



Training Proposal for:
Santa Monica Community College District
Agreement Number: ET17-0150

Panel Meeting of: July 22, 2016

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 Medical Skills Training SET	Industry Sector(s):	Construction Healthcare Manufacturing Transportation/Logistics Wholesale Trade Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino, San Diego, 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
\$888,324		\$61,287 8%		\$949,611

In-Kind Contribution:	50% of Total ETP Funding Required	\$972,400
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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, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	469	8-200	0	\$866	\$15.60
				Weighted Avg: 45			
2	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	148	8-200	0	\$705	\$15.60
				Weighted Avg: 44			
3	Retrainee Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	216	8-60	0	\$1,251	\$15.60
				Weighted Avg: 45			
4	Retrainee SB<100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	62	8-60	0	\$1,058	\$15.60
				Weighted Avg: 45			
5	Retrainee Priority Rate HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	42	8-200	0	\$866	\$11.70
				Weighted Avg: 45			

6	Retrainee Priority Rate SB<100 HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Literacy Skills, Mfg Skills, Management Skills, OSHA 10/30	21	8-60	0	\$1,223	\$11.70
				Weighted Avg: 44			
7	Retrainee Medical Skills Training SET	Business Skills, Computer Skills, Continuous Impr, Management Skills, MST-Didactic, MST-Preceptor	55	8-200	0	\$750	\$21.28
				Weighted Avg: 39			

It will be made a condition of contract that trainees 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 Wage by County: Job Numbers 1-4: The Minimum Wage Requirement will be \$16.48 per hour for Los Angeles County; \$16.51 per hour for Orange County; \$16.46 per hour for San Diego County; and \$15.60 per hour for Riverside, San Bernardino and Ventura Counties.
 Job Numbers 5-6: The Minimum Wage Requirement will be \$12.36 per hour for Los Angeles County; \$12.38 per hour for Orange County; \$12.34 per hour for San Diego County; and \$11.70 per hour for Riverside, San Bernardino and Ventura Counties.
 Job Number 7 (SET/Priority): \$21.28 per hour Statewide average wage.

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 1-6		
Administrative Staff I		47
Administrative Staff II		12
Customer Service/Sales I		28
Customer Service/Sales II		8
Production Staff I		256
Production Staff II		32
Finance/Accounting Staff		45
Assembly Worker		46
Technician		52
Warehouse Worker		224
Maintenance Worker		32
Logistics Staff		42
Supervisor/Manager I		45

Supervisors/Managers II		10
Engineer I		42
Engineer II		15
Driver		22
Job Number 7		
Licensed Vocational Nurse		20
Therapist		5
Registered Nurse		30

INTRODUCTION

Founded in 1929, Santa Monica Community College District (SMCCD) is a two-year public community college located in the City of Santa Monica. SMCCD, accredited by the Western Association of Schools and Colleges, serves approximately 33,000 students and offers over ninety fields of study. SMCCD holds the number one spot for the most students to transfer to the University of California college system. This will be SMCCD's eighth ETP Agreement.

PROJECT DETAILS

Training topics delivered by SMCCD will include Continuous Improvement and Business, Commercial, Computer, Literacy, Manufacturing, and Management Skills. The College will continue to work with businesses from industries that include manufacturing, warehousing, computer software, and service organizations.

Manufacturing businesses have expressed a large need to increase employee skill sets in an effort to meet customer demand and remain competitive among companies located outside the U.S. Customers expect improvements in product quality and productivity while keeping costs and waste at a minimum. Training offered through SMCCD will teach Employers to implement lean manufacturing skills in the production process to increase efficiency and improve overall skill sets.

Training delivered under this Agreement will provide staff with new skill sets in the manufacturing, logistics, construction, and healthcare industries. Courses provided include topics such as communication and customer service skills, inventory management, logistics and shipping, six sigma, teamwork and problem solving, CNC programming, and decision making. Trainees will also receive training in new upgrades to computer systems (Enterprise Resource Planning, QuickBooks, and CAD/CAM), modernized equipment, and new methods and techniques being utilized in assembly.

Medical Skills Training will also be offered to employers who employ the following healthcare occupations; Registered Nurse, Therapists, and Licensed Vocational Nurses. Trainees will learn new skills required in the medical field to support expanded hospital services and maintain staffing ratios. Training provided will ensure medical staff members are competent in medical procedures and skill sets.

