State Industrial Mechanical & Fluid Maintenance
Apprenticeship Advisory Committee

April 2, 2014

Wisconsin Technical College System Foundation
Waunakee, WI

APPROVED MINUTES

Members Present	Employer
Adamus, Larry	Domtar-Rothschild
Herman, Ron (Co-Chair)	New Page
Laabs, Art	ATI-Ladish
Mortenson, Brandon	Harley-Davidson
Mullarkey, Pat	3M
Verkuilen, Ron	Thilmany

Members Absent	Employer
Grenfell, Todd	Fourinox
Harry, Bob	GKN Sinter Metals
McGlynn, Kevin M.	Caterpillar
Smith, Mark	Alliant Energy - Sheboygan
Spaeth, Erin	Charter Steel - Saukville
Steckl, James	Quad Graphics – West Allis

Consultants and Guests	Employer
Anclam, Roger	WRTP/ BIG STEP
Beyersdorff, Loren	Northcentral Technical College
Brietzman, Sandy	Bureau of Apprenticeship Standards
Giordano, Jim	Gen-Met, Inc.
Kiel, Todd	Northeast Wisconsin Technical College
Lischka, Ken	John Deere Horicon
Loeffelholz, Andrea	Bureau of Apprenticeship Standards
Minch, Ron	New Page / Wisconsin Rapids
Morgan, Karen	Bureau of Apprenticeship Standards
Perkofski, Lisa	Bureau of Apprenticeship Standards
Propper, Missy	Gen-Met, Inc.
Pusch, Liz	Bureau of Apprenticeship Standards

Schetter, Shelia	Lakeshore Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Stahlecker, Ben	Bureau of Apprenticeship Standards
Zenisek, Hal	Wisconsin Technical College System

1. **The meeting was called to order** at 10:00 am by Ron Herman, 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. Ron Herman announced that he will retire this year and thanked the Committee for years of service. Ron introduced his future replacement, Ron Minch.

   Follow-up: Erin Spaeth was absent from another meeting. The Bureau will contact to her see if she still has the availability and interest to continue serving on the Committee.

3. **The minutes** of the October 17, 2013, meeting were approved as written.

4. Old Business

a. Follow-up Items from Previous Meeting
Owen Smith reported that all follow-up items were completed.

b. For Action: Election of Employee and Employer Co-Chairs
The Committee needed two co-chairs. A general discussion on the responsibilities and qualifications of nominees followed.

Action: A motion was made, seconded and passed to elect Larry Adamus as employer co-chair and Brandon Mortenson as employee co-chair.

c. For Action: Review and Approval of Welder-Fabricator Job Book
Owen Smith asked the Committee to review and approve the Welder-Fabricator Job Book. He began with a summary of the project. The program is a hybrid program, which includes both time and competency requirements. The competencies are mandatory, and the Job Book is the official record. Employer must train apprentices to all competencies and to as many duties and tasks as are available.

The focus group first decided to communicate the flexible nature of the duties and tasks by including the phrase "if applicable" after very duty. The State Committee asked at the 2013 fall meeting for the Bureau to strike the phrase. The Bureau incorporated the revisions, and also added a section to the front of the book that communicated the flexible nature of duties and tasks by outlining how the Job Book aligned with the Apprentice Contract.

The Bureau solicited feedback on the changes via webinar and email with the focus group and some committee members. Although those individuals approved the additions, the Bureau preferred to request approval from the full committee.

A general discussion on competencies, duties and tasks followed. Members expressed their support for the Job Book, and considered it a very thorough and professional document that holds apprentice to high standards of performance.

> **Action:** A motion was made, seconded and passed to approve the Welder-Fabricator Job Book. The Bureau will send it to press and mail copies to Members.

d. For Action: Review and Approval of Industrial Manufacturing Technician Job Book

Owen Smith asked the Committee to review and approve the Industrial Manufacturing Technician Job Book. He began with a summary of the project. The 18-month hybrid program is designed to expose entry-level manufacturer workers from a variety of manufacturing settings to fundamental manufacturing processes and principles, such as operating machinery and continuous improvement. The program prepares apprentices for national certifications by the Manufacturing Skills Standards Council. Obtaining the certifications is at the discretion of the sponsor.

Owen noted that the focus group intentionally left many of the duties and tasks for competencies that pertain to manufacturing concepts, such as lean manufacturing, to the discretion of the sponsor.

When Owen asked called for a motion to approve the Job Book, the Committee was initially hesitant. Most members have substantial experience in more advanced skilled trades, but lack familiarity with basic production work, and therefore did not feel qualified to determine training requirements for the position. In addition, the Committee does not have a member from an employer that sponsors the IMT program.

