

**State Electrical & Instrumentation Apprenticeship Advisory Committee Meeting**

April 14, 2016

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Sargento's, Plymouth, WI

**Approved Minutes**

<b>Members Present</b>	<b>Employer/Organization</b>
Butt, Nate (Co-Chair)	Quad Graphics - Sussex
Cannestra, Tony (Co-Chair)	GE Healthcare
Cestkowksi, Jim	MPI - Deerfield
Friedeck, Rich	IBEW Local 663
Hankwitz, Dan	Kimberly Clark Corp.
Lundey, Dave	MMSD
Otte, Sonia	Sargento Foods Inc
Roach, Mike	Trane Co
Woehlke, Scott	Mercury Marine
<b>Members Absent</b>	<b>Employer/Organization</b>
Dejardin, Warren	Green Bay Packaging
Fitzsimons, Mark	MillerCoors
Hafeman, Brian	PCA – Tomahawk
<b>Consultants &amp; Guests</b>	<b>Employer/Organization</b>
Alt, Meredith	Bureau of Apprenticeship Standards
Anderson, Cindy	Bureau of Apprenticeship Standards
Destree, Sandy	Bureau of Apprenticeship Standards
Hafner, Brian	Trane Co.
Johnson, Joshua	Bureau of Apprenticeship Standards
Montgomery, Mark	Waukesha County Technical County
Morgan, Karen	Bureau of Apprenticeship Standards, Director
Nakkoul, Nancy	Wisconsin Technical College System
Perkofski, Lisa	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Schetter, Sheila	Lakeshore Technical College
Simons, Raymond	GE Healthcare
Smith, Owen	Bureau of Apprenticeship Standards
Zenisek, Hal	Wisconsin Technical College System Foundation

1. The meeting was called to order at 10:08 a.m. by Co-Chair Tony Cannestra in conformance with the Wisconsin open meeting laws.
2. Roll call was conducted and a sign-in sheet was circulated.
3. The committee reviewed the current roster. Owen introduced Sonia Otte, who replaced Bill Salzwedel as the representative of Sargento. The committee welcomed Sonia. Owen reported that the committee has a vacancy on the Employee side. The Bureau will recruit a new member for the fall meeting.

#### 4. **Old Business**

##### a. **Review the follow-up items from the previous meeting.**

###### i. For action: approved the minutes

The committee reviewed the draft minutes from the previous meeting and approved them as written.

###### ii. For action: approve components of the Industrial Electrician Job Book

Co-Chair Nate Butt and Co-Chair Cannestra presented the latest proposed revisions to the state Exhibit A for the Industrial Electrician. They reviewed that the state committee had approved the focus group's recommendation to create separate work processes for "maintenance" and "troubleshooting." They presented a draft of the job book section for "troubleshooting" to ask the committee if the group was proceeding correctly. Co-Chair Butt explained that the group created a general outline for how to troubleshoot and applied it to various equipment. He argued that the outline helps teach the apprentice the analytical framework for approaching a problem. He asked the committee for its input.

A general discussion followed. The committee supported agreed that separating troubleshooting from maintenance was a great idea because many candidates do not have both skill sets. The committee agreed with the overall draft, and offered several suggestions.

*Action: the committee approved the direction of the work process for "troubleshooting," with the following recommendations:*

- *Add "Discuss with the operator."*
- *Add "Fill in the report."*
- *Add "diagnostic software" to the sequence for PLC and controllers.*

A member asked whether the changes to the job book would require subsequent changes to paid related instruction. A general discussion followed. Nancy Nakkoul and the Bureau reminded the committee that the paid related instruction was reviewed last in October 2013, and the total hours were changed to 720. Once the Exhibit A and job book are finalized and approved by the committee, the committee and WTCS can discuss whether the paid related instruction needs to be adjusted accordingly.

##### b. **Apprenticeship Completion Award Program**

The committee reviewed the current statistics on total funds reimbursed and total funds requested by denied. He noted that the total sum of funds denied is very large for two reasons. First, apprentices who qualify to be reimbursed for 25% of their total costs up to \$1,000 submit all of their costs and the difference between their total costs and the maximum reimbursement is denied. Second, many apprentices do not submit the required receipts, so their entire request is denied.

A general discussion followed. A member asked how the Bureau communicates the ACAP program. Karen Morgan replied that all apprentices received an information sheet when the program began. New apprentices receive the information sheet when they sign the apprenticeship contract. When an apprentice becomes eligible, the Bureau database automatically mails an eligibility notice to the apprentice and copies the employer.

The committee asked how many funds are rewarded to employers? Karen replied that most reimbursements go to trust funds in the construction sector, which reimburse their apprentices for tuition and books.

The committee asked what happens if both the apprentice and employer request reimbursements. Karen answered that reimbursements are issued on a first-come-first-served basis. If multiple parties to the same apprentice contract request reimbursement, the request are deducted from the same total. For example, the \$1,000 completion award is tied to a single apprentice contract. If the apprentice and employer both request reimbursements, the combined total cannot exceed \$1,000.

