

**T****C****TEMPLE COLLEGE****BUSINESS AND COMMUNITY  
EDUCATION**

## **EDUCATION AGREEMENT**

### **NON-CREDIT CONTRACT FOR INSTRUCTION**

THIS AGREEMENT, entered into by and between TEMPLE COLLEGE, hereinafter referred to as the College, and CENTRAL TEXAS HUMAN RESOURCE MANAGEMENT ASSOCIATION (CTHRMA), hereinafter referred to as the Client includes the following provisions and conditions:

1. The College agrees to provide instructional services to Client's designated participants established by Client and Temple College Business and Community Education Office. Any non-credit course approved by the Texas Higher Education Coordinating Board may be taught if there is sufficient enrollment, and instructors and facilities are available. The College may award Continuing Education Units (CEU's) to all participants successfully completing the course as per the policies and procedures of the College pertaining to such credit.
2. The Client will:
  - a. Permit use of selected Client contract instructors as part-time instructors for courses and for supervision;
  - b. Identify and assign participants;
  - c. Identify and notify the College of any out-of-state residents participating in the training;
  - d. Provide student information to the College to allow for State contract hour funding;
  - e. Provide a copy of the finalized course outline/outcomes to the College needed for State contract hour funding; and,
  - f. Provide textbooks and materials needed for the class.
3. The College will:
  - a. Provide registration services for classes;
  - b. Ensure that instructors abide by appropriate College policies;
  - c. Evaluate instructors and review student evaluations of instruction/instructor to ascertain that College standards are being met;
  - d. Reserve the rights of approval and termination of all instructors and have complete authority over who instructs courses under this contract;
  - e. Certify that instructors for the Client's classes meet the same qualifications as those required for other state-funded Community Education (CE) classes;
  - f. Keep adequate records, including transcripts, of all students; and
  - g. Provide facilities for use of participants and client.

4. Jointly, the College and the Client will:
  - a. Develop curriculum outline and outcomes that are to be approved by the College.
  - b. Work cooperatively in the scheduling of contracted community education classes and mutually agree upon class meeting times; and
  - c. Establish reporting procedures to ensure compliance with applicable governing agencies.
  
5. Contract Sum and Payment:  
The College has determined that this training qualifies for a zero tuition charge since the Client will assume cost for instructor salaries, software, equipment, course materials and supplies.
  
6. This agreement may be terminated by giving written notice at least thirty (30) days prior to the proposed date of termination.
  
7. This contract has education and workforce development as its primary purpose. The signature of the authorized representative of Temple College certifies that the course(s) and program(s) offered herein are consistent with the educational purpose, mission, and goals of Temple College. Further, Temple College affirms that it has sole and direct control of the educational services being provided for which it may request state reimbursement. Where applicable, Temple College will obtain prior approval from the Coordinating Board and/or its Board of Trustees. In addition, all programs are in compliance with Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools, and appropriate licensing and certifying agencies.
  
8. If the course or instructor(s) does not qualify under the THECB or Southern Association of Colleges and Schools requirements, this contract will not apply. Another contract will be executed relating to that course.
  
9. This education course will be offered solely to designated participants of CTHRMA. In the event of injury to a participant in one of these courses, the participant's employer or the participant will provide Worker's Compensation or personal liability coverage for the injured participant.
  
10. The Provisions of this agreement may be adjusted at any time upon consent of both parties and are effective August 27, 2008.

**TEMPLE COLLEGE**

**CENTRAL TEXAS HUMAN RESOURCE  
MANAGEMENT ASSOCIATION**

By: \_\_\_\_\_  
Wayne Criswell  
Vice-President, Administrative Service

By: \_\_\_\_\_  
Rebecca McPherson  
President

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

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



TEMPLE COLLEGE

COMMUNITY EDUCATION

## **EDUCATION AGREEMENT NON-CREDIT CONTRACT FOR INSTRUCTION**

THIS AGREEMENT, entered into by and between TEMPLE COLLEGE, hereinafter referred to as the College, and RVOS hereinafter referred to as the Client includes the following provisions and conditions:

1. The College agrees to provide instructional services to Client's employees established by Client and Temple College Business and Community Education Office. Any non-credit course approved by the Texas Higher Education Coordinating Board may be taught if there is sufficient enrollment, and instructors and facilities are available. The College may award Continuing Education Units (CEU's) to all participants successfully completing the course as per the policies and procedures of the College pertaining to such credit.
  
2. The Client will:
  - g. Provide suitable classroom space and equipment to be used for instruction during the period of this agreement;
  - h. Identify and assign participants;
  - i. Identify and notify the College of any out-of-state residents participating in the training;
  - j. Provide student information to the College to allow for State contact hour funding;
  - k. Ensure that no portion of the services provided by the College will be copied or reproduced in any form without the written consent of the College.
  
3. The College will:
  - h. Provide registration services for classes;
  - i. Provide all instructors for the program and orient all instructors to the instructional program;
  - j. Ensure that instructors abide by appropriate College policies;
  - k. Evaluate instructors and review student evaluations of instruction/instructor to ascertain that College standards are being met;
  - l. Reserve the rights of approval and termination of all instructors and have complete authority over who instructs courses under this contract;
  - m. Certify that instructors for the Client's classes meet the same qualifications as those required for other state-funded Community Education (CE) classes;
  - n. Identify and provide appropriate learning materials needed for instruction; and
  - o. Keep adequate records, including transcripts, of all students.

4. Jointly, the College and the Client will:
  - a. Develop curriculum outline and outcomes that are to be approved by the College.
  - b. Work cooperatively in the scheduling of contracted community education classes and mutually agree upon class meeting times; and
  - c. Establish reporting procedures to ensure compliance with applicable governing agencies.
  
