

STATE CARPENTRY APPRENTICESHIP ADVISORY COMMITTEE

April 3, 2014

Stevens Construction Corp.
2 Buttonwood Ct.
Madison, WI

APPROVED Minutes

Members Present	Employer/Organization
Balza, Darleen	North Central States Regional Council of Carpenters
Bohne, Hunter	Stevens Construction Corp.
Cataldo, Laura	Associated General Contractors
Kramer, Mark	North Central States Regional Council of Carpenters
Perez, Al	Milwaukee Southern Wisconsin District Council of Carpenters
Rodriguez, Patrick	North Central States Regional Council of Carpenters
Scott, Mark (Co-Chair)	Northern Region Council of Carpenters
Scholz, Barry (Co-Chair)	Oscar J. Boldt Construction
Schmidt, Mark	C.G. Schmidt, Inc.
Schwengels, Joe	J. P. Cullen & Sons

Consultants & Guests	Employer/Organization
Atkinson, Al	North Central States Regional Council of Carpenters
Morgan, Karen	Bureau of Apprenticeship Standards
Montgomery, Mark	Waukesha County Technical College
Parker, Amanda	North Central States Regional Council of Carpenters
Schanke, Deb	Bureau of Apprenticeship Standards
Scheldroup, Bob	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Tourdot, Kelly	Associated Builders and Contractors
Weisling, Joe	Southeast Wisconsin Carpenter Training Center
Zenisek, Hal	Worldwide Instructional Design System

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1. The meeting was called to order at 10.00 a.m. by Owen Smith, Bureau of Apprenticeship Standards, in absence of a co-chair, in conformity with the Wisconsin Open Meeting Law.

The Election of Employer and Employee Co-Chairs was moved to the immediate beginning of the agenda in order to have an industry representative preside. A general discussion followed on nominations. The Employer Co-Chair nomination went to Barry Scholz; the Employee Co-Chair nomination went to Mark Scott.

Action: A motion to elect Barry Scholz as Employer Co-Chair and Mark Scott as Employee Co-Chair was made, seconded and approved.

Co-Chair Scholz led the rest of the meeting.

2. **A sign-in sheet** was circulated to record those in attendance.
3. **The minutes** of September 26, 2013 were approved as written.

4. Old Business

a. Follow-up Items from Previous Meetings

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

b. 2014 Biennial Wisconsin Apprenticeship Conference Summary

Owen Smith reported the outcomes of the 2014 Biennial Wisconsin Apprenticeship Conference Summary, asked Members for their feedback, and explained the Bureau's plans for future Conferences.

i. Summary

Overall, the Conference was a great success, attracting the second highest Conference attendance—450 participants—despite below-freezing temperatures, and earning praise for its speakers and workshops. Unfortunately, winter temperatures forced most high schools throughout the state to close. As a result, the Expo was attended by only 50 of the more than 600 high school students who had registered.

ii. Speakers

All speakers earned high ratings from attendees, especially Governor Walker, national economist Anirban Basu and national author Mark Breslin. Governor Walker's speech earned the Conference brief media coverage in several state metropolitan news and television outlets.

iii. Workshops

Most workshops received very favorable feedback from attendees, particularly for their professional relevance. The Conference offered a series of introductory workshops on apprenticeship and key partners, such as "The Department of Public Instruction 101"; and several well-received workshops on youth apprenticeship and apprenticeship prep programs. The three most attended workshops were, "Preparing Students for Apprenticeship Programs," "Diversity in the Workplace," and "Understanding Generational Differences in the Workplace."

iv. Criticisms and Suggestions

The Conference received two common criticisms: it was held during the timeframe of year that poses the highest risk for severe cold and inclement weather; and the removed location of the Expo, a mile from the conference activities, limited the amount of time attendees could visit without missing workshops and discouraged some attendees from visiting at all.

Therefore, the most common suggestions for improvement were twofold: hold the Conference in spring or fall; and hold the Expo and Conference as unique, separate events.

Owen Smith asked the members for their responses to the Conference. A general discussion on the pros and cons followed. Members concurred with the overall benefits and drawbacks to the Conference.

v. Future Conferences

Owen Smith acknowledged the downside of scheduling the Conference in the first calendar quarter of the year and holding the Expo in a removed location from the main Conference area. However, he explained the factors that make the timeframe and hosting the two events together the most ideal plan.

Foremost, the first calendar quarter of the year is when the most apprenticeship stakeholders are available. Spring is when the construction sector, the largest sector of apprenticeship stakeholders, typically prepares to return to work, sometimes as early as mid-March and public schools generally have spring break. Fall is the beginning of the academic calendar for high schools and technical colleges, and the construction trades typically remain active through October. Late fall and early winter contain deer hunting season, Thanksgiving and Christmas.