Training Plan

Business Skills (8%): Training will be offered to Administrative, Sales, Finance, and Customer Service Staff, and Managers/Supervisors. Training will enable workers to oversee company resources and improve communication, and increase efficiencies.

Literacy Skills (3%): Training will be offered to Production Staff, Warehouse, Handlers, Customer Service Staff, and Frontline Leads. Literacy training will be provided to workers who speak English as a second language. Training will improve staff communication on the work floor.

Commercial Skills (25%): Training will be offered to Production Staff, Warehouse Staff, Technicians, Customer Service and Sales Staff, and Managers/Supervisors. Course topics provided will allow staff to utilize processes and equipment more effectively. Topics include Warehouse Systems and Controls, Quality Systems, and Equipment Usage.

Hazardous Materials (3%): Training will be offered to Production Staff to learn how to handle hazardous materials and chemicals in a safe manner. Training will emphasize safe practices and establish handling processes at the participating employer's location.

Management Skills (3%): Training will be offered to Managers and Supervisors to improve leadership skills and become effective leaders in a complex workplace.

Computer Skills (5%): Training will be offered to Administrative Staff, Customer Service and Sales Staff, Manufacturing and Production Staff, Technicians, and Engineers. Trainees will learn to navigate Enterprise Resource Planning Systems and other computer software programs used in high performance work environments.

Manufacturing Skills (15%): Training will be offered to Production Staff, Assembly Workers, Warehouse Workers, and Logistics Staff. Trainees will participate in cross-training to learn to operate multiple pieces of equipment found in the workplace to increase flexibility and capacity in the production process.

Continuous Improvement (25%): Training will be offered to all occupations to meet customer expectations and reduce waste in the production/manufacturing process.

Certified Safety Training

OSHA10/30 (3%): This training is a series of courses "bundled" by industry sector and occupation. 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.

Medical Skills Training (10%)

Training will be offered to Licensed Vocational Nurses, Therapists, and Registered Nurses. Staff will receive Didactic/Preceptor training to remain current in healthcare treatment. Courses include Pain Management, Infection Control, ER Nursing Skills, and Pre- and Post-Operative Care. All Medical Skills Training will be provided by a training vendor (see training vendor).

Medical Skills training is reimbursed at a blended rate of \$22 per hour. This blended rate recognizes the higher cost of delivery for clinical training. It will apply to both the Didactic and Preceptor modes of delivery. The standard class/lab rate for priority industries, \$18 per hour will apply to Business Skills, Computer Skills, Management Skills and Continuous Improvement.

Commitment to Training

Participating employers will continue to provide new hire, safety, and specialized training to staff alongside ETP funded training.

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

➤ **Training Infrastructure**

SMCCD has assigned four-to-five staff members to administer this ETP project. Staff has had experience performing administrative duties under prior ETP funded projects. Staff will be responsible for completing the following; enrollment, tracking training hours, scheduling courses, marketing, and meeting with ETP Staff.

High Unemployment Area

The 63 trainees in Job Numbers 5-6 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. Facilities located in Los Angeles and Riverside Counties qualify for HUA status under these standards. 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. SMCCD is requesting a wage modification for Job Numbers

Marketing and Support Costs

SMCCD has collaborative relationships and markets their program through chambers of commerce in Santa Monica, Culver City, Torrance, Inglewood, Vernon, Industry, and other surrounding areas. Further marketing efforts include working with a wide variety of community organizations and using outside training vendors to advertise. The College networks and reaches a large number of businesses in Southern California.

SMCCD also works with local trade associations and business groups to outline and develop curriculum and program offerings that will increase proficiency and economic growth. Detailed assessments and evaluations have been conducted with employers and training vendors to identify the needs of manufacturing, logistics, construction, warehouse, and healthcare industries.

For these reasons, SMCCD requests and staff recommends 8% support costs.

Training Coordinator

Dedicated staff of SMCCD carries the responsibility of conducting outreach services to participating employers to develop customized solutions to meet their training needs. A minimum of four staff members will administer this project and complete ETP administrative duties required over the duration of the contract (tracking, ETP systems, data entry, enrollment, payment, etc.).

Trainer Qualifications

SMCCD instructors are considered experts in their field and are qualified to deliver training under this Agreement. The college will also partner with outside training vendors to deliver training to participating employers. Training vendors will provide approximately 20-30% of training under this Agreement.

