



Training Proposal for:
Santa Clarita Community College District

Agreement Number: ET15-0346

Panel Meeting of: January 22, 2015

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	Manufacturing Aerospace and Defense Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Santa Barbara, San Luis Obispo, Ventura	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
\$438,270		\$30,281 8%		\$468,551

In-Kind Contribution:	50% of Total ETP Funding Required	\$526,400
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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 Improvement, HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, Adv. Technology	220	8-200	0	\$962	\$15.07
				Weighted Avg: 50			
2	Retrainee	Business Skills, Computer Skills, Continuous Improvement, HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, Adv. Technology	25	8-200	0	\$738	\$15.07
				Weighted Avg: 46			
3	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Continuous Improvement, HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, Adv. Technology	120	8-200	0	\$1,946	\$15.07
				Weighted Avg. 70			
4	Retrainee SB<100	Business Skills, Computer Skills, Continuous Improvement, HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, Adv. Technology	3	8-200	0	\$1,647	\$15.07
				Weighted Avg. 70			

Minimum Wage by County: ETP Minimum Wage: \$15.97 per hour for Los Angeles County; \$15.07 per hour for San Luis Obispo, Ventura and Santa Barbara 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
JOB NUMBERS 1-4		
Machine Operator		30
Purchasing Agent/Inventory Specialist		25
Inspector		25
Technician		25
Engineer		20
Team Lead		25
Programmer		20
Supervisor		30
Tool Maker		10
Chemist		10
Production Coordinator		20
Designer		10
Model Maker		10
Analyst		25
Assembler		28
Clerk		20
Manager		15
Mechanic		20

INTRODUCTION

Santa Clarita Community College District (Santa Clarita CCD) (www.canyons.edu) is a two year, fully accredited community college founded in 1969. The district offers students a full range of vocational and academic programs necessary for transfer to a four year institution. Santa Clarita CCD has an enrollment of approximately 31,000 students.

Santa Clarita CCD includes a contract education, Employee Training Institute (ETI), which customizes training and education programs for employers. ETI is also part of the district's Economic Development Division whose main goal is to support economic and community growth in the region. Santa Clarita CCD uses trainers with expertise in particular subject matter (e.g. CNC Programming). ETI works closely with participating employers in an effort to tailor courses to meet the training needs of their workforce.

Participating employers of Santa Clarita CCD are manufacturers in priority industries located in the Santa Clarita Valley. These manufacturers specialize in products such as bio-medical devices, aerospace, medical equipment, fiberglass mold suppliers, and vitamins.

Santa Clarita CCD serves a region that includes Valencia, Saugus, Canyon Country, Stevenson Ranch, Agua Dulce, Newhall, Castaic, and Val Verde. Through ETI, Santa Clarita CCD is also able to serve Antelope Valley and counties such as Ventura, Santa Barbara, and San Luis Obispo.

PROJECT DETAILS

Recent improvements in the economy have resulted in higher demand for skilled workers. To maintain work levels, employers are investing in staff through training to improve overall skill sets. ETP funded training will ensure staff is capable of using the latest technologies and systems found in the industry. As a result, Santa Clarita CCD has received high demand for certification training in SolidWorks, Production and Inventory Management, and Lean Six Sigma. Training sessions delivered by the college will increase efficiency and provide staff with the knowledge and expertise to become high-skilled workers.

Participating employers are preparing for the retirement of current high-skilled staff in the next few years. To remain competitive, employees must acquire higher skill sets to deliver the same level of service as those who will retire. Training will be provided to participants to equip them with the knowledge and expertise to maintain job performance and handle productivity levels. Employers can then continue to provide customers with high quality products at low cost.

Extensive upgrades to computer software programs require training on a continuous basis. The curriculum developed by ETI staff will teach trainees how to use state-of-the-art computer systems. Trainees will utilize Santa Clarita CCD's engineer workstations to learn the latest versions of Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM) software programs.

Training Plan

California employers face high demand and competition from not only other states, but overseas as well. To maintain a competitive edge, employees are given a broader range of training to update skills and improve efficiency. ETP funding will provide trainees the opportunity to expand these skill sets to meet demand and improve performance.

Business Skills (20%): Training will be offered to all occupations to improve problem solving, project management, and communication skills. Training will expand capabilities and increase efficiency in the workplace.

Management Skills (5%): Training will be offered to Managers and Supervisors to better lead staff and improve communication skills. Courses offered include Leadership Skills and Motivation.

Computer Skills (10%): Training will be offered to all occupations to ensure staff is up-to date with the latest computer programs used by their employer (manufacturing and aerospace companies). Course topics include Advanced Excel, PowerPoint, and Enterprise Resource Planning Systems.