Second, the few hotels that can provide all Conference accommodations are most likely to offer the state lodging rate during the off-season months. The Conference requires a large meeting space, five-to-seven breakout rooms for workshops, and at least 20,000 square feet for the Expo. Many hotels can meet the first two requirements, but very few can satisfy all three requirements.

Third, hosting the Expo and Conference as separate events on alternating years would place the Bureau in perpetual planning and fundraising cycles for the last half of each year. Conference preparations typically take at least six months, and the Bureau would be continuously asking its stakeholder base for donations.

Therefore, the Bureau will present feedback from the state committees to the Advisory Council with two recommendations: the next Conference be held in early March to maximize the potential for favorable weather without conflicting with preparations for the construction year; and the Expo in the same location as the Conference but one day prior to the opening of the Conference to maximize attendance.

c. Online Apprentice Orientation

The updated link to the Apprentice Online Orientation was not accessible at the previous meeting or this meeting. The previous link had been inaccessible, because the file resided on an internal server. The location and security features had been revised and tested, reportedly, to permit external users. However, the link failed.

Owen Smith and Karen Morgan discussed the background and highlights of the project, and noted that they would send a corrected link as soon as possible.

The development of the Orientation was driven by the Bureau's finding that only 20-30% of sponsors provided their apprentices with a general orientation to the program. The Orientation was first developed in print format, but was redesigned as an online application after the print format was deemed too boring by a focus group of apprentices.

The key features include the following: comprehensive content, from the Apprentice Contract to tips for professional and academic success to the appeal process; inter-active graphics and content, such as games and storyboards; and the ability for the user to complete portions of the Orientation at a time.

The Orientation was mandated by the Council, to be completed within the probationary period. However, the Council also created an opt-out option for employers, if the employer can prove to the Bureau that it offers an orientation with similar content. The Online Orientation takes approximately 3-4 hours to complete.

Follow-up: BAS will email a link to the Orientation to Members and guests.

d. Advisory Council Update

i. Apprenticeship Awareness Toolkit

Owen Smith walked members through the Apprenticeship Awareness Toolkit website, a one-stop resource on Apprenticeship for high school guidance counselors, teachers and staff to assist their raising awareness of registered apprenticeship among high school students and parents.

The website was created and is administered by the Department of Public Instruction.

Key content includes:

- An explanation of registered apprenticeship as well as a separate explanation of youth apprenticeship, which explicitly states it is "not the same as [registered] apprenticeship."
- Apprenticeship Salary Chart, a downloadable document that compares the potential earning of an apprentice to an individual on a four-year degree program
- Educator How to Sheet, which advises educators on classroom strategies for engaging students about apprenticeship, such as inviting industry representatives as guest speakers
- Apprenticeship Promotional Flyers, five versions, one per audience, communicate three central points to parents, educators, students, and more: apprentices earn a good wage without incurring student debt; they earn college credit, and they earn nationally recognized credentials.
- Sample Apprenticeship Pathway Program of Study, which outlines how high school general education courses and specific electives prepare students for potential apprenticeships in different economic sectors, such as manufacturing

Owen reminded members that the Toolkit is an organic, living website that is to be updated with new material as stakeholders see fit. He asked the Committee whether it preferred to publish additional material to the site.

A general discussion on the current and potential content followed. Laura Cataldo commented that the comparison between the salary earned during an apprenticeship and the debt incurred during college positions apprenticeship and college as opposite career pathways when, in fact, they can be complementary. Owen Smith agreed, and noted that many BAS publications position apprenticeship as a means of earning extensive work experience and credit towards an associate's degree.

Attendees suggested several links to add to the site: the homepage for the WI Chapter of Associated Builders and Contractors; BuildWisconsin.com; and WI Career Pathways, a site developed by the Wisconsin Technical College System.

A general discussion followed on appropriate high school course work to prepare for an apprenticeship and classroom strategies for engaging students about apprenticeship.

Last, Members discussed whether the DPI website produce analytic reports on users, such as unique users, frequently accessed content, and the geographic area of the user.