Last, the committee asked whether ACAP would be extended beyond its current end-date of June 30, 2017. Karen stated that whether ACAP is extended would be strictly a decision of the state legislature and the Governor's Office.

### **c. WI Apprenticeship Summit**

Karen Morgan updated the committee on the progress of action items from the WI Apprenticeship Summit.

She reviewed that the purpose of the Summit was to take a fresh look at the state's apprenticeship program given that registered apprenticeship was receiving so much attention and support in the state and nationally, most importantly, increased interest by stakeholders and industries that had never used it the training model before.

The Summit was a think tank of all types of apprenticeship stakeholders in the state, nationally, and internationally, such as the German Chamber of Commerce and Canadian Apprenticeship. The group of 40 stakeholders reviewed the latest research and input on apprenticeship and workforce development and then discussed what structural changes would work to improve Wisconsin's program. The result was an action plan that was disseminated to all state committees last year.

The Bureau recently accomplished two action items: the creation of an employer consortium to review outreach material; and the completion of a statewide survey of the attitudes and perceptions of registered apprenticeship of sponsors, former sponsors, and non-sponsors. The Bureau learned from the survey that non-sponsors think the legal framework of registered apprenticeship is too bureaucratic and rigid. Former sponsors replied that they no longer use the program because the economy went bad and they had to downsize their workforce. Current sponsors reported that apprenticeship provides high quality training, and current sponsors want to be our champions in expanding the model to new employers and industries.

### **d. American Apprenticeship Grant and WAGE\$**

#### i. Overview

Karen continued that the Bureau will accomplish many action items from the Summit through WAGE\$, the American Apprenticeship Grant received by Wisconsin. The first objective of the grant is to expand the registered apprenticeship training model into advanced manufacturing, information technology, and health care sectors. The second objective is to increase the pool of qualified applicants. Karen noted that registered apprenticeship opportunities within companies can be very competitive, and the applicant pool can include college graduates, technical college graduates, the underemployed, and the unemployed. So, the grant will support pipelines that will train applicants with foundation skills to make them more prepared and competitive.

Karen reported that the total grant award is \$5 million; the grant period is five years; and a key performance outcome will be 1,000 new apprentices. She introduced the grant manager, Meredith Alt,

and the outreach coordinator, Cindy Anderson, and noted that Vincent Rice, a policy analyst with the Bureau, will assist Meredith and Cindy. Meredith and Cindy introduced themselves.

## ii. Mechatronics

Karen noted that the expansion into advanced manufacturing will include the development of a new registered apprenticeship program in Mechatronics. Many employers in Wisconsin have asked for it after learning of similar programs in Michigan and Kentucky. At first glance, those programs look very similar to Wisconsin's Maintenance Technician program but with additional features, such as robotics.

Karen asked the committee whether it would be interested in sponsoring the new Mechatronics program if it is developed. Sponsoring the program would mean that the appropriate members of the state committee would help develop it; help recommend additional subject matter experts; help identify parts of similar programs in other states that would work well in Wisconsin; and more. If the program is developed and implemented in Wisconsin, then the committee would advise the Bureau on it as it does many other programs.

A lengthy discussion followed, including the following questions and comments:

- A member asked whether Mechatronics would be more skilled than the Maintenance Technician program? Karen replied that her understanding of a Mechatronics worker is a more highly skilled Maintenance Technician that can do highly skilled electrical work, highly skilled maintenance work, and highly skilled robotics work. She added that Mechatronics is catching up in the rest of the country and Wisconsin certainly does not want to lose out.
- Nancy Nakkoul asked if the states that currently offer Mechatronics also offer Maintenance Technician. Karen confirmed that many do, and added that many states that offer both, like Michigan, have strong auto manufacturers and suppliers.
- Co-Chair Butt concurred that Mechatronics is becoming increasingly popular, which he has seen through his business travels to many other states. He shared that, from his perspective, employers are looking to combine every skill sets at every avenue possible. He encouraged the committee not to be afraid of the occupation.
- A member asked what is driving Mechatronics and whether unions are involved. Karen replied that in-demand skills are driving the programs. Mechatronic positions would likely be easier to begin in a non-union facility because it would not have strict, formal definitions of occupations. She also noted, though, that Wisconsin has lots of signatory sponsors that support hybrid occupations.
- Several members shared that their employers have hybrid and "pure" occupations, which causes challenges when deciding which position to call for overtime. Some problems are clearly an electrical control problem; others are clearly installation; but other functions overlap. So, in some cases, first line workers diagnosis errors and causes, and experts are on-call in case the error is severe. Every situation is different, so the employer emphasizes working together to solve problems.

Co-Chair Butt stated that the committee is interested in sponsoring Mechatronics, but would prefer to help flesh it out as it would look in Wisconsin before making a final decision. Several members of the committee volunteered to help Cindy Anderson, WAGE\$ outreach coordinator, with the initial exploratory meetings.

