

**New Mexico Public Education Department
Apprenticeship Training and Advisory Committee (ATAC)**

Carpenters Educational Program

3900 A Pan American NE

Albuquerque, NM

November 16, 2010

MINUTES

A regular meeting of the New Mexico Apprenticeship Training and Advisory Committee (ATAC) was called to order by Mr. Chris Romero, Chair, at 10:02 a.m., Tuesday, November 16, 2010 at the facilities of the Carpenters Educational Program.

ROLL CALL

MEMBERS PRESENT:

Ralph Mora, Associated General Contractors, Inc.
Charles Schumann, JATC for the Plumbing and Pipefitting Industry
Bec Rheins, NM Finishing Trades institute
Greta Schouman, Associated Builders and Contractors, Inc.
Chris Romero, Department of Workforce Solutions
Louise Williams, NM Public Education Department
Rick Meyer, NM Ironworkers JAC
Nancy Reisbeck, Gardner Zemke Electrical Apprenticeship Program

MEMBERS ABSENT:

Elisa Gallegos, USDOL, Apprenticeship Training
Renee Lowden, Del-Jen, Inc.
Denny Mitchell, Albuquerque Insulation Co., Inc.

FUNDED APPRENTICESHIP PROGRAMS REPRESENTED:

- 1 Rick Meyer, NM Ironworkers
- 2 Charles Humiston, JATC Electrical
- 3 Charles Schumann JATC Plumbing and Pipefitting
- 4 Danny Lawler, Carpenters Educational Program
- 5 Debra Seward, Operating Engineers
- 6 Bec Rheins, NM Finishing Trades
- 7 Celina Bussey and Valerie Martinez, Northern IEC
- 8 Maxine Wilson and Marie Wilson, NM Chapter of American Fire Sprinklers
- 9 Nancy Reisbeck, Gardner Zemk
10. Greta Schouman, Associated Builders and Contractors
- 11 Janice Jones, Southwestern Line

FUNDED APPRENTICESHIP PROGRAMS ABSENT:

1. ABSENT: Sheet Metal Workers
2. ABSENT: NM Bricklayers
3. ABSENT: NM IEC Southern Chapter
4. ABSENT: NM Laborers
5. ABSENT: Film Apprenticeship
6. ABSENT: Heat and Frost Insulators and Asbestos Workers

APPROVAL OF AGENDA

Ms. Nancy Reisbeck moved to approve the agenda; Mr. Rick Meyer seconded. Motion passed.

APPROVAL OF MINUTES

Mr. Rick Meyer moved to approve the minutes of September 21, 2010; Ms. Greta Schouman. Motion passed.

NM PED UPDATE

a. Running Tally, 1st Qtr claims

Louise Williams welcomed everyone and thanked Danny Lawler for hosting today's meeting.

Ms. Williams gave an update on the apprenticeship training budget to date.

The tally reflects the mandatory, budget adjustment decrease exhibited in column H of the running tally worksheet, totaling \$7,600 from the initial allocation of \$200,000 for available \$192,400 budget for the program year. Programs overall expended 17.06% or \$ 32,813.87 during the first quarter. Column R shows highlighted cells indicating which programs are under the 17% threshold of preferred expenditure goal at this time.

Ms. Williams also reminded programs that reverting slots is an option after the second quarter if there are expenditure issues in order to spend down.

Rick Meyer recommended that all funded programs who have expended less than the expected amount by the second quarter be required to attend meetings so that they may explain to the committee why they are having problems, if that's the case.

It was the consensus of the committee that Ms. Williams (PED) extend to those programs not meeting the threshold at the second quarter, a mandatory request to attend the next meeting so that they can provide an explanation of their shortfall in meeting expenditures.

Ms. Williams agreed that after the next running tally is calculated, she will personally call those programs who are running low to "mandatorily request" members to attend the next meeting.

b. ATAC Positions

Ms. Williams addressed the two remaining vacant positions to the ATAC.

