



**Training Proposal for:**  
**San Bernardino Community College District**

**Agreement Number: ET16-0111**

**Panel Meeting of:** July 24, 2015

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

**PROJECT PROFILE**

Contract Attributes:	Retrainee SB <100 Priority Rate SET HUA	Industry Sector(s):	Manufacturing Transportation/Logistics Warehousing Aerospace and Defense  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino, Riverside	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:**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$888,360		\$61,602 8%		\$949,962

<b>In-Kind Contribution:</b>	<b>50% of Total ETP Funding Required</b>	<b>\$953,952</b>
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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, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	1597	8-200	0	\$462	\$15.07
				Weighted Avg: 24			
2	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	95	8-200	0	\$385	\$15.07
				Weighted Avg: 24			
3	Retrainee SB <100 Priority	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	249	8-200	0	\$667	\$15.07
				Weighted Avg: 24			
4	Retrainee SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	10	8-200	0	\$564	\$15.07
				Weighted Avg: 24			
5	Retrainee SET HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	10	8-200	0	\$385	\$15.07
				Weighted Avg: 24			

**Minimum Wage by County:** Job Numbers 1-4: \$15.07 per hour for San Bernardino and Riverside counties; Job Number 5 (SET/HUA): \$15.07 per hour for San Bernardino and Riverside 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.

<b>Wage Range by Occupation</b>		
Occupation Titles	Wage Range	Estimated # of Trainees
<b>Job Numbers 1 - 5</b>		
Manufacturing Staff		825
Maintenance Staff		195
Warehouse & Distribution Staff		412
Administration Staff		137
Manager/Supervisor		392

## **INTRODUCTION**

This will be the fifth Agreement between the Employment Training Panel and the San Bernardino Community College District (SBCCD) ([www.sbccd.org](http://www.sbccd.org)).

The SBCCD was founded in 1926, and consists of two colleges: Crafton Hills College in Yucaipa and Valley College in San Bernardino. SBCCD 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. SBCCD also operates the Professional Development Center (PDC) through which it provides customized, vocational training to incumbent workers employed by local businesses and community-based organizations. The District Office and the PDC are both located in San Bernardino.

The PDC serves Southern California's Inland Empire area. The District Office service area includes the cities of San Bernardino, Colton, Rialto, Redlands, Yucaipa, Loma Linda, Grand Terrace and Fontana. This proposal will reach large and small priority and non-priority business with out-of-state competition. Training will also be provided to employers lacking out-of-state competition under the Panel's SET program. Most employers will be located in San Bernardino, but training will be extended to companies in Riverside Counties and surrounding areas as the need arises.

## **PROJECT DETAILS**

The SBCCD is part of the Inland Empire Manufacturers' Council (IEMC) whose members include over 50 local manufacturing and logistics companies. SBCCD staff conducted several assessments with members to identify and quantify local training needs. The primary needs were identified as: improve job-specific skills to meet productivity goals, and develop mechanical craft and welding skills for workers for manufacturing and logistics. Employers are also looking for ways to develop leadership skills in frontline workers, and train employees to become more energy efficient. The "core" group of participating employers represents at least 80% of requested funding.

Approximately 65% of the proposed training will take place at employer worksites, and the remaining 35% will be center-based at college facilities. The SBCCD has ensured that all trainers (in-house and/or vendors) will be aptly qualified by education and experience.

## Training Plan

**Business Skills (25%)** - Training will be offered to all occupations to improve written and verbal communications, increase product knowledge, generate financial reports, develop leadership skills, and provide quality customer service. Trainees will also learn strategic planning, change management, and business strategies that stimulate growth.

**Commercial Skills (2%)** - Training will be offered to Maintenance Staff to adopt green technologies such as photovoltaic applications to meet new and emerging energy-efficiency technologies.

**Computer Skills (20%)** - Training will be offered to all occupations to improve computer literacy in several job-specific software applications, in website usage, database management, and in CAD/CAM for machine operators and maintenance workers.

**Continuous Improvement (20%)** - Training will be offered to all occupations to help workers reach production goals, increase productivity and efficiency, improve product quality, reduce waste, and develop teamwork strategies to enhance performance and business processes. Trainees will learn to identify and resolve production problems, as well as implement effective process improvements.

**Manufacturing Skills (30%)** - Training will be offered to Manufacturing, Maintenance, and Warehouse Staff to learn up-to-date machine and equipment operation, maintenance, and repair skills. Trainees will also learn how to read blueprints and schematics, apply shop math skills, and manage various warehousing functions. Nanotechnology for manufacturing staff will provide awareness of this technology and its implications.

**Literacy Skills (1%)** - Training in Vocational English as a Second Language will be offered primarily to Manufacturing, Maintenance and Warehouse Staff whose primary language is other than English. Training will help workers improve their verbal and written communication skills, enhance their overall job performance, and improve their opportunities for growth within their respective companies.

