



Training Proposal for:

**Riverside Community College District,
Office of Economic Development**

Agreement Number: ET16-0217

Panel Meeting of: November 5, 2015

ETP Regional Office: San Diego

Analyst: K. Campion

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 SET HUA	Industry Sector(s):	Manufacturing Transportation/Logistics Construction Engineering Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside, San Bernardino, San Diego, Orange, Los Angeles	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
\$888,320		\$61,588 8%		\$949,908

In-Kind Contribution:	50% of Total ETP Funding Required	\$950,000
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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, Cont. Imp., Mfg. Skills, OSHA 10/30	606	8 - 200	0	\$770	\$15.07
				Weighted Avg: 40			
2	Retrainee	Business Skills. Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30	68	8 - 200	0	\$641	\$15.07
				Weighted Avg: 40			
3	Retrainee Priority Rate SB <100	Business Skills. Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30	250	8 - 200	0	\$1,112	\$15.07
				Weighted Avg: 40			
4	Retrainee Priority Rate SET	Business Skills. Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30	350	8 - 200	0	\$462	\$20.55
				Weighted Avg: 24			

Minimum Wage by County: Job Numbers 1-3: \$15.07 per hour for Riverside and San Bernardino counties; \$15.93 per hour for San Diego County; \$15.97 per hour for Los Angeles County; and \$16.02 per hour for Orange County

Job Number 4 (SET/Priority Industry): \$20.55 per hour

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
Job Numbers 1 - 4		
Administration Staff		165
Shipping Clerk		70
Operator		70
Engineer I		30
Engineer II		50
Production Worker		287

Shop Helper		40
Maintenance Worker		142
Shop Lead		95
Technician		165
Supervisor		80
Manager		80

INTRODUCTION

This is the third Agreement within the last five years between the Employment Training Panel and Riverside Community College District, Office of Economic Development (Riverside CCD) (www.rccd.edu).

Founded in 1916, Riverside CCD is a Western Association of Schools and Colleges approved public training agency that provides academic instruction leading to a degree, certificate or transfer to a four-year college. Riverside CCD is comprised of three colleges: Moreno Valley College, Norco College and Riverside City College. Riverside CCD's Office of Economic Development (OED) and Customized Training Solutions Center, located in Corona, creates and markets customized, vocational training to incumbent workers employed by local businesses across Southern California. The OED works primarily with manufacturing, transportation and logistics, distribution, aerospace, engineering, and healthcare companies.

This proposal will reach large and small priority and non-priority businesses. Participating employers will be located in Riverside, San Bernardino, San Diego, Orange and Los Angeles Counties.

PROJECT DETAILS

Employer Demand

The College collaborates with the Western Riverside Council of Governments, local California Workforce Development Boards, the Inland Empire Economic Partnership, and local Chambers of Commerce whose mission it is to stimulate a diversified and strong economic climate in the service area. Economic trends from Riverside CCD's partners coupled with employer surveys has found significant training needs at manufacturing companies who need to keep pace with the technological advances in processes, materials and machinery needed to produce modern manufactured products. These employers are asking for training in ISO certification, composites material technologies, Six Sigma and Lean Enterprise Systems training, Quality Training and Leadership Skills for Frontline Workers, all critical to helping companies reduce waste and improve operation efficiencies.

Additionally, Riverside CCD reports a steady increase in demand by manufacturing companies for targeted training programs that highlight one key aspect of their operations, such as training to help reduce costs or training to help widen workers' knowledge of specific technical skills.

Thus, Riverside CCD proposes to retrain incumbent workers from large and small companies. The core group of employers represents at least 80% of the requested funding. Riverside CCD projects that approximately 95% of the proposed training will be delivered at the participating employer sites and the remaining 5% will be center-based at college facilities. Of the 14 participating employers in the core group, nine companies are new. For repeat companies, no trainees will receive the same level of training. Riverside CCD reports that all trainers (in-house and/or vendors) will be aptly qualified by education and experience.

Training Plan

Riverside CCD conducts in-depth needs assessments with each employer to determine specific training needs and develop a customized curriculum. The College will obtain continuous employer feedback to ensure the training objectives are met and the knowledge/skills are internalized and used by the employees in their day to day work.

All training will be delivered via class/lab in the following:

Business Skills (35%) – Training will be provided to all occupations to help trainees learn how to improve communication skills, increase customer relations and improve Project Management and Sales skills.

