sinclair Foundation</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Subtotal, Participant Support</strong></td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Employer Salaries (Wages paid to Students)</strong></td>
<td></td>
</tr>
<tr>
<td>Wages paid to students through commitment letters</td>
<td>$266,280</td>
</tr>
<tr>
<td>Wages paid to students through Chamber</td>
<td>$288,000</td>
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<tr>
<td><strong>Subtotal, Other Employer Salaries</strong></td>
<td>$554,280</td>
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<tr>
<td>Other Employer Contributions</td>
<td>$ -</td>
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<tr>
<td>Contributions</td>
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<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td>Printing and duplication</td>
<td>$ 500</td>
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<tr>
<td>Subtotal Other</td>
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<tr>
<td>Total Direct Costs</td>
<td>$ 724,664</td>
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<tr>
<td>Indirect Costs</td>
<td>$ 27,846</td>
</tr>
<tr>
<td>@ 8% of project costs</td>
<td>$ 27,846</td>
</tr>
<tr>
<td>Total Direct + Indirect Costs</td>
<td>$ 752,510</td>
</tr>
</tbody>
</table>
October 8, 2012

Ohio Board of Regents

RE: Ohio Means Internships and Co-ops

Dear Board of Regents:

The Dayton Area Chamber of Commerce Education & Public Improvement Foundation (EPI Foundation) is pleased to offer this letter of support for the proposal submitted by Sinclair Community College for the Ohio Means Internships and Co-ops Grant. The EPI Foundation will be a fully engaged partner with Sinclair Community College in the Dayton Regional Collaborative for Internships as outlined in the attached proposal including the recruitment of employer sites for internships as well as in-kind contributions of staff time and marketing activities, totaling $35,000.

For several years, the EPI Foundation has excelled in this region’s management of the Ohio Department of Development’s Third Frontier Internship Program. In addition, we have vast experience partnering with Sinclair Community College on several successful initiatives.

We look forward to working with both Sinclair Community College and the Ohio Board of Regents to expand the use of internships in our region.

Sincerely,

[Signature]

Linda S. Ashworth
Executive Director
Dayton Area Chamber of Commerce Education & Public Improvement Foundation
September 28, 2012

Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

Dear Dr. Johnson:

Subject: Ohio Means Internships and Co-ops Grant

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton Region would benefit from a more robust internship and co-op program, and Sinclair Community College is an ideal venue to meet this need.

The Dayton Region Manufacturers Association (DRMA), the non-profit trade association serving manufacturing in the Dayton Region, will encourage our members to partner with Sinclair on the Ohio Means Internship grant proposal. DRMA represents over 260 local manufacturing companies employing over 7,000 workers. Because members are struggling to find enough workers with the right skill set, they should be eager to take advantage of Sinclair’s offer to pay one-half of the wages of a Sinclair student hired between January 3, 2013 and November 30, 2013.

I look forward to collaborating on this project. Please contact me at aerbaugh@daytonma.org if you have any questions.

Sincerely,

Angelia M. Erbaugh
President
October 9, 2012

Mr. Matt Massie
Manager
Career Services
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

Dear Matt:

The purpose of this letter is to commit the support of The Sinclair Foundation for the Ohio Means Internships and Co-ops proposal to the Ohio Board of Regents. The Foundation commits $35,000 for the project participants, to be distributed according to Foundation and scholarship donor guidelines.

I realize the essential role scholarships play in paying for college. Scholarships provide financial and motivational incentives vital to students’ college success and completion. Through student scholarships and program support, the Sinclair Foundation fulfills its mission: to ensure that higher education opportunities are easily accessible.

I am happy to provide scholarship support for the Ohio Means Internships and Co-op programs.

Sincerely,

Madeline Iseli
Vice President of Advancement
Steven L. Johnson, Ph.D.  
President and CEO  
Sinclair Community College  
444 West Third Street  
Dayton, Ohio 45402-1460  

September 28, 2012  

RE: Ohio Means Internships and Co-ops Commitment Letter  

Dear Dr. Johnson:  

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. Our region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.  

ADVICS Manufacturing Ohio, Inc. plans to use co-ops in 2013. We would like to hire two co-ops at an hourly wage of at least $10.00 an hour beginning in 2013. These positions would vary depending on the schedule and skill set of the students and the needs of my company. I understand that the Sinclair grant will pay up to $5.00 per hour until November 30, 2013.  

