

**Approved Minutes of the
Machine Tool
State Apprenticeship Advisory Committee**

May 15, 2019
Fox Valley Technical College
Appleton, WI

Members Present	Organization / Employer
Heins, Ken	KLH
Dennis, Mark (Co-Chair)	Fox Valley Tool & Die
Schneider, Roque	Mercury Marine
Members Absent	Organization / Employer
Bates, Dan	Rexnord
Brockelman, Doug	Stanek Tool Corp
Haban, Eric (Co-Chair)	LDI Industries
Johnson, Greg	PowerTest
Rainey, Tony	Master Lock Company
Consultants and Guests	Organization / Employer
Fontanez, Carol	Waukesha County Technical College
Grunewald, Jeff	Lakeshore Technical College
Haka, Stephanie	Bureau of Apprenticeship Standards
Johnson, Joshua	Bureau of Apprenticeship Standards
Kitchen, Jim	Fox Valley Technical College
Mayek, Mandy	Mid-State Technical College
Nakkoul, Nancy	Wisconsin Technical College System
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Straub, Steve	Fox Valley Technical College

1. The meeting was called to order at 10:00 a.m. by Co-Chair Mark Dennis in conformance with the Wisconsin Open Meeting Law.
2. A sign-in sheet was distributed. A quorum was not present.
3. The committee reviewed the current roster.
4. **Old Business**

a. Review the follow-up items from previous meeting

i. The minutes were approved as written.

ii. For action: review minimum hours of RI for remaining apprenticeships

Owen reviewed that the state committee requested this agenda topic after revising the minimum hours of related instruction for Tool and Die Maker at its previous meeting. The state committee's reasoning was to review whether the hours of related instruction for the other programs it advises needed to be adjusted similarly. A general discussion followed.

Action: *The state committee recommend reducing the hours of related instruction for Electrical Discharge Machining Technician, Pattern Maker, and Tool Maker to 512 to parallel the hours of related instruction for Tool and Die Maker. A quorum was not present, so the vote was tabled.*

Action: *The committee shared that a technical college may be offering 384 hours of related instruction for Machinist instead of the required 432 hours. The Bureau and Wisconsin Technical College System will research the matter.*

iii. How is the development of Industrial Metrologist registered apprenticeship progressing?

Owen reviewed that the state committee advised the Bureau that this occupation would be the most feasible advanced manufacturing occupation for which to develop a registered apprenticeship via the WAGES grant. To develop the program, the DOL must approve the Bureau adding the program to the scope of the grant. The Bureau solicited letters of support from three potential sponsors and submitted them this spring. Once the Bureau receives approval from the DOL, Owen will convene a focus group to complete an occupation analysis, i.e DACUM.

b. Implementing revisions to CFR 29.30 (AA/EEO requirements)

Josh Johnson reported that the Bureau projects the revisions will be fully implemented by January 2020. Some minor revisions have been implemented under an emergency administrative rule; other revisions and the final version are being finalized by the state legislature and the Governor's Office.

Josh clarified that the minor revisions that have been implemented, such as the non-discrimination pledge, will not have a substantial state or local effect because sponsors already have the same or very similar policies in place. Other minor revisions will continue to be implemented through the year. The Bureau will have further guidance on specific changes and their effects at the fall meeting.

Attendees did not have questions or comments.

c. Federal grants to expand "registered apprenticeship"

Josh reported that the Bureau is proceeding very well on its three federal grants: the WAGE\$ grant, the state expansion grant, and the state accelerator grant.

The WAGE\$ grant is nearing completion. It has successfully met nearly all its targets. For example, it helped increase the enrollment of minority apprentices by 10%, which is very good, and developed new apprenticeships in information technology, healthcare, and advanced manufacturing.

Information technology may be a very successful endeavor because its occupations work across all other sectors; the Bureau will conduct outreach efforts to recruit IT sponsors and apprentices soon.

Two targets have proved difficult to meet: enrolling apprentices in the first apprenticeships in new industries; and enrolling female apprentices. The first apprenticeships in an industry commonly grow very slowly because employers are either unfamiliar with apprenticeship or need more time to adapt their administrative operations. Recruiting women apprentices has proven historically challenging.

