

**State Glazing Apprenticeship Advisory Committee**

November 11, 2014

**Approved Minutes**

WTCS Foundation  
Waunakee, WI

| <b>Members Present</b> | <b>Employer / Organization</b> |
|------------------------|--------------------------------|
| Allen, Joel (Co-Chair) | IUPAT DC7                      |
| Holmes, Lindsey        | B&D Contractors                |
| Jazdzewski, Joe        | IUPAT DC7                      |

| <b>Members Absent</b> | <b>Employer / Organization</b> |
|-----------------------|--------------------------------|
| Shesky, Mark          | Lake City Glass                |

| <b>Consultants &amp; Guests</b> | <b>Employer / Organization</b>     |
|---------------------------------|------------------------------------|
| Holmes, Adam                    | IUPAT DC7                          |
| Pusch, Liz                      | Bureau of Apprenticeship Standards |
| Smith, Owen                     | Bureau of Apprenticeship Standards |

- 
1. The meeting was called to order at 10:09 a.m. by Joel Allen, Committee Co-chair, in conformity with the Wisconsin Open Meeting Law.
  2. A roll call was conducted and a sign-in sheet was circulated. A quorum was present.
  3. The minutes of the April 9, 2014 meeting were approved as written.

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

##### **a. Review the roster.**

Members reviewed the current roster. The Committee has four active members, two employer representatives and two employee representatives.

A discussion on whether to add additional members followed. The committee prefers to have at least four members and no more than six. However, increasing the size of the committee would be difficult because employer members are few in number and spread out across the state.

Members reviewed their contact information and submitted minor revisions.

***Action:** The Bureau noted the committee's preference for a maximum of six members and will defer to the committee for the appropriate time to recruit additional members. The Bureau will update the contact information of current members.*

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

Owen Smith reported the status of follow-up item:

###### **i. For action: review and approval of revised Glazier Job Book**

At the request of the committee, the Bureau revised "JW" (journey worker) to "ASR" (assessor) throughout the document, and revised "activities" to "duties and tasks."

***Action:** The committee approved the Job Book as revised. The Bureau will send the document to print and mail 50 copies to the IUPAT DC7.*

###### **ii. State Standards**

The Bureau revised the quorum in the State Standards to one employer and one employee member.

The committee asked Owen to clarify the Bureau's policy that members must attend 75% of committee meetings. Owen explained that members can miss two meetings, and the absences are tracked in the meeting minutes. However, the Bureau understands members are foremost responsible to their full-time jobs. Therefore, the Bureau refers to the policy once absences become problematic.

The committee then inquired whether scholarship loan agreements are legal within registered apprenticeship. Owen confirmed that scholarship loan agreements are legal, but noted that they exist outside of registered apprenticeship policies and procedures, and are a legal agreement between the employer and the employee.

iii. Graphic of wages by county

The committee had requested a chart or similar graphic of Glazier wages by county. The DWD Office of Economic Advisors does not have such data, but instead provided bar charts of average wages in the construction sector by county by week, month, and year.

**c. Update on Implementation of Hybrid Program**

Joel Allen and Adam Holmes reported that it is too early to identify the successes and potential improvement to the hybrid program. They will likely have more feedback for the committee after the job books have been in use.

Adam did note that enough first-year apprentices registered to create a separate training group. All students will attend related instruction January 5-23. All students will be together on the first day of school, at which time the training staff will explain the hybrid program and job books.

Joel inquired whether in a hybrid program credit for prior education and experience is awarded towards the minimum time requirements, the competencies, or both.

***Action:** The Bureau will research the policy for prior credit in a hybrid program.*

**d. Apprenticeship Completion Award Program**

Owen asked members for their feedback on how their organizations are working with ACAP, and acknowledged that their organizations might not be aware of it. Owen noted that all information is helpful to the Bureau in gauging the success of its recent mass mailings of ACAP information to all apprentices, sponsors and employers.