As a partner in helping students learn to be career ready, I am committed to:  
• Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.  
• Completing an evaluation form to evaluate the student’s performance and document learning,  
• Providing information needed to document the success of the program.  
• Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.  

Feel free to contact me at jmefford@advics-ohio.com if you have any questions.  

Sincerely,  

Jeffrey L. Mefford  
Vice President, Human Resources
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 28, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Circuits & Cables, Inc. would like to lend our support in partnering with Sinclair on the Ohio Means Internship grant proposal. UTC would be anxious to take advantage of Sinclair’s offer to pay one-half of the wages of a Sinclair student hired between January 3, 2013 and November 30, 2013.

Circuits & Cables understands that these positions will vary depending on the schedule and skill set of the students and the needs of our company. As a partner in helping students learn to be career ready, Circuits & Cables is committed to:

- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to UTC Aerospace.

Feel free to contact me at: mseibert@circuitsandcables.com if you have any questions.

Sincerely,

Michael J. Seibert

President
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 26, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust Internship and Co-op program and Sinclair Community College is an ideal venue to meet this need.

DRT Manufacturing can expand our internship program by hiring 2 Interns at $10.00 an hour for 20-25 hours per week for students beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that DRT Manufacturing will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at jhuffmyer@drtusa.com if you have any questions.

Sincerely,

Jim Huffmyer
Director Human Resource
DRT Manufacturing
September 27, 2012

Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

SUBJECT: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Gosiger Inc. can begin/expand our internship program by hiring (4) interns, within a Machine Tool Technologies Curriculum, at $10.00 an hour for 20 hours per week beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that Gosiger Inc. will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2013.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at nancy.liles@gosiger.com or at the numbers provided below, if you have any questions.

Sincerely,

NANCY LILES
HR Business Partner

T 937-228-5174
C 937-260-9878
F 937-463-7718
E nancy.liles@gosiger.com

GOSIGER | 108 McDonough Street Dayton, Ohio | www.gosiger.com
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, OH 45402-1460

September 25, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-ops grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Greene Tool can begin/expand our internship program by hiring 2 interns at $10.00 an hour for 20 hours a week beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that Greene Tool will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 20, 2013.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me if you have any questions.

Sincerely,

[Signature]

Thomas Greene
President
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 27, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

LORD Corporation can begin/expand our internship program by hiring Sinclair interns beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that LORD will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these Internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at (your email address) if you have any questions.

Sincerely,

Sherry A. Burden
Human Resource Manager
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 28, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Norgren may begin/expand our internship program by hiring 2-3 interns at $10.00-$12.00 an hour for about 40 hours per week beginning in January, 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that Norgren will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at tgreen@usa.norgren.com should you have any questions.

Sincerely,

Tammy L. Green
Human Resource Manager
Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Odawara Automation Inc., can begin/expand our internship program by hiring (2) interns at $10.00 an hour for (20-30) hours a week beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that Odawara Automation will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:

- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at (dave.smith@odawara.com) if you have any questions.

Sincerely,

[Signature]

Dave Smith
Special Projects Engineer
September 28, 2012

Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, OH 45402-1460

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson,

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Production Control Units, Inc., can begin/expand our internship program by hiring 2 interns at $10.00 an hour for 20 hours a week beginning in January of 2013. These positions will vary depending on the schedule and skill set of the students and the needs of my company. I understand that PCU will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:

- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at thoge@pcuinc.com if you have any questions.

Sincerely,

Thomas H. Hoge
President
September 28, 2012

Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Rexarc International, Inc. can begin/expand our internship program by hiring an intern at $10.00 an hour for approximately 40 hours per week, beginning in January of 2013. The position will vary depending on the schedule and skill set of the students and the needs of my company. I understand that Rexarc International, Inc. will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2013.

As a partner in helping students learn to be career ready, I am committed to:

- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Feel free to contact me at jbowman@rexarc.com, or Galen Woodhouse, CFO / Human Resources, at gwoodhouse@rexarc.com, if you have any questions.

