

State Machine Tool Apprenticeship Advisory Committee Meeting

October 28, 2015

Mid-State Technical College
West Bend, WI

Members Present	Organization / Employer
Dennis, Mark (Co-Chair)	Fox Valley Tool & Die
Haban, Eric (Co-Chair)	LDI Industries
Heins, Ken	KLH
Johnson, Greg	PowerTest
Schneider, Roque	Mercury Marine

Members Absent	Organization / Employer
Bates, Dan	Rexnord
Brockelman, Doug	Stanek Tool Corp
Rainey, Tony	Master Lock Company
Sengbusch, Bob	Brillion Ironworks
Sloma, John L.	IAM – AW LL516
Williams, John	Rexnord Industries

Consultants and Guests	Organization / Employer
Arndt, Marcia	Moraine Park Technical College
Bernthal, Jamie	DWD Youth Apprenticeship
Burton, Darla	DWD Youth Apprenticeship
Destree, Sandra	Bureau of Apprenticeship Standards
Janecek, Ed	Waukesha County Technical College
Nakkoul, Nancy	WTCS
Phillips, Amy	DWD Youth Apprenticeship
Pusch, Liz	Bureau of Apprenticeship Standards
Rice, Vincent	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Ziffer, Tim	Bureau of Apprenticeship Standards

1. The meeting was called to order at 10:04 a.m. by Committee Co-Chair Eric Haban in conformance with the Wisconsin Open Meeting Law.
2. A sign-in sheet was distributed. Members and consultants introduced themselves.
3. The committee reviewed the current roster. The committee agreed to increase its size to 18 members. It was recommended to get members from areas of the state that are currently not represented. This included the northwest, Madison and Racine/Kenosha areas. Local technical college advisory committees are a good resource for new members.

4. **Old Business**

a. Review the follow-up items from the previous meeting:

- i. The draft minutes from the previous meeting were approved as written.
- ii. The committee reviewed a draft of the proposed statewide Exhibit A for CNC Machinist. Owen noted that the title is draft, too. He explained the process to introduce and create a new apprenticeship program.

The process most commonly begins with employer demand for a new program. The first step always is to form a focus group of subject matter experts to identify the occupation's key duties and tasks. This is most commonly accomplished through a DACUM project, which stands for Developing A CurriculUM. The DACUM is facilitated by the Wisconsin Technical College System, and the industry focus group uses the results to draft the state Exhibit A and identify the necessary curriculum.

However, in this case, several in-house apprenticeships for CNC Machinist are currently in use, and were created by modifying the existing statewide Exhibit A for Machinist. The demand for a new, statewide apprenticeship program did not come from industry per se, but was recommend by Apprenticeship Training Representatives through the state committee. Therefore, rather than coordinate a DACUM, the Bureau convened a subcommittee of the state committee to identify the key duties and tasks by analyzing the Exhibit As for the various in-house programs. In addition, the subcommittee recommended that the paid related instruction for the Machinist trade be used.

The committee reviewed the draft state Exhibit A for the CNC Machinist program, and made the following comments:

- There is not enough difference between the Machinist Exhibit A and the new CNC Machinist Exhibit A.
- The title CNC Machinist refers to a higher skilled trade than Machinist. Therefore the current Machinist Exhibit A title should be changed to CNC Machinist and a different title such as CNC Technician or Machine Set Up Operator should be given to the new trade as it is a lesser skilled trade.
- The new trade is not as highly skilled therefore the length could be shortened.

Action: the committee recommended that this information be taken back to the subcommittee for further review and brought back to the full committee for approval at the Spring 2016 meeting.

iii. Owen reported that the Bureau and the WTCS will survey the technical colleges that offer paid related instruction for the Machine Tool trades to identify which competencies each college teaches, does not teach, and why. Nancy Nakkoul stated they are reviewing the hours and credits being taught so that they will have a better picture of what each local technical college is teaching. This will help define the PRI requirements for the program

b. WI Career Pathway Advisory Committee

Jaime Bernthal and Amy Phillips from DWD's Youth Apprenticeship Program presented information about the program and explained the crosswalk between YA manufacturing and RA Machine Tool competencies. Jaime asked the committee to approve the recommendation that Youth Apprentices could receive credit for 50% to 100% of the OJT hours that directly correlate to the RA work processes and 0% to 50% of the OJT hours that indirectly correlate to the RA work processes. It was noted that this is only for the work processes that are identified in the crosswalk document and that giving any work credit is still at the discretion of the employer.

