

MOTLOW STATE COMMUNITY COLLEGE

2024 Governor's Investment in Technical Education (GIVE 3.0)

**Culinary Workforce Innovation and Student Success Harnessed (Culinary WIS<sup>2</sup>H)**

Motlow State Community College IN PARTNERSHIP WITH:

1. Shelbyville-Bedford Partnership
2. Motlow State Community College
3. Bedford County Board of Education
4. Town of Smyrna Event Center and Cooper Hotels

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Funding Request:

**\$2,000,000.00**



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President of Higher Education Institution  
(Fiscal Agent)



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Project Director (Lead Entity)

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## Abstract

Culinary Workforce Innovation + Student Success Harnessed (WIS<sup>2</sup>H) proposes creation of a new Hospitality Management Associate of Applied Science degree with a concentration in Hotel Management, including culinary arts classes, at Motlow State Community College (MSCC) in partnership with Bedford County Schools. The Tennessee Board of Regents (TBR) granted preliminary approval of this programming and approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is anticipated this summer. Through partnerships with Bedford County Schools, the Shelbyville-Bedford Partnership, the Town of Smyrna Event Center, and Cooper Hotels the *Culinary WIS<sup>2</sup>H* project will begin this summer with GIVE 3.0 grant funding. We anticipate additional partnerships with Gaylord Opryland Resorts and Embassy Suites (Memorandums of Understanding/MOU pending.) MSCC will hire a Director of Hospitality Management in the Fall of 2024, with the first course offerings set to begin in the Spring of 2025. The need for a skilled culinary/hospitality workforce is demonstrated in multiple data sources including the Tennessee Higher Education Commission's (THEC) Academic Supply for Occupational Demand, Jobs4TN, Tennessee Department of Economic & Community Development (TNECD), and the Bureau of Labor Statistics (BLS.)

In addition to leveraging partnerships within the K-12 community and hospitality industry, work-based learning plays a large role in the implementation of *Culinary WIS<sup>2</sup>H*. Students enrolled in secondary institutions will receive dual enrollment credit as well as opportunities for work-based learning, which includes job-shadowing, internships, co-ops, apprenticeships, and more. Embedded certifications will also be available through this program that include essential employability skills and customer service. Additionally, teachers and educators will participate in externships to enhance and expand classroom learning.

## Proposal | Culinary WIS<sup>2</sup>H

### Section 1: Demonstration of Need

Motlow State Community College and partners propose the development of the *Culinary WIS<sup>2</sup>H* program at Shelbyville Central High School, Cascade High School, and Motlow State Community College, to ensure increased early postsecondary opportunities, a strong alignment to the postsecondary and industry needs, and ultimately, a robust future hospitality and tourism workforce in the Southern Middle Tennessee region. *Culinary WIS<sup>2</sup>H* addresses workforce needs in Tennessee's hospitality and tourism industry through training, work-based learning, and attainment of certifications and/or degrees leading to careers which can easily be advanced through additional on-the-job training programs. Tennessee's tourism industry continues to break records each year and bounced back in 2021 to meet 2019 pre-pandemic benchmarks. In 2022, Tennessee's direct visitor spending hit a new milestone. It ranked #11 of the 50 states with \$28.9 million in visitor spending despite not having any beaches or casinos, as did all the top 10 states. A skilled and ready hospitality workforce will ensure Tennessee remains a top tourism destination for years to come.

#### *Data Demonstrating Need for Action*

Currently, there is not a post-secondary program that addresses the industry needs in hospitality and tourism available to students in the southern middle TN region that includes culinary courses. The nearest opportunity for students to pursue a career in the hospitality and tourism industry is over 60 miles away. Although Bedford County is not recognized as having census tracts in consistent poverty, the poverty rate is approximately 13.5%. There are three census tracts in Bedford County where poverty exceeds 20% of the population. Most high school students who live in these census tracts attend Shelbyville Central High School. Thus,

transportation to and from a post-secondary campus that is over 60 miles away daily is not possible for many students in Bedford County. According to multiple data sources, culinary and hospitality jobs are in demand across the state as well as the southern middle Tennessee region where this project will be implemented. Each data source discussed below can be found in Appendix C.

THEC's Academic Supply and Occupational Demand Report reflects each of the following Standard Occupational Classification (SOC) codes as in-demand jobs across the state:

- 11-9051 – Food Service Managers
- 11-9081 – Lodging Managers
- 35-1011 – Chefs and Head Cooks
- 35-1012 – First-Line Supervisors of Food Preparation & Serving Workers

A review of Jobs4TN performed on April 1, 2024, showed that over 93,000 jobs will be added to Tennessee's Accommodation and Food Services industry between now and 2030 which is an increase of 36% with 3.1% year-over-year growth. Additionally, this data source indicated there are currently 9,297 unique job openings in the accommodation and food service industry with weekly wages averaging \$506.00.

According to Tennessee Department of Community Development's County Profile, Bedford County, where components of the work-based learning portion of the project will be implemented, there are 1,109 people employed in the accommodation and food service industry. This data also reflects there are 69 business establishments in the hospitality sector.

In its Occupational Outlook Handbook, the Bureau of Labor Statistics (BLS) cites chefs' and head cooks' median pay at \$58,920 per year, or \$28.33 per hour as of May 2023. This rate of pay is considerably higher than the Massachusetts Institute of Technology (MIT) projected living wage for Bedford County, even at the highest calculation of \$23.48 per hour which includes two adults both working with three children. The MIT living wage calculation for one person with no

children in Bedford County is \$19.81. The BLS goes on to provide information on how to become a chef or head cook in the hospitality industry and specifically suggests attending a culinary program at a community college as well as learning through an apprenticeship program.

According to the Tennessee Pathways initiative, all secondary students should be provided the knowledge and skills to seamlessly transition to postsecondary and high-quality careers. The Tennessee Department of Education (TDOE) identified Certified Hospitality and Tourism Professionals as a *Preferred* credential in its 2020-2022 Promoted Industry Credential Report. Additionally, students in Bedford County Schools' Culinary Arts program of study will earn both the ServSafe Food Handler and ServSafe Manager Certifications, both of which are *Preferred* credentials. Of the three tier levels cited in this report, the preferred level is the highest-ranking tier. A link to this data and all data sources discussed above is included in Appendix C.

#### *Linkages between Grant Activities and Local/Regional Needs*

The primary objective of the **Culinary WIS<sup>2</sup>H** program is to establish a highly skilled pipeline that includes fluid transition from secondary to post-secondary to the workforce. According to Jobs4TN, there will be an additional 93,000 jobs added to the TN accommodations and food service industry in the next six years.

The goal of Tennessee's Drive to 55 initiative is to equip more Tennesseans with a college degree or certificate. This proposal aligns with Tennessee's Drive to 55 goals by providing a seamless transition between the secondary Culinary Arts program at Shelbyville Central High School and Cascade High School and the new Hospitality Management Associate of Applied Science degree at Motlow State Community College assuring the student has the ability to complete a college degree or certificate. As noted in the following table from The

Tennessee College Going and The Class of 2022: Continuing Momentum, the college-going rate in Bedford County is continuing to decrease to 43.6% from a high of 56% in 2018. Adding the **Culinary WIS<sup>2</sup>H** program will support a needed increase in the college going rate in Bedford County as well as to employment in the hospitality and tourism industry in the Southern Middle Tennessee region.

	2018	2019	2020	2021	2022
BC College Going Rate	56.0%	48.5%	47.2%	44.7%	43.6%

## Section 2: Program Plan

### *Detailed Summary of Proposed Program*

The **Culinary WIS<sup>2</sup>H** program creates a new Associate’s of Applied Science (AAS) degree program in Hospitality Management at MSCC set to begin in Spring 2025. To maximize learning outcomes from this program, Shelbyville Central High School (SCHS) and Cascade High School (CHS) are partnering with Motlow to provide Early Postsecondary Opportunities (EPSOs) to its students enrolled in their existing CTE Culinary Arts program of study. Students enrolled at both high schools will take dual enrollment courses and have the opportunity to earn additional dual credit via examinations in years 3 and 4 of the program of study, which are designed to earn Motlow credit. Additional activities to foster interest in the Hospitality and Tourism sector will include summer camps at MCSS and Bedford County Schools, featuring culinary arts programming. Paid teacher externships will take place each summer throughout the duration of the grant. These week-long externship experiences will be open to elementary and middle school teachers, counselors, and administrators to educate them with hands-on learning about the hospitality and tourism industry.

With GIVE 3.0 funding, this program will begin upon grant contract execution as it has already received approval from the Tennessee Board of Regents (TBR); Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approval is anticipated within the next three months. The Hospitality Management AAS program consists of 60 hours of credit; the detailed, recommended full-time schedule is attached to this grant proposal in Appendix E.

Upon SACSCOC approval, MCSS will advertise, hire, and onboard a full-time Hospitality Program Director. Funding for this position will come entirely from MSCC. Student enrollment and tuition will sustain the position. Grant funds will also be used to make upgrades to the current kitchen facility at Motlow State as well as SCHS's and CHS's culinary program spaces and purchase industry standard equipment students will encounter and use frequently in the field.

The detailed quarterly timeline is provided below. In addition to these activities, ongoing grant-related work will be carried out by the Hospitality Program Manager, Dean of CTE Gina Burke, and with assistance from Tammy O'Dell, Director of grants. The Program Manager will be responsible for communicating with both internal and external stakeholders to the project, tracking/performing inventory for grant-related purchases, leading quarterly grant reporting efforts with assistance from senior staff members, and creating/maintaining/archiving all grant-related files and artifacts.



*Detailed Project Timeline*

<b>Year 1</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>July 2024 to June 2025</b>	<ul style="list-style-type: none"> <li>-Hire Director of Hospitality Mgmt.</li> <li>-Start course development</li> <li>-Begin upgrades in SCHS and CHS culinary labs</li> </ul>	<ul style="list-style-type: none"> <li>-College level students start HGMT &amp; BUSN classes online/on-ground + one CULN online course</li> <li>-Dual enrollment begins at SCHS and CHS</li> <li>-Begin WBL components for students</li> </ul>	<ul style="list-style-type: none"> <li>-Kitchen renovations on Motlow’s Moore County campus will begin</li> <li>-Teacher externships will begin for elementary and middle school teachers, counselors, and school administrators</li> <li>-Host summer camp at SCHS for elementary and middle school students</li> </ul>	<ul style="list-style-type: none"> <li>-College level students continue HGMT classes online/ on-ground &amp; begin first hands-on CULN course using the Shelbyville Central HS kitchen at night</li> <li>-Dual enrollment students continue as mentioned</li> <li>-Continue WBL activities</li> </ul>
<b>Year 2</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>July 2025 to June 2026</b>	<ul style="list-style-type: none"> <li>-College students continue in HGMT and CULN classes online/on-ground and use the SCHS kitchen at night for hands-on CULN courses</li> <li>-Dual enrollment continues as discussed</li> <li>-Continue WBL activities</li> <li>-Complete SCHS and CHS culinary lab upgrades</li> </ul>	<ul style="list-style-type: none"> <li>-Complete MSCC kitchen renovations &amp; upgrades</li> <li>-Dual enrollment continues as discussed</li> </ul>	<ul style="list-style-type: none"> <li>-Repeat Q1/year 1 w/ new groups of college level &amp; dual enrollment students - Begin using Motlow kitchen to market the program by hosting small College events</li> <li>-Add industry certification exams to appropriate post-secondary courses</li> <li>-Continue teacher externships</li> <li>-Host summer camp at SCHS and CHS for elementary and middle school students</li> </ul>	<ul style="list-style-type: none"> <li>-Repeat Q 2/year 1 with new groups of college level and dual enrollment students</li> <li>-Use the Motlow kitchen to market the program by hosting small College events</li> <li>-Continue WBL activities</li> </ul>
<b>Year 3</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>July 2026 to June 2027</b>	<ul style="list-style-type: none"> <li>-Host summer camps &amp; recruiting events for high school students in the Motlow kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>-Repeat Q 4/year 1 w/ new group of college level &amp; dual enrollment students but use the Motlow kitchen for the CULN course.</li> </ul>	<ul style="list-style-type: none"> <li>-Repeat Q 1/year 2 w/ new group of college level &amp; dual enrollment students but use the Motlow kitchen for the CULN course.</li> <li>-Teacher externship</li> <li>-Host summer camp at SCHS and CHS for elementary and middle school students</li> </ul>	<ul style="list-style-type: none"> <li>-Host summer camps and recruiting events for high school students in the Motlow kitchen.</li> </ul>
<b>Year 4</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>

<b>July 2027 to June 2028</b>	-Enroll third cohort of students -Continue WBL activities.	-Continue WBL activities	-Host summer camps & recruiting events for high school students in the Motlow kitchen. -Teacher externship -Host summer camp at SCHS and CHS for elementary and middle school students	-Begin project wrap-up activities & close out grant. The AAS Degree program will become institutionalized.
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*Key Objectives and Evaluation & Measurement Plan*

Key Objectives are (1) to start with dual enrollment students and (2) to enroll 10 full time and 6 part time college-level students in the first year, adding 3 in year 2 and maintaining that number per year throughout the grant period.

<b>Semester</b>	<b>Total MSCC FTE Enrollment</b>	<b>Fulltime Students</b>	<b>Parttime Students</b>	<b>Dual Enrollment</b>
Spring 2025	13	10	6	30
Fall 2025	13	10	6	30
Spring 2026	13	13	6	30
Fall 2026	13	13	6	30
Spring 2027	13	13	6	30

Our evaluation & measurement plan includes THEC’s standard Quality Assessment (QA) and to use ADMN 2390 APT Capstone, which all graduates will take, to assess the program via their capstone project.

*Project Governance and Accountability Plan*

The project governance and accountability will be the responsibility of Motlow State Community College. The project director will be Dean Gina Burke, and the co-director will be

the newly hired Hospitality Program Manager of the Institution. The steering project will be composed of Kelly North-Shelbyville-Bedford Partnership, Lori Sexton-CTE Director of Bedford County Schools, Michael Walker-Culinary Instructor at Shelbyville Central High School, Renee Austin-EVP of Finance for MSCC, and Tammy O’Dell-director of grants at MSCC. The project steering committee is responsible for maintaining oversight. MSCC will present to the committee a quarterly budget report, enrollment data, dual enrollment and dual credit data, the number of national certifications awarded, and a summary of the evaluations conducted at the conclusion of each summer externship program.

