

**Approved Minutes
of the**

**WISCONSIN APPRENTICESHIP ADVISORY COUNCIL
Advisory to DWD, Bureau of Apprenticeship Standards
And
Wisconsin Technical College System Board**

August 6, 2015

SE WI Carpenter's Training Center
Pewaukee, WI

Members Present

Belanger, Wayne	Hayden, Terry	Pratt, Dawn	Tschillard, Clay
Branson, Dave	Hurt, Henry	Reader, Chris	Watrud, Mary
Bucio, Jose	Kindred, Brent	Scaffidi, Sue	Wehrheim, Mary
Cadotte, Bill	Morgan, Karen	Tikkanen, Cathie	Wieseke, Mark

Members Not Present

Brolin, Julie	Engelke, Kilah	Grohmann, Gert	Jones, Dave
---------------	----------------	----------------	-------------

Consultants and Guests

Cook, Jim	Madison College
Cullen, Kathy	Wisconsin Technical College System
Rubin, Marge	Fox Valley Technical College
Weisling, Joe	SE WI Council of Carpenters
Wellington, Kathy	Bureau of Apprenticeship Standards

Call to Order

The meeting was called to order at 10:03 by Co-Chair Dawn Pratt, who welcomed members and gave the floor to Director Karen Morgan for introductory announcements.

Director Morgan announced that member Sandy Schmit had recently been promoted at the as the Associate Vice President for the Office of Occupational & Academic Excellence at Mid-state Technical College and, thus, will no longer serve as a member on the Council. WTCS Provost and Vice President, Kathy Cullen, will attend Council meetings until the WTCS position is refilled.

Director Morgan pointed out the Council currently has three "employee" member vacancies and urged the nominating bodies to submit nominations to her for DWD consideration. She also

announced that Sue Scaffidi's long time participation on the Council will end with her impending (September 30, 2015) retirement from Allen Bradley. During the meeting, the Council thanked Ms. Scaffidi for her dedicated service to the Wisconsin apprenticeship community and presented her with a bouquet of fresh flowers as a small token of their appreciation.

Approval of Minutes

Co-Chair Pratt directed the Council to review the minutes of the April 15, 2015 meeting. Mr. Tschillard pointed out an error on page 7, first paragraph and requested correction by changing "rank" to "letter of introduction".

***Action:** A motion to approve the minutes as corrected was made by Mr. Tschillard and seconded by Mr. Hurt. The motion was approved by the Council.*

Sub-Committee Reports

Apprenticeship Career Pathway Subcommittee

Director Morgan provided an update from the Career Pathway Subcommittee, directing members to the document titled "Policies and Procedures Youth Apprenticeship (YA) to Registered Apprenticeship (RA) Bridge," which had been mailed with the meeting packet. She reviewed the document with members, with the following highlights and discussion:

- The document was produced by a team of DWD employees which included BAS's Owen Smith and Vincent Rice, who teamed with staff from Youth Apprenticeship.
- A primary concern during development was the need for a sufficient pool of employers to model the bridging of YA to RA training within a place of business.
- Students must be on track for graduation in order to participate in YA.
- YA's training is broad and general – "a mile wide and an inch deep", because the student is still exploring. If they bridge to RA, the training becomes very focused with a clear objective - "an inch wide and a mile deep".
- Credit crosswalks serve as tools to encourage sponsors make informed decisions on credit. They are recommendations only and there is no requirement to grant credit for YA participation. It is anticipated that the crosswalks will be modified as the program matures and industry reaction can be incorporated.

Discussion followed. Members noted this initiative will help position RA as a more visible post-secondary option. Director Morgan reiterated that credit crosswalks are being issued as guidance and recommendation – each individual sponsor may choose to grant credit, or not, as they choose. She pointed out stakeholder feedback supports the right of a sponsor to determine whether to grant credit. Mr. Kindred noted the credit crosswalk creates an RA scenario that mimics the AP classes "credit" for a student who is on a college track.

