

Approved minutes of the  
**Sheet Metal**  
State Apprenticeship Advisory Committee

**September 14, 2021**  
SMWLU 18  
Pewaukee, WI & Virtual

<b>Members Present</b>	<b>Employer / Organization</b>
Aldag, David	Aldag Honold Mechanical Inc
Athas, Donald	Local 18
Bartz, Scott	Local 18
Frehner, Josh	Local 18
Groeschel, Jr., Kenneth	Butters-Fetting Co., Inc.
Hyde, Ryan	Engebos Heating and Colling
Kalcic, Brad	Local 18
Knocke, Scott	Local 18
Malesevich, Tom	Sure Fire
Mooney, Michael	Local 18
Sytema, Tim	Local 18
Van Der Puy, Matthew	Local 18
Wilson, Stu	Local 18
Wippich, Daniel	Local 18
<b>Members Absent</b>	<b>Employer / Organization</b>
Bohacek, Dajen	SMACNA
Everhart, Richard	General Heating & Air Conditioning
Stockland, Patrick	Capitol Mechanical
Wagner, Craig	Local 18
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Badger, Richard	Wisconsin Apprenticeship

Emrick, Leigh	Associate Builders & Contractors
Herber, Ryan	Wisconsin Apprenticeship
Nakkoul, Nancy	Wisconsin Technical College System
Smith, Owen	Wisconsin Apprenticeship
Walsh, Julie	MAMSMCA

1. The meeting was called to order at 10:03 a.m. by Co-Chair Mike Mooney in conformance with the Wisconsin open meeting laws.
2. Mr. Smith recorded attendance. A quorum was present.
3. The committee reviewed the current roster. The committee reported that Mr. Josh Garner was replaced by Mr. Scott Knoeke and Mr. Mark Hill retired. The newest committee member, Mr. Ryan Hyde, a representative of Associated Builders and Contractors, introduced himself.

#### **4. For action:**

##### **a. Approve the minutes.**

The state committee approved the minutes as revised: Mr. Van Der Puy's first name is incorrect.

##### **b. Review related instruction as part of the five-year cyclical review.**

Ms. Nakkoul reviewed that the WTCS began a cyclical five-year review of all related instruction this spring. The proactive project will ensure three goals, where possible: the curriculum is current for industry needs, aligned with available youth apprentices, and aligned with other post-secondary education paths.

Ms. Nakkoul noted that the related instruction for ABC's HVAC Technician registered apprenticeship will be reviewed this year. Related instruction for all other sheet metal registered apprenticeships will be reviewed in subsequent years.

The state committee asked how review process works. Ms. Nakkoul explained that instructors and industry stakeholders are first surveyed on the validity of current content, need for new content, and need for more or less time per competency. Results and recommendations are then brought to the state committee.

##### **c. Review state standards and applicant assessment scores.**

Mr. Smith reported that this project is on hold while the *Wisconsin Apprenticeship Manual*, the source of 90% of the state standards, is reviewed by the Department of Workforce Development legal counsel. The timeframe of the review is not known.

Mr. Smith asked the local committees how well the applicant assessment scores are working. He noted local committees had voiced concern that math scores may be too high.

All local committees reported that the scores are working well and all issues with math and available tutoring have been resolved.

## **5. For discussion:**

### **a. Mandatory registration in BASERS, effective July 1, 2021**

Mr. Smith reviewed that, effective July 1, all sponsors are now required to do the following: register in BASERS; register new contracts in BASERS; and process all contract actions through BASERS, with the expectation that the sponsor will notify BAS of technical difficulties or undue burdens.

Co-Chair Mooney asked whether the deadline was July 1 or will be October 1. Mr. Smith replied that the deadline was July 1.

Ms. Julie Walsh asked whether the requirement to process all contract actions through BASERS was stated in the original letter. Mr. Smith replied that it was stated in a subsequent letter from BAS which followed the Advisory Council's approval of the requirements. The "experimentation period" for performing all contract actions was a compromise discussed and supported by the Advisory Council in response concerns that the requirements result in an undue administrative burden.

Mr. Smith reviewed that, in some cases, the matter has been elevated to the Division or Department level within DWD. Therefore, he encouraged sponsors that continue to be concerns to contact Director Johnson, Chief Liz Pusch, or the Division of Employment and Training directly.

### **b. Implementing revisions to CFR 29.30**

Mr. Smith reported that Apprenticeship Training Representatives have begun to review local committees' affirmative action plans. The reviews had been delayed due to the pandemic. Local committees can expect to be contacted soon by their ATR.

Attendees did not have questions or comments.