#### *Overview & Structure of Work-Based Learning*

In addition to high-quality dual enrollment programming, students who are juniors and seniors will have the opportunity participate in work-based learning activities with established partners through Bedford County Schools’ Innovative Career Opportunity Network (ICON) program. Students may earn up to 12 high school credits through WBL placements. These credits will count toward Bedford County’s required 28 credits for graduation. ICON matches students with best fit industry partners and allows students to work schooling around their WBL placement. This flexibility affords students the opportunity to see various aspects of the hospitality and tourism industry through increased availability throughout the morning, day and evening. Students who participate in WBL will have already earned both the ServSafe Food Handler and ServSafe Manager certifications in year 1 and year 2 high school culinary arts classes, which provide them with an advantage over other candidates who are seeking employment. Earning these certifications requires demonstration of high-skill knowledge and are sought after in the hospitality and tourism industry. In order for students to participate in WBL activities, they must be on-track to graduate with their cohort and be recommended for

industry work by the culinary arts instructors. Bedford County Schools currently has 232 students enrolled in Culinary Arts I. The total program capacity is 300. As these students progress through the program, there is the potential for 100 students to be available for WBL participation. This will support the TSBA Data Dashboard's projected 21% growth and 3,092 annual openings in the Hospitality and Tourism industry in southern middle TN. Work-based learning will also occur at the collegiate level in the culinary classes, CULN 1310 Fundamentals of Baking and CULN 1320 Culinary I and in the HMGT 2910 Hospitality Management Internship and ADMN 2390 Capstone Experience classes.

### **Section 3: Strength of Partnerships**

#### *Partner Description, Role, and Responsibilities for Implementation*

Each partner to the ***Culinary WIS<sup>2</sup>H*** project, Motlow State, Bedford County Schools, Cooper Hotels, the Town of Smyrna, and the Shelbyville-Bedford Partnership, has entered into and executed a Memorandum of Understanding (MOU) which is included in Appendix D. These MOUs define the understanding of the terms of this project including roles and responsibilities of both Motlow and the individual partner organizations.

Motlow State Community College will serve as the post-secondary institution. MSCC will underwrite all dual enrollment and dual credit courses, begin the Associates of Applied Science degree, and serve as the fiscal agent and lead entity. MSCC will coordinate with partners to maintain quality curriculum, create work-based learning opportunities and teacher externships, and host summer learning camps for high school students.

Bedford County Schools will serve as the cornerstone for the ***Culinary WIS<sup>2</sup>H*** project. Recruitment into the industry begins in elementary school where careers are featured throughout the school year. Career exploration continues in middle school where students study the career

clusters, participate in industry tours, and complete hands-on, project-based learning activities. Once students enter the Culinary Arts program at the high school level, intense training begins. Students earn the ServSafe Food Handler credential in year one, ServSafe Manager in year two, and begin dual enrollment and dual credit in year three. The culinary lab at SCHS will serve as a satellite Motlow location for adult classes to begin in the evening until MSCC completes renovations in their culinary kitchen. Through intentional partnerships, Bedford County will have an established, consistent pipeline into the Hospitality and Tourism industry.

The Shelbyville-Bedford Partnership serves as economic and workforce development agency for Bedford County. One of their primary objectives is to bring new businesses to Bedford County. One of their more recent announcements was the construction of a new Hampton Inn, which will provide guests with clean, safe accommodations in Bedford County. The Partnership will support efforts to bring fine dining establishments to Bedford County, using our *Culinary WIS<sup>2</sup>H* pipeline as an incentive. Additionally, the Partnership will participate in the teacher externship by providing economic and workforce data. They will provide up-to-date information on workforce needs, both locally and regionally to continually justify the need for continued education in the hospitality and tourism sectors.

Industry partners including the Town of Smyrna Event Center and Cooper Hotels, and future partners, Gaylord Opryland Resorts and Embassy Suites, are critical in the *Culinary WIS<sup>2</sup>H* program. These institutions will be part of our week-long teacher externship experience. With their vast operations ranging from large event catering to fine dining and hotel accommodations, teachers will learn how multifaceted the hospitality and tourism industry is. Teachers, counselors, and school administrators will be able to take this knowledge back to students to foster interest in the hospitality and tourism industry. These partners will meet

regularly with MSCC faculty to ensure the curriculum remains current, provide guest speakers to students, open their doors for student tours, internships, and work-based learning activities.

#### **Section 4: Budget Plan**

##### *Alignment between Funding Request & Grant Activities*

<b>Funding Request</b>	<b>Demonstration of Need</b>
\$1,335,000.00	<b>Renovation of culinary kitchen at Motlow State Community College</b> , including upgrade of kitchen exhaust, plumbing, HVAC, electrical, lights, and ceiling tile <b>Upgrades to culinary labs at SCHS and CHS</b>
\$1,000.00	<b>Supplies</b>
\$800.00	<b>Postage</b>
\$6,000.00	<b>Travel between campuses and conference attendance</b>
\$20,000.00	<b>Grants and Awards-Teacher externship--\$25/hour, 30 hours per week for one week. Up to five teachers each year, for four years. Individual student supplies.</b>
\$10,000.00	<b>Other Non-Personnel Expenses-Marketing, Instructor licensure, industry credentials</b>
\$627,200.00	<b>Capital Purchases-Industry standard culinary equipment for culinary kitchen at MSCC, and labs at SCHS, and CHS</b>
\$408,000.00	<b>In-Kind Expenses-MSCC will fully fund the Program Director position</b>
\$2,408,000.00	<b>Total Expenses</b>

##### *Role of Proposed Equipment Request*

Equipment proposed for purchase include industry standard, commercial grade kitchen equipment to prepare students for work in the hospitality industry. Students must be familiar with all industry standard equipment to become competent and skilled professionals. See Appendix B for complete list of equipment.

##### *Explanation of Indirect Costs (if any)*

No Indirect Costs will be charged.

## Section 5: Sustainability

### *Plan for Sustaining Program beyond Grant Period*

Building upon the momentum of the foundation of the *Culinary WIS<sup>2</sup>H* project, multiple approaches will be used to ensure the sustainability of this program including the following measures:

- Institutionalization of the Hospitality Degree Program
  - MSCC will initiate the program with Motlow funding, will utilize GIVE 3.0 funding to make renovations and upgrades to facilities, and will institutionalize continued programming post grant through student enrollment and tuition.
  - Faculty and staff will be maintained by the College and added as the program continues growing and expanding.
  - Food costs and equipment maintenance will be maintained through lab fees and funded through Perkins Grant and Technology Access Fee (TAF) Funds.
- Collaboration with current Partners & Recruitment of New Partners
  - Efforts will be made to ensure continued commitment of partners through continual relationship cultivation activities.
  - Active recruitment of new industry and K-12 partners will be included in the grant staff's scope of work.
- Capacity Building
  - Professional development will be provided for hospitality/culinary instructors on an on-going basis to ensure they stay abreast of industry standards.
  - Student recruitment will be encouraged by the Shelbyville-Bedford Partnership, other economic development entities, and industry partners at career fairs, by grant program staff, MSCC staff, and secondary and postsecondary student leadership cohorts identified to serve as ambassadors for the hospitality program.
- Resource Development
  - Other sources of program revenue will be explored including potentially creating a fundraising event catered, in part, by students in the program, grant seeking activities, and other fund development cultivation efforts.

The AAS Degree in Hospitality Management has already received TBR approval and pending SACSCOC approval, is slated to begin Spring 2025 on the Moore County Campus. The

Culinary Arts programs at Shelbyville High School and Cascade High School are already in place with growing student demand for this training. Multiple methods of sustainability as discussed above will impact this project. The most significant aspect of sustainability, however, will be the institutionalization of the hospitality program through student enrollment and tuition. It is anticipated this program will conservatively produce 24 MSCC graduates over the 4-year grant term with 10 full-time and 6 part-time students per semester, for a full-time equivalency of 13 students. As an existing program of the College, instructors and equipment/supplies will be funded and maintained through tuition and departmental budgets as well as Perkins and TAF funds.

Other methods for sustainability include using the *Culinary WIS<sup>2</sup>H* project as a model to expand both educational programming and industry partnerships to additional K-12 and employer stakeholders in the southern middle Tennessee region and beyond.

### **Section 6: Optional Criteria**

Although this project does not fall in an economically distressed area per Appalachian Regional Commission designations or in a persistently impoverished Census Tract, it does create training programs, work-based learning opportunities, and credentials for an in-demand occupational sector.

#### *High Demand Programming*

The THEC Academic Supply and Occupational Demand Report reflects the following Standard Occupational Classification (SOC) codes listed as in-demand jobs across the state as well as in the southern middle Tennessee area where the project will be implemented:

- 11-9051 – Food Service Managers
- 11-9081 – Lodging Managers
- 35-1011 – Chefs and Head Cooks
- 35-1012 – First-Line Supervisors of Food Preparation & Serving Workers



An AAS degree in Hospitality Management as proposed in this *Culinary WIS<sup>2</sup>H* project provides the training, education, and skills necessary for students to immediately enter the workforce in hospitality/culinary/tourism sectors.

*County Economic Status Acknowledgement*

Does not apply.

*Census Tracts in Persistent Poverty*

Does not apply.

## Appendices

### Appendix A: Budget

<b>Grant Budget</b>				
<b>GIVE Program Competitive Grant</b>				
<b>The grant budget line-item amounts below shall be applicable only to expenses incurred during the following</b>				
<b>Applicable Period:</b>		<b>BEGIN: July 2024</b>	<b>END: June 2028</b>	
<b>Policy 03 Object Line-Item Reference</b>	<b>Expense Object Line- Item Category</b>	<b>Grant Contract</b>	<b>Grantee Participation</b>	<b>Total Project</b>
1,2	Salaries, Benefits & Taxes	0.00	408,000.00	408,000.00
4, 15	Professional Fee, Grant & Award	1,355,000.00	0.00	1,355,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	1,800.00	0.00	1,800.00
11, 12	Travel, Conferences & Meetings	6,000.00	0.00	6,000.00
13	Interest	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance to Individuals	0.00	0.00	0.00
17	Depreciation	0.00	0.00	0.00
18	Other Non-Personnel	10,000.00	0.00	10,000.00
20	Capital Purchase	627,000.00	0.00	627,000.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>2,000,000.00</b>	<b>408,000.00</b>	<b>2,408,000.00</b>

### Budget Justification w/ Line-Item Detail

Funding Request	Demonstration of Need
\$1,335,000.00*	<b>Renovation of culinary kitchen at Motlow State Community College</b> , including upgrade of kitchen exhaust, plumbing, HVAC, electrical, lights, and ceiling tile <b>Upgrades to culinary labs at SCHS and CHS</b>
\$1,000.00	<b>Supplies</b>
\$800.00	<b>Postage</b>
\$6,000.00	<b>Travel between campuses and conference attendance</b>
\$20,000.00	<b>Grants and Awards</b> -Teacher externship--\$25/hour, 30 hours per week for one week. Up to five teachers each year, for four years. Individual student supplies.
\$10,000.00	<b>Other Non-Personnel Expenses</b> -Marketing, Instructor licensure, industry credentials
\$627,200.00*	<b>Capital Purchases</b> -Industry standard culinary equipment for culinary kitchen at MSCC, and labs at SCHS, and CHS
\$408,000.00	<b>In-Kind Expenses</b> -MSCC will fully fund the Program Director position
\$2,408,000.00	<b>Total Expenses</b>

\*See Appendix B: Proposed Equipment Request and Renovations for detailed break-down of these line items. Renovations will total \$850,000.00 for MSCC culinary kitchen and \$485,000.00 for completion of renovations for CHS and SCHS.

## Appendix B: Proposed Equipment Request and Renovations



www.culinarydepot.com

Office Locations: Monsey, NY | Lakewood, NJ | Columbia, SC | Miami, FL | Las Vegas, NV



04/03/2024

KD562791

# Quote



Project: Bedford Culinary School  
Shelbyville, TN 37160  
931-224-7259 (Cell)  
Lori Sexton sextonl@bedfordk12tn.net


From: Culinary Depot  
Kaeli Daly  
67 Route 59  
Spring Valley, NY 10977  
(888) 845-8200  
845-414-2501 501 (Contact)  
(845)352-2700 (Fax)  
Url: www.culinarydepot.com  
kaelid@culinarydepot.com  
Inside Sales


Item	Qty	Description	Sell	Sell Total
8	1 ea	<b>REACH-IN REFRIGERATOR</b>  Atosa USA, Inc. MBF8004GR Atosa Refrigerator, reach-in, one-section, 28-7/10"W x 31-7/10"D x 81-3/10"H, top mount self-contained refrigeration, 21.4 cu. ft. (1) locking hinged solid door, digital temperature control, 33° to 40°F temperature range, (3) adjustable shelves, interior LED lighting, automatic evaporation, air defrost, stainless steel interior & exterior, galvanized steel back, 4" casters, R290 Hydrocarbon refrigerant, 1/7 HP, 115v/60/1-ph, 2.1 amps, cord with NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR® Dimensions 81.3(h) x 28.7(w) x 31.7(d)	\$2,001.24	\$2,001.24
	1 ea	2 year labor & parts warranty, 5 years warranty on compressor (continental USA only)		
			<b>Extended Total:</b>	<b>\$2,001.24</b>
12	1 ea	<b>CLEAN DISHTABLE</b>  John Boos CDT6-S72SBK-L Pro-Bowl Clean Dishtable, straight design, 72"W x 30"D x 44"H overall size, right-to-left operation, 10"H boxed backsplash with 45° & 2" return, 2-1/4"H rolled edge, 16/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF Dimensions 44.06(h) x 72(w) x 30.38(d)	\$927.45	\$927.45
	1 ea	X-0002L Size modification to reduce size, price next largest size		
	1 ea	X-0115X Modified to specifications, PER SKETCH (used when changing size)		


Bedford Culinary School

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Item	Qty	Description	Sell	Sell Total
		** Dish machine - Hobart - AM16VLT ** **Modify to 66" **		
			<b>Extended Total:</b>	<b>\$927.45</b>
13	1 ea	<b>DISHWASHER, DOOR TYPE, VENTLESS</b> Hobart AM16VLT-ADV-2 Ventless Dishwashing Machine, tall chamber (27") door type, energy recovery, automatic soil removal (ASR), drain water energy recovery (DWER), high temp sanitizing, 208-240/60/3 (field convertible to single phase), internal condensing system, 38 racks/hour, straight-thru or corner installation, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Sense-A-Temp™ booster, electric tank heat, X-shaped wash arms, scrap screen and basket, door actuated start, door lock, stainless steel tank, tank shelf, chamber, trim panels, frame & feet, pumped drain air gap, drain water tempering, cULus, NSF, ENERGY STAR®. Factory Startup - Free for installations within 100 miles of a Hobart Service Office during normal business hours with appropriate notice; installation beyond 100 miles will be quoted by Service.	\$24,981.86	\$24,981.86
				