WI Apprenticeship Summit Update

Co-Chair Hayden briefed members on the activities of the Apprentice Consortium, recently formed as an outcome of the Wisconsin Apprenticeship Summit. He noted the following:

- DWD had high-level engagement, with participation by Secretary Newson, Deputy Assistant Secretary Anderson and DET Administrator Jansen.
- The Consortium's mission can appear to be very similar to the Council's, but there are important differences. The Consortium's perspective goes beyond apprenticeship stakeholders and focuses primarily on outreach & awareness.

- There are five sub-committees, formed around the 2015 Summit's 5 strategic priorities:
 - Expand Outreach, Education and Advocacy
 - Align Workforce, Economic Development Systems, and Resources
 - Engage Employers and Sponsors
 - Improve the Career Pathway from K - 12 to Apprenticeship
 - Recruit and Retain High Potential Applicants and Apprentices
- The Consortium will function under written Bylaws, with development led by DWD's Dave Anderson and WTCS's Kathy Cullen.
- An initial activity includes an employer survey to secure feedback and input.

Co-Chair Pratt noted that the membership of the Consortium intentionally includes people who are engaged in business and workforce issues, but is not limited to the apprenticeship community. She stated that this will initiate fresh perspectives and broader partnership.

Mr. Tschillard added that Council and Consortium members are focused on the same skills shortages and labor shortages, with everyone vying for good people from a smaller pool.

Mr. Reader stated that he was initially concerned about overlap between the Council and Consortium, but the focus of the Consortium as a "big and broad approach to outreach, awareness and productive partnerships" became clear at the first meeting.

Director Morgan added the following points to the discussion:

- The Consortium bylaws, once developed, will help clarify the different, but equally important, roles and responsibilities of the Council and the Consortium.
- The Council and Consortium may jointly convene on projects and topics. She will invite members to work with the Consortium subcommittees on a range of issues.
- The Consortium intends to meet quarterly in order to maintain momentum.
- The Johnson Foundation remains highly interested in the Summit's outcomes.

Hearing no additional comments or questions, Co-Chair Hayden ended his report.

Sub-Committee Reports, continued

Educational Linkages / Marketing Sub-Committee

Director Morgan delivered the sub-committee report, referring members to the written report in the meeting packet. She gave members a copy of "Apprenticeship. A Parent's Guide" and reported that it will be ready for print in a few days and then will also be posted on the wisconsinapprenticeship.org website. She noted that there are two companion pieces near-ready, a single-page info flyer and a single-page comparison flyer.

Ms. Morgan also reported that the game-like web application, "Discover Apprenticeship – Launch the Future You Want" is being moved to the DWD server so that it can be tested and promoted for use and feedback. In response to questions, she stated it would be available "soon".

Ms. Morgan referred members to the "WI Career Pathways Website" flyer in their meeting packet and reminded members that Marge Rubin, Director College & Career Pathways, FVTC, has been busy adding apprenticeship information and resources to the WICareerPathways.org website, which offers interactive web-based features for middle and high school students, along with the business and academic communities. Ms. Rubin presented an in-depth, guided walk-through of the website and its resources. After the presentation, the following points were raised during discussion:

- Members are invited to set up an account and explore the website.
- Ms. Rubin will be invited to participate in the next Educational Linkages subcommittee to help build the site's apprenticeship pathway for post-secondary.
- Ms. Rubin will add links to the Wisconsinapprenticeship.org website.
- Ms. Morgan is a member of the WTCS Career Pathway Committee.
- DPI is seeking a vendor to maintain the youth portion of the site, with 24/7 IT & architecture support. Ms. Rubin and Mr. Kindred explained that software enhancements will include capturing the outcome of meetings between K-12 counselors and parents, twice per year. Ms. Wehrheim expressed concern that the new authors may not maintain the apprenticeship focus. Mr. Kindred stated that Joe Weisling represents the Council as a member of DPI's Academic and Career Planning (ACP) committee, which is a good venue to ensure the apprenticeship voice is heard and reflected in the final product.

