

Training Partnerships

The MCC Corporate Training Department provides customized training classes, open enrollment classes, and online computer-based training to meet the training needs of local employers. Corporate Training has partnered with many local businesses to submit proposals for training grants funded by the Texas Workforce Commission. MCC has been awarded more than \$6M in training grant funds to enhance the skills of the company's current workforce and new employees. In addition to the grant funded training, many clients fund their own training. Below is a listing of the training grants awarded to MCC on the behalf of local companies in the greater Waco area.

Texas Workforce Commission Grant Awards

Award	Year	Employees	Companies
\$458,982	1997	400	West Teleservices (Outbound marketing)
\$399,936	1999	100	EMSI (Customer Service Call Center)
\$355,227	1999	85	Central Texas Mfg. Consortium (Manufacturing)
\$253,415	2001	100	SSG & Oncor (Customer Support Center)
\$320,661	2001	75	Willis Shaw & Stephens (Transportation)
\$399,421	2001	100	Cargill (Food manufacturer)
\$555,003	2002	400	Trane (Manufacturer)
\$555,003	2002	100	Hobbs Bonded Fibers (Manufacturer)
\$240,000	2004	200	Providence Healthcare & Hillcrest (Healthcare)
\$46,536	2006	150	Sanderson Farms (Food manufacturer)
\$195,556	2008	300	Caterpillar Logistics (Distribution Center)
\$204,874	2009	155	L-3 Comm., FreeFlight, Marathon (Manufacturer)
\$97,800	2009	360	AHP with TSTC (Manufacturer)
\$1,278,614	2010	2272	Providence Healthcare/Falls Community Hosp.(Healthcare)
\$1,031,573	2010	939	Coca Cola N.A., Cargill, Tatex, TMI (Manufacturer)
\$6,319,200			

MCC Training Partnerships



Satisfied Customers in the Waco Area



"Our Word and Excel training courses were tailored to our own company needs with an easy-to-follow pace in an individual, hands-on computer environment. The take-home training booklets were excellent and are still used as reference guides in our office."

Sherry L. Craft
Office Manager

Jaynes, Reitmeier, Boyd & Therrell, P.C.

- AHP
- ALCOA
- American Bank
- ATDS Truck Driving School
- Bimbo Bakeries
- Brazos Electric Cooperative Inc.
- Brazos River Authority
- Cargill Meat Solutions
- Caterpillar
- City of Waco
- Educators Credit Union
- Englander Container & Display
- Extraco Banks
- Falls Community Hospital
- Free Flight Systems



- Hillcrest Health System
- L-3 Communications Integrated Systems
- Marathon Norco
- Meals on Wheels
- Member's Choice of CT FCU
- Patillo, Brown and Hill
- Pilgrim's Pride
- Providence Healthcare Network
- RAM Aircraft LP
- Sanderson Farms
- Sterling Trust
- Tatex Thermographics
- Texas Life Insurance
- Greater Waco Chamber
- Waco Housing Authority
- Wardlaw Claims



"Our employees enjoyed the customer service training that MCC provided. MCC included great tips and visual aids. They were flexible with the training schedule to ensure all of our customer service representatives were able to attend."

Sterling Trust

Sharon Filer
ST Trainer



Steps to Apply for the TWC SDF Grant

Proposal Stage (30-60 days)

- Review the Information for Business Partners and go to the TWC web.
<http://www.twc.state.tx.us/svcs/funds/sdfintro.html>
- Prepare Table 2 of the Private Partner Information Form (PIIF) located at http://www.twc.state.tx.us/svcs/funds/sdf_privatepartner.doc and submit it to MCC Corporate Training at training@mclennan.edu. (PIIF Sample)
- Sign a MCC Letter of Agreement. (Sample attached)
- Determine your training needs.
 - Where are your skill gaps? (MCC has several assessments to determine leadership, customer service, and computer skill gaps.)
 - Who will perform the training? (Training may be provided by MCC or a combination of Third Party Vendor and your employees. The MCC training should be 50% of the training courses.)
 - Do you have a course description with objectives? (MCC has many course descriptions and outcomes for sample class.)
 - How many will attend the training?
 - How many sessions will you need to get everyone trained?
 - How much is reimbursed for the training? TWC will reimburse up to \$1,420 per employee per course. The grant will reimburse all documented training cost and curriculum development cost. The cost may include trainer wages (plus benefits), supplies, vendor cost, and administration of the grant. The grant will not pay for the employee wages while they attend training or the travel expenses associated with either the employee or the vendor.
- Types of training favored by TWC.
 - For a partial list of MCC courses, go to www.mccccorporatetraining.com and click on **Training Grants** and **MCC Course Listing**.
 - Technical training (skill specific)
 - Computer training
 - Leadership/Supervisor training (less than 20% of the grant total)
 - Curriculum development for technical training
- Complete and sign the Private Partner Information Form (PIIF) (http://www.twc.state.tx.us/svcs/funds/sdf_privatepartner.doc) and submit it to MCC Corporate Training at training@mclennan.edu. This document will list the each position, job title and actual salary range for every employee who will receive training. A sample is PPIF is provided.
- Assist MCC in preparing the grant proposal (course descriptions and outcomes).

TWC Review Stage (90-120 days)

- The review and approval process for a Skills Development Grant normally takes 90 to 120 days after the proposal is submitted to TWC.
- Grants may be submitted at any time during the year.
- MCC will send a draft copy to the TWC for a preliminary review prior to submission.

TWC Grant Administration Requirements

Contract Award:

- When the grant is awarded, the TWC will notify MCC of the award and the starting date.
- MCC will notify the Private Partners and establish a training calendar.

Training Documentation:

All training will be documented for each employee each month. MCC utilizes a training database for each grant. Gathering of employee information should follow these steps.