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener.		
			<b>Extended Total:</b>	<b>\$24,981.86</b>
14	1 ea	<b>SOILED DISHTABLE</b> John Boos SDT6-S84SBK-R Pro-Bowl Soiled Dishtable, straight design, 84"W x 30"D x 44"H overall size, right-to-left operation, (1) 20"W x 20" front-to-back x 8" deep pre-rinse sink bowl, 10"H boxed backsplash with 45° top & 2" return, (1) set of splash mount faucet holes with 8" centers, 2-1/4"H rolled edge, 16/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF Dimensions 44.06(h) x 84(w) x 30.38(d)	\$1,616.33	\$1,616.33
				
	1 ea	X-0002L Size modification to reduce size, price next largest size		
	1 ea	X-0115X Modified to specifications, PER SKETCH (used when changing size) ** Dish machine - Hobart - AM16VLT ** ** Disposer - 200-SA-15-ARSS-LD ** **Modify to 76" **		
	1 ea	X-2201O 30" right end splash, stainless steel (up to 10" in height)	\$206.74	\$206.74
	1 ea	X-0415A Delete standard 20" x 20" pre-rinse bowl (DEDUCT)	\$-580.33	\$-580.33

Item	Qty	Description	Sell	Sell Total
		(modification)		
	1 pr	X-0440A Vac breaker holes in backsplash, per pair (modification)	\$22.63	\$22.63
	1 ea	X-0440CA 15" - Disposal cone weld-in (cone supplied by KEC)	\$272.71	\$272.71
		(modification)		
	1 ea	CSPA - FACTORY INSTALLED Customer Supplied Accessories to be Factory Installed		
	1 ea	X-0440DA Stainless steel disposal switch plate, (11" x 17") (modification)	\$87.45	\$87.45
			<b>Extended Total:</b>	<b>\$1,625.53</b>
15	1 ea	<b>DISPOSER</b>  Salvajor 200-SA-3-ARSS-LD Disposer, Sink Assembly, 3-1/2" sink collar, 2 Hp motor, start/stop push button, drain/flush/time delay, automatic reversing & water saving with safety line disconnect ARSS-LD control, includes fixed nozzle, chrome plated vacuum breaker, solenoid valve, sink stopper & flow control, heat treated aluminum alloy housing, UL, CSA, CE	\$3,858.00	\$3,858.00
	1 ea	115v/60/1-ph, 24.0 amps		
			<b>Extended Total:</b>	<b>\$3,858.00</b>
16	1 ea	<b>PRE-RINSE FAUCET ASSEMBLY</b>  T&S Brass B-0133-B EasyInstall Pre-Rinse Unit, wall mount. base faucet with spring check cart. & lever handles, " dia. flanges with 1/" NPT female eccentric flanged inlets, 35-1/"H, 15" overhang, 8-1/4" clearance, 18" riser, (B-0107) spray valve, B-0044-H flex stainless steel hose, 6" wall bracket, quarter-turn Eterna cartridges, low lead	\$333.95	\$333.95
			<b>Extended Total:</b>	<b>\$333.95</b>
18	1 ea	<b>HAND SINK</b>  John Boos PBHS-W-1410-P-SSLR-X Pro-Bowl Hand Sink, wall mount, 14"W x 10" front-to-back x 5" deep bowl, splash mount faucet holes with 4" centers, 1-7/8" drain opening with basket drain, with left & right side splashes, includes mounting bracket, all stainless steel construction, NSF, CSA-Sanitation (splash mount faucet included) (Available in Effingham and Nevada) Dimensions 13.25(h) x 17(w) x 15(d)	\$234.65	\$234.65
	1 ea	Standard flyer accessories only, NO modifications to flyer items allowed or their accessories		
	1 kt	PB-SMMK-90 Splash Mount Faucet Mounting Kit, includes (2) 1/2" supply nipples, (2) retainer nuts, (2) lock washers, (2) rubber washers and (2) male & female short 90° elbows	\$19.18	\$19.18
			<b>Extended Total:</b>	<b>\$253.83</b>
21	1 ea	<b>THREE (3) COMPARTMENT SINK</b>	\$3,137.54	\$3,137.54

Item	Qty	Description	Sell	Sell Total
		John Boos 3PB244-2D24 Pro-Bowl Sink, 3-compartment, 123-1/4"W x 29-1/2"D x 44-1/16"H overall size, (3) 24"W x 24" front-to-back x 14" deep compartments, (2) 24" left & right drainboards, 10"H boxed backsplash with 45° top and 2" return, (2) sets of splash mount faucet holes with 8" centers, 3-1/2" die-stamped drain opening, 16/300 stainless steel construction, stainless steel legs, adjustable front & side bracing, adjustable bullet feet, NSF, CSA-Sanitation, KD Dimensions 44.06(h) x 123.25(w) x 29.5(d)		
	1 ea	X-0401C Length modification to reduce size, price next largest size table		
	1 ea	X-0115X Modified to specifications, PER SKETCH (used when changing size)		
		<b>**Modify to 120" overall **</b>		
	2 ea	PBF-14-SLF-X Heavy Duty Faucet, splash mount, 14" swing spout, 8" centers, 1/4 turn ceramic cartridges, color coded hot/cold indicators, integral check valve, 1/2" NPT, chrome finish, NSF, cCSAus, ADA Compliant (LEAD FREE FAUCET) (Available in Effingham and Nevada)	\$152.95	\$305.90
	2 kt	PB-SMMK-90 Splash Mount Faucet Mounting Kit, includes (2) 1/2" supply nipples, (2) retainer nuts, (2) lock washers, (2) rubber washers and (2) male & female short 90° elbows	\$19.18	\$38.36
	3 ea	PB-LWR-1-X Twist Handle Lever Waste, for 3-1/2" industry standard sink opening, standard valve, basket strainer (includes an adapter for either 2" or 1-1/2" drain outlet) (Available in Effingham and Nevada)	\$60.80	\$182.40
	3 ea	PB-LWB Lever waste support arm bracket. Not for use with PB-LWS-1 or PB-LWS-1OV straight handle lever waste. <b>** John Boos does not produce flush front sinks at this time - Quoted as closest JBC standard match **</b>	\$24.16	\$72.48
			<b>Extended Total:</b>	<b>\$3,736.68</b>
23	1 ea	<b>DRYING RACK UNIT</b> Metro MAX4-PR36VX4 MetroMax® 4 Mobile Drying Rack Unit, 36"W x 24"D x 68"H, 4-tier, for trays/cutting boards/sheet pans & steam pans, includes: (4) open shelf frames, (4) 63" mobile posts, (2) cutting board/tray drying racks, (2) pan racks, (4) polymer swivel casters (2 with brakes), built in Microban® antimicrobial product protection, NSF Dimensions 68(h) x 36(w) x 24(d)	\$830.03	\$830.03
			<b>Extended Total:</b>	<b>\$830.03</b>
24	1 ea	<b>WORK TABLE, 96", STAINLESS STEEL TOP</b>	\$1,299.89	\$1,299.89



Item	Qty	Description	Sell	Sell Total
		John Boos ST6R5-3096SBK Work Table, 96"W x 30"D, 16/300 stainless steel top with 5" backsplash, with Stallion Safety Edge front, 90° turndown on sides, stainless steel legs, side & rear adjustable bracing, adjustable bullet feet, NSF, CSA-Sanitation, KD Dimensions 40.75(h) x 96(w) x 30(d)		
	1 ea	X-0115Y Modified as noted, PER SKETCH (for special notations)		
	1 ea	X-0002J1 2" deep 5"H rear riser, with turndown & "Z" clips, in lieu of standard 1-1/2" deep 5"H rear riser	\$40.66	\$40.66
	8 ft	X-0002D4 10" Riser in lieu of standard riser, price per linear ft., ADD	\$22.63	\$181.04
	1 ea	X-0213B Marine edge top (modification)	\$175.29	\$175.29
	1 ea	X-0213S Standard Marine Edge		
	2 ea	CUT1824146 Weld-In Undermount Sink, 1-compartment, 18"W x 24" front-to-back x 14" deep, 3-1/2" drain opening, 16/300 stainless steel fabricated bowl, includes cutout, bowl, faucet holes & welding/polishing (Not available for FBLG & UFBLG)	\$790.91	\$1,581.82
	1 ea	X-0005A Centered (modification)		
	1 ea	X-0430B Tub skirt for (2) compartment sink (modification)	\$330.25	\$330.25
	1 ea	PBF-12-SLF-X Heavy Duty Faucet, splash mount, 12" swing spout, 8" centers, 1/4 turn ceramic cartridges, color coded hot/cold indicators, integral check valve, 1/2" NPT, chrome finish, NSF, cCSAus, ADA Compliant (LEAD FREE FAUCET) (Available in Effingham and Nevada)	\$152.95	\$152.95
	1 kt	PB-SMMK-90 Splash Mount Faucet Mounting Kit, includes (2) 1/2" supply nipples, (2) retainer nuts, (2) lock washers, (2) rubber washers and (2) male & female short 90° elbows	\$19.18	\$19.18
	2 ea	PB-LWR-1-X Twist Handle Lever Waste, for 3-1/2" industry standard sink opening, standard valve, basket strainer (includes an adapter for either 2" or 1-1/2" drain outlet) (Available in Effingham and Nevada)	\$60.80	\$121.60
	2 ea	PB-LWB Lever waste support arm bracket. Not for use with PB-LWS-1 or PB-LWS-1OV straight handle lever waste.	\$24.16	\$48.32
	1 ea	X-0204H (2) Additional stainless steel legs (modification)	\$112.77	\$112.77
	1 ea	DR2020SC-S30 Drawer, for 30"D work tables, 20"W x 20" front-to-back x 5" deep, stainless steel front & drawer pan, self closing, roller bearing slides, NSF, for stainless steel table tops only	\$462.96	\$462.96
	1 ea	X-0205A On the left (modification)		
		<b>** Sink bowls quoted as closest JBC standard match **</b>		
		<b>Extended Total:</b>		<b>\$4,526.73</b>
27	1 ea	<b>HOSE REEL</b> T&S Brass B-2339 Hose Reel Assembly, 30' closed hose reel, cabinet with control valve & temperature gauge, coated metal hose reel	\$2,715.62	\$2,715.62







Item	Qty	Description	Sell	Sell Total
	1 ea	1 year limited warranty, standard w/50" hose and mixing cabinet		
			<b>Extended Total:</b>	<b>\$2,715.62</b>
28	1 ea	<b>PLANETARY MIXER</b> Globe (Middleby) SP30 (QUICK SHIP) Planetary Mixer, floor model, 31.7 qt. (30 liter) capacity, 3-speed (fixed), #12 attachment hub, includes: stainless steel removable bowl guard with built-in ingredient chute, 30 qt. stainless steel bowl, aluminum spiral dough hook, stainless steel wire whip & aluminum flat beater, interlocked bowl lift, gear driven motor, front-mounted touchpad controls with 60-minute digital timer & last batch recall, thermal overload protection, non-slip rubber feet, cast iron body, 1 HP, 115v/60/1-ph, 16.0 amps, cord, NEMA 5-20P, NSF, cETLus (Ships within 1-2 days) Dimensions 57.6(h) x 28.5(w) x 28.5(d)	\$5,319.10	\$5,319.10
	1 ea	Quick Ship items have limited configurations & that standard configuration may not apply. Contact factory for details		
	1 ea	2 year parts & labor warranty (1 year parts only warranty on agitator and hub accessories, no labor provided) (excludes wear items), standard		
			<b>Extended Total:</b>	<b>\$5,319.10</b>
30	1 ea	<b>SMOKER OVEN</b> Custom PRO SMOKER 300SS Stainless Steel Hand Load Electric Smoker	\$15,272.63	\$15,272.63
			<b>Extended Total:</b>	<b>\$15,272.63</b>
31	1 ea	<b>FOOD PROCESSOR, BENCHTOP / COUNTERTOP</b> Robot Coupe R2U Commercial Food Processor, 3 liter stainless steel bowl with handle, vegetable prep attachment with external ejection, kidney-shaped opening, includes: (1) "S" blade (27055), (1) 2mm grating disc (27577), (1) 4mm slicing disc (27566), continuous feed, bowl attachment designed for vertical cutting & mixing, on/off & pulse switch, single speed, 1725 RPM, 120v/60/1-ph, 7.0 amps, 1 HP, NEMA 5-15P, cETLus, ETL-Sanitation Dimensions 19.25(h) x 8.75(w) x 15.75(d)	\$1,402.10	\$1,402.10
	1 ea	1 year parts & labor warranty		
			<b>Extended Total:</b>	<b>\$1,402.10</b>
32	2 ea	<b>RANGE, 48", 8 OPEN BURNERS</b> Garland G48-8LL G Starfire Pro Series Restaurant Range, gas, 48", (8) 33,000 BTU open burners, cast iron top & ring grates, (2) space-saver ovens, 3 position rack guides, (1) rack per oven, stainless steel front, sides, plate rail, 2-piece back guard & shelf, 6" stainless steel legs, adjustable feet, 328,000 BTU, CSA Flame, CSA Star, cCSAus, NSF (Garland)	\$7,301.32	\$14,602.64

