

**Hillsborough Community College
Apprentice Training Program Agreement
With
United Association Local 821
Joint Apprenticeship Training Program Trust Fund**

THIS AGREEMENT dated 8/20, 2003 by and between the District Board of Trustees for Hillsborough Community College, 39 Columbia Drive, Tampa, Florida, 33606, hereinafter referred to as the "Board", and United Association Local 821 Joint Apprenticeship Training Program Trust Fund, 3956 Sunbeam Road, Suite 2, Jacksonville, Florida 32257, referred to as the "Trust Fund".

RECITALS

WHEREAS, the Board is authorized by the State Department of Education and Division of Community Colleges to provide vocational training programs and courses through the Apprentice Training Trust Fund. These courses are available to Apprenticeship Committees for the express purpose of enhancing the skills of student apprentices.

WHEREAS, the Board desires to cooperate with the Trust Fund in designing and implementing an Apprenticeship Training Program; and

WHEREAS, the Board and the Trust Fund desire to train the students to meet the graduating entry-level apprenticeship level of efficiency.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable considerations, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

The Trust Fund agrees to:

1. Provide a method to oversee the job training of students. The Trust Fund will maintain all State of Florida required training records for the program, including on the job training (OJT) reports, competency reports, classroom attendance and grades, and registered apprenticeship records. The Trust Fund shall prepare and file all required reports with Federal and State level Department of Labor offices.
2. Recommend curriculum, including the updating of curriculum, in each trade area on a periodic basis.
3. Provide any needed additional equipment in laboratories and classrooms beyond the mutually agreed upon budget level of equipment.
4. Identify and recommend instructors who have the required level of education and experience, and who are certified through the appropriate agencies.

5. Document all appropriate and required Department of Labor registration Id numbers, use College registration forms, attendance rosters, and provide other information necessary to meet Florida Statutes and Board Rules.
6. Retain a copy of each trust fund's registered standards as required by the Department of Labor.
7. Administer the short form of the TABE test to all enrollees and forward completed tests to the Board for grading. Cooperate with necessary remediation and counseling as necessary.
8. Provide written assurance to the Board that (1) the Trust Fund does not discriminate against its members or applicants for membership on the basis of race, color, national origin, gender, or disability; and (2) apprentice training will be offered and conducted for its membership free of such discrimination. Such written assurance shall be submitted to the Board each term to comply with Section 504 of the Rehabilitation Act of 1973. The Program agrees to comply with all Federal and State regulations regarding apprenticeship programs.
9. Develop and forward to the Board a schedule of courses for the program, which contains an annual minimum of 200 hours of classroom instruction and 1700 hours of on-the-job training (OJT); meets the requirements of the approved curriculum and all appropriate laws and rules; and meets the needs of the students and the program. Such schedule of courses need not operate on a traditional college academic calendar.
10. Assist in the processing of all forms and records required to be prepared and maintained by the State of Florida.
11. Provide classrooms and other training facilities for this vocational training program.

The Board agrees to:

1. Provide a liaison to coordinate the activities of this program between the Trust Fund and the Board.
2. To furnish required college forms and letters necessary to support this program.
3. To reimburse the Trust Fund at the annually negotiated levels for all mutually agreed program costs except adjunct faculty salaries. Total reimbursement for all categories except adjunct faculty salaries, shall not exceed \$34,750 for the fiscal years 2003-2006. Both parties will renegotiate this reimbursement if enrollment declines below 18 students. Any and all travel and travel-related expenses shall be in accordance with Section 112.061, F.S.
4. Grade and interpret the TABE tests for all enrollees. The Board will also be responsible for counseling students concerning remediation requirements.

