



**Training Proposal for:
Santa Clarita Community College District**

Agreement Number: ET17-0263

Panel Meeting of: October 28, 2016

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	Aerospace and Defense Manufacturing Engineering Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Ventura, Santa Barbara, San Luis Obispo	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
\$512,875		\$35,330 8%		\$548,205

In-Kind Contribution:	50% of Total ETP Funding Required	\$289,400
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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 Impr, HazMat, Mgmt Skills, Mfg Skills, Advanced Tech	325	8-200	0	\$1,058	*\$15.60
				Weighted Avg: 55			
2	Retrainee	Business Skills, Computer Skills, Continuous Impr, HazMat, Mgmt Skills, Mfg Skills, Advanced Tech	25	8-200	0	\$882	*\$15.60
				Weighted Avg: 55			
3	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Continuous Impr, HazMat, Mgmt Skills, Mfg Skills, Advanced Tech	115	8-200	0	\$1,529	*\$15.60
				Weighted Avg: 55			
4	Retrainee SB<100	Business Skills, Computer Skills, Continuous Impr, HazMat, Mgmt Skills, Mfg Skills, Advanced Tech	5	8-200	0	\$1,294	*\$15.60
				Weighted Avg: 55			

*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: \$16.48 per hour for Los Angeles County; \$15.60 per hour for Ventura, Santa Barbara, and San Luis Obispo 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		
Manager		15
Supervisor		30
Lead		30
Machine Operator		55

Assembler		50
Engineer		40
Programmer		15
Purchasing Agent/Inventory Specialist		25
Technician		40
Inspector		25
Clerk		20
Analyst		25
Mechanic		20
Chemist		10
Designer		10
Model Maker		20
Tool Maker		20
Production Coordinator		20

INTRODUCTION

Founded in 1969, Santa Clarita Community College District, also known as the College of the Canyons (COC) (www.canyons.edu), is a two year, fully accredited community college. COC offers a full range of academic, career, and technical skills in education and vocational training programs. The college currently offers a total of 81 degrees and certificates, including 21 new Associate in Science-Transfer and Associate in Arts-Transfer degrees that provide students with guaranteed transfer pathways to California State University campuses.

The College's Employee Training Institute (ETI), a contract education unit, offers customized training and education programs to employers in the area. ETI is part of the Economic Development Division at COC which focuses on increasing training programs that support economic and community growth in the region. This will be the College's 13th ETP Agreement.

Over the last few years, COC has experienced an increase in the number of participating employers seeking training through the college's training programs. As a result, COC has continued to improve and update their curriculum to match the change in advanced technologies and trends occurring in the Manufacturing, Engineering, Aerospace and Defense industries. Employers often return to COC to train newly hired staff and those who were not trained under prior ETP Agreements due to scheduling requirements, COC availability, and work demand.

PROJECT DETAILS

California employers continue to face the challenge of maintaining a competitive edge and meeting customer demand for lower costs and better quality products. In addition, employers must continue to fill positions that require high skill sets. The Santa Clarita Valley and surrounding area remain home to a large number of manufacturing companies. Employer specialties include biomedical equipment; aerospace; automobile/aircraft parts; and cosmetic, food, and vitamin. Training programs offered through the college assist employers by providing workers with a broad range of job skills to increase efficiency and improve overall job performance. To keep up with technology, COC recently purchased new equipment and manufacturing software totaling approximately \$78K. New updates and equipment include Computer-Aided Design/Manufacturing (CAD/CAM) software and operating systems, a coordinate measuring machine, projectors, and a new server.

Training Plan

Business Skills (20%): Training will be offered to Managers/Supervisors, Team Leads, Engineers, Programmers, Purchasing Agents, and Clerks. Curriculum provided will ensure workers are able to manage company resources and improve project planning and communication skills.

Hazardous Materials (2%): Training will be offered to Supervisors, Team Leads, Machine Operators, Technicians, and Inspectors. Trainees will learn to properly handle hazardous chemicals. Trainees will also learn methods and techniques in cleaning hazardous materials and recycling solid waste.

Management Skills (3%): Training will be offered to Managers and Supervisors to improve leadership skills. Courses provided will teach staff how to motivate and coach workers in the workplace.

Computer Skills (10%): Training will be offered to all occupations. Trainees will learn to use computer software to increase productivity and improve efficiencies.

Manufacturing Skills (25%): Training will be offered to Managers, Supervisors, Team Leads, Machine Operators, Assemblers, Engineers, Programmers, Purchasing Agents, Inventory Specialists, Technicians, Inspectors, Clerks, and Analysts. Trainees will learn new techniques and procedures that will increase productivity levels and decrease the number of re-work.

Continuous Improvement (25%): Training will be offered to all occupations to meet customer expectations, improve efficiencies, and increase productivity. Training will include Six Sigma (Lean Manufacturing), Total Quality Management, and team building skills.

Advanced Technology (15%):

To remain competitive, businesses must provide advanced training in order to keep worker skills up-to-date in the latest computer technology. Computer-Aided Design/Manufacturing and other 3-D software courses offered through COC are heavily requested by Employers and taught by qualified instructors with hands-on industry experience.

