

State Steamfitting Apprenticeship Advisory Committee Meeting

September 11, 2014

Local 400 Main Office
2700 Northridge Drive
Kaukauna, WI 54130

APPROVED MINUTES

Members Present	Employer/Organization
Clark, Roger	UA Local 118
Hayden, Terry	Local 434
LaMere, Kevin (Co-Chair)	Local 601
Stramowski, Gary	J.M. Brennan
Sturdivant, Mike (Co-Chair)	Tweet-Garot Mechanical
Weinfurter, Greg	Tweet-Garot Mechanical, Inc
Lauer, Joe	EGI Mechanical Inc
Christensen, Mike	H & H Industries
Zielke, Joel	Steamfitter Local 601

Members Absent	Employer/Organization
Knaus, Jeff	Local 400

Consultants & Guests	Employer/Organization
Cappetta, Darrel	Bureau of Apprenticeship Standards
Cook, Jim	Madison Area Technical College
Gerhardt, Gail	MCA
Johnson, Allan	UA Local 118 - KRW
Korn, Gary	UA Local 434
Smith, Owen	BAS
Tourdot, Kelly	Associated Builders and Contractors
Toutant, Brian	Local 601
Zillmer, Ronald	Mid-State Technical College

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1. The meeting was called to order at 10:00 a.m. by Mike Sturdivant, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
 2. Roll call was conducted, and a sign-in sheet was circulated to record those in attendance.
 3. The minutes from the May 8, 2014 meeting were approved as written.

4. Old Business

a. Review roster

Owen Smith distributed copies of the current roster to review vacancies, membership terms and contact information. Terry Hayden and Roger Clark provided revisions.

b. Follow-up items from previous meeting

- i. BAS was to obtain guidance from the WTCS on the appropriate general education courses to include in unpaid related instruction. The item was completed. General education requirements were included in the meeting material, and WTCS feedback was included in the discussion.
- ii. BAS was to bring the current course requirements for the associate's degree for journey worker. The item was completed. The information was included in the meeting material,
- iii. BAS was to resolve the data and reporting issues for the fall meeting. The item is still pending, and a related discussion was included as item 5b.

c. Veterans in Piping Program

Darrell Cappetta, Veterans in Piping program manager, updated attendees on the status of the current class and planning for the upcoming class:

i. Background

The Veterans in Piping Program consists of six weeks of classroom training, held at different UA local training center each week, and up to 12 weeks of on-the-job training with UA contractors. During on-the-job learning, participants are hired as pre-apprentices, but without guaranteed full-time employment at the end of training.

ii. Status of First Class

The first class included six participants. Classroom training began on June 23 and concluded on July 31. Each candidate successfully completed with above-average scores, and two candidates registered as apprentices and therefore bypassed the on-the-job training portion.

On-the-job learning began August 4 and will conclude on Oct 24. Two more contractors have agreed to hire two participants as registered apprenticeship upon the completion of the program. The Bureau is discussing apprenticeship opportunities for the remaining two participants with employers.

iii. Next Class

The start date of the next class will be determined on September 11, and must occur by the end of the calendar year, per BAS. The Bureau has been conducting ongoing recruitment through veterans job fairs and career expos.

iv. Increasing Interest Among Contractors

As a result of the successful first class, more UA contractors are expressing interest in participating in the VIP program. UA contractors currently participating in the program have been impressed with the skills and work ethic of VIP participants, and have encouraged fellow contractors to strongly consider participating. In addition, more contractors have expressed interest in participating to the Bureau once they became aware that VIP participants are hired in the OJT portion as pre-apprentices with no expectation of full-time employment afterwards, not second-year apprentices, as in the prior VIP program.

v. Lessons Learned

VIP organizers are considering participant suggestions for more math in the classroom training and more hands-on training in certain curriculum modules. In addition, as part of ongoing collective efforts to reduce the financial requirements of participants as much as possible, local unions will be providing lunch to all participants and BAS is paying for lodging costs, and is working with local motels to include continental breakfast.

vi. Discussion

Terry Hayden commented that the program implementation went seamlessly and student feedback has been very positive. He thanked Wes Zastrow of Plumbers Local 175 for discussing the program with Viega, a leading manufacturer and distributor of press pipe fitting technology. As a result, Viega has agreed to include an article on the program in an upcoming edition of their nationwide newsletter.