Attendees did not have questions or comments.

d. 27th Biennial Apprenticeship Conference Follow-Up

Josh reported that the 27th Biennial Apprenticeship Conference was an overall success: it drew 375 attendees; included 30 workshops; and received positive feedback on the variety of topics and workshops, especially on career pathway programs such as youth apprenticeship and pre apprenticeship. Many attendees reported, though, that they did not like the venue. The Bureau is planning the 28th Biennial Conference for early 2021. The location and venue are pending.

Attendees did not have questions or comments.

e. Updates to www.WisconsinApprenticeship.org

Josh reviewed many historic updates the Bureau made to its webpage. Foremost, for the first time in its history, the Bureau website features sponsors. The update was made at the request of sponsors because they continue having trouble recruiting qualified applicants. Prior to this, sponsors preferred not to be featured because so they would not receive public inquiries outside of their hiring windows.

Additional updates include the following: three quick search functions on the homepage—by key word, by occupation, and by industry; three distinct navigation boxes based on user group—career seeker, employer, and current apprentices and sponsors; and apprenticeship-specific webpages that feature visual representations of the training information, employment projections, and salary.

Josh encouraged attendees to review their organizations' information, submit updates, and test the site for any potential improvements.

Attendees did not have questions or comments.

f. Department of Corrections registered apprenticeships

Josh explained that the Bureau is enhancing registered apprenticeship opportunities within the state's correctional system after an inspiring tour of Ohio's correctional facilities. Wisconsin has 42 apprentices in correctional facilities; Ohio has 2,400.

Josh introduced Liz Pusch, a former Apprenticeship Training Representative now working as the Bureau's Program and Policy Analyst in charge of developing programs with Wisconsin's Department

of Corrections (DOC).

Liz summarized several key facts about registered apprenticeships within correctional facilities. First, 90% of offenders are released, so the correctional population is a large talent pool that is worth training and employing. Most programs are offered through minimum security facilities, provide up to 60% of the training in the facility, and then release participants to complete the rest. Many companies currently employ offenders on work release. The Bureau's role is to facilitate partnerships between the DOC and sponsors so the training meets industries' needs and industries see the value of training and employing offenders.

Second, registered apprenticeships are selective opportunities within the facilities; individuals are selected based on aptitude, interest, and parameters of offense.

Third, DOC has trained registered apprenticeships for a while, and this initiative expands on that base. DOC has offered correctional officers, carpenters, horticulturalists, and cooks; DOC then added machining, masonry, and welding; and now it is expanding further into building maintenance and construction, and considering pre-apprenticeships, too. Much of the training is provided through the Wisconsin Technical College System and is the same instruction as apprentices receive.

The state committee commented that basic blueprint reading, safety, machining, and welding tasks would be helpful for offenders to know. They cautioned against requiring or otherwise forcing employers to hire offenders because they may be prohibited from certain worksites, such as hospitals. Josh acknowledged that the discretion to hire is always with the employer; the Bureau will not force an employer to hire an offender. Rather, the Bureau and DOC want to prepare a talent pool of qualified applicants and partner with sponsors who see the value in hiring them.

h. Other

Attendees did not have additional topics.

5. New Business

a. 2019 National Apprenticeship Week

Josh announced that 2019 National Apprenticeship Week will be held November 10-16. November 11 will be Veterans Day, so the Bureau is planning an event to recognize veterans in apprenticeship. Overall, the Bureau is planning and outreaching the event six months in advance to increase the likelihood that high schools and other partners can attend.

Attendees did not have questions or comments.

b. BAS personnel changes

Josh reported the following changes:

- Deb Schanke, Madison Apprenticeship Training Representative (ATR), retired.
- Mary Harrington, federal ATR, retired.
- Mary Pierce, policy analyst, retired.
- Long Vang was hired as the new ATR for Eau Claire.
- Dominique Robinson, former ATR for Racine, was hired as a policy analyst in the Madison office.

Attendees did not have questions or comments.

c. Other

Owen reported that the process of creating webpages for individual apprenticeship programs helped the Bureau learn that many companies sponsor Injection Molding apprentices, but the program has not been sponsored by the State Machine Tool Committee for years. Owen asked the state committee if it saw value in advising the statewide standards once again. The committee replied that it would be interested in discussing the topic at the fall meeting.