**OSHA 10/30 (2%)** - Training will be provided to Manufacturing, Maintenance, and Warehouse Staff to foster a safe work environment. 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 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 welding program may receive an American Welding Society (AWS) certification, while those taking mechanical craft courses will be eligible for National Center for Construction Education and Research credentials. Other certifications may include ISO for Continuous Improvement, OSHA, and Professional in Human Resources.

## Curriculum Development

The curriculum was developed in consultation with advisory members of the IMEC, as well as direct meetings with local employers to identify their unique training needs. These curriculum

development relationships have enabled SBCCD to develop an overall training model that is customizable by employer.

Students and employers are surveyed following training to confirm that course content and instructors have proven beneficial and relevant to employer and employee needs. Based on this feedback, the training curriculum can be adjusted as necessary.

### **Marketing and Support Costs**

The SBCCD will market and recruit employers via live presentations and mailings to members of the IMEC. Many of these companies have received training in the past, and maintain regular contact regarding new and advanced educational opportunities for their workers. The SBCCD is also part of a rapid response team coordinated by the San Bernardino Workforce Investment Board, created to respond to the immediate training needs of local employers experiencing a critical need for skills upgrade training.

The SBCCD is requesting 8% support to cover the cost of 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 ongoing activity throughout the duration of the Agreement. Staff recommends the 8% Support Costs.

### **SET/HUA Wage Modification**

Under Special Employment Training (SET), participating employers are not required to demonstrate out-of-state competition. Trainees must be earning at least the statewide average hourly wage at the end of the retention period.

The trainees in Job Number 5 work in High Unemployment Areas (HUA), with unemployment exceeding the state average by 25% under the Panel's standards. Several company locations in San Bernardino and Riverside counties qualify for HUA status, and therefore, qualify for the ETP Minimum Wage (\$15.07 per hour per) rather than the Statewide Average Hourly Wage.

### **Tuition Reimbursement**

In accordance with ETP Regulations, SBCCD 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**

The SBCCD represents that ETP funds will not displace the existing financial commitment to training of participating employers. Most companies provide government mandated courses and basic on-the-job training. Many have provided some form of Lean instruction. However, employers are looking to train in new technology, increase overall efficiency and productivity, and improve frontline worker leadership skills.

Repeat employers will provide training for new staff, and offer new and/or advanced curriculum for incumbent staff. No trainee will receive the same training previously provided.

#### **➤ Training Infrastructure**

This program will be administered in-house by the SBCCD PDC, which has been delivering and coordinating training projects for over 10 years. Three full time employees will be responsible

for marketing, recruitment, needs assessment, scheduling and complying with ETP recordkeeping requirements.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

### **ACTIVE PROJECTS**

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0214	\$374,744	08/04/14 – 09/03/15	557	630	TBD*

\*Based on ETP Systems, 20,374 reimbursable hours have been tracked for potential earnings of \$400,051 (106% of approved amount). Pending final closeout of this Agreement, the Contractor projects final earnings of 100% based on training completed to date.

### **PRIOR PROJECTS**

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET13-0180	San Bernardino	10/22/12 – 10/21/14	\$699,896	\$699,896	(100%)
ET11-0245	San Bernardino	05/02/11 - 05/01/13	\$399,432	\$370,356	(93%)
ET09-0415	San Bernardino	02/02/09 – 02/01/11	\$200,942	\$186,646	(93%)

### **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**

- Costs and Analysis
- Customer Service
- Conflict Management
- Interpersonal Skills
- Project Management
- Time Management
- Negotiation
- Budgeting, Cost Control and Accounting
- Leadership Skills
- Supervisory Skills
- Performance Management
- Presentation Skills
- Interviewing
- Sales & Marketing
- Professional in Human Resources Preparation Course
- Change Management
- Goal Setting
- Communication Skills
- Understanding Work Group Dynamics
- Accountability
- Business Strategies
- Business Reports
- Financial Strategies
- Standard Office Procedures
- Scheduling and Planning
- Strategic Planning

**COMMERCIAL SKILLS**

- Photovoltaic and Solar Panel Applications
- Heating, Ventilation & Air Conditioning

**COMPUTER SKILLS**

- Software Applications
- Intermediate & Advanced Microsoft Office
- Computer-Aided Drafting & CAM
- Database Management
- Solid Works Modeling
- Shipping Solutions and Related Logistic Software
- Computer Networking
- Inventory Control
- Purchase Order Tracking
- Cost Tracking and Analysis

- Document Control
- World-Wide Web
- Managing Email

### **CONTINUOUS IMPROVEMENT**

- Total Quality Management
- Decision Making
- Tracking and Monitoring Production
- Supply Chain Elements & Management
- Problem Solving
- Lean/5-S
- Inventory Control
- Basic Logistics Standard Practices
- Teambuilding
- Certified Logistics Manager
- Root Cause Analysis
- Six Sigma
- Statistical/Strategic Process Control
- ISO & AS Standards
- Just-in-Time Manufacturing
- Workflow & Scheduling
- Process Improvement
- Coaching and Mentoring
- Managing a High Performance Workplace
- Manufacturing Resource Planning
- Material Resource Planning

