



Training Proposal for:

El Camino Community College District, Center for Applied Competitive Technologies (CACT)

Agreement Number: ET15-0427

Panel Meeting of: April 24, 2015

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	Manufacturing Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Steelworkers Local 675		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
\$607,200		\$42,150 8%		\$649,350

In-Kind Contribution:	50% of Total ETP Funding Required	\$835,640
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr., Haz. Materials, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10, OSHA 30	540	8-200	0	\$770	\$15.07
				Weighted Avg: 40			
2	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Continuous Impr., Haz. Materials, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10, OSHA 30	150	8-60	0	\$1,557	\$15.07
				Weighted Avg: 56			

Minimum Wage by County: \$16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; \$15.97 per hour for Los Angeles County; \$16.02 per hour for Orange County; \$15.75 per hour for Sacramento County; \$15.93 per hour for San Diego County; \$15.56 for Alpine County and \$15.07 per hour for all other counties.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Production		200
Clerks		90
Shop Leads/Operators		300
Administrative Staff Level 1		15
Administrative Staff Level 2		5
Engineer Level 1		15
Engineer Level 2		5
Manager/Supervisor Level 1		45
Manager/Supervisor Level 2		15

INTRODUCTION

Founded in 1947, El Camino Community College District, Center for Applied Competitive Technologies (El Camino CACT) is a two-year community college offering academic and vocational education programs. The college enrolls more than 25,000 students each semester and boasts a curriculum of over 850 highly regarded academic and career programs taught by exceptional faculty.

El Camino CACT is eligible for ETP funding as a community college. The core group of participating employers qualifies as priority industry manufacturers. The proposed training will be provided to employers statewide; however, most of the training is expected to take place in Los Angeles and Orange counties. The majority of training (99%) will be conducted at participating employer worksites; the remainder will be held at the campus in Hawthorne.

El Camino CACT's core group of participating employers consists of large and small manufacturers. Some core employers may have participated in at least one of El Camino CACT's previous agreements. In addition, several topics from the Curriculum are repeated from prior Agreements. However, El Camino CACT confirms that no trainees from previous participating employers will receive duplicative training in any subject matter.

PROJECT DETAILS

El Camino CACT is focused on helping manufacturing industry employers by providing training in new technology and innovative processes that can be applied to their current workforce. Training will also provide continuous skills upgrades essential to maintaining competitiveness. In addition, training is geared toward California manufacturers, an industry sector known to face stiff out-of-state competition.

The college has crafted a comprehensive training program that can be customized to meet specific employer needs.

Business Skills (10%) - Training will provide all trainees the skills necessary to improve communication, customer service, and presentation skills and enable employees to manage projects more effectively.

Computer Skills (7%) - Training will be delivered to all trainees to help them become more proficient in the use of enterprise and manufacturing management systems, engineering software, business reporting tools, E-Commerce and database applications.

Continuous Improvement (60%) - Training will be provided to all occupations. This training is designed to enhance workers' skills in the areas of problem solving, process improvements, Statistical Process Control, teambuilding, and frontline leadership.

Hazardous Materials (2%) - Training will include environmental management skills for Production Staff, Operators, Managers/Supervisors, and Engineers who develop and administer plans/systems for handling hazardous materials and industrial waste.

Literacy Skills (2%) - Training will be provided to Production Staff, Clerks, Shop Leads, and Operators. This training will enable employees with limited English skills to increase their speaking, listening, and comprehension skills in the workplace.

Management Skills (1%) - Training will provide Managers/Supervisors with leadership and supervisory skills to implement changes and become more effective leaders in high performance workplaces.

Manufacturing Skills (15%) – Training will provide Production Staff, Shop Leads, and Operators with skills pertaining to manufacturing and assembly, pneumatics, blueprint reading, and industrial maintenance. This training is designed to improve productivity, product quality, plant efficiencies, and reduce waste.

OSHA 10/30 (3%) - OSHA 10/30 is a series of courses “bundled” by industry sector and occupation. OSHA 10 will be provided to frontline Manufacturing Staff, Production Staff, Shop Leads, and Operators. OSHA 30 training will be provided to Managers and Supervisors to ensure a safe work environment.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared toward construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Materials (HAZMAT). This training is also a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production Staff, Operators, Managers/Supervisors, and Engineers who develop and administer plans/systems for handling hazardous materials and industrial waste will receive up to 200 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by the certified trainers.

Substantial Contribution

El Camino CACT serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer (over 100 full-time employees) has received the benefit of training with payment earned in excess of \$250,000 within the past five years, reimbursement for trainees at the same facility will be reduced by 30% to reflect that employer’s substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 50%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

Active Contract

El Camino CACT has an active contract with ETP under the Alternative and Renewable Fuel and Technology Program (AB 118), running from August 5, 2013 to August 4, 2015 (ET14-0800). Of an estimated 500 trainees, 418 have been enrolled and 316 have received the required minimum hours of training.