Equal Access Sub-Committee

Mr. Hurt referred members to the "Wisconsin Pre-Apprenticeship Readiness Program," a booklet distributed at the meeting. He and Ms. Morgan presented a walk-through of the booklet, allowing discussion and questions during the review. Members learned:

- The booklet describes the structure that will be used by DWD to evaluate pre-apprenticeship programs in order to approve (or not) the program as a qualified "WI Pre-Apprenticeship Program".
- The evaluation process includes an application, an approval/denial, and a subsequent program evaluation by BAS.
- The approval will become the standard used for eligibility/award for DWD funding or quality of service evaluations. This will include funding of pre-apprenticeship activities through WIOA, Wisconsin Fast Forward (WFF) and the American Apprenticeship Grant.
- An approval is granted for a specific program, not an agency or entity.
- BAS staff will, on quarterly basis, bring applications to Council for approval.

Member discussion raised a number of questions and issues, leading to several recommendations:

- The approval should be referred to as "Certified by the Wisconsin Apprenticeship Advisory Council".
- The full council will vote on approvals, not a sub-committee. This may change over time, but will be the initial structure.
- The period of certification can be for a specific grant period or for a 2-3 year cycle if no grant is involved.
- Quarterly approvals may not suffice, given the timing of grants – will need to evaluate this as this certification program matures.
- The Council should be able to review or suspend program approvals at any time, for cause, and this should be incorporated into the document.

- The Council wishes to receive a staff recommendation with each application.
- The Council wants to implement some type of appeal process that the applicant/program can remedy in a certain amount of time.

Mr. Hurt presented a report on the sub-committee's Cultural Competency program. He provided a handout of the program's PowerPoint presentation and informed members that he, Mr. Joe Weisling and Ms. Joelle Hunter had recently given the presentation at the Northwest Mutual jobsite, to Gilbane Company leadership. It was well received and the clear guidance was to "get this information to all levels of our workforce". Mr. Weisling reported the presentation was honed down to one hour in response to Gilbane feedback and will be presented to the entire Northwest Mutual jobsite (600 people) as part of an "Honoring the Differences in People" day-long event. After discussion, members recommended delivering to small groups throughout the day, if possible. No date has been established. Mr. Weisling noted that there was some discussion by Gilbane about possibly adding subcontract language that requires jobsite delivery of the program on all future jobs.

Ms. Morgan stated that her intent is to make this program available to all employers and associations for their "education days" so that stakeholders are using a common approach and we can tap those stakeholders for delivery and "ownership" of the material.

Break for Lunch; Return from Lunch at 12:54pm

Equal Access Sub-Committee, continued

Co-chair Hayden asked for any further discussion on the Cultural Competency program. Hearing none, he called upon Ms. Morgan to present the sub-committee's work on the Best Practices Handbook – AA/EEO. She reported that the sub-committee will next work on development of this handbook to outline sponsor obligations and provide resources to help in meeting those obligations. The Council will receive ongoing reports throughout development. Mr. Tschillard noted that the topic is very timely and is currently also a primary topic on the agenda of a major electrical contractor conference.

Mr. Hurt urged members to let Ms. Morgan know if they are interested in assisting with development of the Best Practices Handbook.

Department of Public Instruction Update

Mr. Brent Kindred brought several handouts for members, noting that they were designed to help describe the new requirements for Academic and Career Planning. Handouts included a Poster with timeline events and benchmarks for 2013 through 2018 and two documents. He reminded members that October is Manufacturing Month and that considerable planning is already underway in tech ed circles. He urged members to take action in marketing apprenticeship during October.