***Action:** the Bureau will add the topic to the fall meeting. If the state committee is interested in advising the occupation, the Bureau will survey sponsors for their input. If both parties are interested, the Bureau will ask the state committee to establish statewide minimum standards.*

6. WTCS Update

Nancy Nakkoul discussed the latest copy of the WTCS Apprenticeship Completer Report.

7. Review of Program Participants

Program participants included 549 apprentices and 240 sponsors with a contract in active or unassigned status as of May 1, 2019.

8. The next meeting is tentatively scheduled for Tuesday, September 24, at 10:00 a.m. The location will be determined later.
9. The meeting was adjourned at 12:45 p.m.

*Submitted by Owen Smith,
Bureau of Apprenticeship Standards*



May 10, 2019

TO: State Machine Tool Apprenticeship Advisory Committee Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards
608-266-2491; Owen.Smith@dwd.wisconsin.gov

SUBJECT: **State Machine Tool Apprenticeship Advisory Committee Agenda**

DATE: **Wednesday, May 15, 2019**

TIME: **10:00 a.m.**

PLACE: Fox Valley Technical College, **Rm HS-114A** (*maps included*)
1825 N Bluemound Dr
Appleton, 54912

TENTATIVE AGENDA

1. Call the meeting to order.
2. Distribute the sign-in sheet.
3. Review the roster.
4. **Old Business**
 - a. Review the follow-up items from previous meeting
 - i. **For action:** approve the minutes
 - ii. **For action:** review minimum hours of RI for remaining apprenticeships
 - iii. How is the development of the new Industrial Metrologist registered apprenticeship progressing?
 - b. Implementing revisions to CFR 29.30 (AA/EEO requirements)
 - c. Federal grants to expand "registered apprenticeship"
 - d. 27th Biennial Apprenticeship Conference Follow-Up
 - f. Updates to www.WisconsinApprenticeship.org
 - g. Department of Corrections registered apprenticeships
 - h. Other
5. **New Business**
 - a. 2019 National Apprenticeship Week
 - b. BAS personnel changes
 - c. Other
6. WTCS Update
7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.

DWD 296: Sponsor Obligations

All sponsors

Do not discriminate based on race, color, religion, sex, national origin, disability, age (over 40), sexual orientation or genetic information

Designate an individual to oversee equal opportunity functions, maintain records, and submit reports to the Department

Perform universal apprentice outreach and recruitment, maintain a list of recruitment outlets, and provide those outlets 30-day advance notice of apprenticeship postings

Publish, post and disseminate an equal opportunity pledge, policy and complaint instructions

Ensure apprenticeship activities and facilities are free from discrimination and establish an internal process for reviewing harassment and intimidation complaints—disseminated in writing

Hold information sessions to conduct anti-harassment training, introduce apprentices program staff to equal opportunity policy, and instruct them how to file a discrimination complaint with the Department

Keep records of apprentice demographics, selection, assignment, layoff, accommodation requests, etc., for at least five years

Select apprentices through any non-discriminatory methods, so long as they are outlined in the sponsor's written standards and applied uniformly. Selection methods must also comply with the Uniform Guidelines on Employee Selection Procedures (UGESP) and not violate the Americans with Disabilities Act (ADA)

Five or more Apprentices

Maintain a written affirmative action program which includes:

1. utilization analysis to compare race, sex and ethnicity of apprentices to recruitment area
2. establishment of utilization goals for race, sex and ethnicity, if appropriate
3. establishment of utilization analyses and goals for individuals with disabilities
4. targeted outreach, recruitment and retention activities, if necessary, to meet utilization goals
5. Perform annual review of personnel processes for potential discrimination

Invite applicants and apprentices to confidentially disclose a disability, at two times during hiring process and annually

DWD 296: Implementation Timeline 2019

January 18	Emergency rule enacted
January 22	Economic impact analysis period ended. Rule draft filed with Legislative Rules Clearinghouse. Public Comment begins.
February 20	Public hearing for DWD 296 and 295
March 15	Submit to Governor's Office for approval
April 1	Rule filed with Senate and Assembly
April 15	Legislature refers rule to appropriate assembly and senate committees
May 15	Review period ends for senate and assembly committees
May 20	Rule referred to Joint Committee for Review of Administrative Rules (JCRAR)
June 18	JCRAR completes review of rule
June	First phase of sponsor requirements
July/August	Publication date of permanent rule DWD 296 and 295
January 2020	Second phase of sponsor requirements