Committee members had heard of ACAP but admitted that they were not very familiar with the details. Owen explained that the program reimburses tuition, books and required materials for paid related instruction expenses to eligible apprentices, sponsors and employers that incurred the costs. Apprentices that complete the one-year anniversary of their contract start date within the program performance period can receive up to \$250; apprentices that complete their entire program within the performance period can receive up to \$1,000. Reimbursements can be issued to multiple parties, if they incurred eligible costs.

Owen asked the committee to explain which parties incur the costs for paid related instruction. Joel replied that the apprentice pays the tuition and related expenses, and the employers reimburse the apprentices \$100 per year. Owen informed the committee that the both the apprentice and employer would be eligible for reimbursement, and the reimbursement would come from the same potential maximum. For example, reimbursements to an apprentice that completed the entire program and the employer would be deducted from the same \$1,000 maximum.

Joel asked whether ACAP has income eligibility requirements or consideration like the SAGE grant did. Owen replied that ACAP does not: ACAP considers only the eligibility of the apprentice and the expenses.

**e. Other**

The committee reported that the Southeast JAC adopted and signed the state standards and its April meeting, but has yet to receive a signed copy back from the Bureau.

***Action:** Owen will bring the concern to the attention of the Bureau Director Karen Morgan.*

**5. New Business**

**a. BAS personnel update**

The Bureau projects it will fill the vacancies for the Madison and Waukesha Apprenticeship Training Representative positions by December 1.

**b. For action: BAS proposed revisions to state Exhibit A**

This fall and winter, the state committee and Bureau will review whether the language in all state Exhibit As is clear, legal, and consistent, to ensure industry training needs are met and contractors understand their training agreement.

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

The Bureau determined that no revisions are necessary to the state Exhibit A for the Glaziers.

The committee, however, compared the Exhibit A to the job book and discovered several errors: the total programs hours should be 6240, not 3100; and the work process, "Welding Applications," is not included. Owen determined that the errors resulted from entering the minimum and maximum hour ranges within the curriculum template into the Bureau's database: the database calculated only the minimum totals. The committee requested that the Bureau correct the Exhibit A and amend current contracts to including the missing work process.

***Action:** The Bureau will add the missing work process; correct the hours for each work process; correct the overall total; and amend exiting contracts accordingly.*

**c. 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

The maximum grant award is \$6m.

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:

- 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
- encouraging 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

No discussion followed.

**d. WI Apprenticeship Advisory Council: Wisconsin Career Pathway Subcommittee**

At its 2014 third quarter meeting, the Apprenticeship 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 programs 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 subcommittee will likely target manufacturing and health care sectors first. Manufacturing will likely offer the most potential opportunities, and several health care occupations have youth apprenticeship programs, which might leverage the development of the first registered apprenticeship programs in the sector.

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

The committee agreed that exposing high school students to careers in the skilled trades and engaging them in work-based learning is critical. Joel asked, though, how construction trades could hire and include youth apprentices in collective bargaining agreements without it being perceived as having an "attack on the skilled worker."

**Action:** *The Bureau will research with the DWD Youth Apprenticeship staff how youth apprentices could be appropriately classified within a collective bargaining agreement; and will invite the Youth Apprenticeship staff to present at the 2015 spring meeting.*

**6. Review program participants.**

As of October 17, 2014, 19 apprentices and seven employers are active in the program.

7. The next meeting will be Tuesday, April 7, 2015, at 1:00 p.m. at the IUPAT DC7 Training Center in Big Bend.

8. The meeting adjourned at 12:28 p.m.

**9. Follow-up Items**

- i. BAS will update the roster.
- ii. BAS will print the job book and mail 50 copies to IUPAT DC7.
- iii. BAS will research the policy for prior credit in a hybrid program.
- iv. BAS will inform Karen Morgan that SE JAC has not received its signed standards.
- v. BAS will revise the Exhibit A and amend current contracts.
- vi. BAS will research CBA classifications for youth apprentices.
- vii. BAS will invite the DWD YA staff to the 2015 spring meeting.

*Respectfully submitted by Owen Smith, Program and Policy Analyst*