One application to the position representing the NM Educational Entities who teach or immediately supervise preparatory, supplementary or related instruction courses has been submitted and is pending the review and approval of Secretary Murphy. The applicant, Sionna Grassbaugh of CNM, was present at today's meeting.

The second vacancy is a non-voting position and represents the NM College and University System of Vocational Education. Referrals for vacant positions should be made to Louise Williams at PED.

Mr. Meyer raised an issue of concern in regard to committee members not attending regular meetings. It was the consensus of the committee to request of those members who are not attending regular meetings, of their intention to remaining on the committee.

c. Join CTWEB with Legislative Interim Presentation update on SB 46 to, Thurs, Nov 18, 3 PM, State Capitol, Rm 317

Ms. Williams reported that she wants to ensure that committee members are made aware that the Interim Committee “is always wanting to know how apprenticeship is doing and we want to make sure that they have a clear understanding that Apprenticeship and Pre-apprenticeship are separate and apart - Senate Bill 46 is Pre-apprenticeship. The Rule was developed by many members of the committee participating.”

Dr. Lomax has been asked to give an update to the ERDC on Pre-apprenticeship and she is inviting your presence, if possible, in show of support of apprenticeship involvement when she addresses the Economic and Rural Development Committee.

d. Survey NM Registered capacity for sponsorship of pre-apprenticeship

Ms. Williams reported that a program from Albuquerque Public Schools wanted “to move on pre-apprenticeship”. “Schools are beginning to show an interest in becoming a ‘pipeline’, but I need to know who I can turn to of New Mexico’s registered programs. When we were working on the Rule, the interest was that the design be a true apprenticeship feeder program. The sub-committee didn’t want it to be so far removed that it be a mentoring program, coop or internship without the foundation skill set, nor feeding into apprenticeship programs. Training must also be registered programs that are going to be part of the pre-apprenticeship development and design.”

Ms. Williams said CTWEB is trying to honor what’s the best way of working with our schools and registered programs; she welcomes everyone’s input and suggestions on how schools can be guided when they call asking for assistance or having a presentation made at one of their trades’ group council regarding pre-apprenticeship. That’s the kind of support that NM registered programs may be able to provide. Perhaps a couple of programs would like to attend with her to help them get started. She plans to dialogue with each of the programs to learn in what ways you all may be able to help and maybe get a sense as to who to direct certain questions.

Celina Bussey asked Ms. Williams if the PED had plans in submitting legislation requesting funds for Apprenticeship in the 2011-2012.

Ms. Williams’ reply: “PED is not looking at asking for money for pre-apprenticeship right now. I think we need to hear from those participating what the needs and issues may be. Many of the schools have qualified instructors that need professional development based on what pre-apprenticeship skill set is and that’s where guidance and mentoring to the instructor can be helpful. Guidance needs to come from industry with a dialog at the district leadership level. If you feel that there’s a budget to be developed, that needs to come from participating programs. The sub-committee request was that leadership should come from the registered programs through the SAC; interested programs may want to get together and based on participation, develop a request for funding with justification.

Ms. Bussey remarked that she had a different perception than what was just explained - such as, a program would run the pre-apprenticeship program on its own with the schools providing the students and nothing else. The schools would determine which students would participate and that the apprenticeship training program would provide the framework, times, dates, etc.

Ralph Mora remarked that according to the Act, both are an option. The hurdle he has encountered is that schools don’t understand the ‘industry driven’ part. The schools expect that industry will offer pre-apprenticeship and help educate and that they (schools) will direct how, when and what to teach.

Ms. Bussey expressed that Industry’s concern is about accountability in the training that individuals will be receiving.

Mr. Romero said that the intention of the pre-apprenticeship program was to provide a core curriculum so that they could then move on to the type of training they were interested in pursuing.

Tony Korwin commented that “during the development of the Rule, the talk was about a common core-curriculum, we really wanted the registered programs to take the lead in what the final curriculum for that particular school would look like and it could be customized for each apprenticeship.”