Terry and Darrell will present the program at a series of meetings of County Veterans Officers across the state this year.

Co-Chair LaMere and Brian Toutant expressed concern that a recent jobsite visit by Darrell Cappetta was disruptive to the jobsite, upset the contractor, and exceeded Mr. Cappetta's programmatic authority, which should be limited to recruitment only.

Kathy Wellington, Chief of Field Operations and acting Bureau Director, stated that the Bureau wants to partner productively with Local 601, and certainly neither wants to be disruptive nor conduct business in a disruptive manner. Mrs. Wellington clarified that the Bureau does have full authority and programmatic obligation to go onto a jobsite when apprenticeship matters are involved, but does not take that authority lightly or view it as oppositional to the work of a committee, union or contractor. She reminded members that the intent of Mr. Cappetta's visit was to help a VIP participant succeed, and noted that he had secured the contractor's approval in advance.

In response to the assertion that VIP participants are categorized as pre-apprentices and therefore not the purview of BAS, Ms. Wellington responded that the program is legally administered by the Bureau, and pointed out that Mr. Capetta's duties include case management responsibilities. Therefore, he was acting within his authority to visit a jobsite. Mrs. Wellington encouraged Local 601 to contact the Bureau directly if any such concerns should arise in the future, so the parties can address them more productively, in the spirit of partnership.

Co-Chair LaMere expressed concern that Mr. Cappetta informed a female VIP candidate that Local 601 does not accept female candidates. Mr. Cappetta denied the claim. Mrs. Wellington responded that an allegation of that nature is very serious, and stated that a better venue to air the concern might be to provide the details relating to the concerns directly to BAS for review and consideration.

Mr. Toutant stated that it is his understanding that Apprenticeship Training Representatives visit jobsites only at the direction of a local committee. Mrs. Wellington replied that BAS staff regularly communicate with local committees and contractors on a variety of activities that may require a jobsite visit. She stated that it is common practice for BAS staff to secure the contractor's permission prior to conducting a jobsite visit, for any reason. She stated that she will continue to reinforce that as a good practice, but reiterated that BAS staff have the legal authority and program obligation to visit a jobsite at their programmatic discretion.

Co-Chair Sturdivant agreed that it is important for all parties to work together in these instances, and noted that the Bureau procedure is to communicate with the contractors in advance.

Mrs. Wellington concluded by reiterating that the Bureau understands the concerns of Local 601, and ensured the committee that Mr. Capetta will always contact the contractor in advance of a jobsite visit. Co-Chair LaMere agreed.

d. Apprenticeship Completion Award Program

i. Background

The Bureau began implementing 2013 Act 57, the Apprenticeship Completion Award Program (ACAP), on June 2, 2014. ACAP will conclude on June 30, 2015. The program partially reimburses eligible apprentices, sponsors and employers for certain costs of related instruction.

ii. Status

As of September 1, the Bureau had issued eligibility notices to 3,074 apprentices and their sponsors and employers: 2,582 notices were for the year-one eligibly, and 492 notices for the apprenticeship completion eligibility. The Bureau has received 150 requests for reimbursement in response.