Item	Qty	Description	Sell	Sell Total
		Dimensions 57(h) x 48(w) x 34.5(d)		
	2 ea	One year limited parts and labor warranty, covers products purchased and installed in the USA only, standard		
	2 ea	Natural gas, specify elevation if over 2,000 ft		
	2 ea	Adjustable height swivel casters with front brakes (set of 4)	\$386.22	\$772.44
		<b>Extended Total:</b>		<b>\$15,375.08</b>
35	1 ea	<b>EQUIPMENT STAND, REFRIGERATED BASE</b>	\$2,349.43	\$2,349.43
		Atosa USA, Inc. MGF8452GR Atosa Chef Base with Extended Top, one-section, 60-1/2"W x 33"D x 26-3/5"H, side-mounted self-contained refrigeration, 8.4 cu. ft., (2) self-closing drawers with recessed handles, digital temperature control, 34° to 40°F temperature range, includes (6) 12 x 20 stainless steel pans, stainless steel interior & exterior, 5" casters, R290 Hydrocarbon refrigerant, 1/7 HP, 2.3 amps, 115v/60/1-ph, cord, NEMA 5-15P, cETLus, ETL-Sanitation Dimensions 26.6(h) x 60.5(w) x 33(d)		
	1 ea	2 year labor & parts warranty, 5 years warranty on compressor (continental USA only)		
	1 ea	1/6 size, 4" deep metal pans and dividers included (see specsheet for exact pans included per model)		
		<b>Extended Total:</b>		<b>\$2,349.43</b>
36	1 ea	<b>GRIDDLE, GAS, COUNTERTOP</b>	\$1,629.53	\$1,629.53
		Dukers Appliance Co., USA Ltd. DCGM60 Griddle, gas, countertop, 60"W, 3/4" thick smooth polished steel, (5) burner, independent manual controls every 12", full length seamless drop pan, stainless steel construction, adjustable legs, 150,000 BTU, CSA-Sanitation, cCSAus (Configured for Natural Gas, LP Conversion Kit Included) Dimensions 15.25(h) x 60(w) x 30(d)		
	1 ea	NOTE: Pricing does not include transportation, installation, removal of old unit or removal of product packaging		
	1 ea	1 year parts & labor warranty, standard		
		<b>Extended Total:</b>		<b>\$1,629.53</b>
37	1 ea	<b>GAS FRYER</b>	\$19,736.39	\$19,736.39
		Frymaster/Dean FPPH255 Frymaster® Fryer Battery, gas, hi-efficiency, (2) 50 lb. capacity each, built-in filtration, open frypot design, automatic melt cycle, boil-out temp control, electronic ignition, center mounted RTD, 1° compensating temperature probe, includes: rack-type basket support, basket hanger & twin baskets, stainless steel frypots, doors & cabinet, casters, 160,000 BTU, NSF, CSA, cCSAus, ENERGY STAR®, Enerlogic® Dimensions 45.63(h) x 31.38(w) x 29.63(d)		
	1 ea	Note: Prices listed are for within the USA only. Please contact the factory for pricing if quoting outside of the USA		





Item	Qty	Description	Sell	Sell Total
	1 ea	NOTE: Gas fryers CANNOT be curb mounted		
	1 ea	Gas type to be specified		
	1 ea	Full frypot, standard		
	1 ea	CM3.5 Controller, standard		
	1 ea	120v/60/1-ph, 9 amps, standard (controller/filter)		
	1 ea	6" casters (set of 4), standard		
		<b>Extended Total:</b>		<b>\$19,736.39</b>
38	1 ea	<b>CONVECTION STEAMER, ELECTRIC</b>	\$15,399.15	\$15,399.15
		Cleveland Range (2) 21CET8  Steamcraft® Ultra 3 Convection Steamer, electric, double stack with UNISTAND25 and STK1 stacking kit, 2 compartments, (3) 12 x 20 x 2-1/2" pans per compartment capacity, easyTimer 90-minute timer with dial and LED digital readout in minutes and seconds, includes SureCook load compensating thermostat, manual cooking mode and descale indicator, left-hand hinged door, controls on right, automatic boiler blowdown, stainless steel construction, (2) 8 kW Dimensions 64.5(h) x 21(w) x 30(d)		
	1 ea	1-year parts & labor warranty, standard		
	1 ea	Extended warranty, not to exceed 24 months from date of installation (for K-12 schools only)		
	1 ea	5 year pro-rated parts warranty on boilers & steam generators		
	2 ea	3 year Convection Steamer Door Warranty, standard		
	1 ea	Performance start-up included at customer request after equipment is installed (Free Water Quality Check included) (contact Cleveland Sales Representative for details)		
	1 ea	Confirm voltage and phase <b>-Due tipping caster are not available.</b>		
		<b>Extended Total:</b>		<b>\$15,399.15</b>
39	3 ea	<b>EQUIPMENT STAND, FOR MIXER / SLICER</b>	\$415.15	\$1,245.45
		John Boos MS4-2430SSK-X  Machine Stand, heavy duty, 30"W x 24"D x 20-1/4"H overall size, 14/300 stainless steel top with marine edge, stainless steel adjustable lower shelf, stainless steel legs & bullet feet, NSF, KD (Available in Effingham and Nevada) Dimensions 20.25(h) x 30(w) x 24(d)		
	3 ea	Standard flyer accessories only, NO modifications to flyer items allowed or their accessories		
	3 st	CAS01-R-X Casters, 5", heavy duty, locking, for 1-5/8" diameter legs (set of 4) (Available in Effingham and Nevada)	\$96.90	\$290.70
		<b>Extended Total:</b>		<b>\$1,536.15</b>
41	1 ea	<b>CONVECTION OVEN, ELECTRIC</b>	\$9,500.00	\$9,500.00

Item	Qty	Description	Sell	Sell Total
		Vulcan VC44ED Convection Oven, electric, double-deck, standard depth, solid state controls, temperature range 150° to 500°F, 60 minute timer with audible alarm per oven, oven cool switch for rapid cool down, independently operated stainless steel doors with double pane windows, porcelain enamel on steel oven interiors, (5) nickel plated racks per oven, stainless steel front, top, sides & 8"H legs, (2) 1/2 HP two speed oven blower-motors, 12 kW each section, NSF, cUL, UL, ENERGY STAR® Dimensions 70(h) x 40(w) x 42.25(d)		
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	(2) 208v/60/3-ph, 70 amps total, standard		
	1 st	Casters, set of (4) in lieu of standard legs		
			<b>Extended Total:</b>	<b>\$9,500.00</b>
42	1 ea	<b>KETTLE, ELECTRIC, COUNTERTOP</b> Vulcan K12ETT-QS (Quick Ship) Tilting Kettle, Electric, 12-gallon true working capacity, 2/3 jacketed countertop model, stainless steel construction with 316 series stainless steel liner, stainless steel splash proof console on right with faucet bracket, cleaning lock, 50 psi, cUL Dimensions 33(h) x 25.5(w) x 19.5(d)	\$8,945.00	\$8,945.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation		
	1 ea	NOTE: This unit includes: embossed gallon/liter markings, 316 stainless steel liner & heavy bar rim standard		
	1 ea	208v/50/60/3-ph, 12kW, 33.0 amps, direct wired, (12-gal kettle) standard		
		<b>#43- Quantity of 3 MOBILE WORK TABLE 5'-0" X 3'-0" -Custom-w/drawer &amp; casters w/ brakes.</b>		
			<b>Extended Total:</b>	<b>\$8,945.00</b>
45	2 ea	<b>CART, UTILITY/BUSSING</b> Metro MY2030-34G Quick Ship - myCart™ Series Utility Cart, (3) shelves, open base, 34-3/8"W x 23-7/16"D x 35-1/2"H, heavy duty plastic shelf, with (4) swivel/resilient tread casters, 3-shelf cart has a 400 lb. capacity per unit, gray, NSF Dimensions 35.5(h) x 23.44(w) x 34.38(d)	\$194.64	\$389.28
			<b>Extended Total:</b>	<b>\$389.28</b>
47	1 ea	<b>CONVECTION OVEN / PROOFER, ELECTRIC</b>	\$17,708.40	\$17,708.40

Item	Qty	Description	Sell	Sell Total
		Doyon Baking Equipment (Middleby) JAOP6 Jet Air Oven/Proofer Combination, electric, (6) 18"x26" pans, steam injection, reversing fan system, programmable controls, timer, over (18) pan proofer with auto water fill, glass doors, stainless steel interior & exterior, casters, cETLus, NSF, Made in USA Dimensions 73(h) x 36.88(w) x 48.13(d)		
	1 ea	Doyon & NU-VU requires all equipment purchased for shipment outside the countries of US & Canada must complete an Electrical Questionnaire form. This form helps ensure that all equipment is to the correct spec of the site & country. You can download the form at <a href="https://doyonnuvubaking.com/Sales/Forms/ElectricalQuestionnaire.pdf">https://doyonnuvubaking.com/Sales/Forms/ElectricalQuestionnaire.pdf</a> . Any questions please contact our factory by phone 800-338-9886 or email <a href="mailto:sales@nu-vu.com">sales@nu-vu.com</a> . Thank you.		
	1 ea	Note: Accessories must be ordered with equipment in order to qualify for any additional discounts or special freight pricing. Any questions please contact Doyon/NU-VU.		
	1 ea	INTERNATIONAL ORDERS: Any orders outside the United States or Canada will be subject to a 5% International Warranty Fee added to the invoice		
	1 ea	Two year parts and one year labor warranty, standard		
	1 ea	NOTE: Installation and startup are not included in the pricing for any item. Startup and installation are the responsibility of the buyer, its agent, contractor, as the case may be.		
	1 ea	208v/60/3-ph, 46.0 amps, 14.0 kW, 3 wire + ground		
			<b>Extended Total:</b>	<b>\$17,708.40</b>
48	1 ea	<b>MICROWAVE OVEN</b> Sharp R-21LCFS Microwave Oven, medium duty, 1000 watts, 1.0 cu. ft. capacity, stainless steel door, cavity and outer wrapper, durable side-hinged see-thru door, (1) power level, 6 minutes manual light up dial timer, timer heating-time guide, timer resets to 0 when door is opened during cooking cycle, 120v/60/1-ph, 14 amp, NEMA 5-15P, UL, NSF Dimensions 12.17(h) x 20.5(w) x 18.03(d)	\$270.00	\$270.00
	1 ea	Warranty: 1 year parts, labor & travel, 3 years on Magnetron, standard		
			<b>Extended Total:</b>	<b>\$270.00</b>
49	1 ea	<b>FOOD SLICER, ELECTRIC</b> Hobart EDGE13-11 Centerline by Hobart Edge Series Slicer, manual, med duty, angle feed, 13" carbon steel knife, carriage & gauge interlocks, no volt release, poly-v belt drive, permanent ring guard, removable anodized aluminum carriage & knife cover, top mounted sharpener, anodized aluminum finish, 10v/60/1-ph, 4.0 amp, 1/ hp, cETLus, NSF (NET) Dimensions 21.88(h) x 26.32(w) x 23.14(d)	\$1,911.77	\$1,911.77
			<b>Extended Total:</b>	<b>\$1,911.77</b>


Item	Qty	Description	Sell	Sell Total
50	2 ea	<b>REFRIGERATOR/FREEZER RACK, ROLL-IN</b> Metro RF3N Roll-In Refrigerator Rack, pass-thru, 21-1/4"W x 64"H, 26"D, open frame design, slides on 3" centers, holds (18) 18" x 26" pans, sized to fit refrigerator, riveted extruded aluminum frame construction, natural finish, 5" swivel casters (2) with brakes, NSF Dimensions 64(h) x 21.38(w) x 26(d)	\$666.45	\$1,332.90
			<b>Extended Total:</b>	<b>\$1,332.90</b>
54	1 ea	<b>WORK TABLE, CABINET BASE OPEN FRONT</b> John Boos 4CO6R5-30108-1S Work Table, cabinet base with open front, 108"W x 30"D, 16/300 stainless steel top with 5" backsplash, Stallion Safety Edge front, (1) midshelf, 18/430 stainless steel wrap, stainless steel legs with adjustable feet, NSF Dimensions 40.75(h) x 108(w) x 30(d)	\$2,971.84	\$2,971.84
	1 ea	X-0002L Size modification to reduce size, price next largest size		
	1 ea	X-0115X Modified to specifications, PER SKETCH (used when changing size)		
		**Modify to 30" x 104" **		
		** Sink bowl on RH side of table w/ scrap chute in front of sink bowl **		
		** Double sided splash on LH side of sink bowl **		
		**Notch in backsplash - PER SKETCH **		
	1 ea	X-0002J1 2" deep 5"H rear riser, with turndown & "Z" clips, in lieu of standard 1-1/2" deep 5"H rear riser	\$40.66	\$40.66
	9 ft	X-0002D4 10" Riser in lieu of standard riser, price per linear ft., ADD	\$22.63	\$203.67
	1 ea	X-2201I 30" right end splash, stainless steel (up to 5" in height)	\$206.74	\$206.74
	1 ea	X-2201A Double wall double covered stainless steel splash guard, up to 10"H	\$314.90	\$314.90
	1 ea	CUT1416126 Weld-In Undermount Sink, 1-compartment, 14"W x 16" front-to-back x 12" deep, 3-1/2" drain opening, 16/300 stainless steel fabricated bowl, includes cutout, bowl, faucet holes & welding/polishing (Not available for FBLG & UFBLG)	\$695.02	\$695.02
	1 ea	X-0205B On the right (modification)		
	1 ea	X-0204A Mullion - Interior Portion Panel (modification)	\$122.74	\$122.74
	1 ea	X-0208A1 Plumbing Cutout, 12" x 12" in lower shelf or back panel (modification)	\$63.67	\$63.67
	1 ea	X-0205J18R Single Swing Door, 18" wide, right side (modification)	\$172.60	\$172.60
	1 ea	X-0204A Mullion - Interior Portion Panel (modification)	\$122.74	\$122.74
	1 st	CAS14-6 Plate Casters, 5", heavy duty, locking (set of 6)	\$103.95	\$103.95
	1 ea	X-0214C Notch for column in backsplash (modification)	\$447.62	\$447.62
			<b>Extended Total:</b>	<b>\$5,466.15</b>
55	1 ea	<b>ICE MAKER, CUBE-STYLE</b>	\$3,014.67	\$3,014.67

