



**WORKFORCE DEVELOPMENT PROGRAM APPLICATION**  
**NEVADA SYSTEM OF HIGHER EDUCATION – TRUCKEE MEADOWS COMMUNITY COLLEGE**  
**for**  
**PANASONIC ENERGY CORPORATION OF NORTH AMERICA**  
**&**  
**HAMILTON COMPANY**

January 19, 2017



*Nevada Governor's Office of*  
**ECONOMIC DEVELOPMENT**  

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*Empowering Success*

**WORKFORCE INNOVATIONS FOR A NEW NEVADA**

**WORKFORCE DEVELOPMENT PROGRAM APPLICATION**

**AUTHORIZED PROVIDER INFORMATION**

<b>Name:</b> Nevada System of Higher Education on behalf of Truckee Meadows Community College		
<b>Address:</b> 7000 Dandini Blvd		
<b>City:</b> Reno	<b>State:</b> Nevada	<b>ZIP Code:</b> 89512
<b>Point of Contact:</b> Kyle Dalpe	<b>Phone:</b> 775-856-5307	<b>Email:</b> kdalpe@tmcc.edu

**COMPANY INFORMATION**

<b>Name:</b> Panasonic Energy Corporation of North America		
<b>Number of Primary Jobs Created:</b> 500+	<b>Industry:</b> Advanced Manufacturing	<b>Capital Investment:</b> >\$1 Billion
<b>Name:</b> Hamilton Company		
<b>Number of Primary Jobs</b> 10+	<b>Industry:</b> Advanced Manufacturing	<b>Capital Investment:</b> \$5-10MM

**PROGRAM OBJECTIVES**

**Overview**

TMCC and Panasonic North America have partnered to create an accelerated pathway for workers with no manufacturing experience in Northern Nevada, to help ensure that Nevadans can become part of the New Nevada advanced manufacturing workforce.

The Panasonic Preferred Pathway (P3) program is designed as an employment credential to teach the terminology, culture, safety practices and basic skills found in manufacturing. Students that complete the M1 Program will be considered for employment with Panasonic in an entry level Material Handler position. Completion of the M2 Program will make the worker/student eligible for promotion or placement as a Panasonic Production Operator. Two additional levels of training (M3 and M4) will be developed in the future for worker advancement at the Panasonic facility.

The P3 program is delivered in a flexible training format which allows students to learn at their own pace, create their own schedule within program hours (which includes Saturday and evening hours) and students can start at any time of the year. The innovative delivery design allows students to train for a new career without quitting their existing job and will be strategic in upskilling incumbent workers to create a pipeline of highly skilled manufacturing workers in Northern Nevada.

**Hamilton Company** supports the content area and flexible delivery format of the M1/M2 pathway within the P3 program as suitable for current entry level positions available within their manufacturing facility in Reno, NV.

**Training Overview**

- Material Handler (M1) – approximately 80 contact hours, 4 credits, \$447 including admission fee
- Production Operator (M2) – approximately 120 contact hours, 6 credits, \$697
- Credits earned can be applied to a higher-level credentials such as 1-year Certificate of Achievement and the 2-year Associate of Applied Science Degree
- Modularized format can be administered on a “pay-as-you-go” system. This allows students to exit the system at various points and ensures funding is not obligated until students have shown progress.

**Qualifications**

As a public institution, TMCC is required to have open enrollment. However, selection criteria can be used to qualify for funding. Suggested processes include:

- Employer Referrals  
Panasonic is engaged in mass hiring events in the region where they meet candidates with steady work history and good attitude but no manufacturing experience. These referrals have already made it through the first level of screening and will be given preference in the funding pool.
- Hamilton is invited to send referrals from their screening pool for participation in the program.
- Public Outreach

Residency - Qualify as a Nevada resident under NSHE guidelines (to assure in-state tuition rates)

Employability – Demonstrated work history, dislocation through no fault or be a recently high school graduate (defined as 1-2 years).

Background – Ability to pass a drug screen and background check.

Intent to work in the manufacturing sector (Note: measured by essay question).

Depending on the pool size, finalists for the program may be selected through employer interview panel

**Funding Disbursement**

Qualifying participants for the M1 Program will be awarded a scholarship for two credits of the M1 Program plus admission fee (\$229.50). Students will self-fund the remaining credits, but be reimbursed for the cost of the modules upon completion (up to \$914.50), unless a hardship exists. Students will be given the option of registering in .5 credit modules that would limit the out-of-pocket cost to about \$56.00 at a time where reimbursement of the module completed could be applied to the next module.

**PROGRAM OUTCOMES**

Individuals who successfully complete the assessment and training program will receive a certificate of program completion that meets the specific needs of Panasonic and several other area manufacturing companies. Persons who successfully complete the training program may be priority candidates for employment or apprenticeship with Panasonic and Hamilton.

