APPENDIX A- Cover Sheet

Tennessee College of Applied Technology-Paris

2019 Governor's Investment in Technical Education (GIVE)

Program: Welding

Lead Entity Name: Tennessee College of Applied Technology- Paris

Fiscal Agent: Tennessee College of Applied Technology- Paris

IN PARTNERSHIP WITH:

1. Henry County Board of Education
2. PML
3. Tank Lining

Project Director: Willie Huffman

312 S. Wilson St. Paris, TN. 38242

(731) 644-7365

Willie.Huffman@tcatparis.edu

Funding requested:

$291,611.00

Bradley W. White

President of Higher Education Institution –TCAT Paris

Willie Huffman

Project Director

TABLE OF CONTENTS

Cover Sheet (Appendix A)

Abstract/Project Summary

Program Proposal-Demonstration of Need

Grant Budget (Appendix B)

Letter of Support-PML

Letter of Support-Tank Lining of Paris, Inc.

Dual Enrollment Agreement-Henry County High School

Community Relation and Retention Plan

Project Summary

Welding

The goal of this project is to upgrade the TCAT-Paris Welding Program and give students the best possible learning environment. The Welding program incorporates theoretical and applied subjects that students are exposed to in high school: Physics, Chemistry, Math, Technical Drawing and Metallurgy. The Welding class puts these subjects into real world applications.

Our goal is to make graduates career ready. Students spend most of their time in the lab receiving hands on training in the core welding processes used across the industry. They graduate with skills that are applicable to a range of the entry level positions: Structural Welding, Pipe Welding, special alloy welding. The advantages to this program is students learn by doing, career focused curriculum, flexible scheduling, and market calibrated program updates.

The U.S. Bureau of Labor Statistics reports that the need for welders is expected to grow by 26% by 2020. This makes welding one of the fastest growing professions in America.

TCAT-Paris has been involved in teaching welding since 1972. Our programs need updating to meet the needs of our students and the welding industry.

Demonstration of Need

Section 1

The US Bureau of Labor Statistics reports that the need for welders is expected to grow by 26% by 2020. This makes welding one of the fastest growing professions in America. The growing demand for welders has caused many jobseekers to consider a career in welding for a few reason. The welding industry offers higher than average starting pay, good benefits and a bright future.

Many of the welding graduates from TCAT-Paris get into a welders union; Muscle Shoals, Nashville, Paducah or Memphis. We have graduates working all over the U.S. We currently have three welding programs; Paris, McKenzie, and Dresden. All three programs are full with Paris having the largest number of dual enrollment students. This is because Henry County High School is within walking distance of TCAT-Paris and is the only high school in the county.

The original Welding program was incorporated into a General Metals program that included machining and sheet metal training. When the program was split into Welding and Machining the original shop space was utilized. In the last few years we have had to convert a storage building into additional space for welding. So the students are divided between two buildings.

We are about to finish an 8500 square foot expansion, with this additional space we will be able to do some migration of programs. One of those programs is our welding program. To accomplish this migration funding is needed for ventilation and wiring.

The goal of the Drive to 55 Alliance is to help generate greater awareness, ownership, and support for the long-term steps needed in college entry and completion, adult education and training, and identifying and closing skill gaps to better prepare our workforce.

Section 2

The new addition is scheduled to be completed in September 2019. Upon its completion the Motorcycle and Industrial Maintenance Program will move into the new addition. This should be completed by the end of October 2019. Once the Motorcycle/ATV program has moved the Machine Tool Technology program will begin moving its equipment into the vacated shop. Once the Machine Tool program has migrated to its new location, the old MT lab will be renovated to accommodate the Welding program. Welding booths will have to be built as well as additional ventilation. This will require a roof top exhaust unit being installed and penetrating the roof and a fresh air make-up unit added. This should all be completed by January 2020.

The grant will be used to purchase and install the exhaust fan, make-up air unit and a part-time instructor for dual enrollment. Moving the Welding program into one lab and classroom will enhance training and alleviate some safety issues with students crossing the parking lot to gain access to the additional welding lab.

This will help us with our dual enrolled students by limiting their training to one location. The demand for welders has stretched our resources. An up to date ADA compliant welding lab and classroom will help us graduate more welders and enroll more dual enrollment students. The additional welding instructor will be focused on dual enrollment students and their successful completion of the Welding program.

The Welding program is accredited by the Commission on Occupational Education. The program has a current completion rate of 87% and a placement rate of 91%. With the current outlook for the welding profession showing a 26% increase in need, a more intense focus on dual enrollment students. The additional welding instructor will be focused on dual enrollment students and an upgraded program should make these current figures even higher.

We continuously recruit under represented student groups for our Welding program, currently we have two females, a young man in a wheelchair, and many economically disadvantaged students all doing very well. Our sculpture contestant for SkillsUSA last year was a female. In my unbiased opinion she should have medaled, but that's another story. We meet with CTE Coordinators and potential students each year when schedules are being done. We attend career fairs and schedule meetings with potential students and their parents.