Sincerely,

Jim Bowman
President
Rexarc International, Inc.
Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 28, 2012

RE: Ohio Means Internships and Co-Ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-ops grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

The Greentree Group can expand our internship program by hiring two interns at $10.00 per hour for 10-15 hours a week over spring, summer, or fall terms. The total number of hours the student is expected to work is 150. I understand that my company will pay half of the cost of the salary and the grant will pay half the cost until November 30, 2013.

As a partner in helping students learn to be career ready, I am committed to:
• Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
• Complete an evaluation form to evaluate the student’s performance and document learning.
• Providing information needed to document the success of the program.
• Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

I am also willing to serve on the Business and Industry Program Advisory Council for the project, should it be funded.

Please do not hesitate to contact me at (937) 490-5502 or tgreenwood@greentreegroup.com if I can answer any questions.

Sincerely,

Travis G. Greenwood
President & CEO
Steven L. Johnson, Ph.D
President: 
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

September 24, 2012

RE: Ohio Means Internships and Co-Ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-ops grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Triune Group can begin/expand our internship program by hiring 2 interns at $10.00 an hour for 20 hours a week over the period Jan 2013 to May 2013. I understand that my company will pay half of the cost of the salary and the grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:
- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

Please do not hesitate to contact me by phone or email if I can answer any questions.

Sincerely,

Douglas J. Brook
Douglas Brook
Senior Partner
September 26, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

Having put myself through college entirely at night while always working full-time (First to obtain an Associates Degree, then a Bachelors, and then again to get my MBA) I fully understand and appreciate the great value that simultaneously working and gaining experience, along with education, can provide. Many students (like myself) need income to support them while pursuing an education.

Ultra-met can begin/expand our internship program by hiring two interns at $10.00 an hour for between 16 and 25 hours a week beginning in January of 2013. These positions will vary depending on the class schedule and skill set of the students, and the needs of my company. I understand that Ultra-met will pay half of the cost of the salary and the Sinclair grant will pay half the cost until November 30, 2103.

As a partner in helping students learn to be career ready, I am committed to:

- Ensuring that a representative of our company, either Mary Schofield (HR) or Ward Wildman (Production Manager) meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to my company.

I applaud your efforts to continue to meet the needs of students for skilled and gainful employment, and supporting local companies by coordinating with manufacturers in workforce development.

Feel free to contact me at 937-653-7133 ext. 226 or brent@ultra-met.com if you have any questions.

Sincerely,

Brent Sheerer
President, The Ultra-met Company
Wheels and Brakes
101 Waco Street, PO Box 340
Troy, Ohio 45373
www.utcaerospacesystems.com

Steven L. Johnson, Ph.D.
President and CEO
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402-1460

October 3, 2012

RE: Ohio Means Internships and Co-ops Commitment Letter

Dear Dr. Johnson:

I am writing in support of Sinclair Community College’s proposal to the Ohio Board of Regents for the Ohio Means Internships and Co-op grant. The Dayton region would benefit from a more robust internship and co-op program and Sinclair Community College is an ideal venue to meet this need.

UTC Aerospace Systems would like to lend our support in partnering with Sinclair on the Ohio Means Internship grant proposal. Based on our hiring needs, UTC would be anxious to take advantage of Sinclair’s offer to pay one-half of the wages of a Sinclair student hired between January 3, 2013 and November 30, 2013.

UTC Aerospace understands that these positions will vary depending on the schedule and skill set of the students and the needs of our company. As a partner in helping students learn to be career ready, UTC Aerospace is committed to:

- Ensuring that a representative of our company meets with Sinclair faculty to ensure appropriate learning outcomes are met.
- Complete an evaluation form to evaluate the student’s performance and document learning.
- Providing information needed to document the success of the program.
- Continuing to offer these internships beyond the grant period if they prove to be beneficial to UTC Aerospace.

Feel free to contact me at mike.magnotta@utas.utc.com if you have any questions.

Sincerely,

Mike Magnotta, PHR - Talent Acquisition Specialist
Aircraft Wheels and Brakes - UTC AEROSPACE SYSTEMS
Biographical Sketch

Matt Massie

Matt Massie has over twelve years of experience in higher education, working primarily in the area of Career Services. He has a Masters Degree in Business Administration and is currently in the dissertation stage of his Ph.D. in Organizational Management.

