

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

**September 9, 2015**

Madison Area Technical College  
Madison, WI

**Draft Minutes**

<b>Members Present</b>	<b>Employer</b>
Adamus, Larry (Co-Chair)	Domtar-Rothschild
Laabs, Art	ATI-Ladish
Lischka, Ken	John Deere Horicon
McGlynn, Kevin M.	Caterpillar
Mortenson, Brandon (Co-Chair)	Harley-Davidson
Mullarkey, Pat	3M
Steckl, James	Quad Graphics – West Allis
Verkuilen, Ron	Thilmany

<b>Members Absent</b>	<b>Employer</b>
Butera, Alesia	Weldall Manufacturing, Inc.
DaRonco, Lee	Joy Global
Grenfell, Todd	Fourinox
Harry, Bob	GKN Sinter Metals
Minch, Ron	New Page / Wisconsin Rapids

<b>Consultants and Guests</b>	<b>Employer</b>
Bernthal, Jamie	DWD Youth Apprenticeship
Harding, Burt	Bureau of Apprenticeship Standards
Jallah, Tracy	Bureau of Apprenticeship Standards
Johnson, Joshua	Bureau of Apprenticeship Standards
Kiel, Todd	Northeast Wisconsin Technical College
Lenzendorf, Bryan	3M
Montgomery, Mark	Waukesha County Technical College
Morgan, Karen	Bureau of Apprenticeship Standards

Phillips, Amy	DWD Youth Apprenticeship
Pusch, Liz	Bureau of Apprenticeship Standards
Rice, Vincent	Bureau of Apprenticeship Standards
Schetter, Sheila	Lakeshore Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Stahlecker, Ben	Bureau of Apprenticeship Standards
Vine, Charles	ADI Ladish

1. The meeting was called to order at 09:30 am by Larry Adamus, Committee Co-Chair, in conformity with the Wisconsin Opening Meeting Law.
2. Roll call was taken, and a sign-up sheet was circulated to record those in attendance.
3. The committee reviewed its current roster for vacancies; terms that will expire soon; and industry and geographic representation. One seat is vacant on the Employer side of the committee. The Bureau informed the committee that it had invited a food manufacturer and was still awaiting a response. The committee advised that, if the specific company declines, the Bureau should continue recruiting a representative from a food manufacturer.

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

##### **a. Follow-up Items from previous meeting**

###### i. Action: approve the minutes of the previous meeting.

The minutes of the previous meeting were approved with one correction: member Jamie Steckl was in attendance.

###### ii. Action: review the proposed crosswalk and credit between Youth Apprenticeship and IMT

Owen introduced the Jamie Bernthal and Amy Phillips from DWD Youth Apprenticeship. He explained that the Youth Apprenticeship (YA) and Registered Apprenticeship (RA) staffs are working to develop as seamless a transition as possible for youth apprenticeship graduates into a related registered apprenticeship.

The YA staff explained that their primary focus is comparing, or "cross-walking," the competencies between related youth and registered apprenticeship programs. If two programs are closely related, the YA staff will recommend that the appropriate state committee encourage all RA sponsors award a minimum percentage of credit to youth apprenticeship graduates. For example, if two programs are closely aligned, the YA staff may propose that the state committee encourage RA sponsors credit 50-100% of the graduate's YA hours.

The YA staff had presented a draft comparison earlier to the state committee, and the committee had recommend that the comparison be reviewed thoroughly by a focus group of committee members and YA staff. The focus group concluded the review, and has brought a recommendation for credit back to the state committee.

State committee members involved in the review commented that the review process went very well and that most competencies in the YA program align well with the IMT program. The group's only constructive criticism was to restructure the YA competency checklist to look like the RA job book.

Jamie Bernthal explained that a youth apprenticeship aligns with a registered apprenticeship in one of three ways: directly, indirectly, or not at all. Direct alignment means most to all of the YA competencies align with the RA program; indirect alignment means only some competencies align. YA recommends to the state committee that graduates of directly aligned YA programs receive 50-100% credit towards the corresponding RA program; and graduates of indirectly aligned YA programs receive up to 50% credit.

The state committee asked several questions.

- *What are the basic differences between a youth and registered apprenticeship?*  
Karen replied that youth apprenticeships address broad clusters such as manufacturing or hospitality. The focus is very broad and surface. Registered apprenticeships address specific occupations, so the focus is comprehensive and detailed. YA programs are sponsored by local and regional consortia. RA programs are structured by local and state committees, and are sponsored by individual employers.
- *What is the success rate of YA graduates in RA programs?*  
The YA staff replied that they do not have that data because the effort to link the programs is less than a year old. However, the YA and RA staffs want to cross-promote both programs between their respective sponsors. Data gathering and reporting will be a likely outcome.
- *What is the minimum age for a youth apprentice?*  
Karen Morgan explained that age is not a barrier to a youth apprentice working in a manufacturing work setting. All tasks within a youth apprenticeship have been verified as legal by DWD Workers Compensation. The tasks fall within the legal exemption of "student learner."