## ii. LEADERS Program

Karen transitioned to the LEADERS program, another action item of the Summit being accomplished through the WAGE\$ grant. She noted that the program recruits sponsors and stakeholders to assist the Bureau in promoting the value of registered apprenticeship to new employers and industries. The model was developed first by the U.S. Department of Labor, and the Bureau made its own version.

An information flier that details the commitment and an application form will be posted soon on the Bureau homepage. The Bureau will be asking all types of stakeholders and sponsors to participate, such as skilled workers, workforce development boards, technical colleges, and more. Participants may allow the Bureau to use their logo on outreach material, attend regional exploratory meetings for new industries, and more.

**e. Other**

No other items were brought forth.

**5. New Business**

**a. Updates to [www.wisconsinapprenticeship.org](http://www.wisconsinapprenticeship.org)**

Owen pointed out several improvements the Bureau made to its homepage. The point of all the revisions was to make it as easy as possible for users to access content. No content was changed.

Newsworthy items will be featured on the homepage via a new "slide show" of feature content articles. Previous articles will be archived on a separate blog within the site. In addition, all pages throughout the site now have new navigation links on the top and bottom to help users access primary content from anywhere within the site, rather than return to the homepage. The top navigation bar now includes a link to the Youth Apprenticeship website. The new navigation tabs on the bottom are for applicants, apprentices, and sponsors, respectively.

Last, new link, "Facts & Data," leads to a new page that includes links to apprenticeship regulations, publications, events, and data. The data on this page used to be divided across four pages.

The committee liked the comments. One member asked if the borders on the table of state committee meeting material could be darkened to make the page easier to understand.

*Action: the Bureau will make the table of meeting material more easily readable.*

**b. Proposed revisions to CFR 29.30**

Karen shared with attendees that the U.S. Department of Labor issued proposed revisions to CFR 29.30 which governs affirmative action and equal employment opportunity regulations for registered apprenticeship. Public comment period closed at the end of January. The Bureau and Advisory Council submitted feedback.

She summarized that the proposed revisions would make some specific regulations and definitions in Wisconsin very broad and would some broad ones very specific. In short, the proposed revisions would likely result in stricter compliance. However, the final rules and their release date are unknown. The U.S. DOL is reviewing all public comments, and is prohibited from comment on them until they are released.

**c. Other**

No other topics were brought forth.

**6. WTCS Update**

**i. Proposed changes to PRI for E&I**

Hal Zenisek summarized the result of a recent review of the paid related instruction courses unique to the Electrical & Instrumentation trade. He noted that the PRI for the E&I trade and the Industrial

Electrician trade share 80% of the curriculum and are both 720 hours in total. The overlap and departure points are recorded in the WTCS curriculum software.

He noted that he is seeking the committee's approval of the changes, which are noted in the curriculum summary handout.

Karen Morgan intervened and reminded participants that changes to PRI cannot be decided unilaterally, even if the modifications do not change the total number of hours. Replacing courses is an action that needs the committee's and employers' approval.

Karen stated that the Bureau needs to survey employers that sponsor E&I apprentices on their input on the changes because they are not represented on the committee and need to know that changes are being made. The courses in question occur in the last two years of the apprenticeship, so the committee can make a final decision at the fall meeting. She noted that, frankly, she thinks the employers will approve of the changes, but they should be aware and the change should not be made unilaterally.

Co-Chair Cannestra noted that this is the first time the committee has seen these proposed changes and members did not receive copies in advance.

Nancy asked whether this is a standing procedure for paid related instruction. Karen replied that she understands that technical colleges need to lay out expectations for course sequences to students.

Co-Chair Butt added that the committee does not want to hold changes back, but it is important to give a heads up to employers to make sure the changes are what they want.

*Action: the Bureau will survey sponsors of E&I for their input on the changes, and will bring the input back to the state committee. Until then, the committee does not recommend any changes.*

## ii. System-wide Update

Nancy Nakkoul shared highlights from the WTCS report, which is available in full on the state committee website. Enrollment trends for apprentices way outpace enrollment rates for other programs within the last two years. As of the end of this March, enrollment rates for apprentices were up 36%.

In addition, the 2013-14 apprenticeship completer report is now available. Noticeably high are both the response rate of apprentices and their reported job satisfaction. An ATR asked if the report was the most recent. Nancy confirmed that it is, and added that it is made possible through a data sharing agreement between the technical college and DWD. The apprentices completed in 2014 and the data was made gathered and analyzed and made available last year.

7. Program participants include 516 apprentices and 185 sponsors with contracts in active or unassigned status on April 1, 2016.
8. The next meeting is tentatively scheduled for Thursday, September 22, at 10:00 a.m., at Waukesha County Technical College in Pewaukee.
9. The meeting adjourned at 1:30 p.m.

### **Follow-up Items**

- i. The Bureau will survey sponsors of E&I for their input on the PRI changes.*
- ii. The Bureau will improve the readability of the meeting material table.*
- iii. The job book focus group will incorporate the committee's input.*

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*