**WORKFORCE DIVERSITY ACTION PLAN**

√ SEE ATTACHMENT A FOR WORKFORCE DIVERSITY ACTION PLAN

**Workforce Diversity Commitment Statement:**

Applicant and all associated parties agree to implement initiatives identified in the attached workforce diversity action plan.

TMCC recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement. TMCC annually creates an Affirmative Action Plan to articulate policies and procedures to enhance diversity in all areas.

Panasonic is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to: race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Hamilton Company is an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled and strongly supports diversity in the workforce. Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, Recently Separated Veterans, and Other Protected Veterans.

**Statement to Comply with Federal & State Law:**

TMCC is committed to providing a place of work and learning free of discrimination on the basis of race, color, national origin, disability (whether actual or perceived by others), religion, age, sex/gender (including pregnancy related conditions), sexual orientation, gender identity or expression, genetic information, veteran status (military status or military obligations) in the programs or activities which it operates. Where discrimination is found to have occurred, TMCC will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. The following person has been designated to handle inquiries regarding non-discrimination policies at TMCC and is responsible for coordinating compliance efforts concerning, Executive Order 11246, Title VI and Title VII of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1990:

Equity and Inclusion Office  
Truckee Meadows Community College  
7000 Dandini Boulevard, RDMT 208  
Reno, Nevada 89512-3999  
Telephone: 775-673-7027

**STATEWIDE PORTABILITY PLAN**

**Potential or Existing Plan:**

All of the skills that will be taught can be utilized by individuals working at other advanced manufacturing facilities in the region. Utilizing the Statewide Learn and Earn Advanced Career Pathways (LEAP) framework, TMCC and GOED are engaged in conversations with other regional employers to gain endorsement of the P3 program or to develop additional entry pathways for future inclusion in the broader Northern Nevada Advanced Manufacturing Initiative.

**COST ESTIMATES**

√ SEE ATTACHMENT B FOR EXPANDED WORKFORCE DEVELOPMENT PROGRAM BUDGET & BUDGET NARRATIVE

<u>Category</u>	<u>FY18</u>	<u>Total</u>
Capital Expenditures	\$0	\$0
Tuition & Fees	\$158,864	\$158,864
Materials & Variable Expense	\$16,136	\$16,136
Total	\$174,954	\$174,954

**TRAINING FACILITIES**

**Facility Name:** TMCC Edison

**Address:** 475 Edison Way

**City:** Reno

**Hours:** 7:30am – 9:00pm, Mon-Sat

## **ATTACHMENT A**

### **NSHE – TMCC – PANASONIC NORTH AMERICA – HAMILTON COMPANY**

#### **WORKFORCE DIVERSITY ACTION PLAN**

Panasonic North America and Hamilton Company (collectively, the Clients) aims to recruit a well-trained, diverse workforce. This Workforce Diversity Action Plan outlines key considerations and actions steps that will be used to help accomplish workforce diversity goals.

In order to develop this diverse workforce, it is important to consider ways to engage all segments of the population in (1) **recruiting**, (2) **interviewing**, and (3) **hiring**.

#### **AGENCY SUPPORT**

The Nevada Governor’s Office of Economic Development (GOED) will provide leadership, guidance and facilitation, in order to ensure that interactions between state agencies and the Clients are efficient and effective.

The Nevada Department of Employment Training & Rehabilitation will provide assistance to the Clients. DETR will utilize connections with local workforce boards and community organizations who work closely with underserved and underrepresented segments of the community.

The Nevada Department of Veterans Services (NDVS) will provide support and assistance to DETR in order to facilitate direct engagement with local military installations and organizations.

The Nevada System of Higher Education (NSHE), through Truckee Meadows Community College (TMCC), will provide customized workforce training programs, as well as ad hoc, performance-based curriculum for potential employees who may face basic education or language barriers.

The Nevada Department of Education (NDE) and Nevada Governor’s Office of Science, Innovation and Technology (OSIT) will work with GOED to develop and implement Career and Technical Education (CTE) pathways that will prepare Nevada students to be successful members of the Client’s workforce. As part of this initiative, close attention will be paid to how these CTE programs can be tailored towards underserved and underrepresented segments of the community.

#### **ACTION PLAN**

*DETR, state agencies, and the Clients will develop specific plans over time, but the following action plan describes broad steps and considerations that will be considered throughout.*

The Clients, in collaboration with DETR and other appropriate offices and agencies, will develop, implement and evaluate strategic outreach and recruiting initiatives targeted towards underserved or underrepresented segments of the community.

During and after each part of the process, the Clients will assess the success of their efforts to understand the relative success of recruiting, interviewing and hiring underserved or underrepresented segments of the community. This is part of a continuous improvement feedback process that will assess performance and inform necessary modifications to the strategy.