The Bureau has received many reimbursement requests that will not be approved because the requestor failed to meet one or more of the following criteria:

- 1) provide receipts
- 2) request reimbursement for related instruction expenses
(*excludes clothing, travel costs, instructor costs and wage reimbursement*)
- 3) the apprentice is not delinquent on child support payments

After ACAP concludes, the Bureau plans to present performance data to the Legislature to support continuing the program in subsequent fiscal years.

iii. Frequently Asked Questions

The most frequently asked question has been, "How can I get a copy of the eligibility notice?" Eligibility notices are automatically mailed to the apprentice, sponsor and employer on either the one-year anniversary of the start date of the current apprentice contract, or the date the apprentice contract is processed as "completed." The form is not available otherwise. This ensures that no party can request or receive reimbursement before being eligible.

iv. Feedback and Discussion

Several members asked whether a training trust can request reimbursement for eligible costs, and if so, who would request it. Mrs. Wellington replied that the Bureau expects the person or party that incurred the cost to request the reimbursement and provide the receipt. The need to produce a receipt might be a new administrative process for trusts, but a receipt is absolutely necessary for reimbursement. She encouraged any party that has questions over appropriate documentation to contact the Bureau directly and provide examples for review.

Gary Korn stated that his union has not received the courtesy copy for every eligibility notice sent to the union's apprentices. Therefore he requested a list of eligible apprentices.

Follow-up: *BAS will provide a list of eligible apprentices from Local 434 to Gary Korn.*

Mike Christensen suggested that the Bureau and local trusts jointly create a list of eligible apprentices and the reimbursements to the apprentices and the trust to help ensure the reimbursements are allocated fairly between the appropriate parties. Mrs. Wellington agreed that such a process would be helpful, but stated that the Bureau and the ACAP program does not have such a sophisticated mechanism and this time. Instead, each party must submit the request individually and the reimbursements are made on a first come, first served basis.

e. Other

No other items were raised.

5. New Business

a. BAS Personnel Updates

The Bureau projects it will fill the vacancy for the Waukesha –area Apprenticeship Training Representative by November 1.

b. For action: requiring general education courses for Journey Worker Associate Degree as part of unpaid related instruction

i. Background

Owen Smith explained that this follow-up item from the previous meeting is intended as a discussion item, but is listed as "for action," if needed. Apprentices complete their program having earned enough credit through PRI and work experience to be close to earning the WTCS Technical Studies Journey Worker Associate of Applied Science degree. All WTCS colleges recognize successful completion of a WTCS program of apprenticeship related instruction and possession of a Certificate of Apprenticeship issued by the Bureau as fulfilling the 39-credit minimum Technical Studies requirement of the 60 credit Technical Studies Journey Worker Associate of Applied Science degree. Typically, the apprentice graduate needs only a minimum of 21 hours of general education courses to complete the AAS.

ii. Status

At the previous meeting, members expressed interest in learning more about the requirements, and the Bureau had encouraged them to consider requiring the general education courses as part of unpaid related instruction.

iii. Discussion

Members agreed that the potential for an apprentice to earn significant credit towards an associate's degree is a substantial promotional value for the apprenticeship program, but strongly agreed against requiring general education courses, because they are the responsibility of the individual, not that of the apprenticeship program., and would create too many unnecessary complications.

Mike Christensen stated that contractors are responsible for training steamfitters that directly benefit the industry, while an individual is responsible for pursuing his or her own comprehensive education. Co-Chair Sturdivant agreed that advanced degrees are primarily the responsibility of the individual, and added that the credit apprentice can earn towards an advanced degree shows a clear career pathway that is attractive to candidates and parents alike.

Kathy Wellington noted two factors relating to the topic. First, she explained that the national Office of Apprenticeship is moving to formalize college partnerships so that apprenticeship training more easily earns the apprentice college credit. Second, she mentioned the growing importance of credentialing,

noting that the manufacturing sector seems to be moving toward incorporating increased levels of paid related instruction into apprenticeship training.

Ron Zillmer elaborated that national interest in college credit for OJT stems from federal legislation on career pathways and the Registered Apprenticeship-College Consortium, which facilitates the articulation of the Registered Apprenticeship certificate for college credit on a national scale. The key marketing strategy and message for the public is that no degrees are terminal: an apprenticeship leads to an associates, which leads to a bachelors, etc. Wisconsin recently signed the RAAC agreement, and will recognize any apprenticeship nationwide at least three years in length as equivalent to 39 credits.

