



Training Proposal for:
Riverside Community College District,
Office of Economic Development
Agreement Number: ET15-0211

Panel Meeting of: August 22, 2014

ETP Regional Office: San Diego

Analyst: K. Campion

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing Transportation/Logistics Warehousing Goods Movement Engineering Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside, San Bernardino, Imperial, San Diego, Orange, Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Association of Machinists & Aerospace Workers, District Lodge 725, Area 2		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$350,480		\$24,320 8%		\$374,800
In-Kind Contribution:	50% of Total ETP Funding Required			\$359,600

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, Continuous Impr., Computer Skills, Mfg. Skills, OSHA 10/30	364	8 - 200	0	\$770	\$14.90
				Weighted Avg: 40			
2	Retrainee Priority Rate SB <100	Business Skills, Continuous Impr., Computer Skills, Mfg. Skills, OSHA 10/30	85	8 - 60	0	\$1,112	\$14.90
				Weighted Avg: 40			

Minimum Wage by County: \$14.90 per hour for Riverside, San Bernardino and Imperial counties; \$15.60 per hour for San Diego County; \$15.98 per hour for Orange County; and \$16.04 per hour for Los Angeles County.

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 (Job Numbers 1 & 2)		
Occupation Titles	Wage Range	Estimated # of Trainees
Shipping Clerk		16
Operator		50
Engineer 1		15
Engineer II		10
Production Worker 1		60
Production Worker 2		38
Shop Helper		25
Maintenance Worker I		50
Maintenance Worker II		25
Shop Lead		50
Technician		20
Administration Staff		50
Supervisor		25
Manager		15

INTRODUCTION

This proposal was originally presented before the July 25, 2014 Panel meeting in the amount of \$749,770. In consideration of ETP Fiscal Year 2014/2015 funding constraints, the Panel asked Multiple Employer Contractors (MEC) with more than three months remaining in the term of their active agreement, to return for consideration at the August 22, 2014 Panel meeting. The Panel also asked staff to make funding recommendations for these MECs, and any others with more than three months in their active agreements, consistent with a plan detailing ETP priorities for use of core program funds for the remaining fiscal year. The Agreement amount in this proposal, to reduce the aforementioned MEC's by 50% from the original proposed amount, will support ETP's ability to manage funds remaining in the current fiscal year so as to meet the ETP Total Prioritized Demand. [Note: A total of six MECs have more than three months in their active agreements. Staff is making the same recommendation for each. The others are at Tabs 38, 39, 42, 43, and 45.]

Riverside Community College District (Riverside CCD) (www.rccd.edu) was founded in 1916 and 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 department is the administrative and industry-serving arm that creates and markets specialized, customized training to businesses for Riverside CCD. This will be the second Agreement between ETP and Riverside CCD within the last five years.

Riverside CCD OED is a strategic partner with the Western Riverside Council of Governments, local Workforce Investment Boards, the Inland Empire Economic Partnership, and local Chambers of Commerce. The College maintains partnerships with organizations whose mission it is to stimulate a diversified and strong economic climate in the service area.

Riverside CCD works with a broad spectrum of employers including manufacturing, transportation and logistics, distribution, aerospace, engineering, healthcare, and others, across Southern California. Economic trends from Riverside CCD's strategic partners coupled with employer surveys highlight significant training needs. To meet customer demands and expand business, employers must continue to implement new processes, improve their products and/or services, and continue to reduce costs to improve efficiencies. Additionally, to reduce costs, workers are being tasked to handle a wide range of responsibilities requiring a wider knowledge of specific technical skills.

Employer Demand

The core group of participating employers has identified training topics that are critical to improving staff skill sets to increase productivity and meet business needs. To keep pace with the technological advances in processes, materials and machinery needed to produce modern manufactured products, workers need training in ISO certification, composites material technology, and effective process cost reductions, to implement Six Sigma and Lean Enterprise systems.

Thus, Riverside CCD proposes to retrain incumbent workers from large and small employers in priority industries identified by the Panel, such as manufacturing, engineering services, and transportation and warehousing, to meet the aforementioned business needs. The training needs of the core group of participating employers exceeds 100% of requested funding.

PROJECT DETAILS

Riverside CCD conducts in-depth needs analysis surveys with each employer to determine specific training needs and develop a customized curriculum. Training objectives are clearly defined, expected outcomes are established and communicated, and the training materials and exercises presented are developed to achieve desired training benefits. Continuous employer feedback obtained through trainee evaluations regarding the effectiveness of the trainer, and post-training follow-up with each employer, will be used to help Riverside CCD refine and update the curriculum as needed.

