

State Sheet Metal Apprenticeship Advisory Committee Meeting

May 12, 2014

Sheet Metal Workers Local 18
2201 Springdale Rd
Waukesha, WI 53186

DRAFT Meeting Minutes

| Members Present | Employer / Organization |
|------------------------|--|
| Aldag, Dave | Aldag Honold |
| Bartz, Scott | Sheet Metal Local 18 Madison |
| Billman, Brian | Sheet Metal Local 18 |
| Hill, Mark | Tweet-Garot Mechanical Inc. |
| Jackson, Roger | Sheet Metal Local 18 Eau Claire |
| Katt, Dave | Keystone Heating & Air Conditioning |
| Landgraf, Patrick | Sheet Metal Local 18 |
| Malesevich, Tom | Sure-Fire Inc. |
| Mamayek, Mike | Illingworth Kilgust Mechanical |
| Mooney, Mike | Sheet Metal Local 18 |
| Phillips, Earl | Sheet Metal Local 18 |
| Rollings, Lauri | Sheet Metal and Air Conditioning Contractors' National Assoc |
| Stockland, Pat | Capitol Mechanical, Inc. |

| Members Absent | Employer / Organization |
|-----------------------|---------------------------------|
| Everhart, Rich | General Heating |
| Kemper, Keith | Sheet Metal Local 18 KRW |
| Liesch, Nick | Sheet Metal Local 18 Fox Valley |

| Consultants & Guests | Employer / Organization |
|---------------------------------|--|
| Destree, Sandy | Bureau of Apprenticeship Standards |
| Emrick, Leigh | Associated Builders & Contractors |
| Kopp, Jr., Dennis | Sheet Metal Local 18 |
| Reed, Kevin | Sheet Metal and Air Conditioning Contractors' National Assoc |
| Smith, Owen | Bureau of Apprenticeship Standards |
| Triscari, Nick | Milwaukee Area Technical College |

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1. The meeting was called to order at 10:05 a.m. by Mike Mamayek, Committee Co-Chair, in conformance with the Wisconsin open meeting laws.
 2. A roll call was conducted and a sign-in sheet was circulated.
 3. The meeting minutes of September 17, 2013, were approved as written.

4. **Old Business**

a. Follow-up Items from Previous Meeting

Owen Smith reported that all items were completed. One item, the Online Orientation, will be discussed further at this meeting.

b. Roster Review

Owen Smith distributed copies of the current roster and asked members to confirm whether their contact information was correct. Roger Jackson provided revisions to his information.

c. Total Track Update

Training Director Dennis Kopp reported that Total Track was fully implemented and is running smoothly. Release forms have been signed by all active apprentices, and will be signed by new apprentices when they register. Any future technical assistance needed will be provided by the Apprenticeship Training Representatives. The item is no longer necessary for the agenda.

d. 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 agreed with the general positive feedback and criticisms, and requested that, if the Bureau plans the next Conference for spring, that it the date not conflict with the Sheet Metal career expos.

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 Advisory Council voted in support of two recommendations for the next Conference at its spring meeting: hold the Conference in early March; and hold the Expo one day prior to the opening of the Conference, in the same venue.

e. Online Apprentice Orientation

Owen Smith and Karen Morgan discussed the background and highlights of the project.

The link to the Apprentice Online Orientation was not accessible at the previous meeting because the file resided on an internal server. The location and security features were later revised to permit external users.

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.

f. Other

Karen Morgan suggested that the Committee consider either mandating general education classes as part of unpaid related instruction, or encouraging apprentices to take the classes independently of the program, because after an apprentice completes the program, general education courses are typically the only credits they need to earn an associate's degree.

Nick Triscari encouraged the Committee and Bureau to consider using the amount of credit that articulates from an apprenticeship to an associate' degree as a key marketing message.

A general discussion followed. Members preferred to leave the decision to mandate the courses to the discretion of the local committees; and strongly supported the recommendation to encourage apprentices to pursue the general education courses by email blasting reminders to all apprentices at the beginning of each semester.

5. New Business

a. **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.

b. **For Action: Helmets to Hardhats and Related Revisions to State Standards**

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 strongly supported the revisions for all veterans.

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

c. 2013 WI Act 57 (Apprenticeship Completion Award) & 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 asked clarifying questions about the reimbursement procedure, specifically whether multiple parties can be reimbursed, including a training trust. Karen Morgan reiterated that multiple parties and trusts can be reimbursed.

d. Relocating Related Instruction for Eau Claire, La Crosse and Wausau

In March the Bureau approved the decision to relocate related instruction for these areas from Chippewa Valley, Northcentral and Western Technical Colleges to a new training facility in Cadott.

