

**State Industrial Mechanical & Fluid Maintenance  
Apprenticeship Advisory Committee**

**September 17, 2014**

Wisconsin Technical College System Foundation  
Waunakee, WI

**APPROVED MINUTES**

<b>Members Present</b>	<b>Employer</b>
Adamus, Larry (Co-Chair)	Domtar-Rothschild
DaRonco, Lee	Joy Global
Herman, Ron	New Page
Laabs, Art	ATI-Ladish
McGlynn, Kevin M.	Caterpillar
Mortenson, Brandon (Co-Chair)	Harley-Davidson
Mullarkey, Pat	3M
Steckl, James	Quad Graphics – West Allis
Verkuilen, Ron	Thilmany

<b>Members Absent</b>	<b>Employer</b>
Butera, Alesia	ATI
Grenfell, Todd	Fourinox
Harry, Bob	GKN Sinter Metals
Spaeth, Erin	Charter Steel - Saukville

<b>Consultants and Guests</b>	<b>Employer</b>
Beyersdorff, Loren	Northcentral Technical College
Kiel, Todd	Northeast Wisconsin Technical College
Lischka, Ken	John Deere Horicon
Pusch, Liz	Bureau of Apprenticeship Standards
Schetter, Sheila	Lakeshore Technical College
Vine, Charles	ATI Ladish
Zenisek, Hal	WIDS

1. The meeting was called to order at 09:30 am by Larry Adamus, Committee Co-Chair, in conformity with the Wisconsin Opening Meeting Law.
2. Roll call was taken, and a sign-up sheet was circulated to record those in attendance.
3. The minutes of the April 2, 2014 meeting were approved as written.

#### 4. **Old Business**

##### **a. Review the roster and confirm contact information.**

Owen Smith reported several changes to membership: Erin Spaeth confirmed that she will be unable to continue with the state committee due to her work schedule. Ron Herman will retire at the end of the calendar year. Last, unfortunately, Leo Reisinger passed away.

The committee discussed potential new members. Former member Ken Lishka volunteered to fill the vacancy of Leo Reisinger. Ken discontinued his membership when John Deere discontinued its apprenticeship program, but the program is scheduled to be reinstated soon. The committee recommended the Bureau contact Greenheck, PCA Tomahawk, and a food manufacturing representative, such as McCain, Sargento's, Johnsonville, or Breakbush.

Members reviewed their contact information. Several members made minor revisions.

Ron Herman thanked the committee for the pleasure of serving with them over the past years. He shared that he strongly believes in the benefits of registered apprenticeship and has enjoyed working with the variety of employers on a wide range of issues. Ron shared that he will miss the work of the committee, but is looking forward to retirement.

***Action:** BAS will contact new members and update current members' contact information.*

##### **b. Review the follow-up items from the previous meeting.**

Owen Smith reported that all follow-up items were completed.

##### **c. Review the status of the Industrial Pipefitter DACUM project.**

Owen Smith reviewed the background of the project. The program has been active for many years and then recently experienced an increase in sponsors in the area of Nicolet Technical College. Therefore, the college, the Bureau and the state committee agreed to review the entire program content to ensure it was up-to-date with industry standards. The committee voted to conduct an occupational analysis, known as a DACUM,

which WIDS, the Bureau and Nicolet Technical College would then use to update the paid related instruction and on-the-job learning.

Hal Zenisek of Worldwide Instructional Design System reported that the first phase, the DACUM and review of paid related instruction, is complete. The next phase is for the Bureau to review the overall program, including the term, on-the-job learning requirements, and special provisions.

Hal distributed the DACUM chart and explained how to read it. The tasks are first organized into broad duties and then ranked by their difficulty, frequency and criticality. DACUM participants also identified related job titles, specialized knowledge and tools, and emerging trends and technologies.

The DACUM results were validated by additional industry experts via electronic survey. Hal reported that the survey response was relatively small but good overall, and representative of small, medium and large plants.

Hal and technical college instructors will review and update the related instruction. Concurrently, the Bureau and the industry focus group will review the on-the-job learning.

A general discussion followed on the DACUM content. The committee agreed that the content looks great and particularly appreciated that emerging trends were included. The committee noted that the duty "Maintain plant fire protection systems" did not rank high but is performed frequently and is critical to a few companies that specialize in it. Therefore, it should be included in Local Options or required of all apprentices to be aware of.

Hal added that the curriculum is being fast-tracked to be ready for the second semester. The Bureau will confirm which scope of revisions needs to be approved by the state committee.