Training Plan

Some curriculum courses are repeated from the prior Agreement; however, there will be no trainees (from previous participating employers) who will receive the same level of training in the same skills. Riverside CCD estimates that 95% of the training will be delivered at participating employer work sites, while the remainder will be center-based at college facilities.

Business Skills (30%) – Training may be provided to all occupations. Trainees will learn how to improve written and verbal communications, develop leadership skills, and improve customer service.

Continuous Improvement (40%) – Training may be provided to all occupations. Trainees will learn how to apply quality concepts, how to map and streamline work processes through Lean Six Sigma, how to apply quality engineering aspects to reduce waste and streamline operations.

Computer Skills (10%) – Training may be provided to all occupations, based on job functions. Trainees will learn specific computer applications skills relevant to their job functions and how to use software effectively. Only Small Business employees will take Beginning Microsoft Office.

Manufacturing Skills (18%) – Training will be provided to all occupations, except Administration Staff. Trainees will learn machine operations and controls, blueprint reading, inventory management techniques and other specific manufacturing skills designed to improve business operations and increase workers' job skills.

OSHA 10/30 (2%) – Training will be provided to Production Staff, Supervisors and Managers. OSHA 10/30 training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of training for journeymen and 30 hours for supervisors. Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course.

Marketing and Support Costs

Employer marketing and recruitment are conducted by Riverside CCD OED Customized Training Solutions staff. Its marketing strategies include direct calls to potential new customers, referrals from partners, email campaigns and advertising in appropriate publications such as chamber newsletters and industry magazines. Additionally, a significant marketing effort will take place in February 2015, when Riverside CCD will co-host the Inland Empire Industry Summit for manufacturing companies located throughout the Inland Empire.

Riverside CCD requests the standard 8% ETP support costs for employer recruitment, on-site employer training assessment activities, post-training assessment activities as well as necessary follow-up retention tracking. This proposal will require that its marketing team, made

up of several outreach specialists and staff members, conduct widespread and individual marketing and outreach efforts to employers in need of training, in addition to maintaining contact with its strategic business partners. ETP staff recommends 8% for support costs.

Training Coordinator

Riverside CCD will utilize five 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 ETP project administration that includes enrolling and tracking of all trainees in the ETP On-line Systems.

Commitment to Training

Participating employers face several challenges meeting their workforce development strategies. Most employers report they 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. As a result, companies provide only required training under state-law, and look to Riverside CCD to provide specific, job-related skills training. Improved job performance following training benefits the bottom line, enabling these companies to retain their employees and grow their business.

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.

High Unemployment Area

Some trainees in Job Numbers 1 and 2 may work in High Unemployment Areas (located in Los Angeles, Riverside, San Bernardino or Imperial Counties), with unemployment exceeding the state average by 25%. However, Riverside CCD is not asking for post-retention wage modification.

Tuition Reimbursement

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.

Active Alternative Funding Contract

Riverside CCD has an active contract with ETP under the Alternative and Renewable Fuel and Vehicle Technology Program, AB118, (\$699,930) to train incumbent fire fighters, first responders, Law Enforcement and Highway Patrol Officers, Emergency Medical Technicians, and others in job skills needed in skills to maintain new fueling vehicles. Of an estimated 1,818 trainees, 1,086 have been enrolled and 486 have received the minimum hours of training. To date, Riverside CCD has earned \$55,348 for 183 trainees.

Projected earnings will be approximately 35% of the funding amount. The Contractor reported that the original training schedule for CALFIRE (Commercial Skills, First Responder Training) was pushed back and training was delayed due to the San Diego wildfires in 2013 and 2014.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET13-0281	\$877,876	1/28/13-1/27/15	901	630	430

Based on ETP Systems, 35,151 reimbursable hours have been tracked for potential earnings of \$778,472 (89% of approved amount). The Contractor projects final earnings of 99% based on training currently committed to by employers and in progress through September 2014.

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 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8 – 200 (Job Number 1)

8 – 60 (Job Number 2)

Trainees may receive any of the following:

BUSINESS SKILLS

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

CONTINUOUS IMPROVEMENT

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

COMPUTER SKILLS

- + CAD Cam Engineering Software Training
- + E-Commerce
- + Enterprise and Manufacturing Management Systems

- ✚ Microsoft Office Suite (Beginning – Job 2 only; Intermediate & Advanced – Jobs 1 and 2)
 - Word
 - Excel
 - Access
 - Power Point
- ✚ QuickBooks and Accounting Software
- ✚ Solidworks, Computer Design Software