Tuition Reimbursement

El Camino CACT represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

Commitment to Training

El Camino CACT represents that ETP funds will not displace the existing financial commitment to training of participating employers. El Camino CACT will only provide training in subjects that are outside the participating employers' expertise. Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

Some participating employers may have received ETP training in the past. However, several workers have not participated and will be receiving ETP-funded training for the first time. Trainees that have benefited from past ETP-funded training will be trained in new areas that further skills development and contribute to company growth.

Trainer Qualifications

El Camino CACT instructors, as well as other training vendors Cerritos College and Antelope Valley College trainers, are qualified professionals with both years of industry and teaching experience. Training will take place at the college's campus and participating employer locations.

El Camino College (CACT) also focuses on building partnerships with other community colleges and colleges that cannot afford the administration required to effectively run an ETP contract and anticipate that Antelope Valley College will deliver 6.2% of the training and Cerritos College delivering 37.5% of the training.

Training Coordinator

Eldon Davidson of El Camino CACT will be coordinating this ETP-funded project.

Marketing and Support Costs

El Camino CACT's marketing and recruitment efforts include networking with manufacturing clients and outreach to new employers. These efforts leverage the referrals made by economic development partners in the region, such as the South Bay Workforce Investment Board (WIB), California Manufacturing Technology Consulting, Pacific Gateway WIB, and various Chambers of Commerce. El Camino CACT maintains an assortment of brochures and marketing software to reach targeted customers and advise the business community of upcoming events and training opportunities. El Camino CACT also utilizes employer and employee evaluations to gauge training needs and maintain firm relationships with manufacturing and aerospace industry associations.

El Camino CACT is requesting an additional 8% of ETP funding in the proposed agreement for training support activities which include recruitment of participating employers and assessment of employer-specific job requirements.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education (BPPE), created in statute effective January 1, 2010.

In keeping with the Panel's standards, El Camino CACT is eligible as a training agency based on the following:

- o Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by El Camino CACT under an active ETP Agreement with core program funding. [Note: There is also an active contract with alternative source funding (AB 118).]

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0217	\$1,260,646	11/25/13 – 11/24/15	1,093	730	667

Based on ETP Systems, El Camino CACT reimbursable hours have been tracked for potential earnings of \$913,556 (73% of approved amount). The Contractor projects final earnings of 98% based on training currently committed to by employers and in progress through August 2015.

PRIOR PROJECTS

The following table summarizes performance by El Camino CACT under ETP Agreements that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0125	Statewide	09/04/12 – 09/03/14	\$698,040	\$677,083 (97%)
ET12-0143	Statewide	10/03/11 – 10/02/13	\$749,037	\$715,868 (96%)
ET11-0204	Statewide	04/04/11 – 04/03/13	\$398,884	\$374,756 (94%)
ET09-0240	Statewide	10/20/08 – 10/19/10	\$847,467	\$846,942 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Cerritos College, Norwalk - \$170,487

Antelope Valley College, Lancaster - \$28,287

Training vendors may provide any of the following based on the industry specific needs of the participating employer: Business Skills, Computer Skills, Continuous Improvement, Hazardous Materials, OSHA 10/30, Management Skills, Manufacturing Skills, Literacy Skills.

Exhibit B: Menu Curriculum

Class/Lab Hours

24 – 200 (Job Number 1)

8 – 60 (Job Number 2)

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Business Grammar and Writing Skills
- ✚ Business Fundamentals
- ✚ Communication Skills
- ✚ Conflict Resolution and Management
- ✚ Cost Control
- ✚ Customer Service
- ✚ Finance for Non Finance People
- ✚ Goal Setting
- ✚ Managing Change
- ✚ Negotiating
- ✚ Performance Management Skills
- ✚ Planning and Organization
- ✚ Presentation
- ✚ Project Management
- ✚ Project Coordination
- ✚ Time and Priority Management

COMPUTER SKILLS

- ✚ Access
- ✚ Adobe Acrobat 9 Professional
- ✚ CAD Cam Engineering Software Training
- ✚ Computer Skills for Production & Inventory
- ✚ E-Commerce
- ✚ Enterprise and Manufacturing Management Systems
- ✚ Microsoft Office Advanced
- ✚ Business Analytical Reporting & Presentation
- ✚ QuickBooks and Accounting Software
- ✚ Windows Advancement
- ✚ SharePoint in Manufacturing Settings

CONTINUOUS IMPROVEMENT

- ✚ Analyzing and Interpreting Data
- ✚ Design of Experiments
- ✚ 8D (Eight Disciplines) Problem Solving
- ✚ Frontline Leadership
- ✚ ISO (International Organization for Standardization)
- ✚ Kaizen Methodolgy
- ✚ Lean Manufacturing
- ✚ Problem Solving
- ✚ Process Improvement
- ✚ Process Management
- ✚ Quality
- ✚ Root Cause Analysis