Matt’s passion is assisting college students to discover a new direction for their careers and equipping them with the tools necessary to successfully gain employment, including experiential learning. Matt has significant experience in developing and deploying programs to help students in career exploration and career development. He also plays an intricate role within the college of evaluating demands and challenges facing the regional economy and educating both staff and students on how to overcome these challenges.

As a trained facilitator, Matt takes great pride in creating an environment where all can contribute and learn from one another.

Matt is also a business owner and has been able to incorporate this real world experience into his educational role with students and his understanding of employer needs.
Executive Summary:

- Over 28 years of experience in comprehensive planning, implementation and management within the higher education and workforce environment (strategic, process, technology, and facilities related).
- Able to quickly understand the big picture, nuances and interconnections of complex environments, processes and organizations.
- Forms and leverages strong relationships with internal and external partners to identify, define and address issues and opportunities.
- Internationally certified project manager (PMP). Responsible for the development and management of project budgets in excess of $11.5 million.
- Strong leadership skills and extensive experience in developing and leading teams.
- Excellent verbal, written and interpersonal communications skills.

Experience:

**Director, Research, Analytics and Reporting**, Sinclair Community College, Dayton, Ohio, April 2011-present
- Direct the institution’s Research, Analytics and Reporting Office. Maintain responsibility for the data warehouse and analytics infrastructure; data analysis and interpretation for major institutional projects and initiatives, assessment, and strategic enrollment management; federal and state reporting; institutional research and survey activities.

**Director, Adult Education Initiatives for the University System of Ohio; Program Manager, Ohio Shifting Gears Initiative**, Ohio Board of Regents (Loaned Executive from Sinclair Community College), Columbus, Ohio, August 2010 – April 2011
- Served as the state’s Director for Adult Education Initiatives. Leveraged Shifting Gears’ (Gates and Joyce Foundations) resources to facilitate the integration of ABLE and AWE into the University System of Ohio; and to foster system-wide changes to further develop contiguous and transparent pathways between USO member institutions and systems in order to increase Ohio’s adult educational attainment. Key areas of implementation and policy resulting from this work include the development of statewide transition metrics and data sets; the expansion of articulation and transfer opportunities; and the piloting of strategies to enhance student transitions, concurrent enrollment, and the effective use of contextualized curriculum.

**Regional Coordinator, Strategic Workforce Initiatives; Director, Defense Acquisition Academy**, Sinclair Community College, Dayton, Ohio, December 2009 – September 2010
- Position entailed a combination of regional economic and workforce development roles; facilitation of Sinclair specific workforce development opportunities; and serving as a source for workforce related data and analysis. In this context, developed and launched the very successful Defense Acquisition
Laura A. Mercer

Academy – a workforce initiative aimed at retraining displaced workers for future employment roles at Wright Patterson Air Force Base.

Coordinator, Ohio Skills Bank - Economic Development Region 4
Sinclair Community College
Dayton, Ohio, July 2008 – September 2010
• Managed EDR4’s involvement in the State’s Ohio Skills Bank project. Work involved defining high demand occupations within priority sectors (and beyond where sufficient need/opportunity exists) and the skills/credentialing required for employability within them, and facilitating the alignment of regional educational and workforce services efforts to meet employer needs.

Research Manager, Sinclair Community College
• Managed the institution’s Research Office. Maintain responsibility for federal and state reporting; institutional research and survey activities; and providing data analysis and interpretation for major institutional projects and initiatives, including AQIP, Achieving the Dream, assessment, and strategic enrollment management. The Research Office managed a research agenda of more than 100 projects and fielded more than 1200 ad hoc research requests each year. Served on Ohio Board of Regent’s HEI advisory board.

Director, Strategic Project Management Office, Sinclair Community College, Dayton, Ohio, April 2002 – February 2007
• Developed and directed the institution’s Strategic Project Management Office. The office served as a project management competency center providing standardized methodology and toolsets; mentoring and coaching; project planning, management and assessment; needs analysis and requirements definition; business case development; business process analysis and improvement; change management; and coordination of external partner/provider involvement. Managed or held key leadership roles in major institutional projects. Additionally the office supported project teams working on AQIP projects; retention strategies; course scheduling methodologies; and numerous business process improvements. Served as a member of a joint executive Sinclair - Wright State Think Tank, a group focused on inter-institutional collaboration and the addressing of regional challenges and opportunities.