Licenses and annual maintenance contracts are required for these software programs and can cost as high as several thousand dollars per program. Hardware required to run these programs include free-arm digitizers (\$5K), laser scanners (\$10k-\$20K), and 3-D modeling equipment (\$40K). This equipment must be replaced, upgraded, and maintained on a regular basis to keep pace with industry standards. Occupations to participate include Programmers, Machinists, Engineers, Chemists, Managers/Supervisors, Operators, Tool and Model Makers, and Production Coordinators. The trainer-to-trainee ratio will not exceed 1:10, to allow in-depth coverage and personal attention from the instructor.

Impact/Outcome

Employees receiving training under this program are able to earn specific certifications through COC: Certified SolidWorks Associate; Certified SolidWorks Professional; Certified SolidWorks Expert; Association of Operations Management; Certified in Production and Inventory Management; Certified Supply Chain Professional; Project Management Institute; Project Management Professional certification; and Lean Six Sigma Yellow Belt, Green Belt, and Black Belt Certifications.

Training Hours Limitation

Retraining hours for small businesses are capped at 60 per-trainee. However, COC is asking for a modification of the cap to 200 hours. Training in Advanced Technology courses offered by the College are often requested by small manufacturing businesses. The full AT program is 192 training hours—two 60 hour programs and one 72 hour program. Small businesses will require the same amount of training hours as those of large businesses to remain competitive and stay up to date with new technology in the industry.

Commitment to Training

Participating employers will continue to provide company-wide training alongside ETP training such as safety, sexual harassment prevention, and other on-the-job training.

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

➤ Training Infrastructure

The College's ETI Staff will be responsible for selecting appropriate trainers for Employers, customizing curriculum, scheduling training, tracking training hours, and performing all data entry for ETP record-keeping purposes.

Marketing and Support Costs

ETI staff has a working relationship with business leaders and employers to develop new and improved training programs and curriculum that will meet the needs of employers. COC training programs have been developed alongside Employer Advisory Groups with expertise in industries such as computer technology, welding, electronics, and manufacturing. ETI staff attend meetings and gatherings on a regular basis to learn and share information on Employer needs and college programs available to the community.

Marketing of training programs takes place through regular and ongoing communication via meetings, emails, and phone calls. The College works closely with local economic development groups including the City of Santa Clarita, the Santa Clarita Economic Development Corporation, Valley Industrial Association, the Coalition of Aerospace and Defense, the Southern California Biomedical Council, and the Santa Clarita Chamber of Commerce. Marketing efforts will continue throughout the duration of this Agreement. Additionally, class surveys and pre- and post-assessments are conducted for all courses to measure the impact on skill attainment and evaluate ETI instructors. COC staff also regularly follows up with participating employers to confirm observable improvements in employers' job performance and assess the long-term success of training programs. Feedback and surveys are vital to the success of training programs and will allow employers to be competitive. COC is requesting and staff recommends 8% support costs to help with marketing and feedback.

Trainer Qualifications/Training Coordinator

ETI employs subject matter experts with strong backgrounds in training and manufacturing and engineering. Instructors work alongside participating employers in determining their training needs to ensure training will provide results to improve and meet needs.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, COC 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.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. COC accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0346	\$468,474	01/02/2015-01/01/2017	383	452	246*

Based on ETP Systems, 21,491 reimbursable hours have been tracked for potential earnings of \$435K (95% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through October 2016.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0299	Santa Clarita	03/01/2013-02/28/2015	\$401,488	\$401,488 (100%)
ET11-0210	Santa Clarita	04/04/2011-04/03/2013	\$398,611	\$396,384 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8-200: Job Numbers 1-4 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
- 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 (Managers/Supervisors 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

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 in Job Numbers 1-4, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Santa Clarita Community College District

CCG No.: ET17-0263

Reference No: 16-0750

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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: 55

Total # of full-time company employees worldwide: 985

Total # of full-time company employees in California: 635

Company: Aerospace Dynamics International, Inc.

Address: 25540 Rye Canyon Road

City, State, Zip: Valencia, CA 91355-1169

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 610

Total # of full-time company employees in California: 610

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: 15

Total # of full-time company employees worldwide: 30

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

Company: B&B Manufacturing

Address: 27940 Beale Court

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: 230

Total # of full-time company employees in California: 230

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Santa Clarita Community College District

CCG No.: ET17-0263

Reference No: 16-0750

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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: 35

Total # of full-time company employees worldwide: 120

Total # of full-time company employees in California: 120

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: 35

Total # of full-time company employees worldwide: 127

Total # of full-time company employees in California: 238

Company: H&H Machining Center, Inc.

Address: 29170 Avenue Penn, Unit C

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

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: 166

Total # of full-time company employees in California: 164

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Santa Clarita Community College District

CCG No.: ET17-0263

Reference No: 16-0750

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Company: Stratasys Direct Manufacturing

Address: 28309 Avenue Crocker

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: 531

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

Company: Triumph Actuation Systems

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: 20

Total # of full-time company employees worldwide: 173

Total # of full-time company employees in California: 173