Mr. Kindred noted that Wisconsin Act 59, which deals with Career & Tech Ed (CTE) incentive grants, was recently reauthorized with a big change – it will be administered by DWD instead of DPI. He is working with DWD's Cathy Crary on the transition and expects it will enhance the partnership between the two agencies.

Ms. Morgan inquired about visual resources, similar to DPI's poster handout, relating to the timeframes and benchmarks of ACT/WorkKeys testing. The fall state committee meetings will include discussion on testing and would benefit from clear and simple visual information.

Members heard from Co-chair Pratt and Mr. Weisling about "Building2Learn," a new consortium which is aimed at developing trades-based curricula for schools and was started with a \$75,000 grant from the Bradley Foundation. Both were enthusiastic about promoting this skill-development opportunity and noted that almost two dozen middle and high school students worked in teams of six — with two adult supervisors — to build wooden rowboats. Mr. Weisling extolled the virtues of this model, explaining that the students learning design, build, safety, organization and teamwork – all in a real-work setting. He encouraged members to participate and/or initiate events such as this one and noted that there is nothing proprietary about the model.

WTCS Update

Co-Chair Hayden asked Ms. Kathy Cullen to deliver the WTCS report in Ms. Schmit's absence. Ms. Cullen presented members with a copy of the 2012-13 Apprenticeship Completer Report. She reviewed the WTCS System wide Activity Update for the Council handout, which including the following information:

- **System wide Curriculum:** Model Curriculum Standards established and currently posted for 33 trades; 11 additional occupations to be added this year to public access website: <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/architecture-andconstruction;-apprenticeship/apprenticeship>
Colleges are now able to map/create a matrix showing how their curriculum aligns with the model standards; a solid tool for program promotion and credit evaluation.
- **Bridge the gap/strengthen ties** between apprentice related instruction and wider education/career pathway initiatives.
 - Eight WTCS colleges joined System Office as members in Registered Apprenticeship Community College (RACC) consortium <http://www.doleta.gov/oa/racc.cfm> . Promotion continues to encourage the remaining districts to join by the end of the year.
 - Career Pathways website improvements completed to include apprenticeship information and resources throughout both youth and adult portals.
 - Improve retention: WTCS continues to collaborate on various projects under Women in Apprenticeship and Non-Traditional Occupations (WANTO) grant for Midwest Region.
 - Incorporate ACA/USDOL-OA Guidelines for Quality Pre-Apprenticeship in WTCS preparatory programs and Career Pathway initiatives.
- **Great Lakes Tools of the Trade/WTCS Apprenticeship Scholarships:** The Great Lakes Higher Education Foundation, in partnership with the WTCS, successfully distributed 170 \$1000 scholarships to low income construction and industrial apprentices in January 2015. For 2016, the scholarship fund is expanded to provide 200 awards total, including the 20 dedicated to MATC-Milwaukee construction apprentices via the Jim Elliot Memorial Scholarship Fund.
- **WTCS Apprenticeship Completer Report for 2012-2013** published in June 2015 and will soon be available at <http://mywtcs.wtcsystem.edu/occupational-academic-excellence/architecture-andconstruction;-apprenticeship/apprenticeship>
- **Apprentice Direct Instructional Support GPR grants:** For the 2014-15 academic year, grant awards in the amount of \$208,000 supported direct instruction for

apprentices at WTCS colleges across the State. Grant funds availability will continue apace for the 2015-16 school year.