Action: the committee approved the recommendation.

The following handouts were shared with the members:

- Youth Apprenticeship Program Overview
- Policies and Procedures for YA to RA Bridge
- YA Manufacturing to RA Machine Tool Competency Crosswalk
- Machining a Great Career Path -
Amy noted that this was created by Journey Machinist who wanted to share his success in following the Machine Tool Career Pathway.

c. Apprenticeship Completion Award Program

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

d. WI Apprenticeship Summit

Owen the following comments were shared regarding the Employer Survey that will be conducted as a result of the Summit recommendation:

- Employers may receive more than one survey.
- We should be using employers who train through apprenticeship to provide outreach to employers who do not.
- Ken Heins is willing to assist with employer to employer outreach.

e. American Apprenticeship Grants (WAGE\$)

Owen reported that the Department of Workforce Development received an American Apprenticeship Grant for \$5 million, the maximum award. The grant period is five years. The performance target is 1,000 new apprentices.

The two goals of the grant are to expand registered apprenticeship into new sectors of the economy, such as health care and information technology; and to increase the pool of qualified applicants to registered apprenticeships. Owen noted that the second goal was identified by all seven focus groups that the Bureau held to write its application.

The pool of qualified applicants can be broadly divided into two categories: juniors and seniors within the K-12 system; and individuals outside the K-12 system. Therefore, to increase the pool of qualified applicants, the Bureau will support the expansion of youth apprenticeship programs, which by design are within the K-12 system, and the expansion of pre-apprenticeship readiness programs, which by design serve unskilled or under-skilled adults outside of the K-12 system.

f. Other

Ken Heins inquired about the status of the German Apprenticeship model. Owen explained that feedback received from the five focus groups held throughout Wisconsin showed there was more of an interest in enhancing and bridging youth and registered apprenticeship, which is the essence of the German model, instead of creating something new.

5. New Business

a. Review the duties of the state committee

Owen applauded the committee for its exceptional work advising the Bureau on all aspects of the registered apprenticeship programs it sponsors. He reiterated that the Bureau places great value on its state advisory committees and looks to them for advice on all aspects of their programs, including on-the-job learning, paid related instruction and general policies. He noted that this committee performs at a high level, as indicated by its recent reviews of its on-the-job learning, oversight of its paid related instruction, and approval of crosswalks with related youth apprenticeship programs.

b. BAS personnel update

Tim Ziffer is the new Apprenticeship Training Representative for the Racine-Kenosha area. He replaces Sandy Martin, who had accepted a new position with DWD Job Service. Tim worked previously as a social worker with the Department of Corrections.

c. Other

Owen distributed a copy of the events planned for National Apprenticeship Week.

6. WTCS Update

Nancy Nakkoul shared information about the Great Lakes Higher Education Scholarship. Ken Heins questioned if Transition to Trainer could become part of the PRI. Owen stated that this would be decided by the committee, not WTCS, and can be discussed further at the next meeting.

7. Review of Program Participants

Program participants included 488 apprentices and 230 sponsors with a contract in active or unassigned status as of October 20, 2015.

8. The next meeting will be held on Wednesday, May 4, 2016, at 10:00 a.m., at Fox Valley Technical College, in Appleton.

9. The meeting was adjourned at 2:10 p.m.

Follow-up Items

- i. The committee will discuss whether to add Transition to Trainer to PRI at the next meeting.*
- ii. BAS and WTCS will present a preliminary analysis of the PRI survey at the next meeting.*
- iii. The focus group will revise the proposed state Exhibit A for CNC Machinist for the next meeting.*

*Submitted by Sandy Destree and Owen Smith,
Bureau of Apprenticeship Standards*

DRAFT