Item	Qty	Description	Sell	Sell Total
		Manitowoc IYT0420A Indigo NXT™ Series Ice Maker, cube-style, air-cooled, self-contained condenser, 22"W x 24-1/2"D x 21-1/2"H, production capacity up to 460 lb/24 hours at 70°/50° (375 lb AHRI certified at 90°/70°), easyTouch display with 13 different language options, date/time stamp display, automatic reminder/alert icon, one touch asset information, automatic detection of accessories, continuous operating status, programmable production options (time, weight, day or night), one touch cleaning with displayed instructions, Alpha-San anti-microbial protection, acoustical ice sensing probe, self-diagnostic technology, DuraTech™ exterior, half-dice size cubes, R410A refrigerant, NSF, cULus, CE, ENERGY STAR® Dimensions 21.5(h) x 22(w) x 24.5(d)		
	1 ea	WARRANTY-ICE-SC 3 year parts & labor (Machine), 5 year parts & labor (Evaporator), 5 year parts & 3 years labor (Compressor), standard		
	1 ea	(-161) 115v/60/1-ph, 11.3 amps		
	1 ea	D320 Ice Bin, 22"W x 34"D x 38"H, with side-hinged front-opening door, side grips, 264 lbs. application capacity, AHRI certified 8.9 cu. ft., for top-mounted ice maker, Duratech exterior, NSF	\$1,028.91	\$1,028.91
	1 ea	WARRANTY-BIN/DISP 3 year parts & labor warranty, standard		
	1 ea	Legs, 6" adjustable stainless steel, standard		
			<b>Extended Total:</b>	<b>\$4,043.58</b>
56	1 ea	<b>WATER FILTRATION SYSTEM, FOR STEAM EQUIPMENT</b> Everpure QT11+CR QT11+CR Water Filter System, (1) CTO-Q10 activated carbon cartridge, reduces chlorine & sediment, (1) CTOS-QCR Catalytic carbon cartridge, reduces chloramine, outlet pressure gauge, water shut-off valve, bypass valve, mounting bracket, 20,000 gallons, 2.5 gpm, 0.5 micron, 1/2" inlet, 1/2" outlet, NSF 42 (170-52081) Dimensions 21(h) x 10.1(w) x 4.3(d)	\$285.63	\$285.63
			<b>Extended Total:</b>	<b>\$285.63</b>
59	1 ea	<b>HOT FOOD SERVING COUNTER / TABLE</b> Atosa USA, Inc. CSTEB-5C CookRite Steam Table, electric, dry or wet heat, 72-1/2"W x 29-1/2"D x 33-1/2"H, (5) open pan wells (water pans included), individual infinite temperate controls, insulated compartments, cutting board shelf, undershelf, stainless steel construction, 750 watts per well, 240v/60/1-ph, cord with NEMA L6-20P, cETLus, ETL-Sanitation Dimensions 33.5(h) x 72.5(w) x 29.5(d)	\$1,637.46	\$1,637.46
	1 ea	1 year parts & labor warranty (continental USA only)		
	1 ea	MROS-5ST Overshelf/Sneezeguard, for (5) well steam table 18/201 stainless steel, NSF	\$390.33	\$390.33
	1 st	CSTE4-2-016 Caster Set, 5"H, 1-1/2" stem caster kit (set of 4)	\$169.32	\$169.32
			<b>Extended Total:</b>	<b>\$2,197.11</b>

Item	Qty	Description	Sell	Sell Total
60	1 ea	<b>HEAT LAMP</b>  Winco EHL-2C Heat Lamp, electric, 19-3/4"L x 14"W x 28-5/8"H, free standing, 3 adjustable heights, includes (2) Shat-R-Shield® shatter resistant clear infrared 250W bulbs, 13 gauge aluminum hoods, stainless steel, gray scratch resistant powder coat finish, 500 watt, 120v/50/60/1-ph, 4.2 amp, NEMA 5-15P, ETL-Sanitation, cETLus (Qty Break = 1 each) Dimensions 28.63(h) x 19.75(w) x 14(d) 1 ea One year warranty	\$99.35	\$99.35
			<b>Extended Total:</b>	<b>\$99.35</b>
64	24 ea	<b>PLASTIC SHELVING</b>  Metro MAX4-2448G Quick Ship - MetroMax® 4 Shelf, 48"W x 24"D, with removable polypropylene open grid mats & (4) wedge connectors, built in Microban® antimicrobial product protection, 800 lb. capacity per shelf, NSF Dimensions 48(w) x 24(d) 24 ea MQ74PE Quick Ship - MetroMax® Q Post, 74-3/16"H, for stationary use, epoxy coated steel with built in Microban® antimicrobial product protection, taupe	\$97.33	\$2,335.92
			<b>Extended Total:</b>	<b>\$3,080.64</b>
66	1 ea	<b>MEGA TOP SANDWICH / SALAD PREPARATION REFRIGERATOR</b>  Atosa USA, Inc. MSF8307GR Atosa Sandwich/Salad Mega Top Refrigerator, two-section, 60-1/5"W x 34"D x 46-5/8"H, includes (24) 1/6 poly pans, rear-mounted, self-contained refrigeration, 17.2 cu. ft., (2) solid hinged self-closing doors, digital temperature control, 33° to 40°F temperature range, (2) adjustable shelves, 9-1/4" poly cutting board, ventilated refrigeration, automatic evaporation, air defrost, stainless steel interior & exterior, galvanized steel back, 3" casters, R290 Hydrocarbon refrigerant, 1/5 HP, 115v/60/1-ph, 2.8 amps, cord, NEMA 5-15P, cETLus, ETL-Sanitation Dimensions 46.63(h) x 60.2(w) x 34(d) 1 ea 2 year labor & parts warranty, 5 years warranty on compressor (continental USA only) 1 ea 1/6 size, 6" deep poly pans and dividers included	\$2,808.44	\$2,808.44
			<b>Extended Total:</b>	<b>\$2,808.44</b>
67	1 ea	<b>MOBILE HEATED CABINET</b>  Metro C539-HDS-U Quick Ship - C5™ 3 Series Heated Holding Cabinet, with Red Insulation Armour™, mobile, full height, insulated, Dutch insulated aluminum doors, removable bottom mount control module, thermostat to 200°F, universal wire slides on 3" centers, adjustable on 1-1/2" increments (17) 18" x 26" or (32) 12" x 20" x 2-1/2" pan capacity, 5" casters (2 with brakes), aluminum, 120v/60/1-ph, 2000 watts, 16.7 amps, NEMA 5-20P,	\$2,881.90	\$2,881.90



Item	Qty	Description	Sell	Sell Total
		cULus, NSF Dimensions 71(h) x 27.63(w) x 31.5(d)		
	1 ea	1 year warranty against manufacturing defects -Customer referenced MOBILE INSULATED HOLDING CABINET Avantco SERVIT BRAND CH1UFISF w.casters/brakes.		
			<b>Extended Total:</b>	<b>\$2,881.90</b>
68	1 ea	<b>REACH-IN FREEZER</b> Migali Industries C-3FB-HC Competitor Series® Freezer, reach-in, three-section, 81.9" W, 72 cu. ft. capacity, bottom mount self-contained refrigeration system, (3) solid hinged doors (locking), (9) shelves, LED interior lighting, digital temperature controller/display, forced air cooling, auto defrost, stainless steel exterior & interior, casters, 1-1/4 HP, 115/208-230v/60/1-ph, 5.5 amps, cord, NEMA L14-20P cETLus, ETL-Sanitation, Migali® Plant-A-Tree Pledge: Migali® pledges to plant a tree for every product sold in partnership with the Earth Day Network Dimensions 83.2(h) x 81.9(w) x 31.5(d)	\$4,401.19	\$4,401.19
	1 ea	Migali® Protection Plan: 2 year parts & labor warranty, 5 year compressor warranty, standard -This unit comes with 4- casters measuring 4 7/8"		
			<b>Extended Total:</b>	<b>\$4,401.19</b>
69	1 ea	<b>WORK TABLE, STAINLESS STEEL TOP</b> Eagle Group T3060SEB-1X Deluxe Series Work Table, 60"W x 30"D, 16/300 series stainless steel top, rolled edge on front & back, adjustable 430 stainless steel undershelf with marine edge, Uni-Lok® gusset system, (4) stainless steel legs & adjustable bullet feet, NSF (FLYER) Dimensions 35.13(h) x 60(w) x 30(d)	\$812.43	\$812.43
	1 st	CA4-SB-X Table Casters, set of (4), 4" diameter, (2) swivel & (2) swivel/brake, 115 lbs. capacity per caster, zinc with resilient tread, NSF (FLYER)	\$236.89	\$236.89
			<b>Extended Total:</b>	<b>\$1,049.32</b>
70	6 ea	<b>WORK TABLE, STAINLESS STEEL TOP</b> Advance Tabco TVLG-488 Work Table, 96"W x 48"D, 14 gauge 304 stainless steel top with countertop non drip edge, galvanized legs with center & side cross rails, adjustable plastic bullet feet, NSF Dimensions 35.5(h) x 96(w) x 48(d)	\$3,524.68	\$21,148.08
	6 st	TA-25G-6 Casters, 5" diameter, set of 6 (2 with brakes) with galvanized legs for standard working height of 35-1/2"	\$345.35	\$2,072.10
			<b>Extended Total:</b>	<b>\$23,220.18</b>
71	1 ea	<b>WORK TABLE, BAKERS TOP</b>	\$989.90	\$989.90

Item	Qty	Description	Sell	Sell Total
		John Boos DSB06-X Work Table, baker's top, 48"W x 30"D, 1-3/4" thick top with 4" coved riser on back & both ends, Northern Hard Rock Maple, stainless steel legs, side & rear adjustable bracing, bullet feet, NSF, KD (Available in Effingham) Dimensions 39.25(h) x 48(w) x 30(d)		
	1 ea	Standard flyer accessories only, NO modifications to flyer items allowed or their accessories		
	1 st	CAS01-R-X Casters, 5", heavy duty, locking, for 1-5/8" diameter legs (set of 4) (Available in Effingham and Nevada)	\$96.90	\$96.90
			<b>Extended Total:</b>	<b>\$1,086.80</b>
72	1 ea	<b>FULL INSTALLATION</b> CULINARY DEPOT FULL INSTALLATION FULL INSTALLATION: CUSTOMER WILL RECEIVE ORDERS AS THEY COME AVAILABLE/ARRIVE TO THEIR LOCATION, SCHEDULED FULL INSTALLATION, UNCRATING, UNPACKING, SETTING IN PLACE, REMOVING PACKAGING DEBRIS, MOUNTING, ALL FINAL CONNECTIONS (ELECTRICAL/GAS/PLUMBING.) *ONCE ALL ORDERS HAVE BEEN RECEIVED-TECHNICANS WILL BE SCHEDULED TO DO FINAL INSTALLATION, CAN TAKE UP TO 1 WEEK TO DO FULL INSTALLATION.	\$33,500.00	\$33,500.00
			<b>Extended Total:</b>	<b>\$33,500.00</b>
			Merchandise	\$247,988.12
			Installation	
			<b>Total</b>	<b>\$247,988.12</b>

Pricing:

- Due to supply shortages and manufacturer price increases, quoted pricing will increase if tariffs and price increases are imposed after the quote date. Documentation from the manufacturers will be provided as needed.
- Quoted pricing is per manufacturer's standard spec and does not include any optional accessories, unless listed separately. Quote and website images may not accurately represent items included in quote.
- Any changes, including but not limited to quantities, omissions, addition of item or any freight changes, will negate this quote.
- Shipping, handling, liftgate, installation, set in place or applicable sales tax are not included in quoted price unless otherwise noted. Liftgate delivery, which is the unloading of material from the truck to the ground, may be needed if you do not have a forklift or loading dock. Any shipping charges quoted are estimated and may be subject to change.
- When installation is included in quote, the price includes non-union liftgate delivery of all equipment to job site, including uncrating and set in place. Installation, if quoted, does not include any final connections by other trades.
- Full payment must be received before order is processed, unless otherwise noted. All merchandise remains under Culinary Depot ownership until order is paid in full.

When receiving your order:

- Confirm the pieces received match the freight bill and note any discrepancies on the freight bill.
- Check for any visible damage such as crushed corners, puncture holes, and broken pallets. If possible, open packaging before signing to check that product is in good condition.
- If any damage to packaging, pallet, or item is found it is best for you to refuse the shipment. Otherwise, be sure to note Damaged Shipment on the freight bill and have the driver sign all copies.
- After signing the freight bill, uncrate as soon as possible to check for concealed damage. Report any damage

**Culinary Depot**

04/03/2024

immediately, no later than 2 days from date of delivery.

- If damages are not reported before the truck departs, we will be unable to offer any credits for the damaged items as the liability falls on the receiver. If you are unsure whether an item is damaged and are unable to properly check the merchandise before the truck leaves, please refuse the delivery and contact us.

**Delivery Fees/Restrictions:**

- In the event of a delivery delay, Culinary Depot can store the equipment at no charge for 7 days; thereafter storage fees may apply.
- Delivery quotes are based on one-time delivery only. Additional charges may apply for additional deliveries.
- Culinary Depot reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries.
- Delay in delivery of any installment shall not relieve buyer of its obligation to accept remaining installments.

**Returns:**

- Returns must be initiated within 30 days of receipt of order. Culinary Depot may refuse return of any used and uncrated equipment.
- All returned equipment is subject to a 25% restocking fee plus freight and must be in original carton. Canceled orders that have already shipped out, are also subject to restocking fees.
- Special order items are non-refundable and must be paid in full prior to production. If you are unsure whether your order is considered 'special order' please check with your salesperson prior to placing your order.

Compliance to local health, plumbing, electrical and ventilation codes are the sole responsibility of the customer.

We do all we can ensure everything goes right; however, things don't always go as planned. If you are not completely satisfied, please feel free to call us at 888.845.8200. The team at Culinary Depot is committed to make it right for you.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$247,988.12



April 15, 2024

Ms. Regina Verdin

Re: Motlow Tullahoma Forrester Kitchen Renovation, 6015 Ledford Mill Rd, Tullahoma, TN 37388

Ms. Regina,

Based on our conversations and site visit to the above-mentioned project. We have prepared this Budget Estimate for the following: Kitchen Renovation. A detailed description for this Proposal is outlined below.

Kitchen Renovation:

- Removal/Demo of the existing Kitchen equipment and space contents
- Demo of existing Kitchen Exhaust and Make-up air units
- Rework of existing Plumbing for new Kitchen layout
- Rework of existing HVAC ductwork and diffusers
- Rework of existing Electrical for new Kitchen layout
- Block work/infill of existing openings
- Structural upgrades to support the New Kitchen Hood Package
- Providing and Installing a New Kitchen Hood Package
- Rework of the existing roof for new exhaust fans and make-up air unit
- New Washable ceiling grid and tiles
- New LED Lighting
- Painting of the existing space
- Stainless Steel Back Splashes
- **New Kitchen Equipment (\$500,000 Allowance)**

Equipment allowance removed from Professional Fees (#4) line item & added to Capital Purchases (#19) line item.

Capital Purchase (#20) line item = \$850,000.00 after removing equipment allowance.

The total Budget amount to complete the Scope of Work indicated above is ~~\$1,350,000~~.

Exclusions/Clarifications Outlined Below.

- Excluded – Design Fee

If there are areas you feel we need to modify or if there are any questions, please do not hesitate in contacting our office.