A general discussion followed. Committee members supported the objective of the crosswalks. Several members expressed interest in employing youth apprentices. However, other members cautioned that their organizations would be hesitant to sponsor youth apprentices due to insurance issues. Karen reiterated that DWD Workers Compensation and Equal Rights have stated clearly that there should be no issue with insurance or age, and if an employer should be given one by their insurance provider, to request the provider cite the specific law in writing. Sheila Schetter of Lakeshore Technical College shared that her college hosted a meeting for interested employers and explained in detail all of the student learner exemptions within the child labor laws. She said the workshop proved very valuable in dispelling many employers' misperceptions.

Karen closed the discussion by reminding the committee that the Bureau firmly believes in leaving the award of credit to the discretion of the sponsor. Therefore, the recommendation of the YA staff and approval of the state committee would not require employers to award credit.

Owen summarized that the YA staff is proposing that graduates of the YA manufacturing program applying to the IMT registered apprenticeship be granted credit for 50-100% of their YA hours. The YA staff is also proposing that the state committee endorse the credit recommendation so that RA sponsors know the comparison and recommendation has been vetted by industry.

A general discussion followed. The committee agreed with the spirit of linking the two programs, but also agreed that a youth apprentice graduate, given his or her age and overall work and life experience, would likely not be sufficiently job ready, even with 900 hours of work experience, to warrant receiving credit for 100% of their YA hours. In addition, it is reasonable to assume that the worksite expectations of a full-time, limited term student learner are not as great as those of a full-time employee. Therefore, the committee recommended crediting most of the hours but not all.

**Action:** *The committee approved a motion to recommend that RA sponsors grant credit to YA manufacturing graduates for up to 75% of their YA hours.*

iii. Action: review the proposed revisions to the state Exhibit A for Industrial Pipefitter

Owen reported that the focus group that reviewed the state Exhibit A for Industrial Pipefitter proposed several revisions for the committee's approval. The first proposal is to increase the required minimum hours for the work processes "Instal...industrial piping systems," "Read...blueprints," and "Local Optional Work Processes." The second proposal is to include an additional work process for high-pressure and structural welding. The third proposal is to amend the Special Provisions so that the employer may require the apprentice to obtain certification for refrigeration and HVAC systems.

A brief discussion followed. The committee argued immediately that welding is not required of all pipefitters. The committee agreed with the other proposals.

**Action:** *The committee approved the first and third proposals, but rejected adding the work process for welding.*

iv. Action: review the proposed revisions to the state Exhibit A for Maintenance Mechanic

A potential sponsor contacted the Bureau confused by certain tasks on the state Exhibit A for Maintenance Mechanic. Tasks 7 & 8 under the work process "Install machines and equipment" duplicate other tasks. The state committee agreed.

**Action:** *The committee approved a motion to delete the duplicative tasks.*

v. Action: review the proposed statewide program for Lubrication Technician

The Bureau reviewed that the state committee had requested developing a statewide registered apprenticeship program for the occupation of Lubrication Technician. Several in-house versions exist for the occupation of Oiler/Lubricator, and the committee had argued that the scope of Lubricator has expanded and the need has increased, too.

The focus group proposes a time-based program of two years of not less than 4,000 hours, which is identical to the sole sponsor programs. PRI includes select courses from the Millwright curriculum. As registrations increase, the Bureau will approach WTCS about potentially creating a PRI sequence that contains only the courses for Lube Tech.

***Action:** The committee approved the program as it is. BAS will post the final program information on its website and inform and survey current sponsors.*

**b. Apprenticeship Completion Award Program (ACAP)**

Karen reviewed that the program was passed by the state legislature one year ago to provide reimbursement of paid related instruction. It was due to end on June 30, 2015, but the legislature recently extended it through June 30, 2017. None of the provisions of program have changed: the eligibility requirements and maximum allotments are still the same. The Bureau hired Ken Moore, former Chief of Field Operations, on a limited term basis to process the reimbursement requests.

**c. American Apprenticeship Grant**

Karen explained that the Bureau was awarded an American Apprenticeship Grant for the maximum amount of \$5 million. The grant is called the "Wisconsin Apprenticeship Growth and Enhancement Strategies," or WAGE\$. The grant has two primary objectives: expand registered apprenticeship into new areas of the economy; and increase the pool of qualified applicants for registered apprenticeship.

The Bureau will focus on expanding into information technology, health care and advanced manufacturing. The grant will fund outreach initiatives to move several current advanced manufacturing programs, such as the Maintenance Technician, into the southeast and western portions of the state. The Bureau will also consider developing a program in Mechatronics, which is an enhanced version of the Maintenance Technician.