Ms. Williams remarked that “the Rule is written with guidelines built into it but it also allows for a lot of flexibility, and it is important to look at and understand the school system’s standards and requirements; i.e. how close are registered program’s standards in awareness of what the educational facilities are requiring and try to follow the school’s benchmarks with the methodologies that you utilize in your classroom environment. You just need to know how to work within standards and figure out how you can make sure the school program meets those educational standards.”

Mr. Mora expressed his concern with what Ms. Williams said regarding the program meeting the standards of the classroom. He expressed that it should be about introducing students to a trade and not meeting the schools’ standards of excellence for them.

Ms. Williams replied, “the standards are broad, general and mandatory to meet. The skills that training programs are providing will probably already meet those standards, but it’s important to be aware of them and integrate.”

Mr. Meyer expressed concern about an instructor’s ability to follow curriculum from all trades.

Ms. Williams said that the intention of the training was for students 16 years and up, foundational training, non-trade specific and include industry awareness to options.

Dan Lawler reported that the Carpenters Program has an international pre-apprenticeship program that has been prepared by the International and designed for high schools and focuses on the general courses such as basic math. He remarked that high school vocational teachers and industry teachers might have different views as to the term pre-apprenticeship.

Final comments included status on 1st quarter claims. Ms. Williams announced that the process in handling claims has changed which means additional and/or different SHARE access abilities will be required in order for all claims for reimbursement to complete the payment process prior to checks being generated. CTWEB is now required to provide additional paperwork to the payment process. There will be potential other changes as the transition occurs. Bear with it and be patient.

OLD BUSINESS

a. ATAC’s Legislative subcommittee update

Greta Schouman reported on the ATAC’s legislative subcommittee presentation to the Legislative Finance Committee in September. Ms. Shouman along with Celina Bussey, Rick Meyer and Ralph Mora were allotted two minutes to speak in defense of continuing funding for Apprenticeship training. Ms. Bussey was the spokesperson for the group. Apprenticeship provided a fact sheet outlining all pertinent information which proved very effective. The legislators were very impressed and encouraged the Apprenticeship team to continue bringing Apprenticeship to the attention of the Legislature.

Ms. Schouman remarked that what seems to be the right strategy is to have presence at these meetings by apprenticeship folks along with handouts as provided at this presentation.

Ms. Williams asked if the information presented to the LFC is or will be available to programs for their knowledge and so that everyone has the information. Ms. Schouman replied that she will update it and include additional information.

Ms. Bussey suggested that the funds remaining in the NM Apprenticeship Coordinating Committee Fund be utilized toward public relations during this year’s legislative session; perhaps for printing materials or purchasing breakfast burritos and personally delivering them to each legislator with a note thanking them

for supporting apprenticeship in New Mexico. Additionally, there are a lot of new legislators this year and “we need to let them know who we are and that we represent their constituents. We have to find a way to make some headway with those legislators. I don’t know if we want to get current committee rosters because there will be new members.

Ms. Schouman suggested getting updated committee rosters, finding out the committee date and have a plan of action... get the apprenticeship programs themselves to go there with burritos, flyers, whatever and cover the specific people that we know and need to cover. We may have to go there not just one day, but several days during the session... set aside days and have a strategy in place.”

Mr. Mora stated that he wanted to publicly acknowledge and thank Ms. Schouman, Ms. Bussey and Mr. Meyer for their hard work in coordinating the meeting with the LFC. He additionally wanted to state that “it was kind of discouraging to be one of only four people there representing forty programs (or seventeen on this sheet)... being there for two minutes made a huge difference, now if we would’ve had our side of that room filled, it would’ve probably made a bigger impact.”