Tuition Reimbursement

SCMMD 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 SCMMD under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0102	\$749,128	07/01/14-06/30/16	957	813	813*

*Based on ETP Systems, 39,816 reimbursable hours have been tracked for potential earnings of \$749,128 (100% of approved amount). The Contractor projects final earnings of 100% based on training submitted via the ETP Online Tracking System and final payments that will be completed by July 2016.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET12-0295	Santa Monica	03/15/12-03/14/14	\$437,864	\$437,864 (100%)
ET10-0608	Santa Monica	03/29/10-12/31/11	\$176,810	\$176,810 (100%)

DEVELOPMENT SERVICES

SMCCD retained Kirkpatrick Enterprises International (KEI) in Valencia to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

KEI of Valencia will train in Business Skills, Manufacturing Skills, Management Skills, and Continuous Improvement. Community Health Alliance of Pasadena will train in Medical Skills Training. Fees have not been determined at this time. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8–200 (Jobs 1, 2, 5, & 7)

8–60 (Job 3, 4, & 6)

Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management
- PERT/Critical Path
- Communication Skills
- Time Management
- Change Management
- Customer Service
- Scheduling and Budgeting
- Customer Retention & Identifying Customer Needs

COMMERCIAL SKILLS

- POS Transactions
- Inventory Management
- Transport Loading/Uploading
- Electronic Commerce, Search Engines
- Distribution Systems
- Warehousing Control and Tracking
- Logistics and Shipping
- Project Tracking
- Transaction Control
- Inspection and Quality Control
- Standard and Quality Control
- Standard Work Procedures
- Paperwork Requirements
- Data Accuracy

COMPUTER SKILLS

- Intermediate/Advanced Database Techniques, Word Processing, Spreadsheets
- Project Planning Software
- Warehouse & Inventory Systems
- Logistics Software
- Crystal Reports, QuickBooks, Adobe, Visual Basics
- Enterprise Resource Planning (ERP)
- CNC (Computerized Numerical Control) Programming
- CNC (Computerized Numerical Control) Applications
- CAD/CAM (Computer-Aided Manufacturing) Software
- CMM (Computer/Coordinate Measuring Machine)
- Microsoft (MS) Office Suite
- Project Tracking

CONTINUOUS IMPROVEMENT

- Lean Enterprises
- Process Analysis
- SMED-Single Minute Exchange of Die
- MRP/ERP/DRP Systems
- Production Operations and Workflow
- Teamwork and Problem Solving
- Leadership Skills for Frontline Workers
- Statistical Process Control
- Six Sigma (Green Belt)
- ISO 9000 and ISO 14400

HAZARDOUS MATERIALS

- Hazardous Material Handling
- Hazardous Chemical Cleaning Handling
- Hazardous Waste Handling

LITERACY SKILLS

- VESL
- Basic Workplace Terminology
- Written Communications
- Understanding Manuals and Reports

MANUFACTURING SKILLS

- Manufacturing Operations
- Equipment Operation and Maintenance
- Assembly Methods and Techniques
- Good Manufacturing Practices
- Bakery Controls and Systems
- Food Safety
- Sanitation
- Product Handling
- Cross-Training (Production Equipment/Skills)

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Leading Change
- Developing High Performance Teams
- Decision making and Communication
- Principles of Modern Leadership
- Planning, Assigning, and Follow-Up

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10 (Requires completion of full 10-hour course)
- OSHA 30 (Requires completion of full 30-hour course)

MEDICAL SKILLS TRAINING-DIDACTIC

- Fall Risk Assessment and Interventions
- Hazardous and Non-Hazardous Waste Disposal
- Infection Control
- Medication Compounding
- NIH Assessment Tool

- Point of Care
- Pyxis Override Education and Attestation
- Recognizing Changes in Patient Condition and Activating the Rapid Response Team
- Safe Patient Handling
- SBAR (Situation, Background, Assessment, and Recommendation)
- Stroke Alert
- Wound and Ostomy Care

MEDICAL SKILLS TRAINING-PRECEPTOR

Emergency Department:

- Care of Pediatric Patients
- ER Nursing Skills
- Infection Control
- OB Trauma
- Pain Management
- Triage Nursing Skills

ICU/CCU:

- CCU Nursing Skills
- Hemodynamic Monitoring
- Infection Control
- Intra-Aortic Balloon Pump (IABP) Therapy
- Pain Management
- Patient Assessment & Care
- Pre and Post-Operative Care
- Ventilator & Tracheotomy Care

Long Term Care Unit (Sub Acute, Skilled Nursing, Transitional Care, and Hospice):