Committee members and guests discussed potential ways to promote college credit to applicants as an additional value to the apprentice program and to encourage current apprentices to pursue the general education courses on their own, without overstepping the administrative purview and misleading individuals. Suggestions included encourage high school students to take technical college general education courses as advanced placement courses; having the Bureau send a reminder letter to apprentices at the beginning and conclusion of their program; having committees and employers discuss the associate degree requirements at the contractor signing and/or orientation; or having the WTCS develop outreach materials.

The discussion concluded with consensus among the committee to not require the general education courses as part of unpaid related instruction, but to develop outreach material that promotes college credit as one valuable benefit of apprenticeship training.

Follow-up: BAS will research and discuss potential outreach pieces with WTCS.

c. WI Apprenticeship Advisory Council, Wisconsin Career Pathway Advisory Subcommittee

i. Background

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. In addition, more countries, sectors and industries are expressing interest in apprenticeship training: the German embassy is promoting the adoption of the German model of apprenticeship within German companies operating the U.S.; new federal funding will target developing apprenticeship programs in the health care and information technology sectors; and advanced manufacturing companies, enduring stakeholders of apprenticeship, continue to adopt the model to train workers in new occupations. 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 Advisory Council commissioned an apprenticeship planning committee to operate from July 1, 2014 to June 30, 2015. One of the committee's primary activities will be to increase links between registered apprenticeship and youth apprenticeship.

ii. Status

At its 2014 third quarter meeting, 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 training checklists that are very similar: youth apprenticeship program utilize a "skill standards checklist," and registered apprenticeship programs utilize job books.

A pilot effort to link the two programs through credit has proven successful in manufacturing. Both programs are prevalent in the sector, and many employers sponsor both programs. 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. For example, an employer might not award credit for youth apprenticeship work experience, or place a youth apprentice graduate at the top of a list of registered apprenticeship job announcements, or award hours toward registered apprenticeship OJT. The pilot effort proved successful, and the Department of Workforce Development is interested in expanding it statewide.

The subcommittee will likely target manufacturing and health care sectors first. Manufacturing will likely offer the most potential opportunities, and several health care occupations have youth apprenticeship programs, which might leverage the development of the first registered apprenticeship programs in the sector.

The Bureau and Youth Apprenticeship are recruiting members for the subcommittee, and will convene the first meeting in November.

iii. Discussion

Mr. Hayden, a member of the Advisory Council, stated that with the high degree of national attention on workforce skills training and apprenticeship, the Council could no longer afford to look at youth apprenticeship and registered apprenticeship as separate.

Mr. Ron Zillmer commented that many sections of the economy are examining how to create awareness and interest among high school students in the skilled trades, and create opportunities for them to learn entry level skills that can receive credit with educational providers or employers, such as towards a registered apprenticeship program. He encouraged the committee to consider options in the future.

Mrs. Wellington summarized that the primary task of the subcommittee will be to identify potential linkages between youth apprenticeship and registered apprenticeship, which might include recommending models that might work in construction, given all the realities of the sector.

d. American Apprenticeship Grants

This year 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 two industry focus group: one for the construction sector, one from the manufacturing sector. This strategy of engaging industry early proved excellent for the SAGE grant: by identifying numerous potential ways in which grant money could upgrade apprenticeship programs, the Bureau was able to submit a more robust grant application, more quickly.

Although the specific requirements of the American Apprenticeship Grants are yet to be announced, the industry focus groups convened by the Bureau identified these potential uses:

- increasing 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
- encouraging all apprenticeship programs to require apprentices to complete WTCS general education requirements so apprentice graduate with two nationally recognized credentials – the completion certificate and an AAS degree

e. BAS continuous improvement efforts: review of state committee Exhibit As

i. Background

The Exhibit A approved by the state committee is the template that the Bureau uses to create apprenticeship contracts for related trades. All local sponsors must satisfy the minimum standards. Although most sponsors do not modify their standards, it is acceptable for a sponsor to modify the work process schedule up to 20% variance. Therefore, the state Exhibit A is the foundational document for every apprentice contract. Thus, the language must be clear, legal, and consistent to ensure industry training needs are met and contractors understand what they are agreeing to.