Sincerely,

Tyler Medley  
Construction Manager

OLGS File: 01924

## **Appendix C: Data List**

<https://www.tn.gov/content/tn/thec/research/supply-and-demand.html>

<https://jobs4tnwfs.tn.gov/vosnet/lmi/profiles/profileSummary.aspx?enc=JsMf6pIPpIswjxzBFAZlQ85uKcALT+gR3MH6oOWhOvXHzmHO3/TW8Zx2jFJEVH/oB6gt2rLWYUymhWO1siXmgDF/ZLkxykWNHmK/J79xRrZbFX4W72VLadbj0DiwWrsw>

<https://tnecd.com/county-profiles/>

<https://livingwage.mit.edu/counties/47003>

<https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm>

<https://www.tn.gov/education/educators/career-and-technical-education/student-industry-certification.html>

[https://www.tn.gov/content/dam/tn/thec/bureau/research/college-going-reports/CGR%20Report%20Class%20of%202022\\_FINAL.pdf](https://www.tn.gov/content/dam/tn/thec/bureau/research/college-going-reports/CGR%20Report%20Class%20of%202022_FINAL.pdf)

<https://tsbadatadashboard.com/ExploreYourDistrictArea>

## Appendix D: Partnerships/MOUs/Dual Enrollment Agreements

### Memorandum of Understanding

between

Motlow State Community College

and

Shelbyville-Bedford Partnership

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Motlow State Community College and the Shelbyville-Bedford Partnership who are partnering to support the Governor's Investment in Vocational Education 3.0 (GIVE) grant program.

Partner name: Motlow State Community College

Partner representative: Michael Torrence

Position: Project Director

Address: 6015 Ledford Mill Road, Tullahoma, TN 37388

Telephone: 931-393-1682

E-mail: mtorrence@mscc.edu

Partner name: Shelbyville-Bedford Partnership

Partner representative: Kelly North

Position: Vice President

Address: 100 Public Square West, Suite 210, Shelbyville, TN 37160

Telephone: 931.636.9405

E-mail: kelly@shelbyville-bedford.com

#### **Purpose**

The purpose of this MOU is to establish an agreement between the above-mentioned parties concerning their respective roles and responsibilities for implementation of a GIVE 3.0 grant.

This agreement is to establish and coordinate joint processes and procedures for the provision of the GIVE 3.0 program.

#### **Governor's Investment in Vocational Education 3.0 (GIVE) Vision and Overview**

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the GIVE 3.0 program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program.

The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the GIVE 3.0 grant project:

### **Duties of Parties**

In this section, the responsibilities and agreements of each party is described separately.

For the **lead agency, Motlow State Community College**, the responsibilities and agreements could include:

- *Serve as the fiscal agent for the grant;*
- *Provide needed support including office space, telephone use, and computer use to carry out the administrative duties of the GIVE 3.0 grant;*
- *Provide classroom space and other appropriate space to accommodate the GIVE 3.0 program;*
- *Be responsible for purchasing necessary materials/supplies/equipment for designated components in accordance with the GIVE 3.0 grant budget;*
- *Support staff in trainings and professional development opportunities in areas related to programming and issues;*
- *Complete paperwork related to any association with the program;*
- *Provide access to assessment and other available data for the purposes of program evaluation;*
- *Assist the program in developing, implementing, and making progress on its sustainability plan;*
- *Recruit and refer students to the GIVE 3.0 program work;*
- *Participate on the Advisory Team; and/or*
- *Other:*

For a **Chamber/IDB/community partner, Shelbyville-Bedford Partnership** the following may apply:

- *Recruit and refer business and industry partners to the participate in the GIVE 3.0 program;*
- *Communicate and collaborate with all partners about rules, expectations, and norms;*
- *Complete requested documentation related to and associated with the program within a timely manner;*
- *Assist with access to assessment and other available industry data for the purposes of program evaluation;*
- *Assist the program in developing, implementing, and making progress on its sustainability plan;*
- *Participate on the Advisory Team; and/or*
- *Other:*

### **Meetings**

All major administrative decisions concerning the GIVE 3.0 program shall be brought to the Advisory Team. The Advisory Team consists of the Project Director and Co-Director, Industry representative(s), Workforce Development representative(s), K-12 representative(s), and Motlow State Staff members as appropriate. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet at least two times per year, or

as needed, about key decisions and issues related to successful program implementation. The Program Director will oversee and make all day-to-day decisions, in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, the lead agency, MSCC, will have final decision-making authority.

**Funding**

Motlow State will serve as both the lead entity and fiscal agent for this project and will facilitate purchasing, budget reporting, and all fiduciary roles.

**Duration**

The agreement is for a period of 48 months beginning with the execution of a grant contract with a preference for extending into a long-term alliance to foster skills training and workforce development needs.

**Procedures for Modification and Termination**

- The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties. Submission of a revised MOU requires a program amendment to be submitted to the state coordinator for approval.
- Any party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.
- An individual partners' participation in the GIVE program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

**Severance Clause**

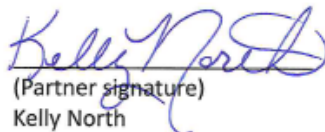
If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

**Signatures**

All partners in this agreement sign to confirm their acceptance of its terms by their signature.



(Partner signature)  
Michael Torrence  
President  
Motlow State Community College  
Date:  
4/26/24



(Partner signature)  
Kelly North  
Vice President  
Shelbyville-Bedford Partnership  
Date: 4/5/2024



## **Memorandum of Understanding**

between

**Motlow State Community College**

and

**Bedford County Schools**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Motlow State Community College and Bedford County Schools who are partnering to support the Governor's Investment in Vocational Education (GIVE) 3.0 grant program.

Partner name: Motlow State Community College

Partner representative: Dr. Michael Torrence

Position: President

Address: 6015 Ledford Mill Road, Lynchburg, TN 37352

Telephone: 931-393-1682

E-mail: mtorrence@mscc.edu

Partner name: Bedford County Schools

Partner representative: Dr. Tammy Garrett

Position: Superintendent

Address: 500 Madison Street, Shelbyville, TN 37160

Telephone: 931-684-3284

E-mail: garretttam@bedfordk12tn.net

### **Purpose**

The purpose of this MOU is to establish an agreement between the above mentioned parties concerning their respective roles and responsibilities for implementation of a GIVE 3.0 grant. This agreement is to establish and coordinate joint processes and procedures for the provision of the GIVE 3.0 grant program for students, staff development, supervision, and program evaluation.

### **Governor's Investment in Vocational Education 3.0 Vision and Overview**

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the GIVE 3.0 program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program.

The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the GIVE 3.0 grant project:

### **Duties of Parties**

In this section, the responsibilities and agreements of each party is described separately.

For the **lead agency, Motlow State Community College**, the responsibilities and agreements include:

- *Serve as the fiscal agent for the grant;*
- *Provide needed support including office space, telephone use, and computer use to carry out the administrative duties of the GIVE 3.0 grant;*
- *Provide classroom space and other appropriate space to accommodate the GIVE 3.0 program;*
- *Be responsible for purchasing necessary materials/supplies/equipment for designated components in accordance with the GIVE 3.0 grant budget;*
- *Support staff in trainings and professional development opportunities in areas related to programming and issues;*
- *Complete paperwork related to any association with the program;*
- *Provide access to assessment and other available data for the purposes of program evaluation;*
- *Assist the program in developing, implementing, and making progress on its sustainability plan;*
- *Recruit and refer students to the GIVE 3.0 program work;*
- *Participate on the Advisory Team; and/or*
- *Other:*

For the **school partner, Bedford County Schools** the following apply:

- *Provide classroom space and all other appropriate space to accommodate the GIVE 3.0 program;*
- *Recruit and refer students to the GIVE 3.0 work-based learning program;*
- *Communicate and collaborate with all partners;*
- *Support the GIVE 3.0 program in developing appropriate curricula and helping to establish clear linkages with industry demand;*
- *Support the GIVE 3.0 program by promoting career and technical education awareness in the middle schools;*
- *Complete paperwork related to and associated with the GIVE 3.0 program within a timely manner.*

### **Meetings**

All major administrative decisions concerning the GIVE 3.0 program shall be brought to the Advisory Team. The Advisory Team consists of the Project Director and Co-Director, Industry representative(s), Workforce representative(s), K-12 representative(s), and Motlow staff members as appropriate. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet at least two times per year, or as needed, about key decisions and issues related to successful program implementation. The Program Director will

oversee and make all day-to-day decisions, in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, the lead agency, MSCC, will have final decision-making authority.

**Funding**

Motlow State will serve as both the lead entity and fiscal agent for the grant project and will facilitate purchasing, budget reporting, and other fiduciary roles.

**Duration**

The agreement is for a period of 48 months beginning with the execution of a grant contract and a preference for maintaining a long-term alliance to help provide skills training and meet industry workforce needs.

**Procedures for Modification and Termination**

- The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties. Submission of a revised MOU requires a program amendment to be submitted to the state coordinator for approval.
- Any party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.
- An individual partners' participation in the GIVE 3.0 grant program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

**Severance Clause**

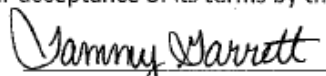
If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

**Signatures**

All partners in this agreement sign to confirm their acceptance of its terms by their signature.



(Partner signature)  
Michael Torrence  
President  
Motlow State Community College  
Date:  
4/26/24



(Partner signature)  
Dr. Tammy Garrett  
Superintendent  
Bedford County Schools  
Date:

## **Memorandum of Understanding**

between

**Motlow State Community College**

and

**Cooper Hotels dba DoubleTree by  
Hilton**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Motlow State Community College (MSCC) and Industry who are providing services and/or support to the Governor's Investment in Vocational Education (GIVE) grant program.

Partner name: Motlow State Community College

Partner representative: Dr. Michael Torrence

Position: President

Address: 6015 Ledford Mill Road, Lynchburg, TN 37352

Telephone: 931-393-1682

E-mail: mtorrence@mscc.edu

Partner name: Cooper Hotels dba DoubleTree by Hilton

Partner representative: Gerardo Guerrero

Position: General Manager

Address: 1850 Old Fort Parkway, Murfreesboro, TN 37129

Telephone: 615-895-5555 Ext. 181

E-mail: gguerrero@cooperhotels.com

### **Purpose**

The purpose of this MOU is to establish an agreement between the above-mentioned parties concerning their respective roles and responsibilities for implementation of a Governor's Investment in Vocational Education 3.0 (GIVE) grant project.

This agreement is to establish and coordinate joint processes and procedures for the provision of the GIVE 3.0 program including the cultivation of potential industry partners, program promotion and marketing, and program evaluation.

### **GIVE Grant Program Vision and Overview**

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the GIVE program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program. The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the GIVE grant project:

### **Duties of Parties**

In this section, the responsibilities and agreements of each party is described separately.

For the lead agency, Motlow State Community College, the responsibilities, and agreements are:

- *Serve as the fiscal agent for the grant;*
- *Provide needed support including office space, telephone use, and computer use for project staff;*
- *Provide classroom space and other appropriate space to accommodate the program;*
- *Be responsible for purchasing necessary materials/supplies/equipment for designated components in accordance with the GIVE project budget;*
- *Support staff in trainings and professional development opportunities in areas related to programming and issues;*
- *Participate in the evaluation of the program at the local and state level;*
- *Complete reporting and paperwork related to any association with the program;*
- *Provide access to assessment and other available data for the purposes of program evaluation;*
- *Assist the program in developing, implementing, and making progress on its sustainability plan;*
- *Recruit and refer students, faculty, and industry to the program;*
- *Participate on the Advisory Team; and/or*
- *Other.:*

For industry partner, **Cooper Hotels**, the following may apply:

- *Offer students opportunities for work-based learning, job shadowing, and/or internships related to the GIVE grant project;*
- *Provide the opportunity for faculty/teacher externships related to the GIVE grant project;*
- *Communicate and collaborate with all partners about rules, expectations, and norms;*
- *Communicate and collaborate with school partners about curriculum and instruction;*
- *Establish a collaborative relationship with partnering agencies;*
- *Complete paperwork, as requested, related to and associated with the GIVE program;*
- *Participate in the evaluation of the GIVE program at the local and state level;*
- *Assist the program in developing, implementing, and progressing its sustainability plan;*
- *Participate on the Advisory Team; and/or*
- *Other:*

### **Meetings**

All major administrative decisions concerning policy and personnel of the GIVE program shall be brought to the Advisory Team. The Advisory Team consists of the Project Director and Co-Director, Industry Representative(s), K-12 Representative(s), and other Motlow staff members as needed from the Business Office, Grants Office, and others as appropriate. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet at least two times per year, or as needed, about key decisions and issues related to successful program implementation. The Project Director will oversee and make all day-to-day decisions,

in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, Motlow State Community College will have final decision-making authority.

**Funding**

Motlow will serve as the Fiscal Agent and Lead Agency for the grant term and will facilitate purchasing, reporting, and other fiduciary roles.

**Duration**

The agreement is for a period of 48 months from the execution of a grant contract with a preference to extend into a long-term affiliation to address skills gaps and local workforce needs.

**Procedures for Modification and Termination**

- The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties. Submission of a revised MOU requires a program amendment to be submitted to the state coordinator for approval.
- Any party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.
- An individual partners' participation in the GIVE program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

**Severance Clause**

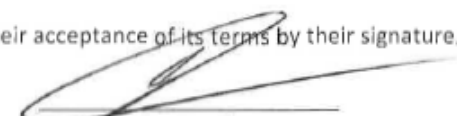
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**Signatures**

All partners in this agreement sign to confirm their acceptance of its terms by their signature.



(Partner signature)  
Michael Torrence  
President  
Motlow State Community College  
Date:  
4/26/24



(Partner signature)  
Name GERARDO GUERRERO  
Title GENERAL Manager  
Industry BT. by Hilton HOTEL  
Date: 3/25/24

**Memorandum of Understanding**  
between  
**Motlow State Community College**  
and  
**Town of Smyrna**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Motlow State Community College (MSCC) and Industry who are providing services and/or support to the Governor's Investment in Vocational Education (GIVE) grant program.

Partner name: Motlow State Community College  
Partner representative: Dr. Michael Torrence  
Position: President  
Address: 6015 Ledford Mill Road, Lynchburg, TN 37352  
Telephone: 931-393-1682  
E-mail: mtorrence@mscc.edu

Partner name: Town of Smyrna  
Partner representative: Nathaniel Stults  
Position: General Manager  
Address: 100 Sam Ridley Pkwy E  
Telephone: 615-459-4444  
E-mail: nate.stults@townofsmyrna.org

**Purpose**

The purpose of this MOU is to establish an agreement between the above-mentioned parties concerning their respective roles and responsibilities for implementation of a Governor's Investment in Vocational Education 3.0 (GIVE) grant project.

