



**Training Proposal for:
Kern Community College District**

Agreement Number: ET16-0232

Panel Meeting of: November 5, 2015

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 SET HUA Multiple Barriers New Hire	Industry Sector(s):	Aerospace and Defense Agriculture Manufacturing Transportation/Logistics 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$888,000		\$61,972 8% for Job #'s 1-6 and 12% for Job #7		\$948,372

In-Kind Contribution:	50% of Total ETP Funding Required	\$1,830,600
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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, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	635	8-200	0	\$770	\$15.07
				Weighted Avg: 40			
2	Retrainee	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	25	8-200	0	\$641	\$15.07
				Weighted Avg: 40			
3	Retrainee Priority Rate SB<100	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	265	8-200	0	\$1,112	\$15.07
				Weighted Avg: 40			
4	Retrainee SB<100	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	15	8-200	0	\$941	\$15.07
				Weighted Avg: 40			
5	Retrainee SET HUA	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	135	8-200	0	\$641	\$11.30
				Weighted Avg: 40			
6	Retrainee SB<100 SET HUA	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	25	8-200	0	\$941	\$11.30
				Weighted Avg: 40			

7	New Hire SET HUA Multiple Barriers	Business Skills, Comm Skills, Computer Skills, Continuous Impr., Haz. Materials, Mgmt. Skills, Mfg. Skills, OSHA 10/30	14	8-200	0	\$1,702	\$9.25*
				Weighted Avg: 80			

*It will be made a condition of contract that the trainees in this Job Number will never be paid less than the statewide minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table.

Minimum Wage by County: Job Numbers 1-4: \$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; \$15.93 per hour for San Diego County; \$15.75 per hour for Sacramento County; \$15.56 per hour for Alpine County; and \$15.07 per hour for all other counties.

Job Numbers 5-6 (SET/HUA): \$12.33 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties; \$11.98 per hour for Los Angeles County; \$12.02 per hour for Orange County; \$11.95 per hour for San Diego County; \$11.81 per hour for Sacramento County; \$11.67 per hour for Alpine County; and \$11.30 per hour for all other counties.

Job Number 7 (New Hire, SET-HUA with Multiple Barriers): \$9.25 per hour for Ken County.

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 Staff		240
Shipping Staff		30
Laborer		40
Maintenance Staff		90
Lead/Operator		110
Technician/Mechanic		240
Administrative Staff		95
Sales Staff Level 1		15
Sales Staff Level 2		15
Safety Professional		10
Engineer Level 1		15
Engineer Level 2		10
Supervisor Level 1		55
Supervisor Level 2		50
Manager Level 1		40
Manager Level 2		35
Small Business Owner		10
Production Staff, Shipping Staff, Laborer, Maintenance Staff, Technician/Mechanic (Job Number 7)		15

INTRODUCTION

Headquartered in Bakersfield, Kern Community College District (KCCD) (www.kccd.edu) strives to provide outstanding educational programs and services responsive to its diverse students and communities. KCCD includes Bakersfield College, Cerro Coso College, and Porterville College.

KCCD serves Kern, Tulare, Inyo, Mono, and San Bernardino Counties, making it one of the largest districts in the United States. In addition to classes held on campus, KCCD offers localized instruction through educational centers in Delano, Bakersfield, Bishop, Mammoth Lakes, Lake Isabella, and Edwards Air Force Base. KCCD is committed to distance learning through the Internet, satellite programming, and cable television. KCCD is also committed to providing training opportunities to small companies located in rural areas that typically do not have the funding available to provide needed training to their employees.

The District's Workplace Learning Resource Center and the 21st Century Energy Center will administer the ETP program. These Centers are part of a California Community Colleges Chancellor's Office initiative to provide a foundation for a long-term, sustained relationship with business and labor across districts. The Centers provide high quality, innovative and affordable education, and in-depth training solutions.

PROJECT DETAILS

This will be the tenth Agreement between ETP and KCCD. KCCD proposes to train incumbent workers of large and small participating employers in a wide variety of industries, many of which face out-of-state competition. The core group of employers represents at least 80% of requested funding for this proposal. The proposed training will be offered to employers statewide. The majority of training (70%) will be conducted at participating employer locations; the remainder will be conducted at KCCD facilities.