The state committee and Bureau will review all state Exhibit As this fall and winter as part of a continuous improvement activity to ensure that the language is legal, clear and meets the training needs of industry.

The review has three possible outcomes:

- 1) no revisions are necessary
- 2) minor revisions are necessary, and suggested to the committee for approval
- 3) substantial revisions are necessary, and a discussion or focus group will occur

ii. Update

After being requested by the committee at its spring 2014 meeting to include only Steamfitter (Construction) and Steamfitter (Service/Refrigeration) contracts on the participant report, the Bureau reviewed all pertinent data. The review concluded that the state committee had decided in favor of having state Exhibit A's for only the two aforementioned trades in 2005 and 2011, but also found that local committees continued to register apprentices under the additional trade titles.

If this is the intent of the state committee, the Bureau would review and adjust all local Exhibit A's and contracts, and present a summary at the spring 2015 meeting.

iii. Discussion

A general discussion followed about whether local committees would be restricted from creating additional trade titles, but still allowed to modify the work processes and hours to exceed state minimums. Members generally expressed that the additional titles were continuing to be used by happenstance, rather than an intentional need for a different title. Members expressed that ATRs should also be informed so that the additional titles are not used.

Action: *A motion was made to limit state trade titles to Steamfitter (Construction) and Steamfitter (Service/Refrigeration) and thereby restrict local committees from creating additional trade titles. The motion passed.*

Follow-up: *BAS will review and adjust existing trade information to eliminate the additional trade titles so that all future contracts are registered as either Steamfitter (Construction) or Steamfitter (Service/Refrigeration). BAS agreed to provide affected local committees with a listing of active contracts currently registered under the additional titles so that the committee can decide whether to amend the contract or allow the apprentice to complete under the existing trade title.*

f. Introduction of WorkKeys assessment tool in high schools and potential related changes

Owen Smith stated that the Bureau and WTCS jointly decided to table this item until spring 2015, when the item is timelier and more research can be prepared on its potential impacts.

g. Other

No additional items were brought forth.

6. WTCS Update

No WTCS representative was present at the meeting. Mr. Smith shared that Marge Wood retired on September 5. Tim Weir is acting as interim Education Director for Apprenticeship. WTCS expects to fill the vacancy by December 1. The [full written update](#), which includes additional items, is available on the state committee website.

Jim Cook reported that the WTCS curriculum committee has begun to review statewide curriculum in response to the federal requirement to review and approve all curriculum every five years. Jim is not aware of when the review of Steamfitter curriculum is scheduled to begin.

Joe Lauer stated that a technical college representative shared at a local committee meeting that the Great Lakes Higher Education Foundation will award 150 \$1,000 grants to apprentices. The grants are for low-income construction and industrial apprentices prior to the start of their second semester. More information is available on the [WTCS update](#).

7. Review of Program Participants

As of September 1, 2014, the Bureau reported that program participants included 340 apprentices and 89 employers. Brian Toutant stated that several data elements are inaccurate: the Madison JAC has 94 apprentices, not 84; the Southeast JAC has 73 apprentices, not 66; and the non-union apprentice listed in the La Crosse Area JAC is a union apprentice.

Action: *The Bureau will review and revise the data discrepancies.*

8. The next meeting is tentatively scheduled for Thursday, May 21, 2015, at 10:00 a.m. at the WTCS Foundation in Waunakee.
9. The meeting adjourned at 12:00 p.m.

Follow-up Items

- i. BAS will revise the roster.
- ii. BAS will email a list of all Local 434 apprentices eligible for ACAP to Gary Korn.
- iii. BAS and WTCS will discuss outreach opportunities for promoting the value of apprenticeship towards an associate's degree.
- iv. BAS will review local exhibit A's and roll them up into either Steamfitter (Construction) or Steamfitter (Service/Refrigeration).
- v. BAS will research the data discrepancies on the program participant report.

Submitted by Owen Smith, BAS, Program and Policy Analyst