### **c. Implementing Transition to Trainer and Teaching Transition to Trainer**

Mr. Smith reviewed that the course was revised in 2020 and instructors certified prior to 2021 must take a three-hour refresher in the revisions by December 31, 2021. The final refresher has been scheduled for November 12, 1-4 p.m., online. The Wisconsin Technical College System and Wisconsin Apprenticeship have coordinated four refreshers this year; the next refresher is the last. Instructors who do not take it must continue to teach the old curriculum.

Mr. Smith reported that certified instructors who have not taken the required refresher can continue teaching the old curriculum until they complete the refresher.

Ms. Nakkoul reviewed the WTCS website dedicated to Transition to Trainer and the links to the instructor guidance document and calendar of upcoming courses.

Attendees did not have questions or comments.

### **d. Supportive services and OJL reimbursement for registered apprentices**

Mr. Smith reviewed that reimbursements are available to sponsors for hiring graduates of qualified certified pre-apprentices and youth apprenticeships and reimbursements are available to qualified apprentices for supportive services. He noted the details and points of contact were communicated to sponsors and apprentices through BASERS and official letters.

The state committee asked what distinguishes a certified pre-apprenticeship from other pre-apprenticeships. Mr. Smith answered that certified programs have been approved by the Advisory Council and Wisconsin Apprenticeship because they meet specific criteria, such as a strong link to registered apprenticeship sponsors. The certified programs are distinct from the more common uses of pre-apprenticeship, which may indicate a helper or unskilled classification.

**e. Applicant outreach campaign and revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)**

Mr. Smith reported that the campaign, "Apprenticeship: A Different Kind of Classroom," is underway and encourages women and minorities to pursue registered apprenticeships. The campaign includes social media collateral, billboards, bus wraps, outreach material, and electronic media spots. Mr. Smith played a video from the campaign.

The state committee commented that employers all need to focus on retaining women and minorities. Job-site bullying is an unfortunate reality in some parts of the industry. Co-Chair Mooney reported that the SMWLU 18 operates an anti-harassment and anti-bullying campaign, "We have your back."

**f. Apprenticeship Completion Award Program**

Mr. Smith reported that the program continues to be an example of strong bipartisan support for registered apprenticeship. It has been renewed multiple times. Reimbursements are granted on a first come, first served basis while funds last. All funds were dispersed during the last fiscal year, which concluded June 30. The allocation for the current fiscal year was increased by the legislature.

Attendees did not have questions or comments.

**g. 2021 National Apprenticeship Week**

Mr. Smith reported that Wisconsin will observe National Apprenticeship November 14 -20.

Attendees did not have questions or comments.

**h. BAS leadership and personnel changes**

Mr. Smith announced that Director Johnson accepted a new position as Assistant Director Of Diversity and Inclusion with Jobs for the Future, a national nonprofit organization. Director Johnson's last day with Wisconsin Apprenticeship will be October 8.

Attendees did not have questions or comments.

**i. Other**

Mr. Smith asked attendees what format and topics they prefer for state committee meetings. He noted that the Bureau will be experimenting with in-person meetings with a virtual option.

The state committee reported that it would prefer a hybrid format because participants may not be able to attend at the last meeting. The committee would support a virtual Director's Call with all committees.

**7. WTCS Update**

Ms. Nakkoul discussed the items included on the written report.

Attendees did not have questions or comments.

**8. Review the program participants.**

The state committee reviewed the participant statistics and did not find discrepancies.

**9.** The Bureau will schedule the next meeting via electronic survey.

**10.** The meeting was adjourned at 11:05 a.m..

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*



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Employment and Training Division  
Bureau of Apprenticeship Standards  
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STATE OF WISCONSIN  
  
Department of Workforce Development  
Tony Evers, Governor  
Amy Pechacek, Secretary-Designee  
Michele Carter, Division Administrator

September 10, 2021

TO: State Sheet Metal Apprenticeship Advisory Committee Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards; [Owen.Smith@dwd.wisconsin.gov](mailto:Owen.Smith@dwd.wisconsin.gov)

SUBJECT: State Sheet Metal Apprenticeship Advisory Committee meeting

DATE: Tuesday, September 14, 2021

TIME: 10:00 AM

PLACE: SMWLU 18  
2201 Springdale Rd  
Waukesha, WI 53186

VIRTUAL: [Link](#)  
Phone: 608-571-2209  
Audio Code: 27205#

#### **TENTATIVE AGENDA**

1. Call the meeting to order.
2. Record attendance.
3. Review the roster.

#### **4. For action:**

- a. Approve the minutes.
- b. Review related instruction as part of the five-year cyclical review.
- c. Review the state standards, including applicant assessment scores.