- **Personnel changes:** Nancy Nakkoul (Nancy.Nakkoul@wtcsystem.edu) is the new WTCS Education Director for Apprenticeship; Katie.Roberts@wtcsystem.edu will continue to work with Service sector apprenticeships; Ann.Westrich@wtcsystem.edu will lend her expertise to Career Pathway and YA-RA work. Sandy Schmit, WTCS Associate Vice President and prior member of the WI Apprenticeship Advisory Council, recently left her position with the WTCS to join MidState

Ms. Morgan discussed the difficulty of securing, and sometimes maintaining, apprenticeship related instruction when it is more profitable for a local college to start full-time programs, especially during times like the recent economic downturn. She asked for Ms. Cullen's assistance in identifying the right strategic approach to come to some type of productive resolution. Ms. Cullen discussed the mix of needs served by the Technical Colleges and pointed out that the constant engagement of industry in the apprenticeship community is a strong positioning tool. She stated that the system listens when stakeholders come to the table and provide information on the model they need. Ms. Wehrheim agreed and reminded members that local Technical Colleges respond to their advisory councils, stating the Council needs to work through those Technical College advisory councils.

Discussion continued on the new model of outcomes-based funding for the Technical Colleges. Ms. Cullen stated that local colleges can identify 7 of 11 criteria on which to be measured for the purposes of receiving performance funding. She noted that DWD determines which occupations are considered "high demand" in relating to the criteria.

Bureau of Apprenticeship Update

Ms. Morgan gave a brief update on ACAP, noting that processing of reimbursement requests is up to date and working smoothly. She reminded members that additional money for the program is included in the Governor's budget for 2016.

She noted several personnel changes in DWD:

- Jonathan Barry has taken a new position as the Deputy Secretary at the Department of Safety and Professional Services.
- Georgia Maxwell has returned to DWD as the Deputy Secretary.
- Dave Anderson remains the Assistant Deputy Secretary, but has assumed supervision of DWD's six Division Administrators.

Apprenticeship in Wisconsin, Statistically Speaking

Ms. Wellington distributed the latest apprenticeship statistics and pointed out key information to attendees, noting that the number of new contracts, across all three sectors, is down when comparing Jan-Jul 2015 to the same period last year. Ms. Wellington agreed to add information on completions and cancellations to her report in the future.

Mr. Weisling inquired about BAS's ability to add information about the reason for cancellation, possibly gathering information from the "Intent to Cancel" process. Ms.

Wellington and Ms. Morgan explained that no cancellation reasons are collected when the cancellation occurs during the contract's probationary period (typical year one). Mr. Weisling stated that collecting the reason for the cancellation would be helpful to all stakeholders, even though a cancellation does not have negative impact during the probationary period. Ms. Morgan agreed to look at the issue.

Mr. Tschillard inquired about data on new trades and also asked why new trades aren't brought before the Council. Karen stated that BAS staff routinely work with local sponsors to start trades that may be new to the sponsor or to Wisconsin. The BAS administrative staff frequently convene industry experts to assist with new program development. Mr. Tschillard asked how BAS proceeds when a sponsor wants to start a trade that is already part of another trade. Ms. Morgan explained that the CFR 29 Part 29 law revisions (CY2012) removed the language pertaining to existing trades, which means that there is no prohibition to starting a new trade that is "part of" an existing, so long as the new trade meets all of the apprenticeship criteria for an apprenticeable occupation.

Ms. Morgan asked the Council if it wanted to be informed when work was commencing on a new trade. Mr. Tschillard responded yes and noted that he was not aware that the CFR 29 Part 29 revision had impacted the establishment of new trades in that manner. Mr. Hurt concurred, as did Ms. Pratt. Ms. Morgan agreed to apprise the Council of work occurring in new trade areas, noting that sometimes developmental work does not lead to establishment of a new trade.

Mr. Hurt inquired about developmental work in Information Technology trades. Ms. Morgan reported that the American Apprenticeship Grant will be pursuing apprenticeship in IT trades, noting that the industry coalition has already been established and convened several times during grant development.

Next Meeting Date

Co-chair Hayden confirmed that the Council will meet next on Tuesday, December 1, at 10:00 a.m., at a location yet to be determined. Hearing no other business, he called for a motion to adjourn.

Action: A motion to adjourn was made by Mr. Branson and seconded by Ms. Scaffidi. The motion was approved by the Council and the meeting was adjourned.