The project will be overseen by the Vice President, Welding instructor, and the Fiscal Coordinator. Meetings will be held every two weeks to monitor RFQ's and RFP's. The main part of this project is the installation of the roof top exhaust system and the make-up air unit. Quotes and purchases will follow TBR policies and guidelines. Mr. Huffman, Vice President, will be the project director for TCAT-Paris.

TCAT-Paris has always incorporated work based learning activities into our technical programs. All students are required to complete at least 624 hours of the programs before WBL activities are considered. Instructors arrange the WBL activity site with assistance from the Vice President. Agreements with what is expected from WBL activity sites and what is expected from the student are reviewed and signed by both parties. Weekly evaluations are conducted after

the WBL activity has started. The WBL activity is credit bearing. If the activity is changed by the employer where it is not following the student's educational plan or the student does not adhere to the agreement, the student is removed from the WBL activity.

The equipment we plan to purchase is a make-up air unit and a roof top exhaust fan. These are needed to upgrade the shop area to accommodate more welding booths, and ensure adequate air quality. Materials will have to be purchased to construct welding booths. We placed 91% of our welding students in the area they were trained. This additional space we are moving into and the updated exhaust and makeup air will enhance our training and ensure an environment conducive to learning.

Section 3

TCAT-Paris will have the primary role of overseeing this project. The program will be housed on the main campus, maintained and operated by TCAT-Paris. Betsy Allison, CTE Coordinator for the Henry County School System will oversee dual enrollment activities and program documentation. The WBL activities will be monitored by Willie Huffman, Vice President, and Ben Bomar, Welding instructor. Our partner PML and Tank Lining work as WBL sites and in an advisory capacity for our Welding program. PML and Tank Lining work in different areas of the welding field and help us with curriculum, equipment needs, and work based learning activities. Both companies are well established in the community and PML is an international company with headquarters in Japan.

Section 4

Our request involves funding of a part-time instructor to focus on the increased numbers of dual enrollment students and equipment to expand our welding lab and make it safer and healthier. With the new addition to our school we have the opportunity to migrate programs into a space that will be more conducive to learning. Welding is a program with lots of demand. There is an increase in demand from secondary and post-secondary students. This grant will help us consolidate and expand our program offering.

Section 5

Once the new lab is completed sustainability will not be an issue. The largest expense for us will be the exhaust, make up air, and part time instructor cost. The exhaust and make up air will be a onetime expense. The exhaust and instructor fee will be offset by increased enrollment. Tuition and Welding fees that are already in place will help keep the program funded at a level that will ensure sustainability. The WBL programs have been in place for some time. We feel that upgrading the lab and putting more focus on the dual enrolled students will make existing partnerships even stronger.

Section 6

TCAT-Paris serves Henry, Benton, Carroll, Weakley, and Stewart counties. Henry and Stewart counties are listed as" Transitional." Benton, Carroll, and Weakley counties are listed as "At Risk."

GRANT BUDGET				
GIVE Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following Applicable Period: BEGIN: October 24,2019 END: April 25, 2022				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1]	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1,2	Salaries, Benefits & Taxes	$123,500.00	$30,875.00	$154,375.00
4, 15	Professional Fee, Grant & Award[2]	0.00	0.00	0.00
5, 6, 7, 8, 9,10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	$23,500.00	$500.00	$24,000.00
11, 12	Travel, Conferences & Meetings	$1,500.00	$500.00	$2,000.00
13	Interest[2]	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific AssistanceTo Individuals	0.00	0.00	0.00
17	Depreciation[2]	0.00	0.00	0.00
18	Other Non-Personnel[2]	0.00	0.00	0.00
20	Capital Purchase[2]	$95,236.00	0.00	$95,236.00
22	Indirect Cost	$16,000.00	0.00	$16,000.00
24	In-Kind Expense	0.00	0.00	0.00
25	**GRAND TOTAL**	**$259,736.00**	**$31,875.00**	**$291,611.00**

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub recipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

[2] Applicable detail follows this page if line-item is funded.

PML Inc.

Ben Bomar

Tennessee College of Applied Technology

312 Wilson Street

Paris, Tennessee 38242

Ben

Thank you for assisting us in interviewing prospective candidates to fill our welding position here at PML. I believe our latest candidate has the necessary skill set to fill the position.

We are fortunate to have resources, such as our local TCAT, and the programs they make available to our community. Thank you again for your assistance in this process and we look forward to working with you and your program to fulfill our future needs.

If I can be of assistance, please do not hesitate to contact me.

Sincerely

Chris Townsend

PML Inc.

731-642-7398 ext. 256

75 County Home Road • Paris, Tennessee 38242 • (731) 642-7398 • FAX (731)642-1083

TANK LINING OF PARIS, INC.
1010 Dobbins St. P.O. Box 1612
Paris, TN 38242
Phone: (731) 642-0211
Fax: (731) 642-0020

August 28, 2019

To Whom It May Concern:

It is with extreme pleasure I write this letter of support for the Tennessee College of Applied Technology-Paris. We are a local company that has partnered with TCAT-Paris for a number of years. They have supplied us with several welders over the years. The students we have hired from their program have been able to step in with the necessary set of skills required in our shop.

