State Electrical Construction Apprenticeship Advisory Committee

October 6, 2014

NECA-IBEW Apprenticeship
2730 Dairy Dr.
Madison, WI 53718

Approved Minutes

Members Present	Employer/Organization
Allen, Don (Co-Chair)	IBEW Local 158
Bzdawka, John	IBEW Local 494
Grundahl, Carol	IBEW Local 159
Habermehl, Sylvia	Habermehl Electric
Mielke, John	Associated Builders and Contractors
O'Leary, Loyal (Co-Chair)	NECA-- WI Chapter
Pohlman, Mike	R.J. Nickles Electric Co.
Sokolik, Leo	IBEW Local 890
Walsh, John M.	IBEW Local 14
Young, Greg	IBEW Local 577

Members Absent	Employer/Organization
Balthazor, Michael	Michaels Power
Kryzaniak, Rick	Faith Technologies (Associated Builders & Contractors (ABC))
Miller, Dean	IBEW Local 388
Steiner, Rick	Steiner Electric (ABC)
Washebek, Dave	Lemberg Electric (NECA)

Consultants & Guests	Employer/Organization
Anhalt, Tim	NECA-IBEW Apprenticeship & Training
Bernthal, Jamie	DWD Youth Apprenticeship
Cook, Jim	Madison Area Technical College, Apprenticeship Coordinator
Harding, Burt	Bureau of Apprenticeship Standards
Jaeb, Rachel	Wisconsin Chapter NECA
Kiel, Todd	Northeast Wisconsin Technical College
Large, Dan	Milwaukee Electrical JATC
Morgan, Karen	Bureau of Apprenticeship Standards, Director
Phillips, Amy	DWD Youth Apprenticeship

Phillips, Greg	Blackhawk Technical College
Schanke, Debbie	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Tourdot, Kelly	Associated Builders and Contractors
Tschillard, Clay	NECA-IBEW Apprenticeship & Training
Wagner, Mike	NECA-IBEW Apprenticeship & Training
Zenisek, Hal	Worldwide Instructional Design System

1. The meeting was called to order at 9:35 a.m. by Loyal O'Leary, Committee Co-chair, in conformity with the Wisconsin Open Meeting Law.

2. A roll call was conducted and a member sign-in sheet was circulated.

3. The minutes of the March 10, 2014, meeting were reviewed and approved as written.

4. **Old Business**

a. Review the roster.
Owen Smith distributed the current committee roster, and asked members to correct or update their contact information, if necessary. Several members provided corrections.

b. WI Apprenticeship Council update: WI Career Pathway Advisory Subcommittee
Owen Smith reported that apprenticeship continues to receive national attention due to a "perfect storm" of factors, and the attention has directly influenced the Wisconsin Apprenticeship Advisory Council to implement significant new efforts.

Nationally, economists predict an unprecedented shortage of workers in the next five to ten years, due to the progressive retirement of the baby boomer generation and concurrent lack of young adult workers to replace them. In addition, more countries, sectors and industries are expressing interest in apprenticeship training; new federal funding will target developing apprenticeship programs in the health care and information technology sectors; and advanced manufacturing companies continue to adopt the model to train workers in new occupations. Last, these changes necessitate creating and expanding pipeline programs into apprenticeship, especially by offering credentials or credit.

To keep abreast of national developments and position the state programs to respond effectively, the Advisory Council approved the creation of the Wisconsin Career Pathway Advisory Subcommittee. The new subcommittee will oversee the development of bridges between youth apprenticeship and registered apprenticeship programs, and will be co-led by representatives of both staffs.

A pilot effort to link the two programs through credit has proven successful in manufacturing. Both programs are prevalent in the sector, and many employers sponsor both programs. A key policy of the effort was to leave the type and amount of credit for youth apprenticeship work experience to the discretion of the employer. The subcommittee will likely target manufacturing and health care sectors first.

However, Owen explained, the program is pertinent to construction trades because the Architecture and Construction youth apprenticeship was bolstered with additional curriculum in five construction occupational areas last year, including electrical.

Clay Tschillard added that Associated General Contractors was a significant driving force behind the new curriculum. He also noted that the subcommittee will involve non-council members.

Owen introduced Amy Phillips and Jamie Bernthal from the Department of Workforce Development Youth Apprenticeship Program.

c. Guest Presentation: Youth Apprenticeship

Amy Phillips and Jamie Bernthal presented an overview of the Youth Apprenticeship program and staff. Youth apprenticeship programs are offered in a range of occupational career clusters, and include either a one-year option of at least 450 hours or a two-year option of at least 900 hours. Students typically begin working in the fall of their junior year.