Ms. Bussey recommended that the legislative subcommittee “make it a point to approach the new Secretary of Labor as soon as that person comes into that position to make sure that from day one, they understand the importance of apprenticeship; because of the fact that we deal with two Cabinet level agencies – Education and Workforce Solutions, it creates an interesting dynamic for apprenticeship because they don’t always understand who’s doing what – they see regulatory enforcement and oversight and then fiduciary responsibility over in education and that doesn’t make a lot of sense to them. The new Secretary of Labor needs to understand why we are in two different places and know that they can support apprenticeship all day long from an enforcement side and want to expand it, etc. They can also have a huge impact in making sure that the new Secretary of Education understands that those two agencies need to be married when it comes to supporting apprenticeship. We need to make sure they get that message – it’s going to have to come from us.”

Mr. Korwin: “What’s also happening is that a lot of top level fiscal people are already gone and the talk is that PED will lose it’s fiscal entirely to DFA; if that’s the case then, the understanding of the budget as it goes through the PED, nobody’s going to understand what Apprenticeship is and why it’s something they can’t just line-item through, so it’s got to be hit fast and furious.”

Ms. Williams: “Chris and I were talking to see about a date for Apprenticeship at the Roundhouse. Chris suggested he can call and once we know, and then try to commit a schedule and see what you want that to look like if a day can be identified early on in the session. We will get word out to all as soon as we know for Apprenticeship Day at the Roundhouse.”

Ms. Williams reminded everyone to watch for the link to the Legislative website, that’s where you’re going to find all your contacts and committee members and the dates of committee meetings.

b. Other

There is no other old business.

NEW BUSINESS

a. Mapping apprenticeship in New Mexico

Ms. Williams: “I want to ask the group if there’s an interest to continue looking at mapping apprenticeship in New Mexico. Consider showing the Legislators where programs have apprentices working so that they know how it impacts New Mexico.”

Bec Rheins: “Would it be feasible to collect some of the bigger job names for some of these counties; knowing that they’re working on a school in Dulce, or on the new jail metro complex in Taos, or building a new swimming pool at UNM; if we could get actual place names.”

Another suggestion was to associate cost with job.

A discussion ensued about working on a one-page document to include that type of information.

b. Grant Writing Workshop, after lunch 1 PM Carpenters Facility

Mr. Romero announced a grant writing workshop to be held immediately following this meeting at the Carpenters facility at 1:00 pm.

PUBLIC COMMENT

a. Handout, Article from US Department of Labor approves standards for direct support professional occupation under national Registered Apprenticeship system “Standards to assist employers in training workers for growing health care sector”.

Ms. Williams provided an informational news release from the US Department of Labor regarding training workers for the growing health care sector.

The Employment and Training Administration has put together approved standards for the registered apprenticeship system and schools are currently training in healthcare in their programs of study in preparation for looking at career lattices.

b. Veteran’s Job Fair, Rescheduled

Mr. Romero reported that the Veteran’s Job Fair will be rescheduled because an MOU was not granted by the National Guard Armory. It will either be rescheduled or the idea done away with.

Mr. Meyer and Ms. Reisbeck presented (1st draft) a one-page short survey of questions they created (as a suggestion) intended for programs to complete regarding the classes they provide as part of their training. The idea is to provide this information to the PED and ATAC so that they may better understand how programs conduct their classes, class locations, how often, duration, etc.

Ms. Bussey recommended that all apprenticeship training programs be asked to complete this form; Ms. Williams agreed and asked that everyone review it, compare it with the other forms already part of the Rule so as to avoid duplications, and give input and/or suggestions as to what you think may be appropriate questions to ask in the form, etc. After all changes are finalized and the form approved, then it should become part of the Rule so that it becomes a required form within the system.

NEXT MEETING DATE AND LOCATION

Ms. Williams reminded everyone that the second quarter ends December 30, 2010 and quarterly claim for reimbursement is due to Mr. Chris Romero office by Monday, January 10, 2011; the electronic workbook prior for review. Also due at that time is the Decrease Survey form for any mid-year adjustments.

The next meeting will be Tuesday, January 18, 2011 at 10:00 am in Santa Fe with location to be determined. This meeting coincides with the first day of the legislative session.

ADJOURNMENT

Charles Schumann moved to adjourn; Bec Rheins seconded. Motion passed. The meeting adjourned at 11:12 a.m.