KCCD is motivated to bring new technologies and practices to a diverse workforce by allowing each participating employer to customize training. ETP-funded training will provide employers the opportunity to sustain their overall competitiveness, improve productivity, and remain current in rapidly changing technologies.

KCCD is also focused on helping unemployed or underserved individuals and has been effectively providing placement services for these individuals (including job search, interview skills, resume preparation, and job fairs) for the past two and a half years. The District also works closely with One-Stop Centers, Workforce Investment Board (WIB) and Employment Development Department (EDD), placing over 50 trainees into employment during that time period. KCCD is also determined to help underserved populations (individuals with multiple barriers and/or other vocational disadvantages) by providing education, skills training, work experience and job placement services. KCCD designed and implemented a logistic/distribution training program to providing these individuals skills related to warehouse procedures, redistribution of products, workflow, inventory control, and time management.

Training Plan

The training outlined in this proposal will be customized, based on employer needs assessments and training objectives. KCCD conducts interviews with employers, workers, and multiple training experts to maintain a comprehensive curriculum that is relevant and responsive to employer needs. In addition, participating employers are encouraged to complete course evaluations. This feedback is used by KCCD to gauge the effectiveness of training and identify

how certain modules can be improved. Customized training will be delivered by KCCD faculty and other qualified instructors through Class/Lab and Video Conference methods.

This project will assist incumbent workers and unemployed individuals in entering the workforce, and improving job-related skills and opportunities for career advancement. KCCD confirms that no trainees from previous participating employers will receive duplicate training in any subject matters.

Business Skills (10%) - Training will be provided to all occupations and include communication, conflict management and business planning. The courses will teach employees how to communicate more effectively with internal and external customers.

Commercial Skills (15%) - Training will be provided to Production Staff, Shipping Staff, Laborers, Maintenance Staff, Leads/Operators, Technicians/Mechanics, Safety Professionals, Engineers, Supervisors/Managers and Small Business Owners. Training will focus on comprehension, terminology, power system services and practical techniques in maintenance equipment services and repair.

Computer Skills (15%) - Training will be provided to all occupations. Training will allow all trainees to effectively use the Company's software applications that run and support business operations, and teach them to work more efficiently and effectively in all functions.

Continuous Improvement (25%) - Training will be provided to all occupations and will equip trainees with the skills to achieve company goals through increased productivity, quality improvements, and warehouse procedures. Training is also designed to enhance teamwork, problem solving, and decision making. Lean manufacturing will improve internal processes, workflow, and waste reduction.

Hazardous Materials (5%) - Training will be provided to Production Staff, Shipping Staff, Laborers, Maintenance Staff, Leads/Operators, Technicians/Mechanics, Safety Professionals, Supervisors/Managers and Small Business Owners. Trainees will learn the proper techniques and knowledge for handling chemical and waste cleaning.

Management Skills (5%) - Training will be provided to Supervisors and Managers on leadership, motivation, and strategic planning skills which will enable them to become more effective leaders in high performance workplaces.

Manufacturing Skills (20%) - Training will be provided to Production Staff, Shipping Staff, Laborers, Maintenance Staff, Leads/Operators, Technicians/Mechanics, Safety Professionals, Supervisors/Managers and Small Business Owners. Training will provide upgraded job skills with a focus on good manufacturing practices, equipment operations and overall production operations to meet growing customer demand for products and services.

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. OSHA 10 will be provided to Production Staff, Shipping Staff, Laborers, Maintenance Staff, Leads/Operators, Technicians/Mechanics, Safety Professionals, and Small Business

Owners. OSHA 30 will be provided to Supervisors and Managers to ensure a safe work environment.

Active Contract - RESPOND/Drought

KCCD has an active contract with ETP under the Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program using alternative funds that runs until November 2016 (ET15-1001). Of an estimated 156 trainees, 59 have been enrolled and 51 have received the minimum hours of training. The ETP online Class/Lab Tracking system shows that to date, KCCD has delivered 1,167 hours that are potentially eligible for reimbursement of (\$31,434 or 13% of funding). The Contractor projects final earnings of 90% based on training currently committed to by employers and in progress through August 2016.

Commitment to Training

KCCD represents that ETP funds will not displace the existing financial commitment to training of participating employers. KCCD also represents that safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

Most of the participating employers lack the resources and funding to conduct formal and structured training; and many small companies in rural areas do not have a training budget. Access to ETP funds will help these companies meet current workforce training needs, grow, and potentially create new jobs.