Hazardous Materials (5%): Training will be offered to Assemblers, Chemists, Managers, Mechanics, Model Makers, Supervisors, Team Leads, Technicians, and Tool Makers. Trainees will learn proper techniques and procedures to follow when handling or disposing of hazardous materials used at their facilities.

Literacy Skills (5%): Training will be offered to all occupations in which trainees speak English as a second language. Trainees will receive instruction in Manufacturing Skills to guarantee staff understands company processes and equipment operation.

Manufacturing Skills (20%): Training will be offered to all occupations to equip trainees with the skills required to run machinery used in the production process. Subjects such as Production and Equipment Operations, Inspection Techniques, and Assembly Procedures will teach trainees to properly operate equipment.

Continuous Improvement (20%): Training will be offered to all occupations to improve knowledge in various departments. This training will help reduce the number of errors experienced by Employers, resulting in higher workplace performance.

Advanced Technology (15%): Training will be offered to Production Staff, Machine Operators, Engineers, Programmers, Chemists, Designers, and Managers/Supervisors. Training in Unigraphics, Master CAM, and SolidWorks will increase overall technological capabilities for employers.

Advanced Technology

Qualified instructors for Advanced Technology courses require higher rates as well as licensing and annual maintenance contracts for the hardware required to run these programs. Hardware products include free-arm digitizers, laser scanners, and 3-D modeling equipment. There are also specialized computer systems utilized at engineering stations for training such as CAD and CAM.

Occupations to receive Advanced Technology training include Engineers, Production Staff, Machine Operators, Programmers, Chemists, Designers, and Managers/Supervisors.

The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

Training Hours Limitation

Retraining hours for small businesses are capped at 60 hours per-trainee. However, SCCD is asking for a modification of the cap. Small manufacturing businesses in the area, including aerospace and biomedical manufacturing companies, have employees who need advanced technology training in order to remain competitive in the current marketplace. Small businesses have limited resources and ask employees to take on responsibilities as necessary to remain competitive.

Advanced Technology – There are three AT programs offered through the College; two 60 hour programs and one 72 hour program. Therefore, trainees have the opportunity to receive up to 192 hours of training. Although they are a small business, employees of manufacturing companies have the same occupation titles and require the same training as those of a large business; therefore, Santa Clarita CCD would like to offer all three AT training programs to all manufacturing businesses in the area. Advanced Technology programs are also updated to ensure instructors are providing participants with the latest in technology. Santa Clarita CCD requests approval to offer small businesses (Job Numbers 3 and 4) the maximum amount of up to 200 training hours, per-trainee.

Tuition Reimbursement

Santa Clarita 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

Participating employers will continue to provide training alongside ETP training. Training will include orientation, safety, English as a Second Language, sexual harassment prevention, and other on-the-job training.

Trainer Qualifications

Santa Clarita CCD instructors are qualified professionals with both industry and teaching experience. Training will take place at the college's campus and participating employer locations. Santa Clarita CCD will deliver all training under this Agreement.

Training Coordinator

Instructors of Santa Clarita CCD have extensive industry and programming experience. Instructors are subject matter experts in their field with many years of experience in the curriculum topics listed under this Agreement. All trainers are accomplished in adult education and learning theory.

Marketing and Support Costs

Santa Clarita CCD utilizes ETI to customize practical training programs based on the employers needs. ETI has developed a broad network of active connections with professional organizations, non-profit resource groups, managers, and WIA-funded organizations. This is accomplished by reaching out to current and new employers in the area through forum presentations, emails, newsletters, and regular meetings with employers. ETI has also received several requests from agencies and companies who would like their own programs to help meet improvement objectives.

Santa Clarita CCD 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. Staff recommends the 8% support costs.

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, Santa Clarita CCD is eligible as a training agency based on the following:

- 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 SCCD under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET13-0299	\$401,488	03/01/13-02/28/15	372	372	197

Based on ETP Systems, 18,077 reimbursable hours have been tracked for potential earnings of \$401,488 (100% of approved amount).

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET11-0210	Santa Clarita	04/04/11- 04/03/13	\$398,611	\$396,384 (99%)
ET09-0239	Santa Clarita	10/17/08- 10/16/10	\$465,012	\$397,224 (85%)

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

- + Business Performance
- + Business Writing
- + Project Management
- + Communication Skills
- + Negotiating
- + Conflict Resolution
- + Customer Service
- + Inventory Control
- + Business Planning
- + Financial Strategies
- + Merchandising
- + Human Resources Management (interviewing, job descriptions, salary schedules, counseling, performance appraisals, etc)
- + Sales

COMPUTER SKILLS

- + Advanced Excel
- + Microsoft Project
- + Adobe
- + Access
- + Advanced PowerPoint
- + MRP/ERP/SAP/Oracle
- + Database Essentials
- + Basic MS Office (For small business employers only)