To increase the applicant pool, WAGE\$ will fund pre-apprenticeship readiness programs by through local workforce development boards, as well as youth apprenticeship programs through the DWD youth apprenticeship staff and regional consortia.

The committee asked the following questions?

- What are the existing advanced manufacturing apprenticeships in Wisconsin? Karen replied that the programs in Welder-Fabricator, Industrial Electrician, Maintenance Technician, CNC Technician (in development). Maintenance Technician is the fastest growing program.
- Would the new Lubrication Technician program be considered preventative maintenance, or would preventative maintenance program be more appropriate?  
Karen replied that an upcoming survey of sponsors, former sponsors, and non-sponsors will ask whether more comprehensive maintenance programs, such as a preventative maintenance apprenticeship, are needed. Several committee members then replied that comprehensive preventative maintenance is considered a journey-level skill set, and should not be expected of an apprentice.

**d. Wisconsin Apprenticeship Summit**

Karen explained that many activities to be funded by WAGE\$ were action items proposed at the Wisconsin Apprenticeship Summit. She briefly reviewed the purpose and structure of the Summit, and then explained the resulting action plan. The full report is available on the Apprenticeship Advisory Council website.

She noted that the first action item completed was the convening of an employer consortium that will advise the Bureau on necessary business to business outreach material. The consortium's

first project is to administer a statewide survey of the attitudes and perceptions of registered apprenticeship among sponsors, former sponsors, and non-sponsors.

Concurrently, the Bureau is accomplishing the action item, "Improve visibility with the K-12 system." The BAS and YA staff recently wrote a policy manual for bridging youth apprenticeships to related registered apprenticeship through the awarding of credit and employment consideration or opportunity.

**e. Other**

The committee did not have additional items.

**5. New Business**

**a. Discuss and review the duties of the state committee**

Karen transitioned to an overview of the duties of a state committee. She began by stating that sometimes stakeholders misunderstand or lack an understanding of the Bureau's objectives in convening state committees.

First, the Bureau is responsible for administering the entire Wisconsin apprenticeship program, including overseeing and monitoring existing programs, and building new programs. The Bureau partners primarily with the Wisconsin Technical College System to deliver related instruction. However, at no time does the Bureau abdicate its responsibility to administer the program to any other organization.

The Bureau convenes state advisory committees to learn directly from industry what the training needs are, what should be taught on the job, what should be taught in paid related instruction, and what the minimum qualifications should be for participants. Karen stated that she has heard through grapevine that it's not the responsibility of the Bureau to dictate what is taught on the job or taught in school, which is incorrect.

To sum up the state committee's role, the Bureau is continuously asking the committee, "What are your training needs?" and "Would this content or policy work?" or "What else do you need?" In addition, outside of the committee meetings, the Bureau expects the state committees to assume leadership for statewide promotion of its programs, or to identify policies in apprenticeship that could be changed to work better for industry.

In short, Karen concluded, state committees are our leaders, for both OJL and PRI.

**b. New Publications from the WI Apprenticeship Advisory Council**

Karen distributed two new publications: *Guide to Successful Interviewing for the Skilled Trades* and *WI Pre-Apprenticeship Readiness Program Guidelines*.

She explained that the *Guide* was developed in direct response to input from many employers that many apprentice applicants have great skills but need help interviewing and writing resumes. Karen encouraged attendees to share the *Guide* far and wide.

The *Pre-Apprenticeship Guidelines* were created in anticipation of the emphasis WAGE\$ will place on supporting pre-apprenticeship readiness programs through local workforce development boards. In addition, many other grants now and in the future will offer funding for skill

development, so these guidelines were created to ensure a consistent standard based on strong relationships to registered apprenticeship programs and sponsors.

Many such programs in the recent past have claimed to prepare participants for registered apprenticeships, but their curriculum and learning outcomes were not linked to related registered apprenticeships and they were not linked to registered apprenticeship sponsors. For example, one such program claimed to be placing graduates into construction apprenticeships, but the program manager was not aware of local joint apprenticeship committees.

**6. WTCS Update**

The WTCS update is available on the state committee website.

**7. Review the program participants.**

Program participants included 544 apprentices and 167 sponsors with a contract in active or unassigned status on August 26, 2015.

8. The next meeting will be held on Wednesday, April 6, 2016, at 9:30 a.m. at Harley Davidson in Menomonee Falls.
9. The meeting adjourned at 1:45 p.m.

***Follow-up Items***

- i. BAS will recruit an additional employer member.*
- ii. BAS will implement the approved Exhibit A's.*

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*Submitted by Owen Smith, Program and Policy Analyst*