A member asked whether Northeast Wisconsin Technical College would be represented at the instructor meeting. Todd Kiel confirmed that the school would be participating.

**d. Model of successful pre-apprenticeship program: Veterans in Piping**

The Bureau omitted this item from the agenda because it is pertinent to the construction sector only.

**e. Apprenticeship Completion Award Program**

Owen reviewed the background, eligibility requirements and awards for the program. He asked all attendees for their input on how familiar they were with the program and how the reimbursement process was working for them.

Several members replied that they were not familiar with the program and that related paperwork had likely been sent to the human resources department.

Several members replied that they were familiar with the program and that it had benefited a few of their apprentices.

Sheila Schetter cautioned that her technical college noticed a potential opportunity for an apprentice to "double-dip." Some apprentices pay for tuition and are later reimbursed by their employer. Therefore, it seems likely that an apprentice could apply for reimbursement through ACAP as well as be reimbursed by an employer. Owen noted that he will share this with the Bureau staff. He added that all apprentices that the employer must sign-off on the apprentice's reimbursement request, which provides a quality control opportunity.

**f. Other**

No other items were brought forward for discussion.

**5. New Business**

**a. BAS Personnel Updates**

Owen reported that the Bureau projects it will hire Apprenticeship Training Representatives for the Madison and Waukesha areas by December 1.

**b. BAS continuous improvement efforts: review of State Committee Exhibit A's**

Owen reported that the Bureau is reviewing the state Exhibit A's for all trades sponsored by state committees this fall. The state Exhibit A is literally the template of all apprentice contracts throughout the state. Therefore, the language must be clear and legal to ensure all parties comprehend the training agreement. The review has three potential outcomes: no revisions are needed; minor revisions are needed; major revisions are needed.

**c. For action: review of term and probationary period on State Exhibit A's**

Owen reported that several trades sponsored by the committee utilize the term structure "X years OR XXXX hours." This structure is problematic because it establishes either criterion as a valid condition for completion. Thus, a contract dispute could occur if one party believes the criterion that is met is not sufficient. For example, a high production period might cause an apprentice to perform a limited scope of tasks for many overtime hours, and thus meet the required total hours much earlier than expected. In turn, the employer might argue that the further training is needed in the remaining tasks. However, due to the contract language, the apprentice might argue that he or she met the requirement for completion.

Therefore, the Bureau proposed that the committee revise the term structure of all trades to "XX years/months of not less than XXXX hours."

A general discussion followed on the pros and cons of each term structure. The committee expressed strong support in the proposed structure because it is legally defensible and reflects the intent of the training.

Owen then explained that the committee also has the option of extending the probationary periods to 12 months, the new maximum length under CFR 29.29. Most probationary periods are six months, which was the maximum allowed under previous regulations.

A general discussion followed on the pros and cons of the current probationary period and an extended period. The committee expressed strong support for the current probationary periods because they offer the employer and apprentice a sufficient amount of time to try their relationship.

***Action:** The committee approved a motion to accept the Bureau's proposed revisions to all term structures. The committee approved a motion to keep all probationary periods as they are.*

**d. For action: revising the Exhibit A's and Job Books for Industrial Manufacturing Technician and Welder-Fabricator**

Owen reported that he is asking the committee's permission to make minor revisions to the Exhibit A's for the IMT and the Welder-Fabricator programs to align them identically with their respective job books. Owen prefers to make the corrections before the next meeting so the revised contracts can go into circulation as soon as possible. The revisions would allow the employer and apprentice to easily identify the required competencies and would eliminate any confusion that might result from the documents having different wording.

***Action:** The committee approved a motion to allow the Bureau to revise the job books provided the Bureau submit the final drafts to the committee for approval via email.*

**f. For action: proposed inclusion of Lubrication Technician apprenticeship program**

Owen reported that the committee had requested a discussion on whether to adopt the Lubrication Technician apprenticeship program. Proponents argue that the position performs the first defense in maintenance, often working closely with a millwright, and is needed by many employers across the state.

The committee discussed the background of the position. Members stated that the oiler duties had once been included as part of the millwright occupation because the paid related

instruction for oiler was simply too spread out. Many companies also consider the "oiler" to be an unskilled position.

***Action:** the committee approved a motion to recommend that BAS examine whether sufficient need exists to warrant adopting the program as statewide.*

**g. WI Apprenticeship Advisory Council update: WI Career Pathway Advisory Subcommittee**

Owen Smith reported that apprenticeship continues to receive national attention due to a "perfect storm" of factors, and the attention has directly influenced the Wisconsin Apprenticeship Advisory Council to implement significant new efforts.