Project Manager, Special Projects, Sinclair Community College, Dayton, Ohio, 1998 - 2002
Responsible for managing key institutional projects including:
• The Telecommunications Infrastructure Project – Responsible for the coordination of design, development and implementation phases of a campus-wide infrastructure project. The project provided access to data, voice and video resources in all instructional and administrative spaces on the campus and included the development of 53 custom multimedia classrooms.
• Technology Strategy Development – Worked in conjunction with the Vice
Laura A. Mercer

Presidents for Instruction and Administration to conduct a series of activities to gather input from the College’s students, faculty and staff related to technology resource and services issues. Assisted the team in prioritizing needs and issues, and in developing a series of strategic technology initiatives that supported the objectives of the College’s strategic plan.

- **Technology and Telecommunications Infrastructure Design** – Provided ongoing design services for new technology infrastructure in conjunction with facilities renovations and new construction.
- **Technology Deployment Process/Electronic Communications Project** - Managed the piloting of a technology deployment process in the context of a campus-wide electronic communications project. Co-managed the replacement of a legacy scheduling system and two e-mail applications with Microsoft Exchange 2000.


- Responsible for the planning, design, development, and management of network infrastructure, server resources, host connectivity, network management systems, and the provision of networked computing resources to over 2000 academic and administrative users.

**Director of Training/Systems' Engineer**, Network Compatibility Group, Columbus, Ohio, 1986-1989

- Provided consulting, engineering, and management services to Fortune 500 businesses, industry and educational institutions.
- Responsible for the development and direction of a highly successful technical training program serving Fortune 500 businesses, industry and educational institutions.

**Housing Coordinator**, Wright State University, Dayton, Ohio, 1984-1986

- Coordinated housing assignments and meal plans for residential students.
- Supported campus life activities.

**Education:**


- **Bachelors of Science, Psychology**, Wright State University, Dayton, Ohio, 1986.


Carole R. Dean  
1404 Hillpoint Lane  
Dayton, Ohio 45414

Professional Preparation  
Wright State University, M.A.  
University of Washington, B.A.  
Baldrige Training

Experience  
Extensive administrative and teaching experience; skilled in communication, collaborative decision making and implementation, and facilitating change; experience in strategic planning and assessment and in effective community partnering

Appointments  

Project Manager, Sinclair Community College, Grants Office  
*Fall 2009 - Present*  
• NSF Dayton Urban STEM Teacher Academy grant, fall 2010 – December 2012  
• Gates Communities Learning in Action Planning Grant, fall 2009 – July 2010

Community Volunteer  
*2008 – Present*  
• Board member, Emerson Academy Community School, 2010 - present  
• House of Bread, 2009-2010  
• Local community campaigns  
• Judge, district speech contest and regional spelling bee

Short-Term Consultant  
*January 2006 – December 2008*  
• Assisted in project oversight for Dr. Hank Dunn, (formerly) Vice President for Student Services, Sinclair Community College  
• Managed summer grant for project-based learning program, Dayton Public Schools  
• Provided administrative and classroom support, Mound Street Academies

Director, Career-Technical & Adult Education, Dayton Public Schools  
*February 2001 – October 2005*  
• Supervised, assessed and reorganized district programs including professional development for technical and academic teachers and staff and teacher recruitment  
• Sought expanded and effective business, industry, and community involvement  
• Developed and monitored budgets of over two million dollars
Carole R. Dean

• Provided leadership in planning Dayton’s Ponitz Career-Technical Center including auditing and eliminating outdated programs; representing district with Ohio School Facilities Commission; and establishing new, expanded relationships with Sinclair and community businesses for the new center
• Worked diligently to establish procedures and partnerships to improve student readiness for regional workforce needs

Prior experience and responsibilities:
• Developed and expanded Dayton district Tech Prep programs as district representative with Miami Valley Tech Prep Consortium
• Served as administrator for Patterson Career Center manufacturing academy
• Taught high school Spanish and English
• Taught spoken Spanish to local business people

Related Educational Experiences:
• Adjunct teacher, University of Dayton, College of Education
• Resource teacher, Praxis Correlated Foreign Language Curriculum, State of Ohio
• Featured teacher and coordinator for University of Dayton’s “Star Urban Teacher” video series and professional development curriculum
• Co-writer, multiple grants in support of secondary school improvement
• Supervisor, student teachers
• Various roles in educational reform including Planning Advisory Team to establish Dayton Early College Academy (DECA)
"A Firm Believer in Teamwork, Meeting Deadlines and Striving for a Flawless Output"

Personable, ambitious, and career conscious professional with over 10 years of experience demonstrating a strong aptitude in member services, problem resolution, research & analysis, productivity improvement and project management. Possess high energy, strong leadership presence and willingness to manage and prioritize tasks accordingly to meet company objectives.