- ✚ Set Up Time Reduction
- ✚ Process Mapping
- ✚ Six Sigma
- ✚ Statistical Process Control (SPC)
- ✚ Team Building
- ✚ APICS

HAZARDOUS MATERIALS

- ✚ Hazardous Waste
- ✚ Hazardous Materials
- ✚ Hazardous Chemical Cleaning
- ✚ Hazardous Waste Cleaning
- ✚ Hazardous Waste Operations and Emergency Response

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10 (Requires Completion of 10 Hours)
- ✚ OSHA 30 (Requires Completion of 30 Hours)

MANAGEMENT SKILLS (managers and supervisors only)

- ✚ Leadership
- ✚ Navigating Change
- ✚ Supervisory Skills

MANUFACTURING SKILLS

- ✚ Blueprint Reading
- ✚ Electrical Fundamentals
- ✚ Geometric Dimension and Tolerances
- ✚ Industrial Maintenance
- ✚ Manufacturing & Assembly
- ✚ Numerical Control Functions
- ✚ Pneumatics
- ✚ Production Manufacturing & Operating Skills
- ✚ Programmable Logic Controllers (PLCs)
- ✚ Shop Measurements

LITERACY SKILLS*

- ✚ Vocational English as a Second Language
- ✚ Basic Workplace Terminology
- ✚ Introduction of Process Terminology
- ✚ Written Communications
- ✚ Understanding Manuals and Reports
- ✚ Basic Math
- ✚ Locating Information on Charts and Graphs

*Literacy Skills training cannot exceed 45% of a trainee's total training hours

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1 and 60 total training hours per trainee I Job Number 2, regardless of the method of delivery.

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: El Camino CACT
Reference No: 15-0099

CCG No.: ET15-0427
Page 1 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Alliance Space Systems

Address: 4398 Corporate Center Drive

City, State, Zip: Los Alamitos, CA 90720

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 143

Company: Diamond Mattress

Address: 3112 E. Las Hermanas Street

City, State, Zip: Rancho Dominguez, CA 90221

Collective Bargaining Agreement(s): United Steel Workers (USW) Local 675

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 93

Company: Econolite Group, Inc.

Address: 3360 E. La Palma

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 0

Total # of full-time company employees in California: 280

Company: F. Gaviña & Sons, Inc.

Address: 2700 Fruitland Ave.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 218

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: El Camino CACT
Reference No: 15-0099

CCG No.: ET15-0427
Page 2 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Golden State Engineering, Inc.

Address: 15338 S. Garfield Ave.

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 204

Company: Hydraflow

Address: 1881 W. Malvern Ave.

City, State, Zip: Fullerton, CA 92833

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 240

Company: Kinkisharyo International, LLC

Address: 300 N. Continental Blvd., Suite 300

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 294

Total # of full-time company employees in California: 178

Company: LeFiell Manufacturing

Address: 13700 Firestone Blvd.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 110

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: El Camino CACT
Reference No: 15-0099

CCG No.: ET15-0427
Page 3 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Marukan Vinegar (USA) Inc.

Address: 16203 Vermont Ave.

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 20

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 30

Company: NS Corporation

Address: 235 W. Florence Ave.

City, State, Zip: Inglewood, CA 90301

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 89

Total # of full-time company employees in California: 87

Company: Pelican Products

Address: 23215 Early Street

City, State, Zip: Torrance, CA 90505

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 1,300

Total # of full-time company employees in California: 490

Company: Romac Supply Company

Address: 7400 Bandini Boulevard

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 29

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 62

**Participating Employers for
Multiple Employer Contract (MEC) Retraining**

Contractor's Name: El Camino CACT

CCG No.: ET15-0427

Reference No: 15-0099

Page 4 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: TL Machines

Address: 14272 Commerce Drive

City, State, Zip: Garden Grove, CA 92843

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: N/A

Total # of full-time company employees in California: 140

Company: Weber Metals, Inc.

Address: 16706 Garfield Avenue

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 90

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 500

UNITED STEELWORKERS



UNITY AND STRENGTH FOR WORKERS

LOCAL 675

James Norris

President

David Campbell

Secretary-Treasurer

January 30th, 2015

To Employment Training Panel (ETP):

United Steel Workers is supportive of the Manufacturing Skills Technology Training Program supported through El Camino College in direct partnership with Cerritos College and Diamond Mattress to provide training to employees. We understand that this is a new and exciting program designed for Diamond Mattress employees to enhance their skills and grow in the work place. The training received under this program will assist Diamond Mattress to provide a continuous learning environment for its employees and acquire valuable skills to become more productive and efficient.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert L. Cox'. The signature is fluid and cursive, written over the typed name.

Robert L. Cox

USW Local 675

Field Representative

United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers
International Union - USW Local 675

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