Nationally, economists predict an unprecedented shortage of workers in the next five to ten years, due to the progressive retirement of the baby boomer generation and concurrent lack of young adult workers to replace them. More countries, sectors and industries are expressing interest in apprenticeship training. New federal funding will target developing apprenticeship programs in the health care and information technology sectors. Last, these changes necessitate creating and expanding pipeline programs into apprenticeship, especially by offering credentials or advanced credit.

To keep abreast of national developments and position the state programs to respond effectively, the Apprenticeship Advisory Council approved the creation of the Wisconsin Career Pathway Advisory Subcommittee. The new subcommittee will oversee the development of bridges between youth apprenticeship and registered apprenticeship programs, and will be co-led by representatives of both staffs.

The strategy will be to introduce youth to certain trades and skills through youth apprenticeship, and award them credit towards a related registered apprenticeship, in which they would learn the trade in its entirety. Linking the programs through credit is feasible because the programs utilize competency checklists that are similarly structured.

A pilot effort to link the two programs through credit has proven successful in manufacturing. A key policy of the effort was to leave the type and amount of credit for youth apprenticeship work experience to the discretion of the employer.

A general discussion on the importance of technical education in high school followed. The committee agreed that efforts to promote careers in the skilled trades are invaluable due to the lack of technical education curriculum.

#### **h. American Apprenticeship Grants update**

Owen reported that the U.S. Department of Labor is projected to make applications available for \$100m in American Apprenticeship Grants. The competitive grants will be awarded to partnerships that

- launch apprenticeship models in new fields, such as advanced manufacturing and health care;
- align apprenticeships to career pathways by rewarding workplace learning with college credit or linking to pre-apprenticeship programs;
- and scale apprenticeship models that work by marketing the value of apprenticeship, or building national and regional partnerships to expand apprenticeships

The maximum grant award is \$6m.

To prepare for the grant application, the Bureau convened industry focus groups in construction and manufacturing, which both advised that the best use of grant funding would be to:

- increase the apprenticeship "pipeline" by promoting and developing pre-apprenticeship programs, apprenticeship prep programs and linkages between youth and registered apprenticeship, including transcripted credit
- develop outreach materials and events targeted at parents and educators to improve the perception of skilled trades as viable, valid professions. Efforts might include media campaigns, print publication, and tours of local facilities given by partners organizations, such as local chambers of commerce. All efforts would utilize social media, such as Facebook and Twitter.
- develop mentoring programs for skilled workers, possibly by increasing the availability of transition to trainer courses

#### **i. Introduction of WorkKeys Assessment tool in high schools**

The Bureau omitted this item from the agenda.

#### **j. Other**

No additional items were brought forth.

### **6. WTCS Update**

Marge Wood retired on September 5. Her interim replacement is Tim Wier. A written update from the WTCS is available on the state committee website.

## 7. **Review of Program Participants**

Active and unassigned participants as of September 1, 2014, included 494 apprentices and 159 sponsors.

A member asked how the Bureau enforces the recruitment of minority and female participants. Owen replied that Bureau Apprenticeship Training Representatives conduct period compliance reviews of sponsors. The Advisory Council has prepared several tools to assist employers in their recruitment efforts. Technical college consultants added that their schools attend career fairs and high school career events, too. They noted that the efforts do not yield immediate results, but rather have an accumulative effect that often encourages individuals to explore career opportunities later on.

Sheila Schetter added that her college conducts events and programs to first expose adult women into trades, and then focuses on how to encourage them to apply to the program.

8. The next meeting is tentatively scheduled for Wednesday, April 15, 2015, at 09:30 a.m. The location will be determined closer to the meeting date. Possible locations include Caterpillar or the Wisconsin Technical College Foundation in Waunakee.
9. The committee applauded Ron and thanked him for his years of service. The meeting adjourned at 1:20 p.m.

### **Follow-up Items**

- i. BAS will contact new members and update current members' contact information*
- ii. BAS will revise the term structures.*
- iii. BAS will revise the Exhibit A's to match the job books and email a final draft to the committee for approval.*
- iv. BAS will research the need for a statewide Lubrication Application program.*
- v. BAS will review the on-the-job learning content of the Industrial Pipefitter program.*

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*Respectfully submitted by Owen Smith, Program and Policy Analyst*