DWD 296: Recurring Obligations

<u>Annually</u>	<u>At Compliance Review</u>	<u>As Needed</u>
<p>Update list of recruitment sources</p> <p>Review of personnel processes for selection criteria, wages, assignments, discipline, etc.</p> <p>Notice to apprentices they may update disability self-identification</p>	<p>Update written affirmative action plan</p> <p>Conduct workforce analysis for disability</p> <p>Undertake targeted outreach and action-oriented programs, if necessary</p> <p>Conduct workforce analysis for race, sex and ethnicity</p> <p>Conduct utilization analysis for race, sex and ethnicity</p> <p>Establish utilization goals for race, sex and ethnicity and conduct targeted outreach and action-oriented programs, if necessary</p>	<p>Conduct anti-harassment training and share EEO policy at orientation and periodically</p> <p>Invite prospective and new apprentices to self-identify disability status:</p> <ol style="list-style-type: none">1. During apprenticeship application process2. After acceptance into program, but before start date

WAGE\$ Apprentices Spring Committee Update March 2019

The Wisconsin Apprenticeship Growth and Expansion Strategies (WAGE\$) grant is a 5-year, \$5 million grant from the US Department of Labor. The purpose is to expand Registered Apprenticeship in Advanced Manufacturing and develop new programs in Information Technology and Health Care. The grant started October 1, 2015, and will conclude September 30, 2020.

WAGE\$ Apprentices by Trade

Current Count

Entered Active Status 10/1/15 - 3/13/19 from data pull 3/14/19

This report includes apprentice contract records which, during the selected report period, match the following criteria: CONTRACT TRADE=Industrial Manufacturing Technician;Maintenance Technician;Mechatronics Technician;Welder - Fabricator;Welder / Automated Welding;Software Developer;IT Service Desk Technician;Data Analyst;Medical Assistant,

		Current Count	Female	Minority & Race / Ethnicity*
All WAGE\$ Occupations		427	16 (4%)	60 (14%)
		Current Count	Female	Minority & Race / Ethnicity*
Industrial Manufacturing Technician 18 Completed 19 Cancelled (18%)		106	10 (9%)	32 (30%)
IT Service Desk Technician		2	0 (0%)	0 (0%)
Maintenance Technician 9 Completed 35 Cancelled (15%)		231	3 (1%)	22 (10%)
Mechatronics Technician 12 Cancelled (19%)		63	1 (2%)	5 (8%)
Software Developer		2	2 (100%)	0 (0%)
Welder / Automated Welding & Fabricator 2 Completed 4 Cancelled (34%)		23	0 (0%)	1 (5%)

All ACAP Reimbursement Requests Processed (Time Period) - Summary

Apprenticeship Completion Award Program (ACAP)

Bureau of Apprenticeship Standards

Division of Employment and Training

4/1/19 02:19 PM

Filters Applied: Determination Date between 7/1/18 and 4/1/19, Fiscal Year(s)= FY19

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	19		\$110,520.09	\$558,356.80
Year One Totals		528	\$110,520.09	\$558,356.80
Completion	19		\$199,208.76	\$1,148,242.04
Completion Totals		441	\$199,208.76	\$1,148,242.04
Report Totals		969	\$309,728.85	\$1,706,598.84



WTCS System-Wide Activity Update March 2019

Wisconsin Fast Forward Awards \$250,000 to the WTCS to Support Apprenticeship Instruction

In recognition of the rapid expansion of apprenticeship programs in Wisconsin, the WTCS will administer Wisconsin Fast Forward grant funds as sub-grants to WTCS Colleges to supplement instructional costs where need has outpaced projected growth. Funds will be available from January 2019-December 2020.

WTCS-BAS 2019 Apprenticeship Completion Report

The 2019 WTCS-BAS Apprenticeship Completer Report is now available online. The report contains employment, wage and training satisfaction outcomes for apprentices completing their programs in 2016-17. It can be found here: <https://www.wtcsystem.edu/about-us/resources-publications> Or via direct link here: <https://www.wtcsystem.edu/wtcsexternal/cmspages/getdocumentfile.aspx?nodeguid=b3153b83-19ff-41d4-8527-39fe0e9c845c>

- Of the 847 completers surveyed, 330 (39%) responded.
- Respondents reported a 96% satisfaction rate for both on-the-job training and classroom instruction.
- Median salary across all trades increased to \$77,753 from \$71,624 in the prior year.
- Respondents indicating an interest in continuing education beyond apprenticeship rose to 46%, up from 43% and 34% in the two preceding years.

WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs increased from 6528 to 6903 unduplicated, and 7124 to 7450 duplicated, students by the end of 2017-2018 academic year. That is a 5.7% and 4.6% increase, respectively, in one year. A current mid-year snapshot for 2018-19 is showing 7058 and 7154 enrollees. Confirmed actual enrollment for the 2018-19 academic year will not be available until August 2019.

Great Lakes Higher Education Corporation (under new corporate name Ascendium Education Group) Tools of the Trade Scholarships

As in the prior year, Ascendium Education Group again awarded 200, \$1500 scholarships for industrial and construction sector apprentices in Spring 2019.

Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of January 2019

The master chart of all apprenticeship programs with related instruction offered through the WTCS colleges can be found here via the following link. "Active" is defined as approved programs with enrollments in the past two years. The color-coded chart can be found on the MyWTCS website here:

<https://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=2b3fe9c1-681d-4ceb-a612-f474b04aaa8b>

Apprentice Related Instruction



Active WTCS/BAS Programs by Sector and Occupation - January 2019

	BLACKHAWK	CHIPPWA VALLEY	FOX VALLEY	GATEWAY	LAKESHORE	MADISON AREA	MID-STATE	MILWAUKEE AREA	MORAINES PARK	NICOLET AREA	NORTH CENTRAL	NORTHEAST WI	SOUTHWEST WI	WAUKESHA	WESTERN	WI INDIANHEAD
Construction Sector Apprentice Related Instruction																
Bricklaying/Masonry																
Carpentry																
Concrete Finishing																
Electrical																
Electronic Systems Tech/Voice-Data-Video																
Glazing																
HVAC/Environmental Service																
Ironworking																
Operating Engineer/Heavy Equipment																
Painting & Decorating																
Plumbing																
Roofing																
Sheet Metal																
Sprinkler Fitting																
Steamfitting Service/Refrigeration																
Steamfitting Construction																
Industrial Sector Apprentice Related Instruction																
Automated Packaging Technician																
Electrical & Instrumentation/Instrumentation Tech																
Industrial Electrician																
Industrial Manufacturing Technician																
Injection Mold Set-Up (Plastic)																
Machinist/Tool & Die/Patternmaker/Moldmaker																
Maint Mech/Machine Repair/Millwright / Lube Tech																
Maintenance Technician																
Mechatronics																
Metal Fabricator/Welder																
Pipe Fabricator																
Pipefitter																
Service Sector Apprentice Related Instruction																
Arborist																
Barber/Cosmetologist																
Cook/Chef																
Dairy Grazier																
Electrical Line Worker																
Funeral Director																
Metering Technician																
Substation Electrician																
Wastewater Treatment Operator																

State Committee Report State Machine Tool Committee

This summary counts employers and apprentices with a contract active or unassigned on 5/1/2019 in trade(s) associated with this committee.

Report is based on apprentice contracts where:

- Status is 'Active' or 'Unassigned'.
- Contract sector is 'Industrial' or 'Service'.
- Contract trade code matches a trade code assigned to committee.
- Contract sponsor is the employer.

Note: Employers with contracts in more than one trade or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual trade or committee rows.

Trade	Total # of Sponsors	Total # of Apprentices	Of Total Apprentices in Column 3, # who are...			
			Minority		Females	
			#	%	#	%
1	2	3	4	5	6	7
Report Total	240	549	34	6.2	9	1.6
CNC Machinist (260028002215)	2	2			1	50.0
CNC Technician (260936001001)	4	5			0	
Electrical Discharge Machining Technician (260938001003)	3	3			0	
Electrical Discharge Machinist (260938001001)	1	1			0	
Machinist (260028002201)	87	189	16	8.5	2	1.1
Mold Maker (Die Cast) (Plastic) (260128003001)	16	36	3	8.3	0	
Patternmaker All Around (269328001401)	3	9	1	11.1	0	
Tool And Die Maker (260126001001)	127	271	14	5.2	5	1.8
Tool Maker (260128004201)	19	33	2	6.1	1	3.0