5. Contract Sum and Payment:

The tuition charge for classroom instruction of Business Writing Skills Training will be \$ 7,110.00 for a maximum of 90 RVOS employees, to be offered on-site at RVOS as follows:

  - i. Eight hours of training, scheduled as a six hour session (8:30 a.m. - 3:30 p.m.), followed by a two hour session within three weeks of the initial session,
  - ii. for a maximum of six groups, with up to 15 participants in each

Client will be invoiced by the College upon completion of the course with payment due within thirty (30) days of invoice.
  
6. This agreement may be terminated by giving written notice at least thirty (30) days prior to the proposed date of termination.
  
7. This contract has education and workforce development as its primary purpose. The signature of the authorized representative of Temple College certifies that the course(s) and program(s) offered herein are consistent with the educational purpose, mission, and goals of Temple College. Further, Temple College affirms that it has sole and direct control of the educational services being provided for which it may request state reimbursement. Where applicable, Temple College will obtain prior approval from the Coordinating Board and/or its Board of Trustees. In addition, all programs are in compliance with Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools, and appropriate licensing and certifying agencies.
  
8. If the course or instructor(s) does not qualify under the THECB or Southern Association of Colleges and Schools requirements, this contract will not apply. Another contract will be executed relating to that course.
  
9. This education course will be offered solely to employees of RVOS. In the event of injury to a participant in one of these courses, Client or participant will provide Worker's Compensation or personal liability coverage for the injured participant.

10. The Provisions of this agreement may be adjusted at any time upon consent of both parties and are effective January 29, 2008.

**TEMPLE COLLEGE**

**RVOS**

By: \_\_\_\_\_  
Wayne Criswell  
Vice-President, Administrative Service

By: \_\_\_\_\_  
(fill in name of official signing for client)  
(fill in title of official signing for client)

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

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

**TC****TEMPLE COLLEGE  
COMMUNITY EDUCATION**

## **EDUCATION AGREEMENT NON-CREDIT CONTRACT FOR INSTRUCTION**

THIS AGREEMENT, entered into by and between TEMPLE COLLEGE, hereinafter referred to as the College, and TEXAS HYDRAULICS, hereinafter referred to as the Client includes the following provisions and conditions:

1. The College agrees to provide instructional services to Client's employees established by Client and Temple College Business and Community Education Office. Any non-credit course approved by the Texas Higher Education Coordinating Board may be taught if there is sufficient enrollment, and instructors and facilities are available. The College may award Continuing Education Units (CEU's) to all participants successfully completing the course as per the policies and procedures of the College pertaining to such credit.
2. The Client will:
  - l. Identify and assign participants;
  - m. Identify and notify the College of any out-of-state residents participating in the training;
  - n. Provide student information to the College to allow for State contact hour funding;
  - o. Ensure that no portion of the services provided by the College will be copied or reproduced in any form without the written consent of the College; and
  - p. Provide facilities for use of participants and client.
3. The College will:
  - p. Provide registration services for classes;
  - q. Provide all instructors for the program and orient all instructors to the instructional program;
  - r. Ensure that instructors abide by appropriate College policies;
  - s. Evaluate instructors and review student evaluations of instruction/instructor to ascertain that College standards are being met;
  - t. Reserve the rights of approval and termination of all instructors and have complete authority over who instructs courses under this contract;
  - u. Certify that instructors for the Client's classes meet the same qualifications as those required for other state-funded Community Education (CE) classes;
  - v. Identify learning materials needed for instruction; and
  - w. Keep adequate records, including transcripts, of all students.
4. Jointly, the College and the Client will:
  - a. Develop curriculum outline and outcomes that are to be approved by the College.

- b. Work cooperatively in the scheduling of contracted community education classes and mutually agree upon class meeting times; and
- c. Establish reporting procedures to ensure compliance with applicable governing agencies.

5. Contract Sum and Payment:

The tuition and materials charge for two "Essential Interviewing Skills" classes, each meeting for seven (7) hours of classroom instruction will be \$4,350.00, for up to fifteen (15) Client employees in each class (a maximum total of 30 employees being trained). This assumes that each participant is a resident of the State of Texas. If any participant resides out-of-state, an additional fee of \$250 per person will be charged for their participation. These fees include all participant training materials.

Client will be invoiced by the College upon execution of this agreement with payment due within 30 days of receipt of invoice.

- 6. This agreement may be terminated by giving written notice at least thirty (30) days prior to the proposed date of termination.
- 7. This contract has education and workforce development as its primary purpose. The signature of the authorized representative of Temple College certifies that the course(s) and program(s) offered herein are consistent with the educational purpose, mission, and goals of Temple College. Further, Temple College affirms that it has sole and direct control of the educational services being provided for which it may request state reimbursement. Where applicable, Temple College will obtain prior approval from the Coordinating Board and/or its Board of Trustees. In addition, all programs are in compliance with Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools, and appropriate licensing and certifying agencies.
- 8. If the course or instructor(s) does not qualify under the THECB or Southern Association of Colleges and Schools requirements, this contract will not apply.
- 9. In the event of injury to a Client participant in one of these courses, Client or participant will provide Worker's Compensation or personal liability coverage for the injured participant.
- 10. The Provisions of this agreement may be adjusted at any time upon consent of both parties and are effective September 7, 2007.

**TEMPLE COLLEGE**

By: \_\_\_\_\_  
 Wayne Criswell  
 Vice-President, Administrative Service

**TEXAS HYDRAULICS**

By: \_\_\_\_\_  
 (please print name and title below)

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

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