#### **5. For discussion:**

- a. Mandatory registration in BASERS, effective July 1, 2021
- b. Implementing revisions to CFR 29.30
- c. Implementing Transition to Trainer and Teaching Transition to Trainer
- d. Supportive services and OJL reimbursement for registered apprentices
- e. Applicant outreach campaign and revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)
- f. Apprenticeship Completion Award Program
- g. 2021 National Apprenticeship Week
- h. 2022 Apprenticeship Biennial Conference
- i. BAS leadership and personnel changes
- j. Other

6. WTCS Update

7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.





## WTCS System-Wide Activity Update September 2021

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### WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs decreased from 7923 to 7630 unduplicated, and 8053 to 7720 duplicated, students by the end of 2020-2021 academic year. That is a 3.7% and 4.1% decrease, respectively, in one year.

### Ascendium Education Group Tools of the Trade Scholarships Increased Again in 2021

For the 2021-22 academic year, Ascendium Education Group has committed to awarding an additional 75 scholarships to industrial and construction sector apprentices who receive their related instruction through a WTCS college. A total of 325 awards of \$1500 apiece will be granted statewide in March 2022, with the scholarship application period open from late August until late November 2021.

### New MyWTCS Website: <https://mywtcs.wtcsystem.edu/>

MyWTCS is an intranet site for the Wisconsin Technical College System and stakeholders. Launched in February 2021, the re-designed site includes a new look and improved functionality and features, including an [expanded apprenticeship resources section](#). WTCS systemwide publications, including the annual Apprenticeship Completion Report, can be found on the [Wistechcolleges](#) sister-site, under [publications](#).

### [Preparing to Teach Transition to Trainer \(PT2TT2T\)](#)

MyWTCS also hosts information, administrative guidance, and upcoming PT2TT2T course offerings for instructors of the BAS-mandated apprentice Transition to Trainer course. As of January 2021, current instructors of Transition to Trainer must complete the 3-hour abridged Preparing to Teach Transition to Trainer course by the end of 2021.

### New Proactive Approach to Revisions of Apprenticeship Related Instruction offered through the WTCS

Starting in 2021, the WTCS and BAS adopted a 5-year cycle revision framework for all systemwide apprenticeship curriculum where related instruction is offered at more than one WTCS college. Approximately sixty systemwide apprenticeship programs have a documented curriculum standard model that will form the foundation for review of program and course outcomes and competencies. Apprenticeship faculty, industry sponsors and State Apprenticeship Trade Advisory Committees will be engaged in the review process. This proactive approach will ensure that learning remains current with industry needs and technological advancements. Program assignment within the 5-year cycle will remain fluid.

Curriculum Review Completed 2020-21	Curriculum Slated for Review 2021-22
<ul style="list-style-type: none"><li>• Carpentry (All)</li><li>• Wastewater Treatment</li><li>• Electrical (All)</li><li>• Industrial Manufacturing Technician</li><li>• IT-Service Desk</li></ul>	<ul style="list-style-type: none"><li>• HVAC (ABC)</li><li>• Mechatronics</li><li>• Barber/Cosmetology</li><li>• Bricklaying/Masonry</li><li>• Industrial Electrical, Maintenance Technician, and E&amp;I Technician</li></ul>

<ul style="list-style-type: none"> <li>• IT-Software Developer</li> </ul>	<ul style="list-style-type: none"> <li>• Arborist</li> <li>• Electric Line, Metering Technician, and Substation Electrician</li> </ul>
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#### **Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of August 2021**

The master [color-coded chart](#) of all apprenticeship programs with active related instruction offered through the WTCS colleges can be found on the MyWTCS website. “Active” is defined as approved programs with enrollments in the past two years.

## State Committee Report



This summary counts employers and apprentices, between 9/1/2021 and 9/1/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- Contract occupation code matches a occupation code assigned to committee.
- Contract sponsor is the employer.

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

Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>Report Total</b>	<b>803</b>	<b>35</b>	<b>4.4</b>	<b>16</b>	<b>2.0</b>	<b>599</b>	<b>74.6</b>	<b>204</b>	<b>25.4</b>	<b>162</b>	<b>104</b>	<b>64.2</b>	<b>58</b>	<b>35.8</b>
Environmental Systems Technician (0163726101401)	83	8	9.6	2	2.4	82	98.8	1	1.2	36	35	97.2	1	2.8
Environmental Systems Technician (Residential) (0163726101404)	5	0	0	0	0	5	100.0	0	0	5	5	100.0	0	0
Heating, Ventilating and Air Cond. Install/Service (0163726101402)	172	4	2.3	2	1.2	0	0	172	100.0	52	0	0	52	100.0
Sheet Metal Worker (0180428101001)	532	22	4.1	12	2.3	501	94.2	31	5.8	103	87	84.5	16	15.5
Sheet Metal Worker (Residential) (0180428101005)	11	1	9.1	0	0	11	100.0	0	0	3	3	100.0	0	0

## State Committee Report by Sponsor & Occupation



This summary counts employers and apprentices, between 9/1/2021 and 9/1/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

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- Contract sector is 'Construction'.
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- Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Sponsor Name Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>Report Total</b>	<b>803</b>	<b>35</b>	<b>4.4</b>	<b>16</b>	<b>2.0</b>	<b>599</b>	<b>74.6</b>	<b>204</b>	<b>25.4</b>	<b>162</b>	<b>104</b>	<b>64.2</b>	<b>58</b>	<b>35.8</b>
<b>ABC of Wisconsin (All)</b>	<b>199</b>	<b>5</b>	<b>2.5</b>	<b>3</b>	<b>1.5</b>	<b>0</b>	<b>0</b>	<b>199</b>	<b>100.0</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>100.0</b>
Heating, Ventilating and Air Cond. Install/Service (016372610140)	172	4	2.3	2	1.2	0	0	172	100.0	52	0	0	52	100.0
Sheet Metal Worker (0180428101001)	27	1	3.7	1	3.7	0	0	27	100.0	14	0	0	14	100.0
<b>East Central WI Area Sheet Metal JAC</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>83.9</b>	<b>5</b>	<b>16.1</b>	<b>11</b>	<b>8</b>	<b>72.7</b>	<b>3</b>	<b>27.3</b>
Environmental Systems Technician (0163726101401)	5	0	0	0	0	4	80.0	1	20.0	4	3	75.0	1	25.0
Sheet Metal Worker (0180428101001)	26	0	0	0	0	22	84.6	4	15.4	10	7	70.0	3	30.0
<b>ELW Area Sheet Metal JAC</b>	<b>84</b>	<b>4</b>	<b>4.8</b>	<b>1</b>	<b>1.2</b>	<b>84</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>23</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Environmental Systems Technician (0163726101401)	3	1	33.3	0	0	3	100.0	0	0	1	1	100.0	0	0
Sheet Metal Worker (0180428101001)	81	3	3.7	1	1.2	81	100.0	0	0	23	23	100.0	0	0
<b>Fox Valley Area Sheet Metal JAC</b>	<b>154</b>	<b>3</b>	<b>1.9</b>	<b>3</b>	<b>1.9</b>	<b>154</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Environmental Systems Technician (0163726101401)	5	0	0	0	0	5	100.0	0	0	4	4	100.0	0	0
Sheet Metal Worker (0180428101001)	149	3	2.0	3	2.0	149	100.0	0	0	18	18	100.0	0	0
<b>Madison Area Sheet Metal JAC</b>	<b>89</b>	<b>4</b>	<b>4.5</b>	<b>2</b>	<b>2.2</b>	<b>89</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Environmental Systems Technician (0163726101401)	18	1	5.6	0	0	18	100.0	0	0	4	4	100.0	0	0
Sheet Metal Worker (0180428101001)	71	3	4.2	2	2.8	71	100.0	0	0	10	10	100.0	0	0

## State Committee Report by Sponsor & Occupation



This summary counts employers and apprentices, between 9/1/2021 and 9/1/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- Contract occupation code matches a occupation code assigned to committee.
- Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

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	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>Report Total</b>	<b>803</b>	<b>35</b>	<b>4.4</b>	<b>16</b>	<b>2.0</b>	<b>599</b>	<b>74.6</b>	<b>204</b>	<b>25.4</b>	<b>162</b>	<b>104</b>	<b>64.2</b>	<b>58</b>	<b>35.8</b>
<b>Milwaukee Area Sheet Metal JAC</b>	<b>206</b>	<b>17</b>	<b>8.3</b>	<b>5</b>	<b>2.4</b>	<b>206</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>44</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Environmental Systems Technician (0163726101401)	42	5	11.9	2	4.8	42	100.0	0	0	20	20	100.0	0	0
Environmental Systems Technician (Residential) (016372610140)	5	0	0	0	0	5	100.0	0	0	5	5	100.0	0	0
Sheet Metal Worker (0180428101001)	148	11	7.4	3	2.0	148	100.0	0	0	32	32	100.0	0	0
Sheet Metal Worker (Residential) (0180428101005)	11	1	9.1	0	0	11	100.0	0	0	3	3	100.0	0	0
<b>Southeastern WI Area Sheet Metal JAC</b>	<b>40</b>	<b>3</b>	<b>7.5</b>	<b>2</b>	<b>5.0</b>	<b>40</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Environmental Systems Technician (0163726101401)	10	1	10.0	0	0	10	100.0	0	0	4	4	100.0	0	0
Sheet Metal Worker (0180428101001)	30	2	6.7	2	6.7	30	100.0	0	0	9	9	100.0	0	0