MANUFACTURING SKILLS

- ✚ Advance Measurement Tools and Techniques
- ✚ Aircraft Structures and Assembly
- ✚ Beverage Equipment Service
- ✚ Blueprint Reading
- ✚ Drive Systems Maintenance
- ✚ Electrical Fundamentals
- ✚ Electrical Troubleshooting
- ✚ Geometric Dimension and Tolerances
- ✚ Inventory Management
- ✚ Numerical Control Functions
- ✚ Programmable Logic Controllers
- ✚ Welding/Soldering

OSHA 10/30 (OSHA Certified Instructor)

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

<p>Note: Reimbursement is capped at 200 total training hours per trainee in Job Number 1, and 60 total training hours per trainee in Job Number 2, regardless of the method of delivery.</p>
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**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Riverside Community College District
Reference No: 14-0580

CCG No.: ET15-0211
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Company: Ace Clearwater Enterprises

Address: 19815 Magellan Dr.

City, State, Zip: Torrance, CA 90502

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement 60

Total # of full-time company employees worldwide: 200

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

Company: ARMS Precision Inc.

Address: 210 Lewis Ct.

City, State, Zip: Corona, CA 92882

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company : Cambro Manufacturing

Address: 5801 Skylab Rd.

City State Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 1,200

Total # of full-time company employees in California: 800

Company: Cytori Therapeutics

Address: 3020 Callan Rd.

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 116

Total # of full-time company employees in California: 94

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Riverside Community College District
Reference No: 14-0580

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Company: Firth Rixson

Address: 10601 Beech Ave.

City, State, Zip: Fontana, CA 92337

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: 400

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: 100

Total # of full-time company employees worldwide: 1,275

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

Company: Hartzell Aerospace LLC – Industrial Tube Co., LLC

Address: 3091 Indian Ave.

City, State, Zip: Perris, CA 92571

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 220

Total # of full-time company employees in California: 210

Company: Integra Bio

Address: 2731 Loker Ave. West

City, State, Zip: Carlsbad, CA 92010

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Riverside Community College District
Reference No: 14-0580

CCG No.: ET15-0211
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Company NBTY Inc.

Address: 5115 E. La Palma

City State Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 1,393

Total # of full-time company employees in California: 498

Company: Pacific Consolidated Industries

Address: 12201 Magnolia Ave.

City State Zip: Riverside, CA 91745

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 3,007

Total # of full-time company employees in California: 1,142

Company: Panasonic Disc Manufacturing

Address: 20608 Madrona Ave.

City, State, Zip: Torrance, CA 90503

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 60

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

Total # of full-time company employees in California: 450

Company: Solid State Devices, Inc.

Address: 14701 Firestone Blvd.

City, State, Zip: La Mirada, CA 90630

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 94

Total # of full-time company employees worldwide: 94

Total # of full-time company employees in California: 94

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Riverside Community College District

CCG No.: ET15-0211

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Company: Thoro Packaging, Inc.

Address: 1467 Davril Cir.

City, State, Zip: Corona, CA 92880-6957

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 130

Total # of full-time company employees in California: 124

Company: Trademark Plastics, Inc.

Address: 807 Palmyrita Ct.

City, State, Zip: Riverside, CA 92507

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 127

Total # of full-time company employees in California: 127

Company: UTC Aerospace Systems (aka Goodrich Aerospace)

Address: 8200 Arlington Ave.

City, State, Zip: Riverside, CA 92503

Collective Bargaining Agreement(s): Yes

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

Total # of full-time company employees worldwide: 220,000

Total # of full-time company employees in California: 3,048

Company: Venture Manufacturing

Address: 16839 E. Gale Ave.

City, State, Zip: City of Industry, CA 91745

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 13,000

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

DISTRICT
LODGE
725
AREA 2

Aerospace/Defense Industry Related
International Association of Machinists and Aerospace Workers

8233 Rochester Avenue, Rancho Cucamonga, CA 91730-0732
(909) 484-2004 • FAX (909) 484-2369



29 April 2014

E.T.P.
1100 "J" Street
Sacramento, CA 95814

To Whom It May Concern:

The International Association of Machinists and Aerospace Workers (IAM) has been notified of your intent to submit an application to the State Department requesting ETP funding for training at the United Technology Aerostructures (UTAS) Riverside Facility.

We have reviewed the overall scope of the training and agree that the entire curriculum supports the overall goals and objectives of this facility. We furthermore support the company in their efforts to provide ongoing training to employees.

This letter serves as our concurrence with the training as defined and discussed.

Sincerely,

Larry Olinger
Larry Olinger
President and Directing
Business Representative

LO/ms
opeiu 537, afl-cio