We are glad to hear they are making plans to expand their welding program. This will allow the TCAT the opportunity to train more students to help meet the needs of the Welding profession. Workers in this profession are reaching retirement age and there will be a huge void of qualified welders in the next few years. The expansion of the Welding program will also allow them the opportunity to have more space to add additional equipment to help train students.

We are very fortunate to have TCAT-Paris as a training facility in our local community. It provides our local employers as well as employers outside of our community with skilled people to meet the demands of the various industries in our area.

Sincerely,

Michael R. Lee

Michael R. Lee
President

DocuSign Envelope ID: D2E879DD-40F2-4ED0-B37B-693FEBEBFCE4

Dual Enrollment Agreement
Between
TCAT-Paris
and
Henry County Board of Education/High School/School System
For 2019-2020 Academic Year

This Agreement, by and between TCAT-Paris, hereinafter referred to as the "Institution or College" and Henry County Board of Education, 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 in the "SCOPE OF SERVICES."

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 TCAT-Paris, we, the Institution, do hereby enter into this Agreement to provide eligible high school students the opportunity to earn both TCAT (clock hours) 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 programs/courses are those listed in the current TCAT-Paris catalog which use the program/course syllabus, including outcomes and requirements, and text and materials approved by the respective College.

Eligible students must be enrolled as 11th, or 12th grade students in a Tennessee public or nonpublic secondary school, or in a home education program.

Students may enroll in a specific program/course based on the program/course's specific placement requirements as determined by the College. Enrollment must be in a dual enrollment course that leads to a certificate or diploma.

Students must submit to the TCAT-Paris Office:

- A completed application for admission signed by the student.
- Required signatures from student and parent or legal guardian.

High school students enrolled in the dual enrollment program must maintain a cumulative GPA of 2.75 or a numeric grade of at least 80.5 in the College course(s) in order to register for subsequent College course(s). Exceptions must be submitted in writing to the College President.

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.

A. RESPONSBILITIES OF THE PARTIES

A.1 The College:

- Is responsible for ensuring qualified faculty or adjunct faculty teach the course(s).
- Will provide a mandatory orientation session on the main campus for all adjunct faculty.
- Reserves the right to schedule an observation of the class by the President or President's Designee 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.
- 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:

- 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.

A.3. The College and the Board of Education/High School/School System 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 appropriate information to the student regarding the Dual Enrollment Lottery Grant.

AGREEMENT TERM:

B.1. Term. This Agreement shall be effective for the period commencing on August 02, 2019 and ending on May 22, 2020.

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 provided that the Institution notifies the Board of Education/High School/School System, in writing, of its intention to do so at least 60 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)

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:
Tennessee College of Applied Technology-Paris
Dr. Brad White, President
312 South Wilson Street
Paris, TN 38242
731-644-7365
731-644-7368 fax

The Board of Education/High School/School System
Henry County Board of Education
Betsy Allison
217 Grove Blvd.
Paris, TN 38242
731-642-9733
731-641-4488 fax

The Board of Education/High School/School System
Henry County Board of Education
Dr. Leah Watkins
217 Grove Blvd.
Paris, TN 38242
731-642-9733
731-641-4488 fax

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.

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:

Henry County Board of Education:

DocuSigned by:

2019-08-13 | 5:39 AM CDT

Ms. Betsy Allison, Director of Grades 9-12
Career & Technical Education

Date

DocuSigned by:
Leah Watkins

2019-08-01 | 2:59 PM CDT

Dr. Leah Watkins, Director of Schools

Date

Tennessee College of Applied Technology-Paris:

DocuSigned by:
Brad White

2019-08-07 | 6:53 AM PDT

Dr. Brad White, President

Date

Tennessee Board of Regents

DocuSigned by:
Flora W. Tydings

DS
FW

2019-07-31 | 6:00 PM CDT

Flora W. Tydings, Chancellor

PL-08

COMMUNITY RELATIONS & RETENTION PLAN
Plan for Community Relations

Objective:

The Tennessee College of Applied Technology-Paris will carry out an effective community relations program using the following methods, plus any special event that would lend itself for communications with the public.

The College will communicate with the public through:

1. Advisory and craft committee meetings, telephone conversations and personal contact
2. Radio talk shows and special announcements public affairs
3. Newspaper articles and profile stories about individual programs
4. Staff membership in civic organizations
5. President's activity, membership and participation in the Chamber of Commerce
6. Present video and/or computer aided programs to civic organizations, business/industry and to high school students
7. General school catalog, brochures and websites
8. Student clubs participating in civic affairs, example Fish Fry Parade, etc.
9. Open house
10. Participation in career day at high schools
11. Hosting Mid-West Tennessee SkillsUSA secondary competitions
12. Hosting TN Promise mentor training
11. Facility utilization by community groups
12. Offering specialized supplementary classes as requested by industry and community groups
13. Graduation programs
14. Placement and follow-up of trainees
15. By the quality trainee who can be of value to business and industry