This agreement is to establish and coordinate joint processes and procedures for the provision of the GIVE 3.0 program including the cultivation of potential industry partners, program promotion and marketing, and program evaluation.

**GIVE Grant Program Vision and Overview**

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the GIVE program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program. The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the GIVE grant project:

### **Duties of Parties**

In this section, the responsibilities and agreements of each party is described separately.

For the **lead agency, Motlow State Community College**, the responsibilities, and agreements are:

- *Serve as the fiscal agent for the grant;*
- *Provide needed support including office space, telephone use, and computer use for project staff;*
- *Provide classroom space and other appropriate space to accommodate the program;*
- *Be responsible for purchasing necessary materials/supplies/equipment for designated components in accordance with the GIVE project budget;*
- *Support staff in trainings and professional development opportunities in areas related to programming and issues;*
- *Participate in the evaluation of the program at the local and state level;*
- *Complete reporting and paperwork related to any association with the program;*
- *Provide access to assessment and other available data for the purposes of program evaluation;*
- *Assist the program in developing, implementing, and making progress on its sustainability plan;*
- *Recruit and refer students, faculty, and industry to the program;*
- *Participate on the Advisory Team; and/or*
- *Other.:*

**For industry partner, Industry**, the following may apply:

- *Offer students opportunities for work-based learning, job shadowing, and/or internships related to the GIVE grant project;*
- *Provide the opportunity for faculty/teacher externships related to the GIVE grant project;*
- *Communicate and collaborate with all partners about rules, expectations, and norms;*
- *Communicate and collaborate with school partners about curriculum and instruction;*
- *Establish a collaborative relationship with partnering agencies;*
- *Complete paperwork, as requested, related to and associated with the GIVE program;*
- *Participate in the evaluation of the GIVE program at the local and state level;*
- *Assist the program in developing, implementing, and progressing its sustainability plan;*
- *Participate on the Advisory Team; and/or*
- *Other:*

### **Meetings**

All major administrative decisions concerning policy and personnel of the GIVE program shall be brought to the Advisory Team. The Advisory Team consists of the Project Director and Co-Director, Industry Representative(s), K-12 Representative(s), and other Motlow staff members as needed from the Business Office, Grants Office, and others as appropriate. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet



at least two times per year, or as needed, about key decisions and issues related to successful program implementation. The Project Director will oversee and make all day-to-day decisions, in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, Motlow State Community College will have final decision-making authority.

#### **Funding**

Motlow will serve as the Fiscal Agent and Lead Agency for the grant term and will facilitate purchasing, reporting, and other fiduciary roles.

#### **Duration**

The agreement is for a period of 48 months from the execution of a grant contract with a preference to extend into a long-term affiliation to address skills gaps and local workforce needs.

#### **Procedures for Modification and Termination**

- The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties. Submission of a revised MOU requires a program amendment to be submitted to the state coordinator for approval.
- Any party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.
- An individual partners' participation in the GIVE program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

#### **Severance Clause**

If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

#### **Signatures**

All partners in this agreement sign to confirm their acceptance of its terms by their signature.



(Motlow State signature)

Michael Torrence  
President  
Motlow State Community College

Date:

4/26/24



(Partner signature)

Nathaniel Stults  
General Manager  
Town of Smyrna

Date: 3/24/24

**Dual Enrollment Agreement**  
**Between**  
**Motlow State Community College**  
**and**  
**Shelbyville Central High School**  
**For 2021/22 to 2025/26 Academic Year**

This Agreement, by and between Motlow State Community College, hereinafter referred to as the “Institution or College/University” and Shelbyville Central High School, hereinafter referred to as the “Board of Education/High School/School System” is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by Motlow State Community College, we, the Institution, do hereby enter into this Agreement to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s). Such agreement is in accordance with Tennessee Board of Regents Policy 2:03:00:00.

Qualified courses are those listed in the current Motlow State Community College catalog which use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Dual Enrollment Office.

Eligible students must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program.

In order to be eligible to participate in dual enrollment program. A high school student must:

- Be a junior or senior in high school or qualify as an Academically Talented/Gifted student
- Have a least a 3.0 unweighted cumulative high school GPA. For Career and Technical (CTE) courses, a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education).

High school students enrolled in the dual enrollment program must maintain a cumulative GPA of at least 2.75 to remain eligible for the dual enrollment grant and/or Institution 4-pack scholarship and a cumulative of 2.0 GPA in the College course(s) in order to register for subsequent College course(s). Exceptions must be submitted in writing to the Institution High School Programs Administrator

All costs associated with enrollment in college courses shall be the responsibility of the school, student, or his/her parent or legal guardian.

Students may be eligible for the Tennessee Lottery Dual Enrollment Grant and may complete an application online through the Tennessee Student Assistance Corporation (TSAC) within the appropriate time frame.

Students may enroll in a specific course based on the course's specific placement requirements as determined by the College/University. Enrollment must be in dual enrollment courses in the general education core, Tennessee Transfer Pathways leading to a degree, Career and Technical Program of Study leading to an academic award, or middle college or equivalent program.

Students must submit to the Dual Enrollment Office:

- A completed application for admission signed by the student if applicable
- Required signatures from student and parent or legal guardian.
- Official high school transcript with current GPA and if applicable, ACT scores or applicable placement testing scores.

Students will be classified initially as non-degree seeking but upon high school graduation or GED completion, the course credit(s) may be applied toward an appropriate college-degree program if regular admissions requirements are met.

## RESPONSIBILITIES OF THE PARTIES

### A.1 The College:

- Is responsible for ensuring a qualified faculty or adjunct teach the course(s) according to SACSCOC requirements. Institution reserves the right to hire fully credentialed and qualified instructors who meet or exceed all instructional standards.
- Will provide a mandatory orientation session on campus or virtual for all adjunct faculty.
- Will ensure that faculty teaching dual enrollment courses at the high school will adhere to high school student activity customs such as saying the Pledge of allegiance, listening to high school announcements participating in pep rallies, etc.
- Will require dual enrollment students to sign a FERPA agreement allowing for the release of academic records to the student's parents/guardians and the high school.
- Will carry out disciplinary procedures according to Motlow College Policy which comply with TBR policies 0240-02-03-.01; 0240-02-03-.02; 0240-02-03-.03; 0240-02-03-.04; and 0240-02-03-.06.
- Will provide accommodations to disabled students who need them.
- Reserves the right to schedule an observation of the class by the Dean or the faculty mentor at any time to ensure that College-level outcomes are met.
- Will conduct periodic performance reviews of all faculty and reserves the right to refuse reappointment of any instructor who does not meet College standards of instruction.
- Will award College credit for each course successfully completed.
- Will adhere to the Board of Education/High School/School System standard operating procedures for the reservation and utilization of school equipment.
- Reserves its right to approve science and computer laboratories and equipment as appropriate and compatible for delivery of a course.
- Will make effort to coordinate course delivery with the needs of the high school.
- Will provide current dual enrollment admissions information to High School counselors and provide registration packets for the school, if needed.
- Will assist High School counselors with communications to and materials for dual enrollment students and parents as requested.
- Will provide purchase and rental information about required textbooks for classes.
- Will provide rosters of enrolled students to High School counselors for verification at least one week before the beginning of the semester.

- Will communicate to High School counselors regarding any College dual enrollment updates or student issues that occur throughout the semester.
- Is responsible for certifying dual enrollment grant money and will notify the High School of any students who do not qualify for the grant and/or do not pay fees.
- Will provide final grades at the end of the semester for students in good standing with the College.
- Maintains its right to cancel any class with enrollment insufficient to cover expenses.

A.2. The Board of Education/High School/School System designee shall:

- Shall provide input on College faculty or adjunct faculty assigned to teach each course.
- Award high school graduation credit(s) for each college course successfully completed.
- Provide appropriate classroom space and instructional equipment for classes offered on site.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted in the high school during regular school hours.
- Assist students with online application for dual enrollment grant and verify social security number discrepancies with the college if needed.
- Provide official transcripts including GPA and ACT scores, if applicable, to the College.
- Provide the College with rosters for dual enrollment classes; verify those rosters after students are enrolled before the beginning of the semester.
- Communicate any changes in student status to the College throughout the semester.
- Communicate any College dual enrollment updates to students throughout the semester.
- Provide information for the College dual enrollment instructors (who do not regularly teach at High School) about parking, name badges, sign-in procedures, need for hall passes, absence reporting procedures, school breaks, or any special event or activity that may impact class meeting times or otherwise affect meeting days/times of the class.
- Provide list of high school contacts to the College instructor and dual enrollment liaison for use in case of illness or emergency.

A.3. The College and the Board of Education/High School/School shall:

- Designate a duly responsible coordinator to provide oversight of details and distribute general program information and necessary forms to students.
- Jointly determine the course(s) to be offered, subject to College staffing and scheduling limitations. Start and end dates for terms will follow the Tennessee Board of Regents common calendar dates.
- Agree to follow the College academic calendar for all courses offered. Any exceptions must be approved by the College.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant.
- Provide access to needed resources.
- Ensure that dual enrollment classes taught at the High School will not have any students in the class except those officially enrolled at Motlow State Community College.

A. 4. The Student shall:

- Meet all eligibility requirements in order to be eligible for the dual enrollment grant in the first semester.
- Continue to meet all eligibility requirements for the grant and shall achieve a cumulative college grade point average of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.
- Maintain a cumulative GPA of at least 2.00 each term in order to register for subsequent College course(s). Exceptions must be submitted in writing to the College Vice President for Academic Affairs.
- A student must either have an unweighted 3.0 high school GPA or a 21 on the ACT in order to qualify for a second dual enrollment grant.

Dual Enrollment Program Eligibility:

In order to be eligible to participate in the dual enrollment program, a high school student must:

- Be a junior or senior in high school or qualify as an Academically Talented/Gifted student.
- Have a GPA of 3.0
- The student's parent or guardian must approve the student for dual enrollment by signing the electronic Parent/Guardian portion of the Dual/Joint Enrollment Form.
- The High School counselor or principal must certify the student by completing and signing the High School Counselor/Principal section of the electronic Dual/Joint Enrollment Form.

B Dual Enrollment Grant Eligibility:

In order to be eligible for the dual enrollment grant, a high school student must:

- Be a Tennessee resident one (1) year prior to enrollment
- Have completed all of the academic requirements of the 10th grade (high school sophomore)

and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student's high school.

- Complete and submit the Dual Enrollment Grant application on-line by the deadline date for

each semester as established by Tennessee Student Assistance Corporation.

Current

application deadlines are:

- Fall Deadline = September 15
- Spring Deadline = February 1
- Summer Deadline = May 15
- Maintain a cumulative college GPA of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.
- A student may receive funding for up to (3) course per semester. To receive funding for additional courses per semester, the student must meet the minimum HOPE Scholarship academic requirements at the time of dual enrollment (i.e., 3.0 High School GPA or a 21 composite ACT score).

Additional Conditions

- If any space is available at the High School for classroom use, Motlow State Community College may request to use such space for classroom instruction at no charge.
- Motlow State Community College shall have access to High School students personal contact information and home addresses for the purposes of providing essential information regarding admissions processes, financial aid, Tennessee Promise, and dual enrollment. Under no circumstances shall Motlow State Community College share such contact information with any outside entity.
- Faculty will only be present for college class time. The high school will monitor students when college classes do not meet to include before and after the semester as well as instructor sick days. If a class offered on the Institution/campus is cancelled because the instructor is unable to be present, the students will remain at the high school and work on an assignment provided by the instructor. Otherwise, students will work in the campus designated study space.

AGREEMENT TERM:

B.1. Term. This Agreement shall be effective for the period commencing on August 1, 2021 and ending on May 15, 2026.

B.2. Term Extension. The Institution reserves the right to extend this Agreement for an additional period or periods of time representing increments of no more than one year and a total term of no more than 5 years, provided that the Institution notifies the Board of Education/High School/School System, in writing, of its intention to do so at least 90 days prior to the Agreement expiration date. An extension of the term of this Agreement will be effected through an amendment to the Agreement. If any extension of the Agreement necessitates additional funding, the increase in the College's maximum liability will also be effected through an amendment to the Agreement.

C. FACULTY

C.1. Instructors for the dual enrollment classes shall be subject to the approval of both Parties and will adhere to College policies regarding academic standards and documentation of attendance and grades.

C. 2. In the event the instructor is provided and compensated by the College, such compensation will be based upon applicable College policies as to College faculty. (This includes instructors from other higher education institutions on dual services agreements)

(INSTITUTION SHALL CHOOSE ONE OF THE FOLLOWING OPTIONS IF APPLICABLE)

C. 3. In the event the instructor is provided and directly compensated by the Board of Education/High School/School System, such compensation will be based upon applicable Board of Education/High School/School System policies and no funds shall be due from the College.

D. TERMS AND CONDITIONS:

D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. The Institution reserves the right to replace/request the Board of Education/High School/School System to replace any instructor for non-performance and/or violation of College policies and guidelines.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason. Either party shall provide the other at least ninety (90) days written notice before the effective termination date. Termination shall not be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. The Board of Education/High School/School System hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of the Board of Education/High School/School System on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Board of Education/High School/School System shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.6. State and Federal Compliance. The Board of Education/High School/School System shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and Institution policies and guidelines in the performance of this Contract. The Board of Education/High School/School System agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose. The personally identifiable information may not be disclosed or re-disclosed by either Party to any but the other Party without prior written consent of the student or as otherwise permitted by the Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:  
Sally Pack, Administrator of High School Initiatives Motlow State  
Community College  
PO Box 8500  
Lynchburg, TN 37352-8500  
Phone: 931-393-1793

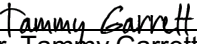
The Board of Education/High School/School System: Shelbyville Central  
High School  
401 Eagle Boulevard, Shelbyville, TN 37160  
Phone: 931-684-5672

- D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The Board of Education/High School/School System is a political subdivision of the state and, as, such its liability for injuries which may result from its performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq. **(The last sentence should be deleted when the agreement is with a private school)**


Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.


