



**Training Proposal for:  
California Chamber of Commerce  
Agreement Number: ET10-0259**

Panel Meeting of: **October 23, 2009**

ETP Regional Office: **Sacramento**

Analyst: K. Muraki

**PROJECT PROFILE**

Contract

Type: Priority/SB<100  
Priority/Retrainee  
HUA - Priority/SB<100

Industry

Sector(s): Manufacturing  
Construction

Counties

Served: Statewide

Repeat

Contractor:  Yes  No

Union(s):  Yes  No

Priority

Industry:  Yes  No

Turnover Rate %	Manager/ Supervisor %
≤20%	≤20%

**FUNDING DETAIL**

Program Costs	Support Costs	Total ETP Funding	In-Kind Contribution
\$235,020	\$16,275	\$251,295	\$155,000

**TRAINING PLAN TABLE**

Job No.	Job Description (by Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/SB<100	Business Skills, Continuous Improvement, Computer Skills, Advanced Technology	250	8 - 60	0	\$834	\$13.00
				Weighted Avg: 30			
2	Priority Retrainee	Business Skills, Continuous Improvement, Computer Skills, Advanced Technology	19	24 - 200	0	\$1,155	\$13.00
				Weighted Avg: 60			
3	HUA/Priority/SB<100	Business Skills, Continuous Improvement, Computer Skills, Advanced Technology	25	8 - 60	0	\$834	\$10.43
				Weighted Avg: 30			

**Minimum Wage by County:** \$14.18 for Alameda, Contra Costa, Los Angeles, Marin, Orange, San Francisco, San Mateo, Santa Clara, Santa Cruz counties; \$13.69 for Sacramento County; \$13.48 for San Diego and Ventura counties; \$13.00 for all other 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 Title	Wage Range
Administrative Staff	
Manufacturing Staff	
Marketing/Sales	
Operations Staff	
Technology Staff	
Manager/Supervisor	

**INTRODUCTION**

In this proposal, California Chamber of Commerce (CalChamber) seeks funding for retraining as outlined below:

CalChamber has been working with California businesses for over 100 years as a non-profit voluntary membership organization comprised of over 16,250 members worldwide and 15,000 within California. According to CalChamber representatives, over 72% of the current employer

member base is comprised of small businesses with fewer than 100 employees. Members of the Board of Directors are elected by CalChamber's members who are ranking executives in their organizations and represent many of the state's leading firms and industries, as well as the small business segment. These executives provide leadership as CalChamber pursues its aggressive agenda to protect employers' rights and interests in the legislative and regulatory arenas and to foster a strong and growing economy in the state and nation.

Training will focus primarily on small business-manufacturer participating employers throughout the State. Larger employers will be included in this proposal, but to a lesser extent. Some participating employers may have collective bargaining representation, but trainees participating in this proposal are not represented by that bargaining unit. CalChamber is eligible under Title 22, California Code of Regulations (CCR), Section 4400(j) Group of Employers as a Chamber of Commerce pursuing funding to train its members' employees.

### **Marketing and Employer Recruitment**

CalChamber members have routinely requested computer and business skills training. Based on this feedback, CalChamber is requesting ETP funding to provide these training courses to its members. CalChamber has conducted a phone survey of approximately 300 of its members, as well as a more extensive online survey to over 10,000 current and potential members to further identify training needs. Over 70% of the respondents cited a need for computer training. Training in business skills, programming, computer networking and database systems were also determined as a prevalent need.

### **PROJECT DETAILS**

CalChamber has a long history of providing training to its members and has partnered with New Horizons to identify and customize training for its members.

CalChamber requests ETP funding to provide training opportunities to its members in order to develop business and technology skills for their employees. All facets of computer skills are required to help participating employers keep their workforce current and the proposed training will assist participating employers in improving their competitive edge as the result of updated training for employees in business skills ranging from general applications to advanced technology topics such as programming, network, and database systems.

**Business Skills** training will include all occupations to upgrade skills in business problem solving, business writing, e-mail etiquette, and grammar skills.

**Continuous Improvement** training will include administrative and manager/supervisor staff. Training modules are leadership and organizational skills.

**Computer Skills** training will include all occupations, but at different levels of intensity. Training will include developing and upgrading skills in several Microsoft software platforms, web design, multimedia software, report writing, presentation, project management, and query development.

**Advanced Technology (AT)** training is designed for highly technical professionals and IT staff such as Database and Network Administrators, Engineers, System Architects, Technicians, and Analysts. AT Training topics will be assessed and customized to meet the employers' needs. The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

### **Center-Based Training via Virtual Classroom:**

CalChamber and New Horizons plan to deliver training via remote/distance learning. New Horizons will deliver live instructor-led training over the internet, also known as virtual classroom training. All classes will be interactive and conducted in real time. The instructor-led, online classes encompass formal lecture demonstrations and interactive hands-on laboratory exercises under the guidance of a live instructor. Trainees are able to speak directly with the instructor, ask questions, and receive instant feedback.

All virtual training sessions will adhere to the ETP 1:20 class size ratio for business, continuous improvement, and computer skills training and 1:10 ratio for Advanced Technology classes. Attendees will be able to attend classes at the New Horizon office in Sacramento or at their worksite location. By removing the distance barrier, this training will be made available statewide.

