



## State Apprenticeship Advisory Council

March 11, 2005

Meeting Minutes

**Members in Attendance:** Lori Blake, Billy Campbell, Daniel Carson, Henry Gonzalez, Al Herndon, Cindy Johnson, James Nolan, John Spinella, Jerry Thomas, and Bonnie Marmor.

**Staff In Attendance:** Steve Campora, Nancy Cordill, Marilyn Hatch, Dave Islitzer, Bill Lauver, Joe Daly, Cindy Durant, Jon Goins, Valvery Hillsman, Chic Perez, and Yvette Hargreaves.

### OPENING/WELCOME

Bonnie Marmor called the meeting to order at 8:38 a.m. and welcomed the Council Members and audience. She congratulated everyone involved on a successful Legislative Apprenticeship Day. Dr. Marmor then reviewed the agenda and called for additions as appropriate. She briefly reviewed the minutes from the January 19, 2005, SAAC meeting and called for a vote for acceptance of the minutes.

*Mr. Henry Gonzales made a motion to accept the January 19, 2005, SAAC meeting minutes. Mr. Al Herndon seconded the motion. The motion passed unanimously.*

Dr. Marmor did a brief introduction of staff members and turned the podium over to Steve Campora.

### APPRENTICESHIP PROGRAM TRENDS

Mr. Campora presented a Power Point presentation providing an overview of the current system for collecting and reporting apprenticeship program information. He explained that the Registered Apprenticeship Information System (RAIS) is maintained by the United States Department of Labor (USDOL) and allows no input from the states. Mr. Campora also stated (1) that the RAIS system provides a snapshot of programs on any given day and changes daily and (2) that the USDOL abides by the federal year for reporting instead of using a fiscal or calendar year. He asked the Council Members to review the information provided, and use it to determine the type of data and trends the Council would like to identify and track.

Dr. Marmor then asked for reactions/comments from the Council Members. Suggestions from Members included: obtaining a specific breakdown of Construction Occupations and the tracking of participating employers. Dr. Marmor asked the Council Members to use the tracking data and resulting trend analyses as a way of including a focus on new program development and the identification of future needs. She suggested that this issue become a fixed agenda item at future meetings. Members agreed.

### UPDATE ON APPRENTICESHPE WEB SITE

Ms. Marilyn Hatch then provided a quick overview of the new SAAC web site which also included a tour of the Workforce Education Apprenticeship web site. Reaction from both the Apprenticeship Council and audience was very favorable. She then detailed plans for the three phases of development of a shared Apprenticeship database. Ms. Hatch stated that Phase I is currently in progress and is the

longest phase to complete. Once complete, the database will allow sponsors to enter data online for submitting and printing all forms. Upon approval of the submission, this information will be electronically entered into a state maintained database. According to Ms. Hatch, "Sponsors will also be able to see and track programs, occupations, employers, apprentices, and wage information as well as related training information. Access will be protected; the sponsor will have access only to his/her data." She stated that Phase II will expand the database to include Pre-Apprenticeship and On-the-Job Training, allowing the same capabilities as Phase I sponsors, and that Phase III will be a "wish list" stage. Input from Council Members and Sponsors will be sought to assist in the expansion of this database. Ms. Hatch stated that with the rate of improving technology, the wish list possibilities are tremendous.

Dr. Marmor then referred members to the packet material for more information on the work in progress, and stated that the project goal is to have everything completed online within one year. She then called for comments from the Council. Ms. Hatch was asked to do a demonstration of the Action Report function at the next council meeting. Mr. Daniel Carson asked if the use of electronic signatures will be possible rather than requiring a printed, signed copy. Ms. Hatch responded that the technology is available but that the legal aspect would need to be researched. Dr. Marmor stated that she will look into this and report back to the Council. A request was made for clarification of what information should be sent to the Veterans Administration (VA). Steve Campora will investigate and report back to the Council. Ms. Hatch completed her presentation by indicating that the new system will have the ability to be used as a communication tool for sharing information. Dr. Marmor and several members of the Council commended her for her work on the web site and database.

## **COMMITTEE REPORTS**

Dr. Marmor then moved to the reports of the subcommittees. She stated that both the Public Awareness and Marketing and the Rules Committees had been able to meet prior to this SAAC meeting and would be reviewing their meeting minutes with the Council. The third sub-committee; Program Expansion and Development, had been unable to meet.

Mr. James Nolan, spokesperson for the Public Awareness and Marketing Committee (PAMC), quickly reviewed the PAMC minutes with the Council. He opened a discussion regarding materials that are currently being used to market Apprenticeship programs and handed out a brochure. He stated that new materials that are more upbeat and possibly designed to target a younger audience are needed but questioned whether there funding was available. Several suggestions were put forth about the use of existing marketing materials as well as the development of new materials, i.e., DVD, PowerPoint, and web site demos. Also suggested was utilizing the public school broadcast station NCCER. Contacts made to NCCER regarding cost have been unsuccessful. Advertising on NCCER has not previously been considered. Mr. Nolan will report back to the full council if/when a cost is established. Ms. Cordill and Mr. Campora indicated that they will check with K-12 Public School for clarification of policy/procedure regarding the use of the NCCER for promotion of Apprenticeship programs. Dr. Marmor summarized the discussion and asked the PAMC to come back with 1) a survey of existing marketing materials, 2) potential distribution methods, and (3) recommendation on the benefit of a needs assessment.

Ms. Lori Blake, spokesperson for the Rules Committee, quickly reviewed the minutes from their meeting with the Council. Specific questions from the committee arose regarding formulating responses to legislative issues and how to disseminate this information to the legislature. Ms. Cordill commented that responses are usually presented as a position paper, which would be open to review/approval by the Council. Dr. Marmor will seek clarification of current policies and bring this information back to the full Council.

### **COUNCIL ROUNDTABLE AND PUBLIC INPUT**

Bill Lauver introduced the issue of reinstatement of Apprentices who are veterans and what appears to be the lack of consistency throughout the state. He stated that customarily, if the apprentice is cancelled from the program (regardless of the reason) but returns within a two-year period, he/she may be reinstated. The Council members agreed that this policy was uniformly followed throughout the state. The question arose whether more flexibility could be given to veterans returning from service. Dr. Marmor stated that this issue is a priority and asked Mr. Campora to develop the draft of a policy that will be reviewed by the Council and presented to the Governor or the federal government as a recommendation. Council and audience members stated their belief that reinstatement should still be dependent on existing circumstances when the apprentice left the program and whether he/she left in good standing.

Mr. Spinella offered comments regarding the recent legislative budget allocation and the positive effects for Apprenticeship. Dr. Marmor then did a careful review of the increase and what it means for workforce.

In closing, Dr. Marmor called for any additional comments from the Council or those in attendance. Lori Blake raised the issue of electronic archiving of files. Ms. Hatch will research the development an electronic history in the shared database and report back to the council.

The meeting was adjourned at 11:30 AM.