Computer Skills (10%) – Training will be provided to select Administration Staff, Production Workers, Engineers, and Supervisor/Managers. Trainees will learn to navigate new computer application programs, accounting systems and CAD/CAM Engineering Software programs.

Manufacturing Skills (20%) – Training will be provided to Production Workers, Shop leads, and Operators. Trainees will learn to operate new equipment, read blueprints, inventory management systems, electrical fundamentals and Advanced Measurement Tools.

Continuous Improvement (33%) – Training will be provided to all occupations. Trainees will learn process improvement skills, how to work in teams, how to troubleshoot and resolve production area problems, and learn the different aspects of Lean Enterprise, including Six Sigma, Quality Engineering and ISO Auditor training.

OSHA 10/30 (2%) – Training will be provided to select Production Workers and Supervisor/Managers. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to 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.

Impact/Outcome

Trainees in the ISO Auditor training may receive ISO Certification for Continuous Improvement. Other certifications include OSHA 10/30.

Marketing and Support Costs

Employer marketing and recruitment are conducted by Riverside CCD’s OED Customized Training Solutions staff, which maintains a database of partners in the industry that include manufacturers, distribution businesses and other eligible organizations. Its marketing strategies include email campaigns, social media marketing and multi-college communication at regional consortia meetings. Customized Training Solutions will post notices of training events on its website and will participate in the annual Inland Empire Manufacturing summit in Ontario in 2016.

The College requests the 8% support to cover the costs of marketing and recruiting additional participating employers, assessing their specific training needs, developing job-specific curricula and training schedules, and conducting necessary follow-up during retention. This will be an on-going activity throughout the duration of the Agreement. Staff recommends the 8% support costs.

SET Wage Modification

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

The SET trainees in Job Number 4 are employed in a priority industry, therefore, the Panel may modify the SET wage (\$27.40) up to 25% below the statewide average hourly wage to \$20.55 per hour. The Contractor requests the modified wage of \$20.55 so it can reach more front-line workers who, following training may be provided opportunities for promotion, wage increases, and long-term job security.

High Unemployment Area (HUA)

Although some participating employers may be located in an HUA, Riverside CCD is not asking for a wage or retention modification.

Substantial Contribution

Riverside CCD 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 30% to reflect a substantial contribution to the cost of training. Funding for any participating employer previously assessed a substantial contribution will be reduced by 50%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, Riverside CCD 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

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

The College reports that most employers do not have the training budgets to provide the needed training to their employees, nor have the internal personnel to function as subject matter experts. Employers look to Riverside CCD to provide specific, job-related training in subjects that are outside of a company's expertise. The proposed training is not intended to duplicate training that may have been provided in the past, rather will help upgrade the job skills of workers by training in new technologies to increase overall efficiencies and improve frontline worker leadership skills.

➤ Training Infrastructure

Riverside CCD will utilize four internal staff, including the OED Director of Customized Training Solutions, Business Development Specialists and Outreach Specialists to oversee and manage this training project. Additionally, Riverside CCD will utilize a subcontractor for some ETP project administration that includes enrolling and tracking of all trainees in the ETP On-line Systems.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0211	\$749,916	8/24/14 – 9/23/15	846	719	TBD

All training ended on 6/23/15. Based on ETP Systems, 31,889 reimbursable hours have been tracked for potential earnings of \$726,671 (97% of approved amount).

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0281	So. California	1/28/13 – 1/27/15	\$877,876	\$870,566 (99%)

DEVELOPMENT SERVICES

DLI & Associates LLC in San Juan Capistrano assisted with development at no charge.

ADMINISTRATIVE SERVICES

DLI & Associates LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

Quest Consulting & Training Corporation of Pacific Palisades has been retained to provide Business Skills training for an amount up to \$300,000.

Cerritos College in Cerritos has been retained to provide Continuous Improvement and a small percentage of Business Skills training for an amount up to \$100,000.