Follow-up: BAS will forward the suggested links to DPI for inclusion on the website, and inquire about analytics.

ii. Parents' Guide to Apprenticeship

Karen Morgan reported that the Bureau will produce a guide to apprenticeship this fall for guidance counselors to distribute during career counseling sessions with parents and students. The document will be modeled after the Wisconsin Technical College System program guide. The project was recommended by guidance counselors who attended the apprenticeship presentation by Ms. Morgan and Mr. Clay Tschillard at the Wisconsin School Counselors Association meeting this spring. The counselors specifically requested a print publication because many students do not have access to computers and/or internet, particularly in rural areas.

e. Legislative Update

Owen Smith distributed copies of the Work-Share Fact Sheet for Employer, produced by the DWD Division of Unemployment Insurance. At a previous state committee meeting, Members had inquired about a law rumored to permit employers to reduce a worker's hours rather than lay him or her off. The program is the Work-Share program, and it is in effect.

Work-Share is designed to help both employers and employees by avoiding two or more layoffs by reducing work hours uniformly across a work unit. Rather than lay off workers, a qualified employer can plan to reduce work hours across a work unit. Workers whose hours are reduced under an approved work-Share Plan receive unemployment benefits that are pro-rated for the partial work reduction. Until August 22, 2015, the federal government will reimburse a substantial share of the employer's share of unemployment insurance charges under an approved work-Share Plan for reduced work hours.

To create a Work-Share Plan, at least 10% of the employees in a work unit must be included. Initial coverage of the plan must include at least 20 positions that are filled on the effective date of the plan. The Reduction of hours will be applied in a uniform manner and will be at least 10% but not more than 50% of the normal hours per week of each employee.

For more information, visit <https://dwd.wisconsin.gov/uitax/workshare.htm>.

f. Other

No additional items were brought forth.

5. New Business

a. For Action: Testing in State Standards

Al Atkinson asked the Committee to consider removing the testing requirements for apprentice applicants from the state standards, and instead allow local committees to include their own requirements in their local standards, or not.

Al cited several reasons. The state standards neither specify the aptitude or interest test nor the benchmarks. Contractors see the requirement as restrictive, and prefer to hire whomever they want. Al does not believe in a correlation between test performance and hands-on performance.

A general discussion followed on the merits of testing requirements. The subject matters, such as math and reading, are critical to performance in the trade and professional success. The sponsor, the local committee, is responsible for training, not the employer. So, contractors look to the local committee to provide well-trained, well-qualified employees. If the State Committee forgoes minimum testing requirements, the risk of local committees providing under-trained employees to contractors increases. That risk could also increase because CFR 29.29 now permits the transfer of apprentices between local committees: hypothetically, an apprentice could avoid testing by transferring to a committee that omitted its testing requirements.

The relationship between local committees is critical to maintain, so some committees in areas with high transfer rates, such as Milwaukee, establish mutual testing parameters to ensure the high amount of transfers are well-qualified. This mutual relationship is such an important business needs that some Members could foresee the removal of testing requirements causing discrimination lawsuits.

The discussion shifted to value of state standards and the high degree of local flexibility they provide already. Karen Morgan commented that the State Carpentry Committee has allowed more variation in training requirements and content than any other trade.

Karen Morgan stated that the current testing requirements are legally sound and defensible, because the Bureau and State Committee can show how the tests related to industry tasks and performance, and that the standards are set by industry. Removing the testing requirements would be legally risky.

Al then suggested establishing minimum required scores. Karen noted that minimum Accuplacer or TABE scores are possible, but the State Committee has historically rejected uniformed testing requirements, viewing them as detrimental to the overall quality of the program, and favoring the discretion of the local committees instead.

The discussion concluded with the recommendation of a subcommittee to investigate the matter further. Volunteers included BAS, Joe Weisling, ABC, and Al Atkinson.

Follow-up: The Bureau will coordinate a subcommittee meeting to discuss minimum testing requirements.

b. Local Activities Update

Kelly Tourdot reported that Associated Builders and Contractors has been working with YMCA career readiness classes to have individuals visit the ABC training center, observe classes, meet and talk with contractors, and discuss their career interests.

Joe Weisling reported that his organization has been working with S.W.A.T teams in Waukesha County and Menomonee Falls to teach instructors and cadets how to properly break down doors using explosives. The carpentry apprentices have provided door frames and openings, and have been able to blow them up safely, too. The program is in its ninth month.

Al Atkinson reported that his organization has been successful with hosting high school industrial arts students in the training center. The group sizes are smaller, and the students are more committed. Students learn about entry points in to the trade, and witness some of the fundamental duties of carpenters.

c. BAS Personnel Update

Owen Smith reported several recent personnel changes within the Bureau:

Liz Pusch is the new Apprenticeship Training Representative (ATR) for Area 10, which includes Dodge, Ozaukee and Washington counties. Liz worked formerly as a legislative aide in Madison. She is from the Dodge, Ozaukee and Washington county area. The area was served previously by ATR Barb Robakowski.