The program began in 1992 with 21 students. In the ensuing 20 years it expanded to include 33 high school consortiums, which function administratively similar to local apprenticeship committees. The consortiums liaise between employers, schools, parents, and students. School districts participate in one or more consortiums.

Eligible students include public and private schools students who demonstrate an interest in the career cluster and the ability to meet the required competencies. The YA coordinators encourage applicants to discuss the career cluster with potential employers.

Students are treated as an employee. The curriculum complies with state and federal child labor laws by DWD and aligns with national standards for career and technical education. The curriculum is performance-based and assessed by a worksite observer. The classroom instruction supplements the worksite competencies and is delivered through the high school, technical college or employer.

The presenters distributed the competency checklist for the Architecture & Construction youth apprenticeship program and noted that they are developing a separate document that explains applicable child labor laws in layman's terms. The committee asked whether the competencies were identified by industry for their relevance to the needs of entry-level employees. The presenters confirmed that the competencies were selected and vetted by industry representatives based on their relevance to needed skills. Clay Tschillard, who participated in the review, noted that the original list was much lengthier and included competencies that would be outside of the legal scope of work for learners and students.

A general discussion followed on the competency checklist and program components. The committee asked how youth apprenticeship programs were linked to post-secondary education institutions. The presenters answered that many, but not all programs, are linked to local post-secondary institutions through articulation agreements. All YA graduates receive a completion certificate; if an articulation agreement is in place, the graduate also receives advanced standing towards an Associates of Applied Science degree. It is not unusual, though, for programs to be terminal and not be linked to an institution.

A future goal of the YA staff is to help establish broader articulation agreements.

The committee asked which party or parties is responsible for liability on the job-site. The presenters explained that the youth apprentice is treated like any other employee, so the employer is responsible for the liability. Each participating employer must have an on-site mentor in place with the youth apprentice, and the mentor is in direct contact with DWD Workers Comp and Equal Rights. This topic is an ongoing discussion that DWD continues to explore and address.

Clay Tschillard commented that similar programs in the State of Arizona are covered by a state umbrella policy. The presenters acknowledged other states use that mechanism, but Wisconsin relies instead on the on-site mentor, who is responsible for knowing what the youth apprentice can and cannot do.

Jim Cook added that some technical colleges have been approached to serve as a consortium to fill the gap left by cuts to career and technical education courses. The presenters confirmed that several technical colleges serve as consortiums.

The YA staff will research whether the youth apprentices must be licensed as a beginner under the new licensing requirements.

Last, the committee inquired into the employer's responsibilities. The presenters shared that the employers must pay at least minimum wage and train the apprentice in the required competencies. All consortiums can pay no more than $900 in funding per student, but some YA consortiums have found grants to contribute to the wages, up to the legislative limit.

The committee thanked the presenters for their time, and agreed that the program will be an important, ongoing conversation.

d. Review the follow-up items from the previous meeting

The committee has several questions on the administration of the new electrical credentialing requirements. The Bureau and Clay Tschillard will articulate the questions in a letter to the Department of Safety and Professional Services on behalf of the state committee.

The committee asked the Bureau to explain its policy on apprentices who complete all program requirements but do not pass the journey worker's license exam. The topic was added to the agenda as an action item under New Business.

e. Apprenticeship Completion Award Program

Owen Smith explained that the Bureau began implementing 2013 Act 57, the Apprenticeship Completion Award Program (ACAP), on June 2, 2014. ACAP will conclude on June 30, 2015. The program partially reimburses eligible apprentices, sponsors and employers for certain costs of related instruction. So far, the Bureau has received many reimbursement requests that will not be approved because the requestor failed to meet one or more of the following criteria: provide receipts; request reimbursement for related instruction expenses (*excludes clothing, travel costs, instructor costs and wage reimbursement);* the apprentice is not delinquent on child support payments

After ACAP concludes, the Bureau plans to present performance data to the Legislature to support continuing the program in subsequent fiscal years.

Owen explained that the eligibility notices are automatically mailed to the apprentice, sponsor and employer on either the one-year anniversary of the start date of the current apprentice contract, or the

date the apprentice contract is processed as "completed." The form is not available otherwise. This ensures that no party can request or receive reimbursement before being eligible.

Owen noted that local committees, as the sponsor, can request reimbursement and request it be sent to the training trust. This may require an additional administrative process or step on behalf of the sponsor or trust.

