

## State Electrical & Instrumentation Apprenticeship Advisory Committee Meeting

September 18, 2014

Madison Metropolitan Sewerage District  
1610 Moorland Road  
Madison WI 53713

### Approved Minutes

Members Present	Employer/Organization
Butt, Nate (Co-Chair)	Quad Graphics - Sussex
Cannestra, Tony	GE Healthcare
Hafeman, Brian	PCA – Tomahawk
Hankwitz, Dan	Kimberly Clark Corp.
Lundey, Dave	MMSD
Roach, Mike	Trane Co
Salzwedel, Bill	Sargento Foods Inc

Members Absent	Employer/Organization
Cestkowksi, Jim	MPI - Deerfield
Dejardin, Warren	Green Bay Packaging
Fitzsimons, Mark	MillerCoors
Friedeck, Rich	IBEW Local 663
Harrer, Tammy	Clearwater Paper
Smith, Ryan	Harley-Davidson

Consultants and Guests	Employer/Organization
Destree, Sandy	Bureau of Apprenticeship Standards
Hafner, Brian	Trane Co.
Kiel, Todd	NWTC – Green Bay
Morgan, Karen	Bureau of Apprenticeship Standards, Director
Perkofski, Lisa	Bureau of Apprenticeship Standards
Schetter, Sheila	Lakeshore Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Zenisek, Hal	Wisconsin Technical College System Foundation

1. The meeting was called to order at 10:10 a.m. by Co-Chair Nate Butt in conformance with the Wisconsin open meeting laws.
2. Roll call was conducted and a sign-in sheet was circulated.
3. The meeting minutes of March 27, 2014, were approved as written.

**4. Old Business**

**a. Review the roster.**

Owen Smith distributed copies of the current roster. Members reviewed the composition of the committee and the accuracy of their contact information. Owen noted new member Dan Hankwitz, who replaced Kelly Burr. Co-Chair Butt's term had expired, and he announced that he would serve another three-year term. Owen reported that Mercury Marine is recruiting a replacement member for Dean Wendt.

**b. Review the follow-up items from the previous meeting.**

Owen Smith reported that the Bureau printed and disseminated the Maintenance Technician Job Book and began convening a focus group to revise the Industrial Electrician Job Book.

**c. Industrial Electrician DACUM update**

Owen reviewed that the committee had been interested in reviewing and revising the job book for the Industrial Electrician program, and had requested a DACUM, or analysis of the occupation, to ensure that the program included the most current topics and training needs. The DACUM was conducted by Worldwide Instructional Design System.

Hal Zenisek explained that the DACUM project consists of an initial occupational analysis, a subsequent review by the original focus group, and then a validation survey by a larger sample of subject matter experts.

Hal noted that the validation survey for the Industrial Electrician DACUM received 12 responses from a good cross-section of small and large plants.

Nate clarified for the committee that the data from the DACUM provides the broad framework for the group to review and revise the work processes and job book.

**d. For action: proposed revisions to Industrial Electrician Exhibit A from Focus Group**

Owen reported that the focus group will use the DACUM to review and revise the work processes, and then revise the job book to align identically with the work processes.

Nate Butt reported that the group proposes that it proceed with several changes to the Industrial Electrician work processes. The group seeks the committee's approval of their proposed changes to the work processes.

First, the focus group will revise the work processes into action statements that specify the scope of duties to be learned. For example, the focus group proposes revising the work process "Electrical Maintenance" to "Plan, lay out and install..." Second, the focus group proposes taking 400 hours from the category "Local Optional Work Processes" and allocating them to the largest work process, "Electrical Construction." Last, the focus group proposes adding a new work process, "Apply energy management practices," to meet the latest training needs.

A general discussion followed on the proposed revisions. Members supported all of the revisions, and agreed with the need for training in energy management practices. Members were curious about the requirements for high voltage, mid voltage and low voltage; Nate said the group discussed the topic frequently, and intentionally left room for interpretation based on the employer.

***Action:** the committee approved the proposed revisions and direction of the review, and congratulated the focus group on its work.*

**e. Maintenance Technician update: upcoming WTCS program review; BAS "trade page"**

Co-Chair Butt reminded the committee that this trade caused controversy when it was introduced because it includes mechanical and electrical duties. The trade has proven valuable, however, and continues to stand on its own. The dual scope poses some challenges to implementing paid related instruction. Nate stated that the colleges approach paid related instruction differently, so the state committee wants to "nail this down soon."

Hal Zenisek concurred that the colleges have created different models of paid related instruction. He explained that the various colleges approach paid related instruction for this program as broad based instruction rather than delve into the depth of the trade. Therefore, the scope of the program review is to convene the various colleges, examine what content they are delivering and how much of it, and eventually create a curriculum standards model that all colleges would use as a guideline.

ATR Burt Harding added that the broad framework of the curriculum is three years of maintenance and three years of electrical, which gives the apprentices broad exposure and gives the sponsor the ability to assess the apprentices strengths, as well as examine potential career paths that are available.