This process will help identify gaps and barriers that may be preventing diverse segments of the community from applying for positions. For example, this process may highlight segments of the community that have been blatantly overlooked in recruiting, or may expose necessary improvements to non-English language postings that have not been well-translated, or could identify efforts that are particularly successful at engaging diverse segments of the community.

## **RECRUITING STRATEGIES**

### General

Marketing campaigns (e.g. radio, TV, print, social media) will be tailored to reach diverse audiences, promote awareness of job opportunities, and direct interested individuals to the Clients', DETR and workforce development partner offices, job fairs, and other community events. Job announcements will also be posted at major web sites and job boards.

Examples of successful efforts include but are not limited to:

- Posting job announcements in multiple languages
- Advertising on non-English speaking radio stations
- Implementing social media campaigns
- Holding job fairs at local churches, schools, Tribal centers or other community gathering places where traditionally underserved or underrepresented segments of the community are likely to frequent

### Adults & Youth

DETR will work with the Clients to create skill-based profiles for the Clients' workforce positions in order to understand basic requirements for each position and to identify potential opportunities for targeted recruitment.

For manufacturing positions, DETR will compare position skill-profiles with existing profiles in the Nevada Job Connect Operating System (NJCOS). Using this information, DETR will identify diverse candidates who may be suited to the position, and will actively recruit individuals via phone, email and traditional mail.

Recruiting will also occur at DETR and workforce development partner offices throughout the Northern Nevada. Cumulatively, these offices provide service to thousands of Nevadans each year. Many of these offices are located within traditionally diverse communities. Primary locations provide individualized job-matching, job preparation workshops, STEM workshops, skills-based assessments and other supportive services.

Once a job seeker engages with these offices, they will undergo a thorough assessment to identify areas for improvement and possible barriers to employment.

Primary workforce locations include:

- Panasonic – Gigafactory, Electric Avenue, Sparks, NV
- Hamilton Company, 4970 Energy Way Reno, NV

GOED and DETR will also work with workforce partners and NDE to identify locations for job fairs or recruiting campaigns at area high schools with diverse populations. Working with career counselors and CTE programs, this will provide a pipeline of youth who are trained and ready to work at the Client's facility as well as increase awareness among parents/family and the community as a whole of career opportunities.

### Professional Positions

Management, engineering, accounting, human resource and other professional positions will also be actively recruited in diverse communities. In addition to marketing campaigns, DETR will work with the Client to engage professional diversity organizations who can distribute openings to their members.

*In addition to the strategies outlined above, specific initiatives will be utilized to target the following segments of the community:*

### Veterans

GOED and DETR will work with NDVS to recruit veterans and veteran families for positions at the Clients' facilities. NDVS will facilitate direct engagement with local military installations and organizations, and assist DETR in assembling skill profiles for eligible persons.

- Hold job fairs at local military installations and post on veteran-based job sites
  - Fallon Naval Air Station
  - Nevada National Guard
  - Nevada Green Zone Initiative

### Persons with Disabilities

Persons with disabilities will be assisted by DETR's Bureau of Vocational Rehabilitation (BVR). BVR provides services, technology, education, training and workforce support to more than 5,200 individuals with disabilities in Nevada each year. BVR will assist the Client with recruitment and retention of these individuals, and will customize work readiness and training, as needed. BVR's services ensure that individuals can meet the same performance standards and expectations as other employees. BVR can provide funding for on- and off-site training tailored to specific needs, and pays for the salaries of potential employees while they are learning, and also for job coaching, instruction at Nevada colleges, assistive technology and additional on-the-job supports. BVR will also provide the Client with information related to accessing additional tax incentives related to employing individuals with disabilities.

GOED and DETR will also work with community organization and partners that specialize in working with individuals with disabilities, including:

- UNR, TMCC, DETR

### Individuals with Criminal Records

GOED will work with the Clients to understand which level of convictions may preclude an ex-offender from applying for a position, consistent with best practices established by the National Workrights Institute or other similar organization. DETR will also work with the Nevada Department of Corrections and area education institutions to determine if an appropriate training program can be developed and implemented for incarcerated persons or ex-offenders.

## **INTERVIEWING**

Panasonic and Hamilton Company may conduct preliminary interviews resulting in possible contingency offers of employment for participants. Offers may be contingent upon participant's successful completion of the courses outlined within the M1 and/or M2 content area within a specified timeframe.



DETR will work with the Client to interview candidates for each position. DETR will provide locations in local Job Connect offices and identify other sites within or in close proximity to diverse communities in order to mitigate potential transportation issues that may prevent qualified candidates from interviewing for a position. DETR and the Client will also work to mitigate linguistic or cultural barriers by developing interview questions while paying close attention to how questions are phrased and how interviews are conducted.

