

STATE INSULATION WORKER APPRENTICESHIP ADVISORY COMMITTEE

September 14, 2015

Wisconsin Technical College System Foundation
1 Foundation Circle
Waunakee, WI

Members Present	Employer / Organization
Bero, John	L&C Insulation
Johnson, George	Local 127 Heat & Frost
Kufahl, Dan (Co-Chair)	Central State Mech. Insulation, LLC
Stevens, Craig	Heat & Frost Insulators Local 19

Members Absent	Employer / Organization
Large, Brett (Co-Chair)	Heat & Frost Insulators Local 19
Peot, Roger	Insulation Industries

Consultants & Guests	Employer / Organization
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards

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1. The meeting was called to order at 10:08 a.m. by Co-Chair Brett Large in conformity with the Wisconsin Open Meeting Law.
 2. Ms. Liz Pusch recorded those in attendance. A quorum was present.
 3. The committee reviewed its current roster. The three-year terms for Dan Kufahl, Brett Large and Craig Stevens will expire soon. All confirm that they will serve another term.

4. Old Business

a. Review follow-up items from previous meeting.

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

Owen reviewed that the Department of Public Instruction mandated that all public high school juniors and seniors must take the ACT in order to graduate, effective in 2016. Therefore the Bureau is proposed three actions to all state construction committees: adopt the ACT as the assessment of choice for applicants; continue using the current assessment, such as Accuplacer; and adopt statewide

minimum scores for the ACT and Accuplacer as well as the maximum timeframes in which they can be accepted.

Action: local committees will discuss the minimum scores and maximum timeframes amongst themselves and bring a recommendation to the 2016 spring meeting.

Technical Assistance Guide sessions will be held by the Bureau in late October through December in several locations throughout the state. They are required for new members to local apprenticeship advisory committees. Individuals who qualify will receive an official invitation from the Bureau in the mail.

The revisions the committee made to its state Exhibit A at the previous meeting were implemented by the Bureau.

The DWD Youth Apprenticeship staff was unable to attend this meeting due to a scheduling conflict. They will present an overview of the Architecture and Construction Youth Apprenticeship program at the 2016 spring meeting. The committee expressed concern about the legal liabilities of having high school students on a job site. Owen assured them that the legality of the program was researched and vetted by DWD Offices of Workers Compensation and Equal Rights. In fact, DWD found no legal requirement that prohibits a youth from working while under 18. In fact, the youth are categorized as "student learners." The Bureau is developing an official outreach paper on the liabilities.

b. Apprenticeship Completion Award Program

Owen reported that the program was renewed by the state legislature through June 30, 2017. No other changes were made. The eligibility requirements and the reimbursement awards are the same.

Action: the committee requested data on how many funds were requested and awarded per trade

c. New publications from the WI Apprenticeship Advisory Council

Owen distributed copies of *A Guide to Successful Interviewing for the Skilled Trades* and *Wisconsin Pre-Apprenticeship Readiness Program Guidelines* to the attendees. He explained that both are tools developed by the Wisconsin Apprenticeship Advisory Council to help increase the pool of qualified applicants. He noted that the interview guide was developed in response to feedback from many apprenticeship stakeholders across sectors of the economy that many applicants need to improve their interviewing skills.

The second was developed in response to the increase of programs that claim to prepare unskilled individuals for registered apprenticeship programs but lack a clear connection with them. Owen shared an anecdote that a manager of one such program complained that his program could not place graduates into registered apprenticeships in construction. When asked which local apprenticeship committees the organization approached, the manager replied, "What is a local apprenticeship committee?"