Hal asked the committee what its expectations are for a Maintenance Technician journey worker as far as electrical requirements. For example, Industrial Electricians receive 720 hours; should a Maintenance Electrician receive more or less? The committee agreed that the Maintenance Technician should not receive the same amount as Industrial Electrician because the MT does not include all electrical duties and is not as rigorous. However, the Maintenance Technicians does need to maintain a high level of competency.

Owen noted that some members of the committee had expressed concern over certain statements on the trade page for Maintenance Technician. A general discussion followed on the claims on the site of the occupations project growth; members disagreed with the certain projections because the program is new.

***Action:** the Bureau will revise the language.*

Updates on both projects will be included on the agenda for the 2015 spring meeting.

**f. Apprenticeship Completion Award Program**

Rather than review the program's background, eligibility requirements and reimbursements, Owen asked the committee members for their feedback on their familiarity and recent experience with the program. He acknowledged that members might not feel very familiar with the program, which would be helpful for the Bureau to know.

Many members reported that they are familiar with the program and have received or processed reimbursement requests within their company. Several members, however, reported that they do not feel very familiar with the program and have not encountered any paperwork.

Owen then reviewed the background, eligibility requirements and reimbursement process. He noted that if the apprentice is eligible, the sponsor is eligible, too. He acknowledged that processing ACAP reimbursement request might require companies to add an administrative procedure or communicate more frequently with apprentices.

The item will be included on the 2015 spring agenda.

**g. Other**

No other items were brought forth.

**5. New Business**

**a. BAS Personnel Updates**

Owen Smith reported that the Bureau projects it will hire new apprenticeship training representatives for the Madison and Waukesha areas by December 1.

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

Owen reiterated to the committee that the work it does establishing the state Exhibit A's for the trades it sponsors is critical. The documents establish the minimum standards for all sponsors and literally become the template for all apprentice contracts throughout the state.

This fall, the Bureau is reviewing all state Exhibit A's to ensure the language is legal and clear. The review has three possible outcomes: no revisions needed; minor revisions needed; or substantial revisions needed.

Owen reported that the Bureau determined no revisions were needed to this committee's Exhibit A's.

**c. Apprenticeship Advisory 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: the German embassy is promoting the adoption of the German model of apprenticeship within German companies operating the U.S.; new federal funding will target developing apprenticeship programs in the health care and information technology sectors; and advanced manufacturing companies, enduring stakeholders of apprenticeship, 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 advanced 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.

The strategy will be to introduce youth to certain trades and skills through youth apprenticeship, and award them credit towards a related registered apprenticeship, in which they would learn the trade in its entirety. Linking the programs through credit is feasible because the programs utilize training checklists that are very similar: youth apprenticeship program utilize a "skill standards checklist," and registered apprenticeship programs utilize job books.

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. For example, an employer might not award credit for youth apprenticeship work experience, or place a youth apprentice graduate at the top of a list for registered apprenticeship job announcements, or award hours toward registered apprenticeship OJT. The pilot effort proved successful, and the Department of Workforce Development is interested in expanding it statewide.

The Bureau and Youth Apprenticeship are recruiting members for the subcommittee, and will convene the first meeting in November.

A general discussion followed on the value of linking youth and registered apprenticeship. The committee strongly supported the efforts, claiming that youth apprenticeship "is our pipeline" and that stakeholders "need to get beyond the roadblocks."

#### **d. American Apprenticeship Grants**

This year the U.S. Department of Labor is projected to make applications available for \$100m in American Apprenticeship Grants. The competitive grants will be awarded to 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. This strategy of engaging industry early proved excellent for the SAGE grant: by identifying numerous potential ways in which grant money could upgrade apprenticeship programs, the Bureau was able to submit a more robust grant application, more quickly.

Although the specific requirements of the American Apprenticeship Grants are yet to be announced, the industry focus groups convened by the Bureau identified these potential uses:

- increase the apprenticeship "pipeline" by promoting and developing pre-apprenticeship programs, apprenticeship prep programs and linkages between youth and registered apprenticeship, including transcribed 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
- encourage all apprenticeship programs to require apprentices to complete WTCS general education requirements so apprentice graduate with two nationally recognized credentials – the completion certificate and an AAS degree

**e. Other**

No additional topics were brought forth.

**6. WTCS Update**

Sheila Schetter of Lakeshore Technical College reported that sections of Industrial Electrician are in demand. The Maintenance Technician program is popular at the college, too: 37 apprenticeships are enrolled currently.

Fox Valley Technical College reported that interest in Maintenance Technician has increased.

Madison Area Technical College reported that the college's new president is Jack Daniels. Overall, interest in manufacturing apprenticeship has increased.

**7. Review the program participants.**

Program participants include 455 apprentices and 167 sponsors with contracts in active or unassigned status on September 1, 2014.

8. The next meeting is tentatively scheduled for Thursday, March 26, 2015, at 10:00 a.m. The location will be determined at a later date.

9. The meeting adjourned at 1:30 p.m.

**Follow-Up Items**

BAS will revise the Maintenance Technician webpage.

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*Submitted by Owen Smith, Program and Policy Analyst*