### **Commitment to Training**

The CalChamber has provided training to its members for many years and its primary focus has been to train members in human relations and legal issues. ETP funds will not displace the existing participating employers' financial commitment to training. In fact, CalChamber anticipates that the opportunity and benefits employers derive from participating in the ETP-funded training will encourage a continued and increased commitment to training. Most participating employees concentrate their training on new hire orientation, on-the-job training, soft skills, and product training.

CalChamber representatives state that ETP funds will not displace the existing financial commitment to training of participating employers. Indeed, CalChamber anticipates that the opportunity for enhanced training made possible by ETP funds will encourage an ongoing financial commitment in this area.

CalChamber representatives state that safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **High Unemployment Area**

The trainees in Job Number 3 work in a High Unemployment Area (HUA). This is a region with unemployment exceeding the state average by at least 25%, using the unemployment rate set by the Labor Market Information Division of the Employment Development Department. (Title 22, CCR, Section 4429(b).) These trainees qualify for the ETP Minimum Wage rather than the statewide average hourly wage.

The Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages by at least 7%. (Title 22, CCR, Section 4429(c).) CalChamber is requesting a modification to the ETP Minimum Wage from \$13.00 per hour for High Unemployment Areas statewide to \$10.43 per hour for trainees in Job Number 3. CalChamber representatives state the trainees will earn \$9.75 per hour at the onset of training and will receive a 7% wage increase of \$.68 per hour after completion of the retention period, bringing the wage up to \$10.43 per hour.

The Panel may also modify the retention period for these trainees, making it 90 days within 120 consecutive days with up to two employers. (Title 22, CCR, Section 4429(d).) However, the Cal Chamber is not requesting a retention modification.

**RECOMMENDATION**

For the reasons set forth above, staff recommends approval of this proposal, including the request by CalChamber for a HUA wage modification..

**DEVELOPMENT SERVICES**

CalChamber retained Incentive Advisors in Long Beach to assist with development of this proposal. Incentive Advisors did not charge CalChamber for this service.

**ADMINISTRATIVE SERVICES**

CalChamber also retained Incentive Advisors to perform administrative services in connection with this proposal for an amount, not to exceed 13% of payment earned.

**TRAINING VENDORS**

New Horizons of Sacramento has been retained to provide training at terms to be determined. Other trainers will be identified for ETP record-keeping purposes, as they are retained by CalChamber.

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

Job Number 1: 8-60

Job Number 2: 24-200

Job Number 3: 8-60

Trainees will receive any of the following:

**Business Skills**

- Business Problem Solving
- Business Writing
- E-Mail Etiquette
- Grammar Skills

**Continuous Improvement Skills**

- Leadership
- Organizational Skills

**Computer Skills**

- Microsoft Suite
- Microsoft Outlook
- Microsoft Access
- Microsoft PowerPoint
- Crystal Reports XI
- Microsoft Project
- Microsoft Publisher
- Project Management Fundamentals
- SQL Querying
- Visio
- Dreamweaver
- HTML 4.01: Web Authoring
- Flash CS 3
- Windows Vista
- Windows XP

**Advanced Technology (AT) Hours**

Job Number 1: 1-60

Job Number 2: 1-90

Job Number 3: 1-60

- Programming with Visual C Sharp.NET
- Programming with Visual Basic. NET
- Project Management for Professionals
- Windows SharePoint Services Level 1, Level 2
- Project Management for Professionals
- Cisco Optimized Converged Cisco Networks
- Cisco Securing Networks with ASA Fundamentals
- PHP Programming
- A+ Essentials
- A+ IT Technician

- Strategic Infrastructure Security
- Tactical Perimeter Defense
- Developing Web Applications Using Visual Studio
- Advanced Web Application Development using ASP.NET
- Developing XML Web Services Using Microsoft ASP.NET
- Developing Microsoft .NET Applications for Windows
- Introduction to C Sharp Programming with Microsoft .NET
- Programming with XML in the Microsoft .NET Framework
- Analyzing Requirements and Defining .NET Architectures
- Designing the Data Tier for Microsoft SQL Server 2005
- Foundations of Microsoft .NET Development
- Advanced Foundations of Microsoft .NET 2.0 Development
- Developing Microsoft ASP .NET 2.0 Web Applications
- Troubleshooting Microsoft Exchange Server 2003
- Implementing/Managing Microsoft Exchange Server 2003
- Updating to Microsoft Exchange Server 2007
- Introduction to Installing and Managing Microsoft Exchange Server 2007
- Managing Messaging Security using Microsoft Exchange Server 2007
- Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2007
- Managing and Maintaining a Microsoft Windows Server 2003 Environment
- Implementing Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure Network Services
- Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
- Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure
- Updating your Network Infrastructure and Active Director Technology Skills to Windows Server 2008
- Updating your Applications Infrastructure Technology Skills to Windows Server 2008
- Deploying Windows Server 2008
- Implementing and Managing Windows Server 2008 Hyper-V
- Implementing and Managing Windows Server 2008 Clustering