- Infection Control
- Medical/Surgical Nursing Skills
- Orthopedic Nursing Skills

Pain Management

- Patient Assessment & Care
- Pre and Post-Operative Care
- Total Parenteral Nutrition (TPN)
- Ventilator & Tracheotomy Care

Medical/Surgical Unit:

- Equipment Skills
- infection Control
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Orthopedic Nursing Skills
- Pain Management
- Patient Assessment & Care
- Pre and Post-Operative Care

Operating Room & Post-Anesthesia Care Unit (PACU):

- Equipment Skills
- Infection Control
- Malignant Hyperthermia
- Medication Administration & Management
- Patient Assessment & Care
- Pain Management
- Perioperative Nursing Skills
- Pre and Post-Operative Care
- Trauma Nursing Skills

Obstetrics Unit:

- Electronic Fetal Monitoring
- Infection Control
- Labor, Delivery and Postpartum Skills
- Neonatal Advanced Life Support (NALS)
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- Patient Assessment & Care
- Respiratory Assessment & Care
- S.T.A.B.L.E. Program for infants

Respiratory Services Unit:

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Care of Pediatric Patients
- Care of the Cardiac Patient
- Code Blue Response & Procedures
- Equipment Skills
- Infection Control
- Neonatal Resuscitation Provider (NRP)
- Patient Assessment & Care
- Respiratory Assessment & Care
- Ventilator & Tracheotomy Care

Literacy Training cannot exceed 45% of total training hours per-trainee.
Safety Training will be limited to 10% of total training hours per-trainee.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Numbers 1, 2, 5 and 7 and 60 total training hours per trainee for Job Numbers 3, 4, and 6, regardless of method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Monica Community College District
Reference No: 16-0449

CCG No.: ET17-0150
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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: ALACO

Address: 5167 G Street

City, State, Zip: Chino, CA 91710

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 28

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

Company: Brothers Desserts

Address: 1682 Kettering

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 143

Total # of full-time company employees in California: 143

Company: California Tool and Welding Supply

Address: 201 N. Main Street

City, State, Zip: Riverside, CA 91709

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 24

Total # of full-time company employees worldwide: 77

Total # of full-time company employees in California: 77

Company: Desert Palm / Woodspur Farms

Address: 152 Industrial Way

City, State, Zip: Coachella, CA 92236

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 86

Total # of full-time company employees worldwide: 235

Total # of full-time company employees in California: 235

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Monica Community College District
Reference No: 16-0449

CCG No.: ET17-0150
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Company: Egge Machine Company

Address: 11707 Slauson Ave.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 31

Total # of full-time company employees in California: 31

Company: Golden Island Jerky Company

Address: 9955 6th Street

City, State, Zip: Rancho Cucamonga, CA 91730

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 96

Total # of full-time company employees in California: 96

Company: Goodyear Rubber

Address: 9615 Feron Blvd.

City, State, Zip: Rancho Cucamonga, CA 91730

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 47

Total # of full-time company employees worldwide: 138

Total # of full-time company employees in California: 138

Company: Information Integration Group, Inc.

Address: 457 Palm Drive

City, State, Zip: Glendale, CA 91202

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 22

Total # of full-time company employees worldwide: 38

Total # of full-time company employees in California: 38

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Santa Monica Community College District
Reference No: 16-0449

CCG No.: ET17-0150
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Company: Mission Foods - Panorama City

Address: 14200 Arminta St.

City, State, Zip: Panorama City, CA 91402

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 175

Total # of full-time company employees worldwide: 17,845

Total # of full-time company employees in California: 2,300

Company: Mission Foods - Rancho Cucamonga

Address: 11559 Jersey Blvd.

City, State, Zip: Rancho Cucamonga, CA 91730

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 345

Total # of full-time company employees worldwide: 17,845

Total # of full-time company employees in California: 2,300

Company: Nanovea

Address: 6 Morgan

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 24

Total # of full-time company employees worldwide: 48

Total # of full-time company employees in California: 48

Company: Port Logistics Group

Address: 288 Mayo Ave.

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

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 330

Total # of full-time company employees worldwide: 2,800

Total # of full-time company employees in California: 1,150

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Santa Monica Community College District

CCG No.: ET17-0150

Reference No: 16-0449

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Company: Ramon's Mexican Foods

Address: 13633 S. Western Ave.

City, State, Zip: Gardena, CA 90249

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 185

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