CONTINUOUS IMPROVEMENT

- + Lean Processes and Principles
- + Six Sigma
- + Kaizen Methodology
- + Statistical Process Control
- + Problem Solving
- + Team Building
- + Quality Concepts
- + Total Quality Management
- + ISO
- + Just-In-Time Processes
- + Production Scheduling
- + Value Stream Mapping
- + Decision Making
- + Leadership Skills for Frontline Workers
 - Decision Making
 - Teambuilding
 - Change Management

HAZARDOUS MATERIALS

- ✦ Hazardous Materials Handling
- ✦ Hazardous Chemical Cleaning/Handling
- ✦ Hazardous Waste Cleaning
- ✦ Environmental Monitoring and Personal Protection Equipment
- ✦ Hazardous Waste Management and Transportation
- ✦ Environmental Liability and Risk Management
- ✦ Solid Waste Recycling

MANAGEMENT SKILLS (management trainees only)

- ✦ Leadership
- ✦ Motivation
- ✦ Administration
- ✦ Coaching

MANUFACTURING SKILLS

- ✦ Operations Management
- ✦ Fundamentals of Planning
- ✦ Manufacturing Control
- ✦ Production Operations
- ✦ Parts and Products Manufacture
- ✦ Equipment Operation
- ✦ Assembly Procedures
- ✦ Inventory Control
- ✦ Warehousing
- ✦ Manufacturing Practices
- ✦ Cross-Training in Production Equipment/Skills
- ✦ CNC Machine Operation
- ✦ CNC Programming
- ✦ Geometric Dimensioning and Tolerancing
- ✦ Hydraulics
- ✦ Blueprint Reading
- ✦ Welding
- ✦ Inspection Techniques
- ✦ Shop Math

LITERACY SKILLS

- ✦ Advanced Manufacturing for English as a Second Language Learners (EASL)

Literacy Skills must be job related and hours are capped at 45% of a trainee's total training hours

Safety Training cannot exceed 10% of total training hours per-trainee
(This cap does not apply to HazMat)

AT Hours

8-200

ADVANCED TECHNOLOGY (limited ratio 1:10)

- + Master CAM X (CAD/CAM program)
- + SolidWorks (CAD/CAM program)
- + Reverse Engineering
- + CMMI (Coordinate Measurement Machine Inspection)
- + Rapid Prototyping / Additive Manufacturing
- + Automated Inspection
- + Unigraphics (CAD/CAM program)
- + Advanced Programming
- + CATIA (Computer Aided Three Dimensional Interactive Application, CAD/CAM program)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. 10% safety training does not apply to HazMat.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Santa Clarita Community College District

CCG No.: ET15-0346

Reference No: 15-0022

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Advanced Bionics

Address: 28515 Westinghouse Place

City, State, Zip: Santa Clarita, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 900

Total # of full-time company employees in California: 650

Company: Aerospace Dynamics International, Inc.

Address: 25540 Rye Canyon Road

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 565

Total # of full-time company employees in California: 565

Company: Air Flow Research Heads, Inc.

Address: 28611 W. Industry Drive

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 40

Company: Alfred E. Mann Foundation

Address: 25134 Rye Canyon Loop, #200

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 80

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Clarita Community College District
Reference No: 15-0022

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Company: Classic Wire Cut Company, Inc.

Address: 28210 Constellation Road

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 142

Total # of full-time company employees in California: 142

Company: CRISSAIR, Inc.

Address: 28909 Avenue Williams

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 215

Total # of full-time company employees in California: 215

Company: Lee's Enterprise

Address: 20731 Marilla Street

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 46

Total # of full-time company employees in California: 46

Company: Lockwood Industries Inc. (FRALOCK)

Address: 28525 W. Industry Drive

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 153

Total # of full-time company employees in California: 151

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Clarita Community College District
Reference No: 15-0022

CCG No.: ET15-0346
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Company: Meschkat Precision Machining Inc.

Address: 27555 Avenue Scott

City, State, Zip: Santa Clarita, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Company: Pacific Metal Stampings, Inc.

Address: 28415 Witherspoon Pkwy

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 27

Total # of full-time company employees in California: 27

Company: Remo Inc.

Address: 28101 Industry Drive

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 156

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

Company: Scion Technologies Corp.

Address: 27525 Newhall ranch Road, #2

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 62

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Clarita Community College District
Reference No: 15-0022

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Company: Triumph Actuation Systems-Valencia

Address: 28150 W. Harrison Parkway

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 197

Total # of full-time company employees in California: 197

Company: W Machine Works, Inc.

Address: 13814 Del Sur Street

City, State, Zip: San Fernando, CA 91340

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 59

Total # of full-time company employees in California: 59

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:

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: