

**State Machine Tool Advisory Committee
Wednesday, November 5, 2008**

WCTS Foundation
One Foundation Circle
Waunakee, WI

Members Present

Doug Brockelman	Mgmt, Stanek Tool Corp, New Berlin, member since Oct 1998
David Campbell	Labor, Harley-Davidson, Milwaukee, member since Oct 2008
Mark Dennis	Mgmt, Fox Valley Tool & Die, Kaukauna, member since June 2004
Ray Hall	Labor, Mercury Marine, Cambellsport, member since June 1995
Ken Heins	Mgmt, KLH Industries Inc, Germantown, member since Aug 1997
Steve Kuhl	Labor, John Deere-Horicon Beaver Dam, member since Sept 2003
Jim Nichols	Labor, KLH Industries Inc., Germantown, member since Aug 1995
Anthony Rainey	Labor, Masterlock Company, UAW, member since Oct 2008
Bob Running	Mgmt, In-Sinker-Erator, Racine, member since June 1994
John L. Sloma	Labor, Reedsville, member since Oct 2008

Members Absent

Theodore Hicks	Mgmt, Bohr Precision Machining, Milwaukee, member since 2006
Randy Tetzlaff	Labor, Machining Concepts, Cedarburg, member since April 2007
Henry Verfuerrth	Mgmt, Bemis Mfg. Co, Sheboygan Falls, member since June 1994

Consultants and Guests

JR Colvin	MATC	Madison
Sandy Destree	DWD/BAS	Cleveland, WI
Jim Mackey	WTCS	Madison
Karen Morgan	DWD/BAS	Madison
Marge Wood	WTCS	Madison

The meeting was called to order by Committee Co-Chair Jim Nichols at 10:05 AM in conformance with the Wisconsin Open Meeting Law. Introductions were made and roll call was taken. New members were introduced: Anthony Rainey, Labor Rep from Masterlock Company; David Campbell, Labor Rep from Harley-Davidson; and John Sloma, Labor Rep from IAM-AW Local 516.

Minutes of the November 7, 2007 Machine Tool advisory committee meeting were approved with the following corrections: MSTC under Trade Master on page 2 should be changed to MPTC.

Old Business

MSSC Discussion – JR Colvin, a Machine Tool instructor from Madison Area Technical College (MATC) gave a power point presentation about the Wisconsin Manufacturing Skills Standards Certification. The certification program is offered via classroom or online instruction and has four modules. A packet of information about the certification was handed out to the committee members. Discussion centered on development of a production worker apprenticeship that would use this certification as the curriculum and training guideline for the program. Per Jim Mackey from WTCS System Office, Governor Doyle’s goal for the number of workers receiving the MSSC is being exceeded on a statewide basis.

Ken Heins suggested that the committee review the program text book and the other members agreed. Karen agreed to purchase the textbooks for the committee members using BAS funds. She will send them to the committee members for review prior to the spring meeting.

Update of Position Descriptions—Status

Machinist - The final draft of this PD was distributed to the committee members. A motion was made and **accepted to approve the PD** with the addition of a statement under Working Conditions related to having knowledge of “lockout tag out procedures”.

Tool & Die – This is a work in progress. Jim Nichols needs to be added as a member of the subcommittee.

Tool Maker – This subcommittee has not met. David Campbell will replace Eric Treba.

Patternmaker – John Sloma was appointed

Mold Maker – The committee does not have a member representing the mold maker trade. Karen will check with the following companies suggested by the committee members including Phillips Plastics, Capitol Engineering, Glacier Design and Bell Tool, to see if they have a representative interested in serving as a committee member.

Anyone interested in working on any of the subcommittees should contact Karen. Drafts of the remaining PD’s will be shared at the next meeting. Karen noted that the PD’s are on the BAS website. She also informed the committee that the PD’s are created by using O*Net, a federal job classification system available online. (<http://online.onetcenter.org/>)

Marketing Letter to WTCS Districts

The committee reviewed a marketing letter that was developed prior to the last meeting. It was discussed as to whether or not the letter was timely considering the fact that numbers in the machine tool programs at technical colleges throughout the state have been increasing since 2002. The committee agreed that marketing machine tool programs is a continuous effort and a motion was made and carried to send the letter with the following changes: on the first line, change five to six and 2006 to 2007. In the second paragraph, the last line should be changed from “thriving and

hiring” to “increasing in productivity”. Karen will follow up with mailing the letter to district deans and/or college presidents.

Youth Apprenticeship Update

Karen stated that a pilot program will be developed to link the youth and adult machine tool apprenticeship programs. The Lakeshore Technical College area has already demonstrated success in linking the two programs and will develop the model that will be shared with the rest of the state.

New Business

Associate Degree in Technical Studies

Marge Wood presented information about the Associate Degree in Technical Studies. She stated that 15% of those who complete this degree are from the machinist trade. A “Credit for Prior Learning” policy will be released soon stating that any journey worker who completes an apprenticeship of 3 years in length and 400 hours of paid related instruction will earn 39 credits towards the 60 credit requirement for the degree. Also, prior general education credits earned may apply towards the remaining 21 credits needed to complete the degree. Marge shared background information about a few journey workers in the machine tool trades who completed the Associate Degree in Technical Studies.

Updated Apprenticeship Manual

Karen explained the handouts that addressed the changes to the Apprenticeship Manual and reviewed those that specifically applied to this committee. She informed the committee that changes to Federal Regulations for Apprenticeship will affect Wisconsin and the manual will need to be changed again when these changes are implemented, probably within the next two years.

24th Biennial Apprenticeship Conference

Karen disseminated conference flyers. Anyone who has a company that would like to have a booth at the Apprenticeship Expo should contact her.

Spatial Mechanical Course

Karen informed the committee that the Wisconsin State Apprenticeship Advisory Council has developed a course that will introduce people to the basic competencies needed to work in the skilled trades. The course will address spatial and mechanical concepts as well as technical math. The course was created because these skills are no longer being taught at the high school level.

Apprentice Orientation

Based on feedback received from focus groups with female and minority journey workers, the State Council is developing an Apprenticeship Orientation program to replace or supplement what sponsors are currently doing. As soon as the program is completed information on how to implement it will be shared with all the state committees.

Financial Tools for the Trades

Karen gave committee members copies of the Financial Tools for the Trades workbook and instructor guide. This 24 hour course was developed by a subcommittee of the State Advisory Council. Train-the-Trainer sessions are scheduled for December 9 & 17 from 9 AM to 5 PM at

Madison Area Technical College. There is no cost for this training and it is available to anyone interested in teaching it to apprentices.

Sole Sponsor Technical Assistant Guide

Copies of the guide were distributed to members. Any comments or suggestions for the guide should be given to Karen. It was suggested that a summary of the guide be developed.

Data was not available to review the Machine Tool Apprenticeship Program participants.

Spring 2009 Meeting Date

Wednesday, March 18, 2009 at WTCS Foundation, Waunakee

Fall 2009 Meeting Date

Wednesday, September 16, 2009 at WTCS, Waunakee

Meeting was adjourned at 1:45 PM.

Submitted by Sandy Destree, Recorder