- Fundamentals of Microsoft Server 2008 Active Directory
- Configuring Windows Server 2008 Active Directory Domain Services
- Configuring Identity and Access Solutions with Windows Server 2008 Active Directory
- Configuring and Troubleshooting Windows Server 2008 Terminal Services
- Configuring and Managing Windows Media Services for Windows Server 2008
- Planning and Administering Windows Server 2008 Servers
- Managing and Maintaining Windows Server 2008 Network Infrastructure Servers
- Managing and Maintaining Windows Server 2008 Active Directory Servers
- Planning, Deploying and Managing System Center Configuration Manager
- Network Certification 2009 Objective
- Oracle Database 10g: Program with PL/SQL
- Training for Building Cisco Multi-Layer Switched Networks
- Training for Building Scalable Cisco Internetworks
- Training for VMware Infrastructure 3: Install and Configure
- Microsoft Office Project 2007 Managing Projects
- Microsoft Office Project Server 2007, Managing Projects
- Designing a Messaging Infrastructure Using Microsoft Exchange Server 2007
- Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2007
- Designing, Deploying, and Managing a Network Solution for the Small and Medium-sized Business
- Deploying Microsoft Office 2007 Professional Plus
- Implementing and Administering Security in a Microsoft Windows Server 2003 Network
- Windows Compute Cluster Server
- Installing and Configuring System Center Operations Manager 2007
- Complete .NET Security
- Programming Microsoft Office SharePoint Server
- Deploying and Managing System Center Virtual Machine Manager V2
- Implementing a Microsoft SQL Server 2005 Database
- Maintaining a Microsoft SQL Server 2006 Database
- Tuning and Optimizing Queries Using Microsoft SQL Server 2005
- Designing Microsoft SQL Server 2005 Infrastructure and Services

- Designing Security for Microsoft SQL Server 2006
- Designing a High Availability Database Solutions Using Microsoft SQL Server 2005
- Administering and Automating Microsoft SQL Server 2005 Databases and Servers
- Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services
- Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services
- Updating Your SQL Server 2005 Skills to SQL Server 2008
- Maintaining a Microsoft SQL Server 2008 Database
- Implementing a Microsoft SQL Server 2008 Database
- Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services
- Implementing and Maintaining Microsoft SQL Server 2008 Integration Services
- Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services
- Core XML & XML Transformations and Web Services
- Supporting Users Running the Microsoft Windows XP Operating System
- Implementing and Supporting Microsoft Windows XP Professional

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

**Participating Employers in Retrainee  
Multiple Employer Contractor (MEC) Agreements  
(ETP 100B)**

Contractor's Name: California Chamber of Commerce

CCG No.: ET10-0259

Reference No: 09-0201

Page 1 of 2

PRINT OR TYPE

Company: American Sheet Metal Partition Co

Address: 1442 Del Paso Blvd.

City, State, Zip: Sacramento, CA 95815

Contact Person/Title: Rich Meeker/Executive Director

Telephone No.: 916-564-6691

Collective Bargaining Agreement(s): no

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Estimated # of employees to be retrained or hired under this Agreement: 2

Company: Cell Marque Corporation

Address: 6600 Sierra College Blvd.

City, State, Zip: Rocklin, CA 95677

Contact Person/Title: Andrea Stapp/HR Administrator

Telephone No.: 916-746-8901

Collective Bargaining Agreement(s): no

Total # of full-time company employees worldwide: 41

Total # of full-time company employees in California: 39

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

Company: Parcira Pharmaceuticals, Inc

Address: 10450 Science Center Drive

City, State, Zip: San Diego, CA 92121

Contact Person/Title: Lynette Bowman/VP of Human Resources

Telephone No.: 858-625-2414 x 3362

Collective Bargaining Agreement(s): no

Total # of full-time company employees worldwide: 72

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

Estimated # of employees to be retrained or hired under this Agreement: 26

**Participating Employers in Retrainee  
Multiple Employer Contractor (MEC) Agreements  
(ETP 100B)**

Contractor's Name: California Chamber of Commerce

CCG No.: ET10-0259

Reference No: 09-0201

Page 2 of 2

PRINT OR TYPE

Company: Robert A. Bothman Inc.

Address: 650 Quinn Ave.

City, State, Zip: San Jose, CA 95112

Contact Person/Title: Maribelle Rosas/HR Manager

Telephone No.: 408-279-2277

Collective Bargaining Agreement(s): yes

Total # of full-time company employees worldwide: 200

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

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

Company: The Stockroom Inc.

Address: 2807 W. Sunset Blvd.

City, State, Zip: Los Angeles, CA 90026

Contact Person/Title: Renee Chavez/Office Manager

Telephone No.: 213-484-3882

Collective Bargaining Agreement(s): no

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

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

Company: Unity Forest Products

Address: 1200 Putman Avenue

City, State, Zip: Yuba City, CA 95991

Contact Person/Title: Kelly Sizelove/Human Resource Manager

Telephone No.: 530-671-7152 x119

Collective Bargaining Agreement(s): no

Total # of full-time company employees worldwide: 53

Total # of full-time company employees in California: 53

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