

Approved Minutes of the
**Industrial Mechanical & Fluid Maintenance
State Apprenticeship Advisory Committee**

April 5, 2017

Wisconsin Technical College System Foundation
Waunakee, WI

Members Present	Employer
Adamus, Larry(Co-Chair)	Domtar-Rothschild
Alvarez, Art	MillerCoors
Green, Carl	Expera Specialty Solutions LLC
Grenfell, Todd	Fourinox
Laabs, Art	ATI-Ladish
Lezendorf, Bryan	3M
Lischka, Ken	John Deere Horicon
Minch, Ron	New Page / Wisconsin Rapids
Mortenson, Brandon (Co-Chair)	Harley-Davidson
Steckl, James	Quad Graphics – West Allis
Members Absent	Employer
Butera, Alesia	Weldall Manufacturing, Inc.
Harry, Bob	GKN Sinter Metals
Machaln, Chris	Caterpillar
Consultants and Guests	Employer
Anderson, Cindy	Bureau of Apprenticeship Standards
Cattelino, Mike	Fox Valley Technical College
Johnson, Joshua	Bureau of Apprenticeship Standards
Montgomery, Mark	Waukesha County Technical College
Morgan, Karen	Bureau of Apprenticeship Standards
Simons, Ray	G.E. Health Care
Stahlecker, Ben	Bureau of Apprenticeship Standards
Way, Randy	Madison College
Nakkoul, Nancy	Wisconsin Technical College System

Consultants and Guests	Employer
Smith, Owen	Bureau of Apprenticeship Standards
Vine, Charles	ADI Ladish
Zenisek, Hal	Worldwide Instructional Design Systems

1. The meeting was called to order at 09:45 am by Brandon Mortenson, 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 and approved the roster. Art Alvarez, a new member, introduced himself.

4. Old Business

a. Follow-up Items from previous meeting

- i. **For action:** approve the minutes of the previous meeting

The committee approved the minutes of the previous meeting as written.

- ii. **For action:** approve the YA RA crosswalk for Welder-Fabricator

Jamie Bernthal distributed a comparison of the competencies in the welding pathway for youth apprentices and the Welder-Fabricator registered apprenticeship. He reviewed that youth apprenticeship programs are organized by clusters and then pathways; the Manufacturing cluster includes several pathways, including Welding. He summarized that the focus group concluded the Welding pathway and Welder-Fabricator registered apprenticeship are directly aligned.

Committee members asked the following questions:

- *How is credit towards the registered apprenticeship recommended?*
 Jamie explained that the extent of the alignment of competencies determines the range of credit that is recommended. He emphasized that credit towards on-the-job learning is always at the discretion of the sponsor, so the state committee may choose to recommend a percentage range of credit, such as 50%-100%.
- *Who would assess the skill of an applicant to a registered apprenticeship?*
 Jamie answered that the applicant is assessed by the registered apprenticeship sponsor.
- *Does the Bureau plan to update the youth apprenticeship curriculum for the welding pathway to make it more consistent with the language in the Welder-Fabricator registered apprenticeship?*
 Jamie confirmed that the Bureau does plan to revise the youth apprenticeship curriculum. The curriculum was developed before the youth and registered apprenticeship staffs merged, so the language may not be consistent. Karen Morgan added that the Bureau will fund curriculum updates over the next two years and will rely on a focus group to recommend revisions.

Jamie informed the committee that the focus group advises that the it approve the competency crosswalk and recommend sponsors credit 50% - 100% of a Welding youth apprentices' on-the-job learning hours towards the Welder-Fabricator registered apprenticeship.

Action: *the state committee approved the crosswalk and credit recommendation.*

iii. **For action:** discuss whether to sponsor pending Mechatronics program

Cindy Anderson reviewed the scope of pending Mechatronics registered apprenticeship. The Mechatronics journey worker would not be an industrial electrician nor as heavily involved in electrical work as a Maintenance Technician. Rather, they perform a few industrial electrical duties, more maintenance duties, and some programming and automation duties. Karen added that the Mechatronics journey worker would focus on how automated systems work together.

The committee asked the following questions:

- *Would this program require a company to clarify which duties are performed by trades?*
Karen replied that the Mechatronics program is similar to the Maintenance Technician program; it includes duties from several areas that may cross occupational boundaries. Therefore, the sponsor must determine whether the Mechatronics program will fit within its business model. Cindy noted that the crossover is not as heavily electrical as the crossover in the Maintenance Technician program is.
- *Does the pending Wisconsin apprenticeship follow the federal apprenticeship?*
Karen replied that the Wisconsin program is more robust.
- *If the state committee sponsored this program, could the committee modify it?*
Karen answered yes and added that the Bureau encourages state committees use the first year after implementation to gather data on how well the program works before modifying it.
- *Did the focus group discuss adding robotics as a local optional work process to existing registered apprenticeships?*
Cindy answered that that discussion did not arise.