A general discussion followed. Members thought the interviewing guide was an excellent tool for apprentices who use the letter of introduction, because once they receive the letter, they are expected to visit employers immediately. One member suggested that the interviewing guide could be used as promotional tool and used within the K-12 system. An Apprenticeship Training Representative recommended that a more effective outreach may be to bring guest speakers from the trade, and noted

that that recommendation was also included in the *Tools of the Trade* series of advice sheets for apprentices.

d. American Apprenticeship Grant

Owen reported that the Bureau successfully replied for and received an American Apprenticeship Grant for the maximum award of \$5 million. The grant was named, "Wisconsin Apprenticeship Growth and Enhancement Strategies" (WAGE\$).

He noted that the grant has two objectives. The first is to expand registered apprenticeship into health care and information technology occupations. These efforts will not benefit existing trades directly.

The second objective is to increase the pool of qualified applicants to registered apprenticeship. These efforts will benefit existing trades in the long run. For example, the grant will distribute funds to local workforce development boards to develop and promote pre-apprenticeship readiness programs, which provide foundational construction skills to unemployed, underemployed and under skilled adults. In addition, the grant will fund the expansion of youth apprenticeship programs, such as the Architecture & Construction program, that provide foundational skills in construction, manufacturing and many other occupations to high schools juniors and seniors. Funding will be allocated to develop curriculum and support pre-apprenticeship readiness programs.

Owen noted that although the Heat & Frost trade is not one of the five focus areas within the Architecture & Construction youth apprenticeship, graduates would be valuable applicants to any construction trade. Seventy-five percent of the competencies in each focus area apply to all construction occupations, such as blueprint reading, hand and power tools, and safety.

The Bureau will also convene construction stakeholders to review the curriculum in the Construction Youth Apprenticeship.

e. WI Apprenticeship Summit

Owen reviewed that the Summit was a think-tank of stakeholders of registered apprenticeship in WI that discussed the latest research on workforce development and training, and which innovations should be made to registered apprenticeship in Wisconsin. The goal is to position Wisconsin stakeholders as the drivers of any changes to WI apprenticeship that may be proposed as a result of recent increase in registered apprenticeship by companies and Summit produced a very strong list of action items.

The Bureau accomplished the first action item this summer. It convened a consortium of employers that train through registered apprenticeship to develop employer-to-employer marketing material.

To determine the most appropriate messages for the marketing material, the consortium will first administer a statewide survey of the attitudes and perceptions towards apprenticeship of three stakeholder groups: current sponsors; former sponsors within the past five years; and companies that have never sponsored an apprentice.

Action: the committee requested information on who is participating in the statewide survey

f. Other

Another other items were brought forward.

5. New Business

a. **Review the duties of the state committee**

Owen emphasized that the Bureau depends heavily on the guidance of state committees to administer its programs. In fact, Wisconsin's structure of advisory committees is well reputed. He reviewed that state committees advise the Bureau on all aspects of the apprenticeship programs for their trades. These include on-the-job-learning, as well as paid related instruction, as well as policies that apply to sponsors and apprentices.

Owen noted as evidence that the committee had recently revised its Exhibit A, and advised the Bureau on material for its paid related instruction during the SAGE grant.

b. **BAS personnel update**

Tim Ziffer is the new Apprenticeship Training Representative for the Racine-Kenosha-Walworth area. He replaces Sandy Martin, who had accepted a new position with DWD Job Service.

c. **Other**

The committee noted that the BAS website links to an outdated version of the Transition to Trainer course calendar.

Action: the Bureau will update its link.

6. Review program participants.

Participants include 66 apprentices and 18 employers with a contract active or unassigned on August 31, 2015.

7. The next meeting is tentatively scheduled for Monday, May 12, 2016, at 10:00 a.m. at Madison Area Technical College at the Commercial Avenue Campus.
8. The meeting adjourned at 11:35 a.m.

Follow-up Items

- i. *The Bureau will update the transition to trainer link.*
- ii. *The Bureau will research what types of companies answered the survey.*
- iii. *The Bureau will research ACAP data by trade.*
- iv. *Local committees will discuss minimum scores and maximum allowable timeframes before next meeting.*

Submitted by Owen Smith, Program Analyst.