A general discussion followed on the eligibility requirements and processes that the local committees and trusts might have to have in place to ensure all parties are aware of the potential for reimbursement.

f. Other

No additional issues were raised.

5. <u>New Business</u>

a. BAS Personnel Update

Owen reported that the Bureau projects it will hire new Apprenticeship Training Representatives for the Waukesha and Madison areas by December 1.

b. BAS continuous improvement efforts: review of state committee Exhibit A's

The Bureau will review all state Exhibit As this fall. The documents are literally the template that the Bureau uses to create apprenticeship contracts throughout the state, and the minimum standards set forth within them must be met by all local sponsors. Therefore, the contents must be legal and clear.

The review has three possible outcomes: no revisions are necessary; minor revisions are necessary, and suggested to the committee for approval; or substantial revisions are necessary, and a discussion or focus group will occur

c. For action: proposed revision to state Exhibit A's, if needed

Owen reported that the state committee's Exhibit A's were acceptable as they are. No revisions are necessary.

d. For action: journey work exam and apprenticeship completion

It was the state committee's understanding that the individual had one year beyond the proposed completion date to pass the exam, and afterwards the local committee had flexibility in how to proceed. The Bureau confirmed that the policy is not strictly enforced and the local committee can consider extenuating circumstances.

e. American Apprenticeship Grants

Owen reported that the U.S. Department of Labor is projected to make applications available for $100m in American Apprenticeship Grants by the end of 2014. The competitive grants will be awarded to public-private partnerships that

- launch apprenticeship models in new fields, such as advanced manufacturing and health care;
- align apprenticeships to career pathways by rewarding workplace learning with college credit or linking to pre-apprenticeship programs;
- and scale apprenticeship models that work by marketing the value of apprenticeship, or building national and regional partnerships to expand apprenticeships

To prepare for the grant application, the Bureau convened two industry focus groups: one for the construction sector, one from the manufacturing sector. Both focus groups identified these potential priorities:

- increasing the apprenticeship "pipeline" by promoting and developing pre-apprenticeship programs, apprenticeship prep programs and linkages between youth and registered apprenticeship, including transcripted credit

- develop outreach materials and events targeted at parents and educators to improve the perception of skilled trades as viable, valid professions. Efforts might include media campaigns, print publication, and tours of local facilities given by partners organizations, such as local chambers of commerce. All efforts would utilize social media, such as Facebook and Twitter.

- develop mentoring programs for skilled workers, possibly by increasing the availability of transition to trainer courses

f. Other

No additional topics were discussed.

6. <u>WTCS Update</u>

Jim Cook reported that the WTCS apprenticeship curriculum committee has reformed and is meeting on a regular basis. The committee, with the help of Worldwide Instructional Design System, is undertaking a charge from the Bureau to establish consistency in curriculum for each program. Curriculum is posted on the curriculum bank website so it is accessible to the public. The trade has the authority over the content. The committee and WIDS is in the middle of the process for this trade.

Hal Zenisek explained further. Each college uses WIDS, a common curriculum software, and is using more web-based access to curriculum. WIDS is conducting two curriculum reviews this year for electrical apprenticeships: one for the ABC electrical trades; and one for the JATC versions. The outcome of each is a curriculum standards model that aligns with BAS training standards.

WIDS is working with the trades currently to review the contents. Then WIDS will gather input from local committees, instructors, and colleges.

The model is helpful immediately as a tool for colleges and sponsors. The WTCS thought it would also be a helpful tool in the future for examining credit for prior learning and establishing articulation agreements.

The committee asked whether the project included changes to the curriculum or whether it was simply entering the current curriculum into a new format. Hal clarified that the scope of the project includes formatting and packaging the curriculum within the software and WTCS format. No changes will be made to the curriculum, but local colleges might have to adjust course titles and numbering.

Clay Tschillard requested of Hal that the trade's international review and approve the JATC versions before it is posted on the web, because the material is copyrighted. Hal agreed.

The committee asked how ABC and JATC courses are kept separate. Hal replied that the separate programs have unique program titles, courses titles, and numbering structures.

7. **<u>Electrical Apprenticeship Program Participants</u>**
   As of March 10, program participants included 1006 apprentices and 251 employers that are active or unassigned.

8. The next meeting date is tentatively scheduled for April 27, 2015, at 09:30 a.m. at Northeast Wisconsin Technical College in Green Bay.

9. The committee adjourned at 12:10 p.m.

Follow-Up Items

BAS and Clay Tschillard will forward the committee's questions to DSPS and invite representatives to a future meeting.

Submitted by Owen Smith, Program and Policy Analyst