Karen reminded the committee that she also asked the State Electrical & Instrumentation Committee to consider sponsoring the occupation. A general discussion followed. Some members expressed concern that the scope of the occupation is too broad to be functional; it would require applicants to have journey-level experience before moving into the program. Other members saw the occupation as a first-responder to maintenance concerns, which would not supersede or cross into the work of other occupations. The discussion gradually turned into support for sponsoring the occupation once it is developed.

Action: *the committee approved a motion to sponsor the Mechatronics registered apprenticeship.*

b. WAGE\$ Update (American Apprenticeship Grant)

Karen reviewed the scope of the three competitive federal grants received the Bureau received through the U.S. Department of Labor. The goal of each is to expand registered apprenticeship programs, and each grant targets different activities and sectors.

i. WAGE\$

The first grant the Bureau received is the Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$), a five-year, \$5 million American Apprenticeship grant. The bottom line of WAGE\$ is to register 1,000 new apprentices across advanced manufacturing, information technology, and health care apprenticeships.

The advanced manufacturing efforts include the development of the Mechatronics program and the expansion of several existing registered apprenticeships. Wisconsin is not first state to develop mechatronics; the federal Mechatronics apprenticeship was developed in Michigan and implemented in several eastern states. Waukesha County Technical College will be the first college to offer the related instruction.

The expansion of existing manufacturing apprenticeships will include expanding the Industrial Manufacturing Technician, Maintenance Technician, and Welder-Fabricator programs to additional technical colleges in western Wisconsin. Karen noted that the Maintenance Technician apprenticeship is one of the fastest growing apprenticeships and serves as an excellent example how industry drives registered apprenticeship; industry requested a cross-over apprenticeship because production demands were integrating many occupations.

WAGE\$ is also funding the development of the Software Developer registered apprenticeship, the first apprenticeship in the information technology sector. The industry focus group creating the program includes many employers from the central state.

WAGE\$ efforts to develop registered apprenticeships in the health care sector are not progressing as quickly as the other sectors due to many licensing and credentialing issues. Nonetheless, the sector continues to experience worker shortages in many entry-level positions.

Karen concluded by reminding the committee that some WAGE\$ funding will go to workforce development boards to help the boards inform more employers about registered apprenticeship. WAGE\$ will also fund apprenticeship liaison positions at the boards. The efforts build upon the inclusion of registered apprenticeship in workforce development boards, which was made possible by the Workforce Investment and Opportunity Act.

ii. Expansion Grant

Karen transitioned to the expansion grant. Similar to WAGE\$, this grant will develop registered apprenticeships in new sectors of the economy and expand certain existing registered apprenticeships. The new sectors include biotechnology and financial services, which are also pathways in youth apprenticeship. The existing registered apprenticeships to be expanded are construction trades. The focus will be addressing the lack of women and minority apprentices. The grant will research the participation and cancellations of women and minority apprentices on large building projects in southeastern Wisconsin. The bottom line of the grant is to register 400 new apprentices.

iii. Accelerator Grant

The Bureau is using this grant to build its infrastructure by training Apprenticeship Training Representatives in consultative skills; conducting additional outreach to new sectors; and partnering with the DWD Office of Economic Advisors to determine more effective ways of communicating the value of registered apprenticeship to new sectors.

The committee asked the following questions:

- *Which grants will educate applicants, specifically women and minorities, on basic job skills needed to succeed in an apprenticeship? Many applicants lack basic skills in math and blueprint reading.*

Karen replied that all three grants support pre-apprenticeship programs and guidelines, which are a significant tool in ensuring applicants are training in skills directly needed by industry. The guidelines for the pre-apprenticeship readiness programs require programs to have their curriculum signed-off by a registered apprenticeship sponsor. The guidelines were developed in direct response to learning many pre-apprenticeship programs didn't train participants in the needs of industry.

- *Does the Bureau maintain a list of certified pre-apprenticeship readiness program?*
Karen confirmed that the Bureau does, but the list is not yet available on the BAS website. The list is used by workforce development boards to refer candidates.

c. Pending revisions to CFR 29.30 (AA/EEO regulations)

Karen presented a summary of revisions to CFR 29.30. Highlights include the following:

- The regulations had not been updated in 40 years.
- The regulations were updated because they were 40 years old; the updates will help employers attract a larger and more diverse pool of applicants; the revisions clarify and streamline the regulations to make it easier for sponsors to comply; and the changes will bring policies in line with current civil rights statutes and case law.
- The changes include extended protections against discrimination; improve and clarify affirmative steps to ensure equal opportunity in apprenticeship; better defined the process for analyzing workforce and setting goals; include new affirmative steps for employing people with disabilities in apprenticeship; and clarify outreach, recruitment, and retention activities.
- The impacts on Wisconsin will be that sponsors will need to update their non-discrimination pledges and the Bureau will update the apprentice application with EEOC supplemental information.
- All sponsors will have to assign responsibility to an individual to oversee EEO activities; distribute EEO policy and conduct orientation and informational sessions; and conduct outreach and recruitment activities.
- Anti-harassment obligations for all sponsors include providing anti-harassment training to all employees directly involved with training, supervising, or mentoring apprentices; making all facilities and apprenticeship activities available to all; and establish and implementing procedures for handling and resolving complaints.
- Sponsors with five or more apprentices must have an affirmative action plan, must have utilization goals; and must engage in targeted outreach, recruitment, and retention activities.
- Sponsors are allowed to use any method of entry as long as it is not discriminatory.

- Sponsors must offer persons with disabilities three opportunities to self-identify: upon applying; after the applicant has been accepted but before the apprenticeship begins; and one time thereafter.
- The revisions provide the Bureau with more options for remediating sponsors that are out of compliance.
- Last, the timeline for implementing the revisions is as follows: during the summer of 2017, the Bureau will draft the new rule and hold a public hearing; during the fall of 2017, the formal rule making process will begin; and during the winter of the next year, 2018, the Bureau will submit its plan to the U.S. Department of Labor.

Karen concluded by encouraging all attendees to contact her with any questions regarding the revisions.

The committee asked the following questions:

- *Do the new regulations require sponsors to have their applicant assessments validated by an external party?*
Karen answered yes. She noted that the U.S. Department of Labor ruled that requiring applicants to take certain mechanical-spatial aptitude tests is an illegal practice because the assessments have been proven to discriminate against minorities.
- *Who determines the minimum scores for the Accuplacer?*
Karen replied that the sponsor determines assessment scores unless the state committee approves statewide minimum scores.

d. Apprenticeship Completion Award Program

Owen Smith reported that the ACAP program will conclude on June 30. It is included in the Governor's proposed budget, so it may be renewed for an additional two years.

e. Other

No other items were discussed.

5. New Business

a. BAS personnel updates

Karen reviewed the various staff changes in the Bureau. The new Chief of Field Operations is Joshua Johnson. The new Field Operations Supervisor is Sandy Destree. The new Apprenticeship Training Representatives are Richard Badger (Waukesha), Dominic Robinson (Racine), Lynn O'Shasky (Lakeshore), and Tim Budda (Appleton South).

b. Become an Apprenticeship LEADER

Karen reviewed that the Bureau will need help in its efforts to expand registered apprenticeship into new economic sectors. The best form of outreach has always been business-to-business referrals. Therefore, she developed the Apprenticeship LEADERS program, an initiative to have the Bureau and sponsors communicate the value of registered apprenticeship to new industries and new groups of employers in existing industries.

Karen emphasized that companies that participate in LEADERS choose their level of involvement. Options include allowing the Bureau to use the company logo on outreach material to co-presenting with the Bureau at industry roundtable discussions.

c. Other

No other items were discussed.

6. WTCS Update

Nancy Nakkoul distributed a table of active WTCS/Bas programs by sector and occupation as of January 2017. The table shows which programs are active by technical college.

Nancy noted highlights from the 2014-15 Apprenticeship Completer Report: 39% of completers responded to the survey, which is very high; the annual median earnings across all sectors was \$67,595; and 95% of respondents indicated they were very satisfied or satisfied with their paid related instruction.

Nancy noted several other items:

- Enrollment across all apprenticeship programs is up 47% between 2013 and 2016
- Paid related instruction curriculum standards are established and currently posted for 51 trades
- The Great Lakes Higher Education Foundation once again awarded 200 \$1,000 scholarships for industrial and construction apprentices
- And the WTCS allocated up to \$300,000 in grant funds to support direct instruction for apprentices for the 2016-17 academic year. This continues to reflect a 50% increase in the investment of funds available since 2015

Karen asked how the instructional support funding will be used. Nancy replied that \$300k was allocated this year. The Bureau and the apprenticeship coordinators will meet and decide whether the funding goes to curriculum or direct instruction. The WTCS requested more funding for 2018 due to the large increase in enrollments.

Mark Montgomery added that the Bureau and WTCS are developing a registered apprenticeship program for Auto Collision Repair.

7. Program participants with contracts active or unassigned as of April 3, 2017, include 169 sponsors and 505 apprentices.
8. The next meeting is tentatively scheduled for held on Wednesday, September 13, 2017, at 09:30 a.m. at Quad Graphics in West Allis.

Follow-up Items

The Bureau will add Mechatronics to the state committee standards and database once it is completed.

Submitted by Owen Smith, Program and Policy Analyst

Department of Workforce Development
Employment and Training Division
Bureau of Apprenticeship Standards
201 E. Washington Ave., Room E100
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-3332
Fax: (608) 266-0766
Email: DWDEET@dwd.wisconsin.gov



Scott Walker, Governor
Ray Allen, Secretary
Scott Jansen, Division Administrator

March 31, 2017

TO: State Industrial Mechanical & Fluid Maintenance Apprenticeship Advisory Committee
Members & Consultants

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

SUBJECT: **State Industrial Mechanical & Fluid Maintenance Apprenticeship Advisory Committee Meeting**

DATE: Wednesday, April 5, 2017

TIME: 09:30 a.m.

PLACE: GE Healthcare
4855 West Electric Ave
West Milwaukee, WI 53219

TENTATIVE AGENDA

1. Call the meeting to order. Welcome by host.
2. Introduce the attendees. Distribute the sign-in sheet.
3. Review the current roster. Introduce new members.
4. **Old Business**
 - a. Follow-up items from the previous meeting:
 - i. **Action:** approve the minutes of the previous meeting
 - ii. **Action:** approve YA-RA crosswalk for Welder-Fabricator
 - iii. **Action:** discuss whether to sponsor new Mechatronics program (pending)
 - b. WAGE\$ (American Apprenticeship Grant)
 - c. Pending revisions to CFR 29.30 (AA/EEO regulations)
 - d. Apprenticeship Completion Award Program
 - e. Other
5. **New Business**
 - a. BAS personnel update
 - b. Become an [Apprenticeship LEADER](#)
 - c. Other

6. WTCS update
7. Review the program participants.
8. Confirm the date and location of the next meeting.
9. Adjourn.

Apprenticeship-Equal Opportunity

Why now?	Age of current regulations
Regulations	Key Changes
Timeline	Wisconsin
Next Steps	Implementation


Regulations	Why Update?
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- Regulations have not been updated in 40 Years
- Will help employers attract a larger and more diverse pool of applicants
- Clarifying and streamlining the regulations will make it easier for sponsors to comply.
- Changes will bring policies in line with current civil rights statutes and case law.

CFR 29 Part 30	Key Changes.
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- Extends protections against discrimination
- Improves and clarifies affirmative steps to ensure equal opportunity in apprenticeship
- Provides flexibility in implementing
- Better defines process for analyzing workforce and setting goals
- Introduces affirmative steps for employing people with disabilities in apprenticeship
- Clarifies outreach, recruitment, and retention activities

CFR 29 Part 30 **Protected Bases**




Adds additional classifications to list of protected bases

- Age-40 and older
- Disability
- Sexual Orientation
- Genetic Information


Regulations **Wisconsin Impact**

- Need to update Nondiscrimination Pledge
- Apprentice Application
 - EEOC Supplemental Information



CFR § 30.3 **Specific Actions – For All**

- Assign responsibility to an individual to oversee EEO
- Distribute EEO policy and conduct orientation and informational sessions
- Conduct outreach and recruitment
 - 1) Develop and update a list of recruitment sources
 - 2) Identify a contact at each source
 - 3) Provide recruitment sources with advance notice of apprenticeship openings



AML1 **CFR § 30.4** **Anti-harassment obligations**



- 1) Provide anti-harassment training
- 2) Make all facilities and apprenticeship activities available to all
- 3) Establish and implement procedures for handling & resolving complaints

Slide 8

AML1 Alt, Meredith L, 04/04/2017

CFR § 30.4 Sponsors with 5 or More

- ❑ Must have Affirmative Action Plan
 - ❑ Similar to current regulations
 - ❑ New tool to perform utilization analysis
 - ❑ Must have utilization goals
 - ❑ Must engage in targeted outreach, recruitment, and retention activities




CFR § 30.4 Sponsors with 5 or More

Exemptions


- ❑ Programs with fewer than five apprentices
- ❑ Sponsors who are meeting their goals
- ❑ Sponsors who have AA plan which meets the requirements of another governmental agency-specific cites in the rule.

CFR § 30.10 Selection of Apprentices

- Allows the sponsor to use any method of entry as long as not discriminatory
- Must comply with Uniform Guidelines on Employee Selection Procedures (UGESP) 41 CFR part 60-3



§ 30.11. People with Disabilities



- New section addresses self-identification of people with disabilities
 - Three stages
 - When applicants apply
 - After the applicant has been accepted but before begin
 - One time thereafter

CFR § 30.13 Compliance Reviews




- Registration agency will regularly conduct compliance reviews with findings back to sponsor within 45 days
- If the sponsor is out of compliance, sponsor must submit a remediation plan.

Regulations Wisconsin Impact

Timeline


- By 05/31/2017-Review changes with State Committees
- Summer 2017-Draft new rule and hold hearing
- Fall 2017-Formal Rule Making
- Winter 2018-Submit Plan to US DOL Implementation



Regulations Wisconsin Impact

Wisconsin Regulatory Structure

- WI Statutes Ch 106-No change needed
- DWD 295-Only minor changes needed
- DWD 296
- WI Apprenticeship Manual




Karen Morgan, Director
 Bureau of Apprenticeship Standards
 Department of Workforce Development
karen.morgan@dwd.wisconsin.gov



WTCS System-Wide Activity Update for Spring 2017

- **WTCS Apprenticeship Completion Report:** The WTCS published the new Apprenticeship Completion Report in February 2017 with data from completers from 2014-15.
<http://www.wtcsystem.edu/about-us/wtcs-overview>
 - Of 669 apprentice completers surveyed, 263 responded for a 39% response rate.
 - 95% indicated they were employed in the trade for which they received training, down 4% from the prior report.
 - Annual median earnings of \$67,595 was reported across all sectors, up approximately \$1200 from the prior report.
 - 95% indicated that they were very satisfied or satisfied with their paid-related instruction. For On-The-Job Training, 90% reported they were very satisfied or satisfied.
 - 34% are considering continuing their formal education, up slightly from 31% from the prior year's survey (i.e., Technical Studies Journey Worker AAS, associate degree, bachelor's degree)
- **WTCS Apprenticeship Enrollment Trend:** Enrollment across all apprenticeship programs is up 47% between 2013 and 2016, far outpacing enrollment growth in non-apprenticeship technical degree and diploma programs at the WTCS Colleges. As of end of academic year 2016, there were 6128 apprentices enrolled the Wisconsin Technical College System, unduplicated count. That is a 14% increase from the prior year. With duplicates, there are 6,633 enrollments. Confirmed actual enrollment data for the 2016-17 year will not be available until August 2017.
- **System-wide Curriculum:** PRI model Curriculum Standards are established and currently posted for 51 trades to the WTCS WIDS Repository. Additional curriculum projects are underway for 2016-17, in particular for new apprenticeship programs for Auto Body Collision and Organic Vegetable Farm Grower/Manager, as well as those occupations targeted under the WAGE\$ grant in Mechatronics and IT-Software Developer. Colleges are able to map/create a matrix showing how their curriculum aligns with the model standards and to evaluate credits earned. ATRs regularly use the PRI documents to explain and promote learning content to current and potent apprenticeship sponsors.
- **Great Lakes Tools of the Trade/WTCS Apprenticeship Scholarships:** The Great Lakes Higher Education Foundation once again awarded 200, \$1000 scholarships for industrial and construction apprentices. Awards were distributed in February 2017.
- **Apprentice Direct Instructional Support GPR grants:** For 2016-17, the WTCS has allocated up to \$300,000 in grant funds to support direct instruction for apprentices due to rapidly expanding enrollments and opening of new programs and sections. This continues to reflect a 50% increase in the investment of funds available since 2015.

State Committee Report State Ind Mech & Flu Maint Committee

This summary counts employers and apprentices with a contract active or unassigned on 4/3/2017 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	169	505	23	4.6	9	1.8
Industrial Manufacturing Technician (261636002202)	4	28	3	10.7	2	7.1
Industrial Pipefitter (286228102202)	8	15	2	13.3	0	
Lubrication Technician (269968701804)	2	5			1	20.0
Machine Repair (263826103001)	13	20	3	15.0	0	
Maintenance Mechanic (263828101401)	97	232	8	3.4	3	1.3
Maintenance Mechanic/Pipefitter (263828101409)	4	34	1	2.9	1	2.9
Millwright (263828101801)	48	144	6	4.2	2	1.4
Millwright/Pipefitter (263828101803)	1	8			0	
Welder - Fabricator (281936101003)	12	19	1	5.3	0	