### **MANUFACTURING SKILLS**

- Manufacturing Practices
- Production Operations
- Production & Machinery
- Parts and Products Manufacturing
- Equipment Operation
- Warehousing
- Advanced Mechanical Crafts
- Intermediate Mechanical Crafts
- Manufacturing Skills
- Electrical Skills
- Welding Skills
- Programmable Logic Controllers
- Computer Numerical Controlled Machinery
- Forklift Operation
- Lubrication/Reliability
- Blue Print & Schematic Drawings
- Shop Math
- Equipment Maintenance and Repair
- Nanotechnology Technician

**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10 (requires 10hr completion)
- OSHA 30 (requires 30hr completion)

**LITERACY SKILLS**\*\*

**Vocational English as a Second Language**

- Writing & Reading
- Language Comprehension
- Writing Letters and Business Reports
- Understanding Verbal and Written Instructions

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

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

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

Contractor's Name: San Bernardino Community College District  
Reference No: 15-0260

CCG No.: ET16-0111  
Page 1 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: 3M

Address: 1922 Barranca Parkway

City, State, Zip: Irvine, CA 92606

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 69

Total # of full-time company employees worldwide: 89,000

Total # of full-time company employees in California: 304

Company: Ardent Mills, LLC

Address: 19684 Cajon Blvd.

City, State, Zip: San Bernardino, CA 92407

Collective Bargaining Agreement(s): N/A

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

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

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

Company: California Steel Industries, Inc.

Address: 1 California Steel Way

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement:: 159

Total # of full-time company employees worldwide: 967

Total # of full-time company employees in California: 967

Company: Converse

Address: 4450 E. Lowell St.

City, State, Zip: Ontario, CA 91764

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 320

Total # of full-time company employees worldwide: 1,500

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

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

Contractor's Name: San Bernardino Community College District  
Reference No: 15-0260

CCG No.: ET16-0111  
Page 2 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: COTT Beverages

Address: 631 S. Waterman Ave.

City, State, Zip: San Bernardino, CA 91762

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 134

Total # of full-time company employees worldwide: 134

Total # of full-time company employees in California: 134

Company: IHerb Inc.

Address: 17825 Indian St.

City, State, Zip: Moreno Valley, CA 92551

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 280

Total # of full-time company employees worldwide: 600

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

Company: KAD Paving Co.

Address: 32147 Dunlap Blvd.

City, State, Zip: Yucaipa, CA 92399

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 20

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

Company: Landtec North America, Inc.

Address: 850 S. Via Lata Ste. 112

City, State, Zip: Colton, CA 92324

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 43

Total # of full-time company employees worldwide: 43

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

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

Contractor's Name: San Bernardino Community College District  
Reference No: 15-0260

CCG No.: ET16-0111  
Page 3 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Lynam Industries

Address: 13050 Santa Ana

City, State, Zip: Fontana, CA 92337

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 70

Company: Microdyne Plastics, Inc.

Address: 1901 E. Cooley Drive

City, State, Zip: Colton, CA 92324

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Network Global Logistics

Address: 13479 Valley Blvd.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,000

Total # of full-time company employees in California: 200

Company: NFI

Address: 6725 Kimball Ave.

City, State, Zip: Chino, CA 91708

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 310

Total # of full-time company employees worldwide: 7,000

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

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

Contractor's Name: San Bernardino Community College District  
Reference No: 15-0260

CCG No.: ET16-0111  
Page 4 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: OHL

Address: 13277 San Bernardino Ave.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 48

Total # of full-time company employees worldwide: 7,389

Total # of full-time company employees in California: 634

Company: Plastic Plus Technology

Address: 1495 Research Drive

City, State, Zip: Redlands, CA 92374

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Company: Renovis Surgical Technologies

Address: 1901 W. Lugonia Ste. 340

City, State, Zip: Redlands, CA 92374

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 13

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 13

Company: San Dimas Luggage Company

Address: 2095 S. Archibald Ave.

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 74

Total # of full-time company employees worldwide: 10,000

Total # of full-time company employees in California: 80

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

Contractor's Name: San Bernardino Community College District  
Reference No: 15-0260

CCG No.: ET16-0111  
Page 5 of 5

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Sports Authority

Address: 13053 San Bernardino Ave.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 16,000

Total # of full-time company employees in California: 150

Company: TST, Inc.

Address: 11601 Etiwanda Ave.

City, State, Zip: Fontana, CA 92337

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 88

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 260

Company: Winpak Lane Inc.

Address: 998 S. Sierra Way

City, State, Zip: San Bernardino, CA 92408

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 85

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Company:

Address:

City, State, Zip:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement:

Total # of full-time company employees worldwide:

Total # of full-time company employees in California: