



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MANUFACTURING COMMITTEE MEETING

**Thursday, October 19, 2017**  
**8:00 a.m. - 9:30 a.m.**

United Food and Commercial Workers International Union (UFCW)  
816 Camarillo Springs Rd. (Suite A), Camarillo, CA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Alex Rivera
8:02 a.m.	<b>2.0 Public Comments</b> <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Alex Rivera
8:05 a.m.	<b>3.0 Consent Items</b> <ul style="list-style-type: none"><li>• Approval of Minutes - August 17, 2017</li><li>• Consent to Cancel December 21, 2017 Committee Meeting</li></ul>	Alex Rivera
8:10 a.m.	<b>4.0 Presentation:</b> <i>Entry-Level Manufacturing Certificate Curriculum</i> Alexandria Wright, Division of Economic & Workforce Development Ventura County Community College District	
8:55 a.m.	<b>5.0 WIOA Workforce Development &amp; Planning</b> <ul style="list-style-type: none"><li>• Alignment with 2-Year Plan</li><li>• Deputy Sector Navigator</li><li>• Regional Partnership: AMP SoCal</li><li>• MRVC: Planning Update/Networking Events</li><li>• Joint Industry Sector Regional Meeting - November 16, 2017</li><li>• AJCC Career &amp; Resource Fair – October 26, 2017</li></ul>	Alex Rivera Michael Bastine Jason Miller Byron Lindros Patrick Newburn Patrick Newburn
9:20 a.m.	<b>6.0 Committee Member Comments</b>	Committee Members
9:30 a.m.	<b>7.0 Adjournment</b>	Alex Rivera

Next Meeting - **Special**  
**Joint Industry Sector Regional Meeting**  
**"Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity"**  
November 16, 2017 (1:30 p.m. - 4:30 p.m.)  
Ventura County Community Foundation  
4001 Mission Oaks Blvd., Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.



**WDB Manufacturing Committee Meeting**  
**August 17, 2017**

**MINUTES**

**Meeting Attendees**

Committee Members

Alex Rivera\* (Chair)  
Greg Liu\* (Vice Chair)  
Greg Gillespie\*  
Subhash Karkare  
Byron Lindros\*  
Bill Pratt\*  
Tre Robinson

WDB Staff

Patrick Newburn  
Vivian Pettit

Guests

John Clark (Ventura College)  
Tracy DiFilippis (Goodwill Southern California)  
Felicia Duenas (Ventura College)  
Heidi Hayes (theAgency)  
Rebecca Hunt (ECA Medical)  
Mairelise Robinson (Workforce Education Coalition)  
Alexandria Wright (Ventura County Community College District)

\*WDB Members

**1.0 Call to Order and Agenda Review**

Chair Alex Rivera called the meeting to order at 8:01 a.m.

**2.0 Public Comments**

No public comments.

**3.0 Consent Items**

Approval of Minutes: April 20, 2017

Approval of Minutes: June 13, 2017

2017-2018 Committee Calendar

- Thursday August 17, 2017
- Thursday October 19, 2017
- Thursday December 21, 2017
- Thursday February 15, 2018
- Thursday April 19, 2018
- June 2018 TBD (6/21/18 Conflict with WDB Executive Committee Meeting)

Motion to approve: Greg Gillespie

Second: Greg Liu

Motion carried

**4.0 Presentation: Manufacturing Sector Labor Analysis**

Dr. Alexandria Wright  
Ventura County Community College District,  
Workforce and Economic Development Division

Dr. Alexandria M. Wright is the director for the Economic & Workforce Development Division. She is responsible for leadership and strategic direction for College District initiatives involving economic and workforce development, corporate training and grants. Dr. Wright provided Committee members bound copies of the *Manufacturing Sector Labor Analysis* 33 page report. The report is a phase I Ventura County occupational analysis. The focus of the report was a detailed overview and statistical analysis of Ventura County's top 12 occupations in assembly, production, drafting, and inspection. Details were presented

exploring regional economic activity, median wage in the 12 occupations (\$20.47 hourly), number of open jobs, and need for technical proficiency, education, and training to meet the needs of industry.

Dr. Wright in her report identified gaps, challenges, and opportunities within the regions workforce development and education model. The district colleges have begun to address challenges and implement solutions with added capacity from the *Strong Workforce Program* funding. She noted that the collaboration and input received from the WDB Manufacturing Committee and other industry partners helps to develop a model for improved manufacturing education.

Committee Members had lively discussion and were eager for the college district to develop a manufacturing pre-apprenticeship curriculum for entry-level workers that provides a career path into in-demand manufacturing occupations. The committee noted that similar short term courses are available at other southern California community colleges, including College of the Canyons, L.A. Valley College, and East L.A. College. The Committee identified veterans, out of school youth, adult education students, and high school seniors as potential populations for the manufacturing readiness courses. Chair Alex Rivera thanked Dr. Wright for a wonderful presentation and encouraged her to keep the committee informed with ongoing developments. Committee members also provided suggestions for consideration, gratitude for her presentation, and encouragement for future business engagement.

The meeting packet with an electronic copy of the Labor Analysis report is available on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

## **5.0 WIOA Workforce Development Planning**

- 2016-2017 Year-End Review and Alignment With 2-Year 2016-2018 Committee Plan Discussion

Alex Rivera led discussion regarding the Manufacturing Committee 2016-2017 Year End Review and the 2-year plan 2016-2018. The seven components of the 2-Year Plan (Engage Leaders, Analyze Data, Take Inventory, Determine Priorities, Identify Gaps, and Take Action) were reviewed by committee members. The committee had previously identified several insights and observations about potential priorities in the Year-End Review. No new insights or changes were provided to either the 2-Year Plan or the Year End review.

- Deputy Sector Navigator

Michael Bastine provided updates to the committee about efforts in Northern Los Angeles County, and recent graduations within the pre-apprenticeship program at College of the Canyons, that might serve as a model for Ventura County. Mr. Bastine highlighted keys to the curriculum success are strong business engagement through advisory councils. Mr. Bastine reported that there is \$100,000 funding available for Ventura County to help with manufacturing workforce development. Currently there is engagement and support with career paths through VC Innovates at 6+ high schools in Ventura County. He offered to explore other avenues and collaborate in supporting Ventura County workforce projects. At the next meeting he will provide a more detailed summary for the committee.

- MRVC: Planning Update

Byron Lindros reported that the Manufacturing Roundtable Ventura County (MRVC) Networking Event was held in June at Jaxx Manufacturing in Simi Valley. The event had 11 people attending and discussed hiring issues and toured the electronics manufacturing facility led by Greg Liu. The next Networking Event may be hosted in the West County, the sponsor is yet undecided, and will be planned for the early Fall. Mr. Lindros said that the leadership group is committed to expanding MRVC membership attendance at Networking Events and on LinkedIn website.

MRVC wants to continue support of Manufacturing Day events and will continue communication with VC Innovates the organizer of school aged tour groups.

- AMP SoCal: August Update

Patrick Newburn provided the report for Jason Miller. The Advanced Manufacturing Partnership (AMP SoCal) August update newsletter was emailed previously to committee members. Highlights included export trade webinar, Apprenticeship Programs, and other topics about the Southern California manufacturing workforce. The next Bi-Annual Meeting of AMP SoCal is Tuesday November 14, 2017 at the University of Southern California.

## **6.0 Committee Member Comments**

- Bill Pratt advised theAgency (WDB contracted outreach provider) to highlight available manufacturing training and courses within appropriate media and materials in order to expand job seeker and company awareness.
- Heidi Hayes (theAgency) announced that apprenticeships are the focus of *Workforce Wednesday* on radio program KVTa 1590AM broadcast August 30, 2017. The featured guests are WDB board members Tony Skinner, International Brotherhood of Electrical Workers and Jeremy Goldberg, Tri Counties Central Labor Council.
- Patrick Newburn reported for Mary Anne Rooney, that the Oxnard Union High School District is preparing students to enter into internships, and are hosting a series of boot camps. They are seeking business speakers to talk on one of two topics: Communication/ Professionalism/ Etiquette and Work Ethic/Motivation. Additionally the school district is seeking business engagement for the Manufacturing, Engineering, Robotics, and Industrial Technology (MERIT) academy at Rio Mesa High School. They are looking for companies willing to provide tours, job shadows, and people to assist with speed interviews. Interested companies should contact Ms. Rooney at [marooney@civicalliance.org](mailto:marooney@civicalliance.org).
- Dona Toteva-Lacayo offered to conduct student tours and discussions about Import/Export as well as careers in Logistics at the Port of Hueneme.

## **7.0 Adjournment**

Alex Rivera adjourned the meeting at 9:35 a.m.

### Next Meeting:

Thursday October 19, 2017 (8:00 a.m. – 9:30 a.m.)

United Food and Commercial Workers International Union (UFCW)

816 Camarillo Springs Rd. (Suite A), Camarillo, CA



## **MANUFACTURING COMMITTEE 2-YEAR PLAN**

### **Workforce Development Board of Ventura County 2016-2018**

#### **Goal**

Champion the creation, support, and training of a diverse pipeline of skilled workers to fill in-demand manufacturing positions in Ventura County. Align educational skills development with hiring trends and emerging technologies. Foster an environment that will engage and bring together Ventura County partners to advocate manufacturing workforce needs and support a robust manufacturing sector.

#### **Components of Plan**

- 1. Engage Leaders**

Maintain a core team of Ventura County employers, key agencies, and organizations most involved in manufacturing workforce development: Invite others to participate in topic-specific discussions.

  - Adult education
  - California Lutheran University
  - California State University, Channel Islands
  - Career pathways programs
  - Chambers of Commerce
  - City Incubators
  - Economic Development Collaborative-Ventura County
  - Labor Unions
  - Maker Spaces
  - Manufacturing Roundtable of Ventura County
  - Naval/ Military Command Staff
  - Professional Societies
  - Ventura County Community College District
  - Ventura County manufacturers
  - Ventura County Office of Education
  - Ventura County STEM Network
- 2. Analyze Data**

Update labor market data annually. Seek local employer feedback regarding data as it relates to regional industry sector workforce needs.

  - Disseminate findings and data analyses.
  - Form a workgroup to analyze labor market data and report to the committee.
  - Form a workgroup to provide forums for feedback from manufacturers on workforce needs and opportunities.
  - Interpret data in relation to local business needs.

## **MANUFACTURING COMMITTEE 2-YEAR PLAN**

### **Workforce Development Board of Ventura County 2016-2018**

#### **3. Take Inventory**

For the list below, inventory current manufacturing training programs and providers in the region. Develop a matrix and/or Venn diagram for communicating easily. Develop a one-stop, online catalog of manufacturing training/education in Ventura County for easy reference by employers and job seekers seeking Industry-recognized certificates or Internships.

- |                                 |                                    |
|---------------------------------|------------------------------------|
| - Adult education               | - Industry-recognized certificates |
| - Apprenticeships               | - Internships                      |
| - Career pathways               | - National certificates            |
| - Community colleges            | - On-the-Job Training              |
| - Community Based Organizations | - Stackable credentials            |
| - Externships                   | - Regional Occupational Programs   |
|                                 | - Trades                           |
|                                 | - Universities                     |

- Inventory business/education participation opportunities. Develop a one-stop, online resource for employers to see descriptions of the opportunities and register to participate.
- Inventory key manufacturing leaders. Develop a list and a strategy for outreach.

#### **4. Determine Priorities**

Group priorities into three areas:

- Linking Business and Educational Communities
  - Develop opportunities for classroom participation (e.g., real world problem solving)
  - Externships
  - Facilitate mentoring and coaching opportunities
  - Internships
  - Job shadowing
  - Manufacturing Day tours
  - Support apprenticeships, guild, and related On the job training models for manufacturing occupations
- Promoting the Manufacturing Sector
  - Encourage Economic Development Managers at city and county level to promote Ventura County as a place for starting and growing manufacturing businesses

**MANUFACTURING COMMITTEE 2-YEAR PLAN**  
**Workforce Development Board of Ventura County**  
**2016-2018**

- Find out what manufacturers are willing to do to help promote/support manufacturing in Ventura County
  - Foster manufacturing networks
  - Identify opportunities to raise awareness of the value of manufacturing sector
  - Leverage and coordinate communication channels (e.g., Manufacturing Roundtable of Ventura County; Manufacturing Day; Workforce Wednesday; Ventura County Grows Business; government and education activities)
  - Provide inventory of manufacturing support resources (training support, etc.)
  - Raise business and community awareness of what manufacturing brings to the county
- Manufacturing Workforce Development
    - Alignment with the WIOA 2017-2020 Regional and Local Plans
    - Apprenticeship programs
    - Career pathways
    - Curriculum development
    - Preferred applicant programs
    - Sector certifications
    - Sector workforce readiness skills

**5. Identify Gaps**

- Explore methods for committee to achieve meaningful outcomes given limited funding
- Identify gaps between education preparedness and manufacturing workforce needs
- Identify gaps in Career Technical Education in order to ensure industry in-demand occupations and skills building opportunities
- Identify gaps in manufacturing support resources



**MANUFACTURING COMMITTEE 2-YEAR PLAN**  
**Workforce Development Board of Ventura County**  
**2016-2018**

**6. Take  
Action**

*Note to Manufacturing Committee: We need to develop an action plan that is “achievable” in a two-year window. A suggestion would be to form workgroups that could report progress to the Manufacturing Committee:*

- Employer Needs Workgroup Analyze labor market data and report to the committee, Offer forums for hearing feedback from manufacturers on workforce needs and opportunities.
- Manufacturing Roundtable of Ventura County (MRVC): Continue to support Manufacturing Day (Week), including a meeting of manufacturing and educational leaders. Convene informal evening mixers for networking. Participate in the regional manufacturing expo event in spring 2016. Work toward the development of private resources to support MRVC.
- Business/Education: Continue to provide input for the development of manufacturing courses, manufacturing certificates, manufacturing apprenticeships, and other workforce development opportunities. Support manufacturing occupations outreach to students and support career technical education centers. Continue to provide input for career pathways curriculum development and promote manufacturer participation in learning experiences at school and business locations. Explore development of a website that would enable employers to volunteer to offer hands-on learning experiences (all levels of education).
- Regional Partnerships Workgroup Participate in/stay connected with the research and activities of the Advanced Manufacturing Partnership of Southern California (AMP SoCal) and its pillar committees.
- Joint Industry Sector Forum: Participate in the WDBVC joint industry sector forum model used at the August 2016 meeting in order capture the “voice of industry” and in-demand occupations and desired skills

**7. Monitor  
Progress**

The Manufacturing Committee will report on progress through the annual Workforce Development Board Year-End Review process and a review of the Committee’s 2-Year Plan.



# AMP SoCal Bi-Annual Meeting

## Manufacturing the Future of Aerospace & Defense

November 14, 2017 | University of Southern California

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AMP SoCal's Bi-Annual Meeting will be held November 14th in Los Angeles. The event seeks to inform and engage small- and medium-sized manufacturers, their supply chain and interested parties or stakeholders who want to learn more about AMP SoCal and its goal of supporting the aerospace and defense industrial ecosystem in the 10-county SoCal region.

Attend the upcoming AMP SoCal Bi-Annual meeting and join Southern California's top business leaders, management and manufacturers at one of the region's foremost aerospace-focused events. A distinguished lineup of panelists and speakers will share their expertise on innovation, industry advancement, and best practices for the promotion of job growth and business development.

### Objectives of the AMP SoCal Bi-Annual Meeting (8:30 a.m. – 3:15 p.m.)

- Deliver valuable industry information to A&D manufacturers
- Explore new and developing advanced manufacturing technologies
- Provide a forum for A&D professionals to interact and network
- Develop closer university/industry interactions to facilitate applied research and talent recruiting

### Objectives of the Economic Development Workshop (3:30 p.m. – 5:00 p.m.)

- Explore how local economic development agencies can support manufacturing in their community
- Learn what industry's demands and needs are in order to succeed
- Discuss opportunities within public-private partnerships
- Provide real-world examples of successful economic development practices

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## Contact

### **Libby Williams**

AMP SoCal led by the USC Price School Center for Economic Development

213-740-9494

[ampsocal@usc.edu](mailto:ampsocal@usc.edu)

# Registration Fees

## Early Bird Registration

- \$75 Bi-Annual ONLY
- \$90 Bi-Annual & Economic Development Workshop
- \$25 Economic Development Workshop ONLY

## Register after October 27

- \$100 Bi-Annual ONLY
- \$120 Bi-Annual & Economic Development Workshop
- \$25 Economic Development Workshop ONLY

*Bi-Annual Registration includes continental breakfast and networking lunch*

## Where

**USC Ronald Tutor Campus Center Ballroom**

3607 Trousdale Parkway  
Los Angeles, CA 90089

# CAREER & resource FAIR

**Thursday, October 26, 2017  
1 - 4 p.m.**

*Open to all job seekers interested in learning about jobs,  
resources, and career opportunities within our community.*

America's **Job** Center

2901 N. Ventura Road, Suite #310 (3rd Floor) Oxnard, CA 93036 • (800) 500-7705



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## **Ventura County Community College District COURSE OUTLINE OF RECORD**