## HIRING

Once the Client makes a determination to hire a candidate based on the candidate qualifications and best fit for the position, DETR will work with the Client to understand if, how or why underserved or underrepresented segments of the community are or are not being hired. This evaluation will be conducted at the Client's request, and will only be used to inform improvements in recruiting, interviewing or training programs implemented by DETR, TMCC or the State.

DETR will also work with the Client to understand potential barriers that might prevent candidates from being retained by the Client over the long term. These potential barriers include, but are not limited to, transportation, childcare or the need for continuing education. DETR will work to identify potential grants, model programs or other opportunities that the Client or State could apply for, provide or develop, to mitigate such barriers and help ensure that the diverse workforce is hired and retained.

## DEFINITIONS

### Availability

Availability is an estimate of the percentage of minorities and women in the relevant labor market who are qualified and interested in positions

### Inclusion

Inclusion is a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.

### Racial & Ethnic Categories

As currently defined in federal regulations:

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Underserved

Community-specific data should be used to better understand the composition of the workforce and to identify potential gaps or opportunities for additional engagement. In addition to traditional characteristics such as national origin, language, race, color, sexual orientation, etc., this Action Plan also seeks to identify opportunities to engage family members of veterans and individuals who may be homeless, disabled, formerly incarcerated, elderly, or youth who may be disconnected from school and employment.

**Underrepresented**

A situation in which the number of women or members of a minority group within a category of civil service employment constitutes a lower percentage of the total number of employees within the employment category than the percentage that women or the minority group constitutes within the civilian labor force of the United States.

**Underutilized**

Underutilization occurs when the percentage of employees of a minority group is less than the availability percentage for that group. Underutilization is calculated for employees in each job group. The declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, underutilization is a technical targeting term used exclusively by workforce diversity planners who seek to apply good faith efforts to increase in the future the percentage of utilization of minorities and women in a workforce.

**Workforce Diversity**

Workforce diversity is a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures. The concept also encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences.

**ATTACHMENT B**

NSHE - TMCC Budget Request				
WINN FUND				
Northern NV Adv. Manf. - Phase 1				
		<b>M1 Student Scholarships</b>		145
		<b>M2 Student Scholarships</b>		135
<b>CAPITAL EXPENSES</b>				
<u>FY17</u>	<u>Description</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
	-	-	-	-
<b>CAPITAL EXPENSE SUBTOTAL</b>				<b>-</b>
<b>TUITION &amp; FEES</b>				
Material Handler (M1)				
<u>FY17</u>	<u>Topic</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
	Enrollment Fee	\$ 20.00	145	\$ 2,900
	Basic Material Handling Equipment	\$ 51.25	145	\$ 7,431
	Safe & Effective Equipment Operation	\$ 51.25	145	\$ 7,431
	Automated Warehouse Concepts	\$ 51.25	145	\$ 7,431
	Total Quality Management	\$ 55.41	145	\$ 8,034
	5S Principles	\$ 55.42	145	\$ 8,036
	Precision Measurements	\$ 55.42	145	\$ 8,036
	General Industry Safety	\$ 107.00	145	\$ 15,515
			M1 Subtotal	\$ 64,815
Production Operator (M2)				
<u>FY17</u>	<u>Topic</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
	Electrical Safety and Theory	\$ 57.50	135	\$ 7,763
	Devices and Symbols/Digital Multi Meters (DMM)	\$ 57.50	135	\$ 7,763
	AC Motors and Generators	\$ 57.91	135	\$ 7,818
	DC Motors and Generators	\$ 57.91	135	\$ 7,818
	Logic Controls and Mechanical Controls	\$ 57.92	135	\$ 7,819
	Electromechanical and Solid-State Devices	\$ 57.92	135	\$ 7,819
	Timing and Counter Circuits	\$ 57.92	135	\$ 7,819
	Troubleshooting, Repair, and Maintenance	\$ 57.92	135	\$ 7,819
	Industrial Safety and Use of Motor Control Systems	\$ 59.59	135	\$ 8,045
	LEAN Manufacturing Principles	\$ 55.41	135	\$ 7,480
	Introduction to Process Control	\$ 59.58	135	\$ 8,043
	Measurement Instrumentation	\$ 59.58	135	\$ 8,043
			M2 Subtotal	\$ 94,049
<b>TUITION &amp; FEES SUBTOTAL</b>				<b>\$ 158,864</b>
<b>PERSONNEL &amp; VARIABLE EXPENSES</b>				
<u>FY17</u>	<u>Topic</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
	TMCC Personnel	10%		\$ 16,090
<b>PERSONNEL &amp; VARIABLE EXPENSE SUBTOTAL</b>				<b>\$ 16,136</b>
<b>TOTAL ESTIMATED COST</b>				<b>\$ 174,954</b>
<b>TOTAL REQUEST</b>				<b>\$ 175,000</b>