Andrea Loeffelholz is the new ATR for Area 6, which includes Dane and Rock counties. Andrea worked formerly as a grant specialist for the WI Department of Transportation in Madison. The area was served previously by ATR Mary Pierce, who accepted a Policy Analyst position within the Bureau's Administrative Office in Madison.

Darrel Cappetta is the new coordinator of the Veterans in Piping program. Darrel was previously in the Office of Veterans services where he worked as a DVOP

Kay Haishuk, ATR for Milwaukee County, announced that she will retire in June. Kay has worked with the Bureau for many years.

d. Helmets to Hardhats

Karen Morgan presented an overview of the national Helmets to Hardhats (H2H) program and asked the Committee to endorse the implementation of the program in Wisconsin by adopting several modifications to the state standards.

i. Overview

The Department of Workforce Development supports implementing H2H in Wisconsin to streamline access to apprenticeship and career opportunities in the construction industry for veterans during a period of increase in both the number of returning veterans and the need for quality applicants to the skilled trades. Nationally, H2H is administered by the Center for Military Recruitment, Assessment and Veterans Employment (CMRAVE), a non-profit Section 501(c) (3) joint labor-management committee.

ii. Outcomes

The outcomes of endorsing the Helmets to Hardhats program would be:

- Veterans who have completed military technical training and/or participated in a recognized apprenticeship program or related craft while in the military may be given direct entry into a civilian apprenticeship program.

The local apprenticeship committee would evaluate the military training received to ensure they receive all necessary training for completion of the apprenticeship program. Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor would have to submit such request at the time of application and furnish all records, affidavits and other documents to substantiate the experience. The veteran applicant will be required to meet the programs entrance requirements, including entrance examinations.

- Veterans who have completed military service but have not completed military technical training or participated in a recognized apprenticeship program or related craft while in the military may be provided special consideration for entry into the apprenticeship program by the sponsor. The veterans would have to complete the sponsor's application process and may be required to take an entrance examination.

iii. Proposed Changes to State Standards

Karen Morgan reviewed three additions to that State Standards that she proposes the Committee adopt.

Section	Additions
I. Definitions	<p>"Direct Entry:" Qualifying applicants are directly admitted into the apprenticeship program, and all pre-selection requirements remain in force.</p> <p>"Direct Interview:" Qualifying applicants go directly to oral interviews and are placed on the list, if appropriate.</p>
VII. Minimum Qualifications of Apprentices	<p>F. Direct Entry for Veterans</p> <ol style="list-style-type: none"> 1) Meet qualifying requirements as stated VII of these standards. 2) Individuals must submit a DD-214 to verify military training and/or experience 3) Local committees may elect direct entry or provide for a direct interview after entry qualifications are met. 4) Entry of Veterans will be done without regard to race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, or sexual orientation.
V. Local Apprenticeship Committee Functions and Duties	<p>D. Recommend to the BAS credit for previous experience/education in conformity with State Carpentry Apprenticeship Policy and Procedures</p> <p>Individuals selected into the apprenticeship program via direct entry and who have received training or employment in an occupation directly or directly related to the occupation in the local standards, will be award Credit for Previous Experience and will pay the apprentice at the wage rate commensurate the awarded credit.</p>

If the State Committee would approve the additions, local committees would have the discretion to adopt the changes.

A general discussion on the proposed additions and the value of veterans in apprenticeship followed. Members asked whether the additions could be extended to all veterans. The Bureau confirmed that they could, and encouraged the Committee to do so. Members were also curious as to the relationship between Helmets to Hardhats and Veterans in Piping; Karen Morgan explained that there is no relationship between the two.

Action: A motion to support the changes was made and seconded. The motion carried.

e. 2013 WI Act 57 (Apprentice Completion Award) and DWD 295. 25 (Emergency Rule)

The Department of Workforce Development is drafting an emergency administrative rule to implement 2013 Act 57, the Apprenticeship Completion Award Program (ACAP). ACAP was passed in November 2013, and will be active from June 2, 2014 through June 30, 2015. Developed by the State Legislature and signed by Gov. Walker, ACAP partially reimburses eligible apprentices, sponsors and employers for partial related instruction costs. Available funding totals \$450,000.

ACAP will be administered by the Bureau, as directed by law. BAS may reimburse the apprentices, the employer and the sponsor—whichever incurred the cost—a maximum of \$1,000 for up to 25% of the tuition, book, materials and other course fees directly associated with related instruction. An apprentice is eligible when he or she successfully completes either the one-year calendar anniversary of the contract start date or the entire apprenticeship program within the ACAP performance period.