Proficiency in Microsoft Professional, Internet Explorer and various social media platforms.

AREAS OF EXPERTISE

- Budgeting/Project Development
- Coop & Internship Development
- Grant Administration and Fulfillment
- Marketing Communication
- Membership Relationship Development
- Public Relations
- Strategic Partnerships & Alliance
- Volunteer Development

RELEVANT EXPERIENCE

DAYTON AREA CHAMBER OF COMMERCE – Dayton, OH; 2003-Present

2009 - Present
Manager, Workforce Development and Leadership Dayton Alumni Coordinator

Ensures business priorities are appropriately addressed in community workforce development initiatives.

- Performs annual surveys of members in the Dayton region on key workforce topics and initiatives.
- Works closely with K-16 educational providers and partnerships, assisting in the management of co-branded training offerings supporting pro-business initiatives such as STEM curriculum, adult learning and lifelong learning.
- Manages partnerships with Sinclair Community College, Montgomery County Job Center, MVHRA and other work entities.

Provides effective employee recruitment and retention tools.

- Developed community orientation programs; Discover Dayton and Hello Dayton to support employer recruitment efforts.
- Promotes best practices to employers in the areas of Diversity, the Greater Dayton Diversity Award; flexibility with When Work Works national workplace flexibility awards, and benefits.
- Devises and implements marketing and promotion of an employee recruitment tool: GreaterDaytonWorks.com, job portal. Works closely with employers, vendors, and sponsors.

Educates and assists businesses on the value and creation of Internships, Apprenticeships and Coops with the Ohio Third Frontier Internship Program.

- Successfully secured and administered the existing Ohio Third Frontier Internship grant program from the Ohio Department of Development (2010, 2011 and 2012-13).
- Develops and maintains relations with for-profit employers who participate in cooperative education and on campus recruiting.
(Relevant Experience Continued)

- Works closely with key members of the university, including faculty and career services, to ensure student awareness of internship opportunities within the Dayton Region.
- Partners with Southwestern Ohio Council for Higher Education (SOCHE) for Internship Bootcamps and 20/20 Internship Initiative.
- Responsible for linking over 500 interns to local employment opportunities; 60% into full time employment.

Promotes executive leadership development program – Leadership Dayton.
- Directly responsible for the management of Leadership Dayton Alumni Member Programming/Events; including Annual Membership meeting, Spring Re-Connect Breakfast and Annual Wine and Art event.
- Proactively identifies improvement opportunities and solutions, including Alumni member participation.
- Responsible for managing volunteer committees; Leadership Dayton Board Of Governors, Leadership Dayton Membership committee, Leadership Dayton Marketing committee and Leadership Dayton Curriculum Review Committee.

2003 - 2009
**Public Relations Specialist**

- Successfully coordinated Chamber involvement in open houses, ribbon cuttings and other events, including staff representation.
- Managed the logistics of the Chamber’s Membership Directories.
- Instrumental with implementation process of public relation strategy for the chamber.
- Created and produced bi-weekly electronic newsletter.
- Created and distributed press/media releases and Chamber event calendar to media outlets.
- Maintained Chamber’s media archive.
- Managed Chamber’s publications to ensure quality and relevance.
- Secured sponsorships for Chamber publications.