IN WITNESS WHEREOF:

**Shelbyville High School**

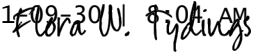

DocuSigned by:  
  
 Dr. Tammy Garrett, Director of Schools  
 2021-09-27 | 10:19 AM CDT  
 Date

Motlow State Community College:

DocuSigned by:  
  
 Michael Torrence  
 Director of Institutional Affairs  
 2021-09-27 | 8:47 PM PDT  
 Date

DocuSigned by:  
  
 Lisa Myers  
 Director of Institutional Affairs  
 2021-09-29 | 12:26 PM CDT  
 Date

**Tennessee Board of Regents**

DocuSigned by:  
  
 Flora W. Tydings, Chancellor  
 2021-09-30 | 8:01 AM CDT  
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**Dual Enrollment Agreement**  
**Between**  
**Motlow State Community College**  
**and**  
**Cascade High School**  
**For 2021/22 to 2025/26 Academic Year**

This Agreement, by and between Motlow State Community College, hereinafter referred to as the “Institution or College/University” and Cascade High School, hereinafter referred to as the “Board of Education/High School/School System” is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by Motlow State Community College, we, the Institution, do hereby enter into this Agreement to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s). Such agreement is in accordance with Tennessee Board of Regents Policy 2:03:00:00.

Qualified courses are those listed in the current Motlow State Community College catalog which use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Dual Enrollment Office.

Eligible students must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program.

In order to be eligible to participate in dual enrollment program. A high school student must:

- Be a junior or senior in high school or qualify as an Academically Talented/Gifted student
- Have a least a 3.0 unweighted cumulative high school GPA. For Career and Technical (CTE) courses, a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education).

High school students enrolled in the dual enrollment program must maintain a cumulative GPA of at least 2.75 to remain eligible for the dual enrollment grant and/or Institution 4-pack scholarship and a cumulative of 2.0 GPA in the College course(s) in order to register for subsequent College course(s). Exceptions must be submitted in writing to the Institution High School Programs Administrator

All costs associated with enrollment in college courses shall be the responsibility of the school, student, or his/her parent or legal guardian.

Students may be eligible for the Tennessee Lottery Dual Enrollment Grant and may complete an application online through the Tennessee Student Assistance Corporation (TSAC) within the appropriate time frame.

Students may enroll in a specific course based on the course's specific placement requirements as determined by the College/University. Enrollment must be in dual enrollment courses in the general education core, Tennessee Transfer Pathways leading to a degree, Career and Technical Program of Study leading to an academic award, or middle college or equivalent program.

Students must submit to the Dual Enrollment Office:

- A completed application for admission signed by the student if applicable
- Required signatures from student and parent or legal guardian.
- Official high school transcript with current GPA and if applicable, ACT scores or applicable placement testing scores.

Students will be classified initially as non-degree seeking but upon high school graduation or GED completion, the course credit(s) may be applied toward an appropriate college-degree program if regular admissions requirements are met.

## RESPONSIBILITIES OF THE PARTIES

### A.1 The College:

- Is responsible for ensuring a qualified faculty or adjunct teach the course(s) according to SACSCOC requirements. Institution reserves the right to hire fully credentialed and qualified instructors who meet or exceed all instructional standards.
- Will provide a mandatory orientation session on campus or virtual for all adjunct faculty.
- Will ensure that faculty teaching dual enrollment courses at the high school will adhere to high school student activity customs such as saying the Pledge of allegiance, listening to high school announcements participating in pep rallies, etc.
- Will require dual enrollment students to sign a FERPA agreement allowing for the release of academic records to the student's parents/guardians and the high school.
- Will carry out disciplinary procedures according to Motlow College Policy which comply with TBR policies 0240-02-03-.01; 0240-02-03-.02; 0240-02-03-.03; 0240-02-03-.04; and 0240-02-03-.06.
- Will provide accommodations to disabled students who need them.
- Reserves the right to schedule an observation of the class by the Dean or the faculty mentor at any time to ensure that College-level outcomes are met.
- Will conduct periodic performance reviews of all faculty and reserves the right to refuse reappointment of any instructor who does not meet College standards of instruction.
- Will award College credit for each course successfully completed.
- Will adhere to the Board of Education/High School/School System standard operating procedures for the reservation and utilization of school equipment.
- Reserves its right to approve science and computer laboratories and equipment as appropriate and compatible for delivery of a course.
- Will make effort to coordinate course delivery with the needs of the high school.
- Will provide current dual enrollment admissions information to High School counselors and provide registration packets for the school, if needed.
- Will assist High School counselors with communications to and materials for dual enrollment students and parents as requested.
- Will provide purchase and rental information about required textbooks for classes.
- Will provide rosters of enrolled students to High School counselors for verification at least one week before the beginning of the semester.

- Will communicate to High School counselors regarding any College dual enrollment updates or student issues that occur throughout the semester.
- Is responsible for certifying dual enrollment grant money and will notify the High School of any students who do not qualify for the grant and/or do not pay fees.
- Will provide final grades at the end of the semester for students in good standing with the College.
- Maintains its right to cancel any class with enrollment insufficient to cover expenses.

A.2. The Board of Education/High School/School System designee shall:

- Shall provide input on College faculty or adjunct faculty assigned to teach each course.
- Award high school graduation credit(s) for each college course successfully completed.
- Provide appropriate classroom space and instructional equipment for classes offered on site.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted in the high school during regular school hours.
- Assist students with online application for dual enrollment grant and verify social security number discrepancies with the college if needed.
- Provide official transcripts including GPA and ACT scores, if applicable, to the College.
- Provide the College with rosters for dual enrollment classes; verify those rosters after students are enrolled before the beginning of the semester.
- Communicate any changes in student status to the College throughout the semester.
- Communicate any College dual enrollment updates to students throughout the semester.
- Provide information for the College dual enrollment instructors (who do not regularly teach at High School) about parking, name badges, sign-in procedures, need for hall passes, absence reporting procedures, school breaks, or any special event or activity that may impact class meeting times or otherwise affect meeting days/times of the class.
- Provide list of high school contacts to the College instructor and dual enrollment liaison for use in case of illness or emergency.

A.3. The College and the Board of Education/High School/School shall:

- Designate a duly responsible coordinator to provide oversight of details and distribute general program information and necessary forms to students.
- Jointly determine the course(s) to be offered, subject to College staffing and scheduling limitations. Start and end dates for terms will follow the Tennessee Board of Regents common calendar dates.
- Agree to follow the College academic calendar for all courses offered. Any exceptions must be approved by the College.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant.
- Provide access to needed resources.
- Ensure that dual enrollment classes taught at the High School will not have any students in the class except those officially enrolled at Motlow State Community College.

A.4. The Student shall:

- Meet all eligibility requirements in order to be eligible for the dual enrollment grant in the first semester.
- Continue to meet all eligibility requirements for the grant and shall achieve a cumulative college grade point average of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.
- Maintain a cumulative GPA of at least 2.00 each term in order to register for subsequent College course(s). Exceptions must be submitted in writing to the College Vice President for Academic Affairs.
- A student must either have an unweighted 3.0 high school GPA or a 21 on the ACT in order to qualify for a second dual enrollment grant.

A.5. Dual Enrollment Program Eligibility:

In order to be eligible to participate in the dual enrollment program, a high school student must:

- Be a junior or senior in high school or qualify as an Academically Talented/Gifted student.
- Have a GPA of 3.0
- The student's parent or guardian must approve the student for dual enrollment by signing the electronic Parent/Guardian portion of the Dual/Joint Enrollment Form.
- The High School counselor or principal must certify the student by completing and signing the High School Counselor/Principal section of the electronic Dual/Joint Enrollment Form.

A.6. Dual Enrollment Grant Eligibility:

In order to be eligible for the dual enrollment grant, a high school student must:

- Be a Tennessee resident one (1) year prior to enrollment
- Have completed all of the academic requirements of the 10th grade (high school sophomore) and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student's high school.
- Complete and submit the Dual Enrollment Grant application on-line by the deadline date for each semester as established by Tennessee Student Assistance Corporation.  
Current application deadlines are:
  - Fall Deadline = September 15
  - Spring Deadline = February 1
  - Summer Deadline = May 15
- Maintain a cumulative college GPA of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.
- A student may receive funding for up to (3) course per semester. To receive funding for additional courses per semester, the student must meet the minimum HOPE Scholarship academic requirements at the time of dual enrollment (i.e., 3.0 High School GPA or a 21 composite ACT score).
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Additional Conditions

- If any space is available at the High School for classroom use, Motlow State Community College may request to use such space for classroom instruction at no charge.
- Motlow State Community College shall have access to High School students personal contact information and home addresses for the purposes of providing essential information regarding admissions processes, financial aid, Tennessee Promise, and dual enrollment. Under no circumstances shall Motlow State Community College share such contact information with any outside entity.
- Faculty will only be present for college class time. The high school will monitor students when college classes do not meet to include before and after the semester as well as instructor sick days. If a class offered on the Institution/campus is cancelled because the instructor is unable to be present, the students will remain at the high school and work on an assignment provided by the instructor. Otherwise, students will work in the campus designated study space.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period commencing on August 1, 2021 and ending on May 15, 2026.
- B.2. Term Extension. The Institution reserves the right to extend this Agreement for an additional period or periods of time representing increments of no more than one year and a total term of no more than 5 years, provided that the Institution notifies the Board of Education/High School/School System, in writing, of its intention to do so at least 90 days prior to the Agreement expiration date. An extension of the term of this Agreement will be effected through an amendment to the Agreement. If any extension of the Agreement necessitates additional funding, the increase in the College's maximum liability will also be effected through an amendment to the Agreement.

C. FACULTY

- C.1. Instructors for the dual enrollment classes shall be subject to the approval of both Parties and will adhere to College policies regarding academic standards and documentation of attendance and grades.
- C.2. In the event the instructor is provided and compensated by the College, such compensation will be based upon applicable College policies as to College faculty. (This includes instructors from other higher education institutions on dual services agreements)

(INSTITUTION SHALL CHOOSE ONE OF THE FOLLOWING OPTIONS IF APPLICABLE)

- C.3. In the event the instructor is provided and directly compensated by the Board of Education/High School/School System, such compensation will be based upon applicable Board of Education/High School/School System policies and no funds shall be due from the College.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. The Institution reserves the right to replace/request the Board of Education/High School/School System to replace any instructor for non-performance and/or violation of College policies and guidelines.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason. Either party shall provide the other at least ninety (90) days written notice before the effective termination date. Termination shall not be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. The Board of Education/High School/School System hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of the Board of Education/High School/School System on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Board of Education/High School/School System shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.6. State and Federal Compliance. The Board of Education/High School/School System shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and Institution policies and guidelines in the performance of this Contract. The Board of Education/High School/School System agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose. The personally identifiable information may not be disclosed or re-disclosed by either Party to any but the other Party without prior written consent of the student or as otherwise permitted by the Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Sally Pack, Administrator of High School Initiatives Motlow  
State Community College  
PO Box 8500  
Lynchburg, TN 37352-8500  
Phone: 931-393-1793

The Board of Education/High School/School System: Cascade  
High School  
3035 Fairfield Pike

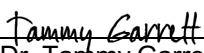
Bell Buckle, TN 37020 Phone:  
931-389-9394

- D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The Board of Education/High School/School System is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq. **(The last sentence should be deleted when the agreement is with a private school)**


Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

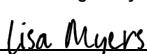
IN WITNESS WHEREOF:

**Cascade High School**

DocuSigned by:  
  
Dr. Tammy Garrett, Director of Schools 2021-09-27 | 11:39 AM CDT  
**Date**

**Motlow State Community College:**

DocuSigned by:  
  
Dr. Michael Torrence, President 2021-09-27 | 10:52 AM PDT  
**Date**

DocuSigned by:  
  
Lisa Myers, Contracts Officer 2021-09-28 | 8:27 AM CDT  
**Date**

**Tennessee Board of Regents**

DocuSigned by:  
  
Flora W. Tydings, Chancellor  2021-09-28 | 11:06 AM CDT

## Appendix E: Recommended Full-Time Program Schedule

### Hospitality Management AAS, Hotel Management Concentration

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#### Semester One (15 credit hours)

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- BUSN 2340 – Human Resource Management 3 sem hrs cr
- COMM 2025 - Fundamentals of Communication 3 sem hrs cr
- CULA 1200 – Sanitation and Food Safety 2 2 sem hrs cr
- ENGL 1010 - English Composition I 3 sem hrs cr
- HMGMT 1020 – Fundamentals of Guest Services 1 sem hrs cr
- HGMT 1030 – Intro to Hospitality Management 3 sem hrs cr

#### Semester Two (15 credit hours)

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- ACCT 1010 - Principles of Accounting I 3 sem hrs cr
- CULA 1310 – Fundamentals of Baking 3 sem hrs cr or ADMN or BUSN elective
- HMGMT 1170 – Marketing for Hospitality or BUSN 2380 - Marketing 3 sem hrs cr
- Humanities/Fine Arts 3 sem hrs cr
- Any 3-hour MATH 3 sem hrs cr

#### Semester Three (15 credit hours)

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- CULA 1320 – Culinary I 3 sem hrs cr or ADMN or BUSN elective
- HMGMT 1040 – Front Office Procedures 3 sem hrs cr
- HMGMT 1205 – Property Mgt Systems 3 sem hrs cr
- HMGMT 1300 – The Guest Experience 3 sem hrs cr
- Social/Behavioral Sciences 3 sem hrs cr

#### Semester Four - (15 credit hours)

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- CULA 2300 – Food and Beverage Management 3 sem hrs cr
- CULA 2375 – Purchasing and Cost Control 3 sem hrs cr
- HMGMT 2240 – Managerial Accounting for Hospitality Mgt 3 sem hrs cr
- HMGMT 2250 – Revenue Management in Hospitality Operations 3 sem hrs cr
- HMGMT 2910 – Hospitality Mgt Internship OR  
ADMN 2390 – Capstone Experience 3 sem hrs cr



## **Appendix F: Project Staff**

Dr. Michael Torrence—President, Motlow State Community College—Fiscal Agent

Gina Burke—Interim Dean, Career and Technical Programs, Motlow State Community College—  
Lead Entity, Project Director

Renee Austin—Executive Vice President of Business and Finance—Motlow State Community  
College

Tammy O’Dell—Director of Grants, Motlow State Community College

Kelly North—Vice President, Shelbyville-Bedford Partnership—Workforce Development  
Agency

Lori Sexton—CTE Director, Bedford County Schools—LEA

Michael Walker—Culinary Arts Instructor, Bedford County Schools

TBA—Hospitality Program Manager, Motlow State Community College