Karen Morgan reported several key considerations and requirements for implementing the program. First, it will be a learning experience for the Bureau, and BAS will pay close attention to any lessons learned. Second, the Bureau will require the sponsor to confirm that the apprentice is in good standing to qualify for the one-year reimbursement. If an apprentice is eligible, the reimbursement will go to the party that incurred the cost. Split reimbursements can be made if more than one party incurred expense.

The Bureau plans to present performance data to the Legislature after the program concludes in the hopes that the program is continued in subsequent fiscal years. ACAP is projected to be used extensively by apprenticeship stakeholders, because similar funds available through the SAGE Grant (2011-2013) were disbursed entirely. Ideally, all funding will be disbursed before the performance period concludes, which would show a high need for additional funding.

A general discussion on the history and implementation of the program followed. Members noted that large amounts of apprentices will not qualify for the program, which Karen Morgan acknowledged. The law was written specifically for apprentice graduates, and BAS successfully argued for the inclusion of first year apprentice, due to their low wages.

f. Other

i. Veteran Grant Opportunities

Karen Morgan distributed an informational flyer on veteran employment grants available currently through the Department of Workforce Development and the Department of Veterans Affairs. Governor Walker signed the grant program into law as part of the 2013-15 state budget, following approval by the Wisconsin Legislature.

Employers can receive a state grant of up to \$10,000 over four years when they hire a veteran who is eligible to participate. Participating veterans must meet statutory unemployment requirements and be rated with a 50% or more service-connected disability by the Federal Department Veteran Administrator rating schedule. DWD's Office of Veteran Services will identify veterans who meet the disability requirements.

The state grant is in addition to up to \$9,000 in tax credits that employers can receive under the existing federal Work Opportunity Tax Credit program for hiring a disabled person.

ii. Youth Apprenticeship in Construction

Laura Cataldo reported that DWD Youth Apprenticeship and CESA 6 are well underway in developing the curriculum and competencies for a youth apprenticeship program in fundamental construction work. The content would not be specific to a single trade, but cover basic duties of five trades, including carpentry. CESA 6 has prepared a draft for industry review, and will it to BAS for the review of the state committees. Many high schools and CESAs are applying for Fast Forward grants to fund this program and similar programs.

Karen Morgan commented that any youth apprenticeship program in construction, and especially one that seeks credit into a registered apprenticeship program or diploma program, will be difficult to implement, due to child labor regulations and job-site insurance requirements.

Karen Morgan said that the decision to grant credit for youth apprenticeship programs currently resides at the local committee level, although the Bureau could veto the decision.

BAS will keep this item on the agenda for the 2014 fall meeting.

6. WTCS Update

Hal Zenisek distributed two reports, the Curriculum Standards and Program Design Summaries for both the Carpentry Apprenticeship and the ABC Carpentry Apprenticeship. The reports are an effort to document curriculum and make it more accessible to technical colleges and external stakeholders. The documents are intended to be "living" documents, so feedback and input is welcome at any point. Members can email input to Hal at zenisekh@wids.org.

Karen Morgan noted that the Bureau will use this documentation to explain the program contents to potential sponsors.

Al Atkinson confirmed that the content aligns with that of the UBC. Al asked whether WTCS could submit this summary to the University of Wisconsin System to get credit towards their construction management degree, similar to current articulation agreements between associate degree programs and UW Stout and UW Platteville.

Follow-up: WTCS will research whether the apprenticeship curriculum could be articulated into the UW System towards the construction management degree.

BAS will research adding links to articulation agreements on its website.

7. Review of Program Participants

As of April 1, 2014, 418 apprentices and 140 employers were actively registered in the program. Both overall totals are the lowest in the past ten years, respectively.

8. The next meeting is tentatively scheduled for Thursday, September 25, 2014, at 10:00 a.m. at the North Central States Regional Council training center in Kaukauna.

9. The meeting was adjourned at 1:30 p.m.

10. Follow-up Items

As a result of these discussions, the following will occur for the spring 2014 meeting:

- i. BAS will organize a subcommittee to discuss minimum testing requirements.
- ii. BAS will email a link to the Online Apprentice Orientation to members and the suggested additional links to DPI
- iii. WTCS will research whether an articulation agreement is possible between apprenticeship curriculum and construction degree programs in the UW System.
- iv. BAS will research links to articulated credit agreements and credit transfer for its website.

Submitted by Owen Smith, Program and Policy Analyst