Karen Morgan reminded members that the content of the IMT program and Job Book represent the best professional determination by members of this Committee of the fundamental skills needed by entry-level manufacturing employees. The Committee is qualified because most Members are skilled workers in advanced manufacturing occupations, such as Machinist and Welder-Fabricator, for which the IMT program can be an entry-point.

> **Action:** A motion to approve the IMT Job Book as written was made, seconded and passed. The Bureau will send it to press and mail copies to members.

e. 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. Positive feedback included… Criticisms included…

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 will be held in the same location as the Conference but one day prior to its opening to maximize attendance.

f. Cost/ Benefit Analysis of Offering Transition to Trainer Earlier in Program
The Committee had expressed interest in the pros and cons of allowing apprentices to take Transition to Trainer earlier in the program. The Bureau had agreed to review the request.

Owen Smith reported that the Bureau upholds its original determination for three reasons: the intent of the course is to prepare graduating apprentices to be journey workers; apprentices are not permitted to train or supervise other apprentices during their program; and the Council had strongly supported the intent and design of the course.

g. Review of Pipefitter Curriculum
The Industrial Pipefitter apprenticeship program is experiencing a resurgence of interest from employers in the northern and northeastern areas of the state. The program has been active among pockets of sponsors, but the on-the-job-learning and paid-related-instruction components have not been reviewed for many years.

Therefore, the Bureau using the recent growth in the program as an opportunity to conduct an occupational analysis (DACUM), which will be used to review and revise the work processes and related instruction. Karen advised Members that the Bureau will be contacting sponsors to recruit pipefitters for the DACUM focus group.

A general discussion followed on the history of the program and potential employers for the DACUM. Todd Kiel suggested that the Bureau include Marinette Marine, because the company had recently contacted Northeast Wisconsin Technical College for this type of training. A Member asked whether the goal was to continue to have a four-five year program. Karen Morgan responded that the focus group will not have a specific outcome in mind, other than to analyze the occupation as it is today.

Follow-up: The Bureau will coordinate the occupational analysis.

h. 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. Key points included: …

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.

i. Other

Roger Anclam from WRTP / BIG STEP spoke briefly about how his organization is expanding and promoting the new IMT apprenticeship both regionally and nationally. WRTP / BIG STEP received an H1B grant to expand the program, and is working with large, diverse group of manufacturers to adopt the program beyond WI, for either production workers or maintenance workers. For example, certain food manufacturers interested in the program are based in Wisconsin and have additional locations in Minnesota and/or Michigan.

The grant can pay for all educational costs and materials. Although the funding is limited, it is sufficient for facilitating short-term growth in the program.

5. New Business

a. BAS Personnel Updates

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.

b. 2013 WI Act 57 (Apprenticeship Completion Award Program) 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 reviewed the basic requirements for eligibility, and asked which party would receive the reimbursement if an apprentice transferred between sponsors? Karen Morgan replied that the reimbursement follows the current contract, the new sponsor would be eligible for reimbursement, if the sponsor had incurred related costs.

c. Wisconsin Apprentice Website

WisconsinApprentice.com is a privately owned and operated website that culls and collects news articles relating to apprenticeship from multiple news sites into a single blog format. The owner created the website as a public service to apprenticeship, and approached DWD to sponsor the site, but DWD declined. The Bureau is sharing the website with state committees because it may be a useful information tool and because the website address is close enough to the Bureau's website address, wisconsinapprentiecship.org, that stakeholders may inadvertently confuse the two.

d. Other

No additional items were brought forth.

6. WTCS Update

Hal Zenisek distributed the WTCS Curriculum Standards Model and Program Design Summary for the Maintenance Technician Apprenticeship Program. The Summary is a standardized report for external requirements, program outcomes, and related instruction configuration for a program, across technical colleges. Members can review the document and contact Hal with feedback at zenisekh@wids.org.

Hal also distributed the Pipefitters Curriculum Project Preview, which outlines the roles, responsibilities and next steps.

7. Review of Program Participants

As of April 1, 2014, current program participants included 464 apprentices and 159 sponsors. The overall total for apprentices is the second largest in the past ten years. The overall employer total is slightly under the nine-year average.

The largest trade was Maintenance Mechanic, with 213 apprentices and 88 sponsors. The second largest trade was Millwright, with 112 apprentices and 42 sponsors.

8. The next meeting is tentatively scheduled for Wednesday, September 17, 2014, 09:30 a.m. at Wisconsin Technical College Foundation in Waunakee.

9. The meeting adjourned at 2:00 p.m.

10. Follow-up Items

As a result of the discussions at this meeting, the following actions will be taken:

i. The Bureau will coordinate the Industrial Electrician DACUM
ii. BAS will send the IMT and Welder-Fabricator Job Books to press
iii. BAS will contact Erin Spaeth to inquire if she able to continue to her term.