Members reported that the physical move is progressing well. A new training center was purchased in Cadot, and will be ready for inspection by the Bureau in mid-August. Karen Morgan commented that the Bureau will review whether the site has sufficient learning accommodations, such as lighting, square footage and equipment.

The instructor will remain the same. Related instruction begins on September 2. Apprentices will attend one day a week, and take two classes. The design is accelerated, so apprentices will complete related instruction in two years.

The discussion concluded, and Karen Morgan asked what the State Committee thought about combining local apprenticeship committee in the related areas. Roger Jackson stated that he supported a merger because the local committees had nearly identical requirements for night school. Karen stated that if a merger would occur, the Bureau would advise the new local committee on how to handle differing skilled wage rates across the geographical area. No further discussion occurred.

e. 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, wisconsinapprenticeship.org, that stakeholders may inadvertently confuse the two.

f. 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:

g. 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. DWDs 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. 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.

iii. Youth Apprenticeship in Construction

Pat Landgraf asked the Bureau to clarify information about the efforts of CESA 6 and DWD to begin a youth apprenticeship in construction.

Sandy Destree and Karen Morgan confirmed that CESA 6, in partnership with DWD Youth Apprenticeship Staff, had developed a draft of curriculum for a youth apprenticeship in Construction Trades. The program would expose students a range of construction skills so that they would more able to choose appropriate careers after high school. However, students in the program would select one pathway to focus on during the program, such as carpentry, electrical or plumbing.

Karen Morgan commented that, by law, youth apprenticeships are not to interfere or have an adverse effect on registered apprenticeship programs in similar occupations. In addition, construction contractors have limited ability to employ youth apprentices due to insurance requirements. Therefore, she sees the program as beneficial and low risk, because it will raise awareness of construction competencies and occupations among high school students.

iv. Industrial Sheet Metal v. Metal Fabrication

Pat Landgraf expressed concern that the new Industrial Sheet Metal apprenticeship developed at Lakeshore Technical College for Greater Wisconsin Sheet Metal should not have approved by the Bureau because it falls within the definition of the Sheet Metal occupation. He asked the Bureau to explain the contents of the program to the Committee.

Karen Morgan explained that this issue is not new, but historic. The Industrial Sheet Metal apprenticeship has been around for many years, but is new at Lakeshore. Although both the

Industrial Sheet Metal and Sheet Metal occupations perform fabrication, the critical difference is that the Sheet Metal occupation performs installations. Therefore, if a company such as Greater Wisconsin performs fabrication only, the Bureau classifies the work as metal fabrication, and approves the company as an industrial sector sole sponsor. In contrast, if a company performs fabrication and installation, the Bureau classifies the work as sheet metal, and approves the company as a construction employer.

Members argued that both the metal fabrication performed by Greater Wisconsin and the HVAC components produced by it are included in the occupational description of Sheet Metal. Therefore, the program should not have been approved. Karen Morgan explained that the federal law that prohibited occupations from performing duties from other occupations is no longer in effect. She reiterated that metal fabrication is a federally approved occupation that is classified separately and distinctly from Sheet Metal. Wisconsin Apprenticeship Training Representatives had examined the programs and determined the Industrial Sheet Metal program does not perform installation. The Bureau is confident in their assessment.

Members asked how the program would be monitored. Karen explained that the employer monitors the apprentice, and the ATR monitors the employer's records and program, similar to how an ATR monitors a local apprenticeship committee. If the Bureau were to learn that an Industrial Sheet Metal apprentice was performing installation, the Bureau could change its determination and take appropriate action.

A general discussion followed on the similarities between the occupations and the responsibilities of monitoring the new program. The consensus among members was that the Industrial Sheet Metal program needs to be monitored in the future.

6. WTCS Update

Nick Triscari commented that the Great Lakes Higher Education Corporation started a grant for construction apprentices at Milwaukee Area Technical College, and awarded twenty \$1,000 scholarships for Environmental Service Technicians and Sheet Metal apprentices. GLHEC is not discussing with Marge Wood of the Wisconsin Technical College System how to expand the scholarship program to fifteen additional technical colleges, and possibly into additional sectors, over the next ten years.

7. Review of Program Participants

As of May 9, 2014, program participants included 420 apprentices and 120 employers. Both totals are the lowest in the past ten years, respectively. The apprentice total decreased 8.2% from 2013. The employer total decreased 4.76%.

8. The next meeting is tentatively scheduled for Tuesday, September 23, 10:00 a.m., at Local 18 in Waukesha.

9. The meeting was adjourned at 12:17 p.m.

10. Follow-up Items

There are no follow-up items for this meeting.

Submitted by Owen Smith, Program & Policy Analyst.