



Training Proposal for:
Mt. San Antonio College
Agreement Number: ET16-0386

Panel Meeting of: March 25, 2016

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing Wholesale Trade Goods Movement Transportation/Logistics Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino	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
\$196,000		\$13,554 8%		\$205,382

In-Kind Contribution:	50% of Total ETP Funding Required	\$152,150
-----------------------	-----------------------------------	-----------

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., Mfg. Skills, Mgmt. Skills, Literacy Skills	16	8-200	0	\$770	\$15.60
				Weighted Avg: 40			
2	Retrainee	Business Skills, Computer Skills, Continuous Impr., Mfg. Skills, Mgmt. Skills, Literacy Skills	10	8-200	0	\$641	\$15.60
				Weighted Avg: 40			
3	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Continuous Impr., Mfg. Skills, Mgmt. Skills, Literacy Skills	90	8-200	0	\$1,112	\$15.60
				Weighted Avg: 40			
4	Retrainee SB<100	Business Skills, Computer Skills, Continuous Impr., Mfg. Skills, Mgmt. Skills, Literacy Skills	80	8-200	0	\$941	\$15.60
				Weighted Avg: 40			
5	Retrainee HUA SB<100	Business Skills, Computer Skills, Continuous Impr., Mfg. Skills, Mgmt. Skills, Literacy Skills	12	8-200	0	\$941	*\$11.70
				Weighted Avg: 40			

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

Minimum Hourly Wage by County: Job Numbers 1-4: \$16.48 for Los Angeles County; \$16.51 for Orange County; \$15.60 for Riverside and San Bernardino Counties. **Job Number 5 (HUA):** \$12.36 for Los Angeles County; \$12.38 for Orange County; and \$11.70 for Riverside and San Bernardino 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.

Job Numbers 1-4 Wage Range by Occupation		
	Wage Range	Estimated # of Trainees
Production/Warehouse Staff		82
Office/Administrative Staff		80
Manager		12
Supervisor		12
Owner (Job Numbers 3-4 only)		10

Job Number 5 Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production/Warehouse Staff		5
Office/Administrative Staff		2
Manager		1
Supervisor		2
Owner		2

INTRODUCTION

The Mt. San Antonio College (MTSAC) (www.mtsac.edu) was created in 1945 as a community college district providing more than 200 academic and vocational programs. It is the largest, single-campus community college district in California with a combined student enrollment (Credit, Continuing Education and Community Service) of over 65,000. Its district boundaries encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

In addition, MTSAC is an approved workforce training provider on the I-Train system providing education and training for the Los Angeles County Worksource Centers' clients or professionals in transition.

MTSAC is eligible to contract with ETP as a community college. The College proposes to retrain incumbent workers from large and small employers to meet the business needs from a wide variety of industries, the majority of which are Panel priorities and will meet the Panel's out-of-state competition criteria.

PROJECT DETAILS

Employer Demand

This will be MTSAC's second ETP Agreement, both within the last five years. Area businesses must compete nationally and internationally by producing and delivering quality products and services in a cost effective manner to satisfy customer needs. To do this, employers are adopting new business practices, incorporating new technology, and becoming leaner and more efficient through continuous improvement strategies.

Under this proposal, participating employers will include large and small manufacturers, wholesalers, and service companies with out-of-state competition. Employers belong to both priority industry sectors, such as manufacturing, goods movement, and transportation logistics and non-priority sectors, such as wholesale trade and other services. The “core” group of employers (ETP 100B) represents over 60% of requested funding, the majority of which are small businesses.

The proposed training is designed to provide participating employers a competitive edge to rebuild California businesses to compete nationally and internationally; and assist them in adapting to new practices and challenges brought in by the steady return of manufacturing to the State.

Business Skills (10%) – Training will be offered to Administration and Office Staff to improve strategic and financial planning; standardize processes; enhance internal and external customer service; and develop time, project, and resource management skills.

Computer Skills (20%) – Training will be offered to all occupations to learn how to utilize new and upgraded software to expedite work, improve accuracy, and connect to company-wide operating systems with inter-dependent functions.

Continuous Improvement (30%) – Training will be offered to all occupations to learn teamwork skills, improve workflow, and troubleshoot and resolve problems.

Manufacturing Skills (20%) – Training will be offered to Production and Warehouse Workers to operate new equipment, cross-train for flexibility, and move product expeditiously through production, shipping, and receiving processes.

Management Skills (10%) – Training will be offered to Managers and Supervisors with the skills needed to undertake strategic planning, implement change, and become more effective leaders to motivate and coach workers in a high performance workplace.

Literacy Skills (10%) – Training will be provided to Production and Warehouse Staff to overcome communication problems with their peers and management, and better understand written/verbal instructions and workplace documentation. VESL courses will enable trainees to participate in larger group training programs delivered principally in English, interact in teams, improve job skills, and increase promotional opportunities.

Curriculum Development

MTSAC has historically provided continuing education to incumbent workers in a wide array of area businesses. The overall ETP curriculum was developed by college personnel based on findings from current and prior employer needs assessments and industry focus groups. Staff continuously updates the curriculum to keep pace with the evolving technologies and industry trends. Trainers provide input from trainee evaluation forms for every class, and 60 and 90-day follow-up meetings are held with employers to evaluate the effectiveness of the training.

Each individual employer’s training curriculum is based on an assessment of its specific business needs. MTSAC’s Project Managers work with the employers to customize curriculum, select classes and instructors, and develop a schedule.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Due to lack of training budgets and limited time and resources, participating employers have provided little to no prior training, except for basic job skills and mandatory requirements. Some

employers have a small training budget, and the number of participants and the scope of the training are very limited. Most of the training is introductory only, and generally not comprehensive enough to generate company-wide results.

Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

Marketing and Support Costs

MTSAC personnel market and advertise training programs through Focus Groups with Local Businesses; Chambers of Commerce and telemarketing. The college provides a semi-annual Community Education catalog and marketing materials upon request. In particular, the College works with the San Gabriel Valley Economic Partnership, Employment Advisory Council, San Gabriel Regional Chamber of Commerce, La Verne Chamber of Commerce, Pomona Chamber of Commerce, and the Industry Manufacturers Council.

As a non-profit entity, MTSAC relies heavily on support funding to promote ETP training and facilitate individual employer meetings to discuss ETP requirements, assess training needs, and complete and process ETP Certification Statements. Therefore, MTSAC is requesting ETP's standard 8% support cost for additional employer marketing, recruitment, and assessment. The initial core employer list is small, but MTSAC will continue to contact employers and offer training to develop the program locally. Since marketing time and materials are needed for this endeavor, ETP staff recommends the Support Costs.

High Unemployment Area

The 12 trainees in Job Number 5 work in High Unemployment Areas (HUA), regions with unemployment exceeding the state average by at least 25%. The participating employees who qualify are located in Los Angeles, Orange, Riverside, and San Bernardino Counties.

➤ Wage Modification

MTSAC is requesting the HUA waiver for trainees in Job Number 5 from \$16.48 for Los Angeles County; \$16.51 for Orange County; \$15.60 for Riverside and San Bernardino Counties to \$12.36 for Los Angeles County; \$12.38 for Orange County; and \$11.70 for Riverside and San Bernardino Counties. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages.

Tuition Reimbursement

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 MTSAC under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0324	\$88,029	05/05/14 – 05/04/16	99	94	0

Based on the ETP Systems, 2,977 reimbursable hours have been tracked for potential earnings of \$75,683 (86% of approved amount). A revision request was submitted to redistribute funds between job numbers and is currently awaiting ETP approval. If approved, MTSAC projects final earnings of 100% based on training in progress and currently committed through February 2016.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

-  Communication Skills
-  Conflict Management
-  Cost Reduction
-  Customer Service
-  Decision-Making
-  Finance for the Non-Financial Manager
-  Group Effectiveness
-  Interpersonal Skills
-  Negotiation
-  Personal Effectiveness
-  Planning
-  Product Knowledge
-  Project Management
-  Telephone Skills
-  Time Management

COMPUTER SKILLS

-  Budgeting Software
-  Company-Specific Software
-  Computer Networking
-  Document Control
-  Enterprise Resource Planning (ERP) Software
-  Managing E-mail
-  Microsoft Office (Intermediate & Advanced)
-  MS Project
-  Inventory Control
-  Payroll Software
-  Purchase Order Tracking
-  Shipping Solutions and Related Logistic Software
-  World Wide Web

CONTINUOUS IMPROVEMENT

-  Basic Logistics Standard Practices
-  Cost and Analysis
-  Inventory Control
-  ISO 9000
-  Leadership Skills for Frontline Workers
-  Lean Manufacturing/Operations
-  Planning
-  Problem Solving
-  Process Corrective Action
-  Scheduling and Planning
-  Six Sigma
-  Strategic Planning
-  Supply Chain Elements

-  Teambuilding
-  Time Studies & Line Balancing
-  Total Quality Management (TQM)

MANAGEMENT SKILLS (For Managers & Supervisors Only)

-  Change Management
-  Coaching/Motivating Employees
-  Conflict Management
-  Essential Interviewing Techniques
-  Leadership for Managers
-  Managing a High Performance Workplace
-  Supervisor/Lead Role
-  Understanding Work Group Dynamics

MANUFACTURING SKILLS

-  Manufacturing Resource Planning/Material Resource
-  Assembly Procedures
-  Equipment Operation
-  Food Processing
-  Manufacturing Practices
-  Production Operation
-  Safety*
-  Shop Math
-  Warehousing
-  Welding

*Safety hours are capped at 10% of a trainee's total training hours

LITERACY SKILLS **

-  Vocational English as a Second Language (VESL)
 - Language Comprehension
 - Communicating with Co-Workers
 - Reading Letters and Reports
 - Understanding Numbers
 - Understanding Verbal Direction and Instruction
 - Writing Letters and Reports

**Literacy hours are capped at 45% of a trainee's total training hours

Note: Reimbursement for retraining is capped at 200 total training hours, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Mt. San Antonio College

CCG No.: ET16-0386

Reference No: 16-0254

Page 1 of 2

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Able Industrial Products

Address: 2006 S. Baker Avenue

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 43

Company: AmTram Logistics/ASEV Display Lab

Address: 9 Goddard

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 44

Total # of full-time company employees in California: 44

Company: AXIOM Technology

Address: 18138 Rowland Street

City, State, Zip: City of Industry, CA 91701

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 89

Total # of full-time company employees in California: 55

Company: Fatboy Garage Motorsport

Address: 2518 Continental Ave.

City, State, Zip: El Monte, CA 91733

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 18

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Mt. San Antonio College

CCG No.: ET16-0386

Reference No: 16-0254

Page 2 of 2

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: K2 Motor Corp/Spec D

Address: 21901 Ferrero Pkwy.

City, State, Zip: City of Industry, CA 91789

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 87

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

Company: Morehouse Foods

Address: 760 Epperson Dr.

City, State, Zip: City of Industry, CA 91748

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 30

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