Special Employment Training/High Unemployment Area

Under Special Employment Training (SET), a participating employer is not required to demonstrate out-of-state competition, and trainees are not required to meet eligibility standards for retraining. Job Numbers 5-7 are SET.

All trainees in Job Numbers 5 and 6 work in a High Unemployment Area (HUA) exceeding the state average by at least 25%. Companies located in Kern, Los Angeles, Riverside, San Bernardino, Fresno, and Ventura Counties (Bakersfield, Compton, Hawthorne, City of Industry, Inglewood, Perris City, Hesperia City, Fresno City, and Oak View CDP) qualify for HUA status and the Standard Minimum Wage instead of the Statewide Average Hourly Wage.

Trainees in Job Number 7 work in an HUA (Kern County) and be unemployed, hard to serve individuals with multiple barriers to employment. Trainees will have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). With the increasing rate of unemployment in Kern County, it will be extremely challenging to place trainees in jobs that pay the ETP new hire minimum wage. Therefore, KCCD is requesting a wage modification.

➤ Wage Modification

For trainees in Job Numbers 5, 6 and 7, the Panel may modify the ETP Standard Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. KCCD is asking for a wage modification to the SET-HUA Minimum Wage (ranging from \$11.30 to \$12.33 per hour statewide) for all trainees in Job Numbers 5 and 6; and to the SET-HUA New Hire Wage (\$9.25 per hour for Kern County) for all trainees in Job Number 7.

➤ Retention Modification

The Panel may also modify the retention period for the trainees in Job Number 7 from 90 consecutive days to 90 out of 120 consecutive days with up to three employers. This is allowed based on HUA guidelines. KCCD requests this retention modification.

Marketing and Support Costs

KCCD works closely with regional economic development partners and industry associations. The Workplace Learning Resource Center and the 21st Century Energy Center maintain a database of companies and mail marketing materials to advertise upcoming events. Staff networks closely with past clients, using employer and employee evaluations to determine future training needs and establish ongoing, long-term relationships. Many clients expand their initial training with in-depth, customized training after participation in short-term workshops. Staff also provides outreach to new businesses using updated brochures and marketing software to reach targeted customers in its service areas.

KCCD is a strategic partner with the Kern Economic Development Council (KEDC), local Workforce Investment Boards (WIBs), and the Kern Building Trades Council (KBTC). The KEDC is a public-private partnership whose mission is to stimulate a diversified and strong economic climate in the service area. KCCD, KEDC, local WIBs, and the union are all represented on the Council.

KCCD has three employees dedicated to marketing, recruitment, assessment, scheduling training, and ETP administration. Community colleges throughout the State have experienced cuts in funding, making ETP support costs (8%) necessary to maintain staff for this project. Without this additional funding, the District would not be able to dedicate the time and effort necessary to sustain a successful ETP project. KCCD seeks full support cost of 8% to fund extensive marketing efforts to recruit additional participating employers and assessment activities of employers. Staff believes 8% Support Costs for Job Numbers 1 to 6 and 12% Support Costs for Job Number 7 (Multiple Barriers) are justified in this proposal for the reasons set forth above.

Substantial Contribution

KCCD serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer 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 15% to reflect a substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 30%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

Trainer Qualifications

KCCD anticipates that 70% of the training will be held at employer worksites, while 30% will be center-based. Training will be provided by KCCD's in-house technical faculty and training experts at various campuses. Outside professional experts may be used only if specific technical skills are required and unavailable internally.

Tuition Reimbursement

KCCD 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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by KCCD under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0246	\$749,221	09/02/2014 - 01/01/2016	881	767	311

Based on ETP Systems, 32,930 reimbursable hours have been tracked for potential earnings of \$650,634 (87% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress to the end of the training period (10/01/15).