1. The HR department will provide MCC with an Excel file of employee information including these fields. Those fields marked with an ‘*’ are required information.
 - a. participant employee number
 - b. participant Social Security Number*
 - c. participant-first-name*
 - d. participant-middle-init
 - e. participant-last-name*
 - f. participant-birth-date*
 - g. participant-mail-address*
 - h. participant-mail-city*
 - i. participant-mail-state*
 - j. participant-mail-zip*
 - k. participant-SOC Job Code (SOC codes must match PPIF)*
 - l. participant-position-title (Titles must match PPIF titles)*
 - m. participant-hire-date*
2. Two fields of information are required during the grant.
 - a. participant-hourly-salary (Reported to TWC at the end of the grant)
 - b. participant-termination-date (reported each month to TWC)
3. MCC will take the information and create a MCC Enrollment Form (Attached). The participants will review the information provided and make any information changes on the form.
4. **Participants must sign and date the form and answer the additional questions.**
5. **If your company has a policy that would prevent giving the TWC the above information, the trainees would complete a blank form with all information listed in the MCC Registration Form. The HR department will report terminations by the end of each month to MCC. If a trainee will not provide their social security number, the TWC will not reimburse the company for the training.**
6. **After the data is collected, all information provided to the employee will only show the employee number. No social security numbers will be used in the correspondence between MCC and the Employer.**
7. MCC will enter the information into the Grant Data Base.

8. At each training class, the employer will obtain a sign in sheet for each class. The sign-in sheet will include the following information:
- Name of the course
 - Start date of the course
 - End date of the course
 - Total hours of the course
 - Instructor Signature
 - Participant name
 - Participant employee number
9. Monthly Timelines
- By 1st business day of each month, the hire/termination report from HR from the previous month, which includes dates, salaries and job titles collected
 - By 1st business day, MCC will send a training report for verification to business partner
 - By the 5th of each month all training information verified from previous month
 - By the 10th MCC will submit the Trainee Information Form into the TWC system for training from the previous month
 - By the 15th, MCC will provide accounting a reimbursement report from the previous month.
 - By the 20th, MCC will submit the reimbursement to the state
 - Normally, reimbursement from the state will take 5 -10 business days. MCC will reimburse any funds to the training partner within four business days after the funds are received.

**MCC Continuing Education
Training Agreement for TWC Grant**

This agreement is between McLennan Community College (MCC) and _____ (Client). The purpose of this agreement is to define the responsibilities of both parties under the Texas Workforce Commission Skills Development Fund as administered by MCC. This agreement is contingent upon funding from the Texas Workforce Commission and no training will begin prior to the grant approval date.

Client agrees to:

1. Participate with MCC to co-ordinate and evaluate the training.
2. Schedule and enroll employees in the training courses as outlined in the Proposal Submission Guidelines submitted to the Texas Workforce Commission (TWC).
3. Provide training facilities as needed.
4. Send to MCC a completed Continuing Education Registration Form for each trainee who attends a training course on or before the first day of the training. An electronic copy of the completed form is acceptable.
5. Provide a completed sign-in sheet for each day of the training session. Sign-in sheets should contain course information (name of course, starting date, ending date, and instructor) and employee information (employee number, printed name of the employee, and employee signature or initials).
6. Provide all information to allow MCC to complete the Trainee Information Form (TIF) with all participant information by the 5th of each month.
7. Provide a copy of all invoices and documentation for training material and other training vendors approved in the list of courses that are paid by the Client by the 5th of each month.
8. If required by TWC, provide payroll records or assurances that verify employment status, hourly wage rates, and training completed during the training grant period within 30 days following termination of the TWC grant.
9. Certify that training objectives and outcomes as stated in the Grant Contract have been met at contract end for the training under the Customized Training Grant. Certify that the trainees have been placed as required under the Training Objectives and Outcomes.
10. Reimburse MCC for costs and expenses incurred by MCC in performance of its responsibilities under the grants for which MCC receives no reimbursement from the Texas Workforce Commission because of the failure of Client to perform as required under the Grant. Client will communicate to MCC each month if they will not be able to train the number of employees required by the grant or if they desire to amend the training titles to allow MCC to request a contract amendment to reduce the training commitment of Client.
11. Maintain open communication with MCC to improve the training program and to facilitate the resolution of any concerns, which might occur.

MCC agrees to:

1. Submit a Skills Development Fund Grant proposal to the TWC.
2. Participate with Client to co-ordinate and evaluate the training.
3. Submit the Training Information Form (TIF) into the TWC Learner Outcome Tracking System (LOTS) by the 10th of each month for training performed in the previous month if the grant is approved by TWC.
4. Submit the Expenditure Report into the TWC system by the 20th of each month, if the grant is approved by TWC.
5. Reimburse Client for up to 80% training expenses that are documented in the Trainee Information Form (TIF) and other training invoices approved by the TWC after funds are received from the TWC. Reimburse Client for the remaining 20% of training costs after the grant is completed and TWC funds the final payment.
6. Award Continuing Education Units (CEU's) for all approved courses.

MCC Continuing Education
CORPORATE TRAINING

WWW.MCCCORPRATETRAINING.COM

Both parties agree that training and education are the primary purposes of this agreement. Additional training shall be subject to a new agreement. The training is consistent with the goals, purpose, and mission of MCC. Further, MCC affirms that it has sole and direct control of the educational services provided in the agreement by MCC (i.e., the training conducted by MCC) and that this agreement is in accord with the guidelines required by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools.

Neither McLennan Community College nor Client will discriminate on the basis of sex, age, handicap, race, color, and national origin in its education and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Signed this _____ day of _____.

(Client) _____

McLennan Community College

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____