**EDUCATION**

**BA, Sociology**
WILEY COLLEGE – Marshall, TX 1999

REFERENCES AVAILABLE ON REQUEST
The Ultra-Met Company
Job Description

Job Title: Assistant Lab Manager  
Department: Metallurgical Lab  
Reports To: Lab Manager  
FLSA Status: non-exempt  
Issue Date: 11/3/10

Ultra-Met (www.ultra-met.com)  
720 North Main or 120 Fyffe St.  
Urbana, OH 43078  
Contact: Jeff Kleven 800-543-9952  
Email: Jeff@ultra-met.com

Company Overview: The Ultra-Met Company is manufacturer of tungsten carbide products for use in many industries ranging from metal cutting tools (drills, end mills, turning inserts). The manufacturing process involves the use of powder metals, pressing, forming, sintering and grinding operations. We are a locally owned, privately held, long term growth oriented company, and currently employ 70 people.

Summary: This position will act in conjunction with the Lab Manager. This is a new position created due to growth of the business. This individual will become familiar with all aspects of the functions of the Metallurgical Lab which include the following:

- Daily quality control functions for finished product: compile physical property data measurements on lab equipment and evaluate results versus specific grade specifications.
- Production/scheduling of in-house produced graded powders: create grade powder formulations based on available raw materials and produce the required work orders to accomplish this task. Schedule production to efficiently produce this work order.
- Inspection of incoming graded powder materials: produce test samples from incoming materials and evaluate the physical properties of these samples against published grade specifications.
- Monitor material movements throughout the plant: track material movements, issue materials to orders and adjust inventories accordingly.
- Raw material and graded powder inventories: evaluate levels, forecast, schedule production and order materials based on current and projected Sales backlog.
- Customer/competitor sample analysis and reports: perform physical property evaluation of customer samples, report findings and inform customer of results.
- Process improvements: constantly review material manufacturing processes and make recommendations for efficiency improvements.
- Resource for sintering department: provide support and help problem solve sintering operation issues.
- Interface with both customers and material suppliers: perpetuate new and long standing partnerships with both customers and suppliers

Qualifications: The ideal candidate will possess or be close to completing a minimum of a two-year technical degree in such areas of concentration as manufacturing, industrial or mechanical engineering or technology. Other disciplines will be considered for the individual who has a passion for working in a manufacturing environment. This person must be able to work within a team environment, exhibit good interpersonal skills, have sufficient knowledge of computers and be highly motivated.
### Co-op Student Performance Evaluation by Employer

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<th>Overall Rating</th>
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<td>Consistently Exceeds</td>
<td>Meets Requirements</td>
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<td><strong>Career Related Skills and Competencies</strong></td>
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<td>Has adequate career-related skills required for this job</td>
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<td>Effectively applies knowledge and skills on the job</td>
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<td>Seeks opportunity to learn new skills</td>
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<td>Produces quality work with minimal errors</td>
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<td>Produces quantity of work necessary under normal working conditions for this position</td>
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<td><strong>Self Management Skills and Initiative</strong></td>
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<td>Shows responsibility and reliability in completing work</td>
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<td>Takes initiative to complete work even if not told to do so</td>
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<td>Demonstrates ethical behavior, maturity, self-confidence</td>
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<td>Exhibits effective time management and organizational skills; meets deadlines</td>
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<td>Attendance and punctuality</td>
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<td><strong>Problem Solving and Decision Making Skills</strong></td>
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<td>Asks appropriate questions; offers creative solutions</td>
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<td>Exhibits flexible approach, adapts to change, completes work despite obstacles</td>
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<td>Exercises good judgment and takes appropriate action</td>
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<td><strong>Communication Skills</strong></td>
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<td>Demonstrates verbal communication skills necessary for the job</td>
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<td>Writes clearly and concisely</td>
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<td>Speaks up willingly, communicates information, and asks for clarification</td>
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<td>Listens for and applies feedback in order to improve</td>
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<td><strong>Interpersonal and Teamwork Skills</strong></td>
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<td>Makes a positive impact on work team and customers</td>
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<td>Pitches in to help co-workers without being asked</td>
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<tr>
<td>Puts in extra time and effort to get job done; is willing to do less desirable tasks</td>
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<tr>
<td>Overall job performance</td>
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<tr>
<td>Shows evidence of potential for success in this career field</td>
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</tbody>
</table>
Employer Assessment of Co-op Student Performance (cont’d)

1. Given the right circumstances, would you hire this student as a permanent, full-time employee?

2. List strengths this student exhibited during this work experience.

3. List any weaknesses this student may have exhibited and offer any comments or suggestions on how he/she can improve in these areas.