PRIOR PROJECTS

The following table summarizes performance by KCCD under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0242	Statewide	01/28/13 to 01/27/15	\$981,333	\$971,484 (99%)
ET11-0192	Statewide	04/04/11 to 04/03/13	\$103,828	\$99,767 (96%)
ET10-0161	Statewide	10/05/09 to 10/04/11	\$100,501	\$80,750 (80%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Effective Communication
- ✚ Business Report Writing and Editing
- ✚ Conflict Management
- ✚ Workplace Diversity
- ✚ Strategic Planning

COMMERCIAL SKILLS

- ✚ Automotive Repair and Service
- ✚ Heavy equipment Repair and Service
- ✚ Construction Skills
- ✚ Basic Electronics
- ✚ Introduction to Electrical Control Wiring
- ✚ Introduction to Programmable Controllers
- ✚ Programmable Logic Control Motor Control
- ✚ Control Ladder Logic

COMPUTER SKILLS

- ✚ Computer-Assisted Design
- ✚ Computer-Aided Manufacturing
- ✚ Computerized Inventory
- ✚ Database Management
- ✚ Microsoft Suite Software Intermediate/Advanced
- ✚ Enterprise Software
- ✚ Web Design
- ✚ Website Management
- ✚ E-Commerce

CONTINUOUS IMPROVEMENT

- ✚ Statistical Process Control
- ✚ Teambuilding
- ✚ Production Scheduling
- ✚ Operations and Workflow
- ✚ Process Improvement
- ✚ Decision Making
- ✚ Leadership for Frontline Workers
- ✚ Total Quality Management
- ✚ Time Management
- ✚ Lean Manufacturing
- ✚ Six Sigma
- ✚ Kaizen/ 7S
- ✚ ISO Auditor Training
- ✚ Warehouse Procedures
- ✚ Redistribution of Products

HAZARDOUS MATERIALS

- ✚ Hazardous Materials Handling
- ✚ Hazardous Chemical Cleaning
- ✚ Hazardous Waste Cleaning

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
- ✚ Performance Management
- ✚ Performance Evaluations
- ✚ Employee Relations
- ✚ Coaching and Motivating
- ✚ Strategic Planning

MANUFACTURING SKILLS

- ✚ Production Operations
- ✚ Parts and Product Manufacturing
- ✚ Equipment Operations
- ✚ Assembly Procedures
- ✚ Inventory Control
- ✚ Manufacturing Practices
- ✚ Welding
- ✚ Computer Integrated Manufacturing (CIM) Cell
- ✚ Food Processing
- ✚ Packaging
- ✚ Computer Pneumatic Control Machine Operation
- ✚ Shop Math, Measurements, Percentages & Fractions
- ✚ Geometric Dimensions and Tolerance

Safety Training will be limited to 10% of total training hours per-trainee

Note: Reimbursement for retraining and new hire is capped at 200 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Kern Community College District

CCG No.: ET16-0232

Reference No: 15-0623

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Account Control Technology Inc.

Address: 5531 Business Park South

City, State, Zip: Bakersfield, CA 93309

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement 76

Total # of full-time company employees worldwide: 850

Total # of full-time company employees in California: 210

Company: Ace Hydraulic

Address: 2901 Gibson St.

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide 16

Total # of full-time company employees in California 16:

Company: American Specialty Insulation

Address: 2130 E. Brundage Lane

City State Zip: Bakersfield, CA 93307

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 8

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Asbestos Services

Address: 2130 E. Brundage Lane

City, State, Zip: Bakersfield, CA 93307

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 12

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Kern Community College District

CCG No.: ET16-0232

Reference No: 15-0623

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Company: Grimmway Farms

Address: 11412 Malaga Road

City, State, Zip: Arvin, CA 93203

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 375

Total # of full-time company employees worldwide: 3,800

Total # of full-time company employees in California: 3,798

Company: IKEA Distribution Center

Address: 4104 Industrial Parkway Dr.

City, State, Zip: Lebec, CA 93243

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 95

Total # of full-time company employees worldwide: 6,800

Total # of full-time company employees in California: 1,700

Company: Kern Federal Credit Union

Address: 1717 Truxtun Ave.

City, State, Zip: Bakersfield, CA 93301

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 62

Total #of full-time company employees worldwide: 62

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

Company: Kern Schools FCU

Address: 11500 Bolthouse Drive

City State Zip: Bakersfield, CA 93389

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 75

Total # of full-time company employees worldwide: 480

Total # of full-time company employees in California: 480

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Kern Community College District

CCG No.: ET16-0232

Reference No: 15-0623

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Company: Nestle

Address: 7301 District Blvd.

City, State, Zip: Bakersfield, CA 93313

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 325

Total # of full-time company employees worldwide: 339,000

Total # of full-time company employees in California: 7,505

Company: Wonderful Orchards

Address: 2921 Hanger Way

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 150

Total # of full-time company employees worldwide: 850

Total # of full-time company employees in California: 800