### **I. Course Information**

- A. Discipline: Advanced Manufacturing
- B. Course ID:
- C. Course Title: Entry-level Manufacturing Certificate / Manufacturing Pre-apprenticeships
- D. Units: 0
- E. Hours: 40
  - Lecture: 24.00
  - Lab: 16.00
  - Total Semester Contact Hours: 40
- F. Prerequisite(s):
  - None
- G. Corequisite(s):
  - None
- H. Recommended preparation:
  - Pre-Assessment
  - 1. CASAS
  - 2. Work Keys
- I. Enrollment Limitation: 24 students
- J. Description:

This pre-apprenticeship will offer fundamentals for entry-level manufacturing occupations as assembly technicians. Students will have an understanding of the basics of workplace safety, principles of lean manufacturing, foundations of quality control, and comprehend Standard Operating Procedures in manufacturing. Students will be exposed to the work environment and become proficient at Microsoft Office suite. Work Readiness inclusive of communication in the workplace, reading comprehension, writing, and technical mathematics is built in throughout the curriculum.
- K. Transfer Status:
  - Non Transferable

### **II. Course Objectives**

- Upon successful completion of this course, the student will be able to demonstrate the following measurable skills and abilities:
  - A. Knowledge of safety protocol
  - B. Knowledge of manufacturing environments and the expected workplace atmosphere
  - C. Proficiency in principles of lean manufacturing and Standard Operating Procedures
  - D. Aptitude in work readiness concepts

### III. Course Content

This course is a combination of individually-paced, lab-based curriculum, in-person lectures, and active learning.

Total Lecture Content Hours: 24 lecture, 16 hours on-line

#### Content:

- A. Safety – 8 hrs.
  - 1. OSHA 10
  - 2. Ammatrol Safety:
    - o PPE
    - o Hazardous Communication
    - o Lockout-Tagout
    - o Overhead Crane
    - o Accident Response
- B. Plant Tour – 4hrs.
- 1. Exposure to work environment
- C. Principles of Lean Manufacturing – 8 hrs.
  - 1. Lean Theory and Understanding the Value of Output in the Manufacturing Environment
  - 2. Lean Process Flow (single vs. batch exercise)
  - 3. 5S
  - 4. Kaizen
  - 5. Value-stream Mapping
- D. Quality -4 hrs.
  - 1. Intro to GD & T
  - 2. In Process Inspection
  - 3. Overview of international regulatory bodies and their purpose (ASI 100, ISO 9000)
- E. SOP – 6 hrs.
  - 1. How to read Work Instructions
  - 2. Comprehension of reading an SOP and the purpose of an SOP
  - 3. Team-based Active Learning Exercises
- F. Work Readiness – 6 hrs.
  - 1. Communication in the Workplace
  - 2. Working as a Team
  - 3. Technical Mathematics (decimals, fractions, conversions)
  - 4. Resume Writing
- G. Final Project – 4 hrs.
  - 1. Employer Panel
  - 2. Final Project – team-based with different roles per student (e.g. assembler, inspector, technician, etc.) The final exam should display all skills learned in the course.

Total Content Hours: 40

**IV. Representative Out-of-class Assignments**

Reading: 2 hrs.

Writing: 2 hrs.

Total Outside Assignments Hours: 4 hrs.

**V. Representative Instructional Modes**

Laboratory

Audio Visual Presentations

Class Discussions

Computer-aided Presentation/Assignments

Distance Education

Internet Research

Learning Modules

Active ProblemSolving

Web-based Presentation

**VI. Evaluation Methods** - Substantively related to the course objectives.

**A. Writing.**

Creation of SOP, essay on lean manufacturing

**B. Problem Solving.** Computational or non-computational problem-solving demonstrations, including:  
Quizzes and final project

**C. Skills demonstrations.** Including:

Active learning following SOPs

Single vs. Batch Flow Exercise

Lean Manufacturing Exercise

**D. Objective examinations.** Including:

Multiple choice

True/false

Matching items

Completion

**VII. Textbooks**

MSSC, High Performance Manufacturing Portable Production Skills

**VIII. Minimum Qualifications**

Vocational (short-term): Noncredit (per 5 CCR 53412(j))

**IX. Student Learning Outcomes**

A. CSLO-1 Read, retain and apply published ideas