4. What next steps would you recommend for this student following his/her co-op/internship? Please name two or three activities that you feel would contribute the most to this student’s preparation for his/her chosen career field (coursework, work experiences, skill development, professional memberships, education, etc.)

Dates of Work Term: From _________ To _________ Date of Evaluation _____________

Student Name ________________________________________________________________

Student Job Title ____________________________________________________________

Student Major ______________________________________________________________

Student Signature ___________________________ Date ___________________________

Company ___________________________ Department ____________________________

Supervisor Name _________________________ Supervisor Title _____________________

Supervisor Signature ______________________ Date _____________________________

Faculty Mentor Name ____________________________

Faculty Mentor Signature ______________________ Date __________________________

Return this form to the faculty mentor.
Co-op Credit Application

Many Science, Mathematics and Engineering degree programs now require a co-op credit (a Co-op/270) course before graduating. Typically you apply for co-op credit after being placed in a co-op job. Complete and return this Co-op Credit Application to Professor Terry Malwur, in Room 3-134, for his signature of approval. In the case that you wish to use your current job as a co-op experience, you must discuss this job with your chairperson or counselor, who will determine whether or not your current job qualifies for co-op credit.

While waiting for co-op approval you are encouraged to register for other classes because the Co-op/270 course can be added at a later date. Co-op registration coincides with Sinclair's academic term registration period.

After you receive approval for co-op credit you will be given a Co-op assignment packet. Forms included in the packet must be completed by the end of the academic term in which you are registered for co-op credit.

To insure proper co-op credit, return this form to Room 3-134 before the beginning of the quarter.

Date ________ Co-op work term: □ Fall  □ Spring  □ Summer     Year ________

Co-op/270 course ___________________________________________ □ 3 credit hours  □ 6 credit hours

Email ___________________________ Sinclair ID # ___________________________

Student name ___________________________ Graduation date (estimated) ________

Student address ____________________________________ Phone ___________________________

City ___________________________ State ________ Zip code ________

Major ____________________________________ GPA __________

Company name ___________________________ Department ___________________________

Company address __________________________________ City ________ State ________ Zip ________

Student position or title __________________________________ Student work phone ___________________________

Supervisor name ___________________________ Supervisor title ___________________________

Supervisor email ___________________________ Supervisor phone ___________________________

Hours worked per week ___________________________ Hourly rate/salary $ ________

The following information is confidential and is not linked to Individual students. The information you provide is useful for record keeping and tracking demographics in the co-op programs at Sinclair. Your reply is optional.

Sex

□ Male

□ Female

Race

□ Caucasian

□ African American

□ Asian

□ Hispanic

□ Native American

Citizenship

□ U.S.

□ Permanent Resident

□ Student Visa

□ Other Visa

Veteran

□ Yes

□ No

□ Yes  □ No

Disability

Date of birth ___________________________

Office Use Only

□ Co-op  □ Intern  □ Full time  □ Contract student

Major code ___________________________ Faculty mentor ___________________________
Co-op Work/Learning Contract

Co-op Work/Learning Contract Goal, Objectives, Activities

Term. Year Course & Section. Final Grade.

This Co-operative Education Internship is based on learning from work experience. The Co-op Work/Learning Contract represents a joint effort by the student, employer, and college to document how the student applies classroom knowledge in the workplace. The student, worksite supervisor, and faculty mentor must sign the contract during the on-site evaluation.

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Objective 2</th>
<th>Objective 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Three to four action plans to meet Objective 1</td>
<td>Activities Three to four action plans to meet Objective 2</td>
<td>Activities Three to four action plans to meet Objective 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Faculty Mentor</th>
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<tbody>
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<thead>
<tr>
<th>Evaluation</th>
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</thead>
<tbody>
<tr>
<td>0=non-observable</td>
</tr>
<tr>
<td>1=limited accomplishment</td>
</tr>
<tr>
<td>2=satisfactory accomplishment</td>
</tr>
<tr>
<td>3=superior accomplishment</td>
</tr>
</tbody>
</table>

Comments: On completion of goal, objectives, and activities

Student

Faculty mentor

Student: __________ Phone: __________ Email: __________

Faculty Mentor: __________ Phone: __________ Email: __________

Supervisor: __________ Phone: __________ Email: __________

Return this form to the faculty mentor.