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- + Business Writing Skills
- + Communication Skills
- + Customer Service
- + Leadership Skills
 - o Finance for Non-Finance People
 - o Goal Setting
 - o Managing Change
 - o Performance Management Skills
 - o Problem Solving
 - o Project Coordination
 - o Team Building
 - o Time and Priority Management
- + Project Management
- + Sales Skills

COMPUTER SKILLS

- + CAD/CAM Engineering Software Training
- + E-Commerce
- + Enterprise and Manufacturing Management Systems
- + Microsoft Office Suite Intermediate and Advanced
- + Accounting Software
- + Solidworks, Computer-Design Software

CONTINUOUS IMPROVEMENT

- + American Production & Inventory Control Society Certification
- + Design of Experiments
- + ISO Auditor Training
- + Lean Enterprise
 - o Lean Manufacturing
 - o Lean Office
 - o Kaizen 7S
 - o Process Improvement
 - o Process Mapping
 - o Problem Solving
 - o Root Cause Analysis
 - o Set Up Time Reduction
- + Process Management
- + Quality Engineering
- + Six Sigma
- + Statistical Process Control
- + Team Building

MANUFACTURING SKILLS

- ✚ Advance Measurement Tools and Techniques
- ✚ Blueprint Reading
- ✚ Electrical Fundamentals
- ✚ Electrical Troubleshooting
- ✚ Geometric Dimension and Tolerances
- ✚ Inventory Management
- ✚ Numerical Control Functions
- ✚ Programmable Logic Controllers

OSHA 10/30 (OSHA Certified Trainer)

- ✚ OSHA 10 (requires completion of 10 hours)
- ✚ OSHA 30 (required completion of 30 hours)

Note: Reimbursement for retraining 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: Riverside Community College District, Office of Economic Development CCG No.: ET16-0217

Reference No: 15-0627

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Company: Bristol Farms

Address: 915 E. 230th Street

City, State, Zip: Carson, CA 90745

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide 300

Total # of full-time company employees in California: 300

Company: Cacique Inc.

Address: 14949 Proctor Ave.

City, State, Zip: City of Industry, CA 91746

Collective Bargaining Agreement (s): No

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

Estimated # of full-time company employees worldwide: 350

Total # of full-time company employees in California: 300

Company: Control Components Inc.

Address: 22591 Avenida Empressa

City, State, Zip: Rancho Santa Margarita, CA 92688

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 80

Total # of full-time company employees worldwide: 2,000

Total # of full-time company employees in California: 268

Company: Endpak Packaging Inc.

Address: 9101 Perkins Street

City, State, Zip: Pico Riviera, CA 90660

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 93

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

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Riverside Community College District, Office of Economic Development CCG No.: ET16-0217

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Company: Flexsteel Industries Inc.

Address: 7227 Central Ave.

City, State, Zip: Riverside, CA 92504

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 156

Total # of full-time company employees in California: 156

Company: Glovis American Inc.

Address: 17305 Von Karmen Ave., #200

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide 112

Total # of full-time company employees in California: 76

Company: L3 Interstate Electronics Corporation

Address: 708 E. Vermont Ave.

City, State, Zip: Anaheim, CA 92803

Collective Bargaining Agreement (s): No

Estimated # of employees to be retrained under this Agreement: 200

Total # of full-time company employees worldwide: 370

Total # of full-time company employees in California: 320

Company: NBTY Anaheim

Address: 5115 E. La Palma Ave.

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 17,000

Total # of full-time company employees in California: 654

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Riverside Community College District, Office of Economic Development CCG No.: ET16-0217

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Company: Newegg

Address: 17560 Rowland Street

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

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 2,400

Total # of full-time company employees in California: 900

Company: Novasyste LLC

Address: 3207 Grey Hawk Court

City, State, Zip: Carlsbad, CA 92010

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

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Company: Sempra Energy San Diego Gas & Electric

Address: 8330 Century Park Ct.

City, State, Zip: San Diego, CA 92123

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 350

Total # of full-time company employees worldwide: 4,500

Total # of full-time company employees in California: 4,500

Company: Smart Electronics

Address: 2000 W. Corporate Way

City, State, Zip: Anaheim, CA 92801

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 18

Total # of full-time company employees worldwide: 130

Total # of full-time company employees in California: 130

Company: Teledyne RD Instruments

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Riverside Community College District, Office of Economic Development CCG No.: ET16-0217

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Address: 14020 Stowe Drive

City, State, Zip: Poway, CA 92054

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 900

Total # of full-time company employees in California: 185

Company: VCAR-Operating Inc.

Address: 12401 West Olympic Blvd.

City, State, Zip: Los Angeles, CA 90064

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 12,979

Total # of full-time company employees in California: 3,596
