

**Apprenticeship Coordinators/Support Staff
Wisline Meeting Minutes
September 17, 2015
9:00 – 10:00 a.m.**

Present Wisline Participants:

BTC	Greg Phillips	NWTC	Todd Kiel
CVTC	Jeff Sullivan	DWD-BAS	Kathy Wellington
DWD-BAS	Karen Morgan	SWTC	Derek Dachelet
LTC	Sheila Schetter	SWTC	Jody Millin
MILW	Roxanne Christian	WCTC	Carol Fontanez
MILW	Nick Triscari	WCTC	Mike Shiels
MPTC	Stephen Horvath	WIDS	Hal Zenisek
MPTC	Kim Harrington	WTC	Bob Marconi
MSN	Jim Cook	WTCS	Nancy Nakkoul
MSTC	Ron Zillmer	NTC	Darren Ackley

Meeting Minutes

Nancy regretfully reported that no meeting minutes had yet been completed for the August meeting.

USDOL Apprenticeship Grant Update

Karen reported that BAS received the USDOL grant award in the amount of \$5 million and the effective start date is October 1, 2015. Next steps on the roll out are still to be determined, however the following are knowns:

- The grant will fund two positions at BAS.
- A significant amount of the funds will be disseminated to select Workforce Development Boards who will in turn contract with local CBO's or other entities to perform outreach, recruitment, and trades preparation workshops to build the pipeline of applicants.
- A key first step will be to expand provision of manufacturing apprenticeships to the western side of the State, including to MSTC, CVTC, NTC, Western, and WITC. First focus will be on Industrial Manufacturing Technician. Karen will be in touch with individual Colleges to begin to develop an outreach plan and encouraged everyone to be in touch with her if interested.

Derek asked if the Apprenticeship Grant Application in its entirety is available for viewing. Karen responded that her office is in process of converting into .pdf format, and that it would be available thereafter. Karen further stated that the grant can be modified if needed if Colleges see a need for changes.

Ron Zillmer indicated that MSTC is interested in being included for IMT and other manufacturing apprenticeship programs development in their District.

Derek asked about limitations and issues around serving out of state employers that do business across State borders. Karen responded that it would be taken under consideration and could probably be worked out.

Karen further reported that Wisconsin received three different grants award. In addition to the BAS award, MAWDB was awarded \$3 Million as part of a multi-state, urban corridor project that seeks to

replicate best practices from apprenticeship in other areas of the country. Partners include Milwaukee, St. Louis, Detroit, Chicago, and Detroit.

Nick reported that the Milwaukee Art Institute was awarded \$2 million, but that it is unclear what they will be doing. Karen joined in to say that the Art Institute did not contact the BAS during the grant development process, but that it was her understanding that they would focus on an “internship” model and did not see how it worked as apprenticeship. Lots of national attention will be on that specific project due to this odd arrangement.

Karen believes one of the projects will focus on CVS Pharmacy and further development of a Pharmacy Technician apprenticeship.

Technical Assistance Sessions (BAS)

Karen provided an overview on the history of the Technical Assistance Sessions. Begun in 2004-05, the sessions were developed to address concerns about local trade committee standards and consistency of policy and operations, and further trade committee understanding of the various roles and partners in apprenticeship provision. At that time, Marge and other Apprenticeship Coordinators developed a TA Guide but were concerned it wouldn't be read. So the TA Sessions were created to present on the guide's content. Apprenticeship Coordinators and BAS staff co-facilitated the workshops. The last time these were offered was in 2012.

Karen reported that BAS intends to once again offer the Technical Assistance sessions around the State starting in late fall 2015. She met with Todd and Jim to discuss the need to get information out about the TA sessions. She is seeking College partners to help co-facilitate. Local ATR's would then follow up with specific Colleges on scheduling and other details. The target dates are the last week of October/first week of November, and then again in the first week of December. Sessions would start around 4-5pm and include dinner. BAS Central Office will coordinate all the paperwork.

GPR Grants General Notices

- Nancy reminded participants that final reports were due on August 15 for FY 2014-15 GPR Instructional Set Aside projects.
- Nancy announced that the FY 2016-17 GPR Grant Guidelines meeting will be held on October 7. Discussion about changes specific to the Apprenticeship grants will occur during the mid-morning session.

FY 2015-16 Curriculum Projects

- **WIP Update:** Hal provided a first quarter report on work in progress from the FY 2015-16 Curriculum Projects workplan. He first thanked all the Colleges for coming forward to champion specific trade projects. There are 18 in total, and 8 of them have begun work in the first quarter. In particular, Hal noted work on E&I, Metal Fab., EST, ABC selected trades, ELW, and the new Arborist program.
- **Curriculum Committee Meeting:** Sheila, as the new Curriculum Committee Chair, brought up the issue that several projects from the WIDS workplan approved in June have recently been either put on hold or withdrawn entirely. There is a need to reconvene the Curriculum Committee to address these dead projects, identify new ones, and determine next steps. Sheila will send around a Doodle poll to search for in-common availability for Curriculum Committee members to convene in the first or second week in November. The meeting will be held at the WTCS Office in Madison.

- **Arborist Apprenticeship Roll Out:** Ron provided a broad overview of the history, content, and projected roll out for the new Urban Arborist apprenticeship. If progress stays on track, program approval should be obtained by January 2016. PRI development should be completed by the end of the month, Exhibit A is complete, and Owen is working to complete the Job Book by the end of November. The apprenticeship will be 42 months long with 432 hours of PRI over six terms. Promotion will get a jumpstart at the annual national Arborist conference that is being held in later January. Karen asked how many employers in the WI Arborist Association. Ron replied there are 850 members, but that multiple members could be at the same employer. Ron guesstimated that there are a couple hundred employers in the Association.

Ron further reported that the plan is to push promotion January – March so that initial hiring of “pre-apprentices” occurs in March – July, with hope that the next step is transition of hires to contract apprenticeship by late in the summer. The PRI provision will be done through a cohort model with several regions in the State already planning to collaborate. These include FVTC and MSTC partnering to use MSTC’s existing indoor training facility. Milwaukee and Gateway will collaborate as Gateway has funded the addition of a new indoor training facility. And discussion has begun where Western and possibly the Hudson area may be another regional center.

Ron further shared that a recently published study from UW-Stevens Point showed sound and positive earnings and earnings growth for these occupations.

GLHEC Scholarship

- Nancy reminded everyone that the GLHEC scholarship deadline is October 17 and that continuing promotion would be appreciated. She reported that Ben Dobner of GLHEC would be contacting Apprenticeship Coordinators directly to obtain Fall 2015 enrollment information for apprentices who received a scholarship in January 2015. Nancy asked if anyone had concerns about providing GLHEC with this student level detail, given FERPA. None were voiced. She also noted that a big media promotion by GLHEC would be shortly forthcoming.
- Sheila asked if past recipients could apply again – and the answer is yes.
- **Review Committee:** Nancy reminded Scholarship review committee volunteers (Steve Horvath, Katie Roberts, Bob Marconi, Nicci Pagan, Stacey Erickson, and Nancy) that the review would need to occur in November. She will follow-up with the group to firm up plans.

FY 2015-16 Apprenticeship Instructional Set-Aside Grants

Nancy reviewed the summary spreadsheet that included the preliminary funding requests for GPR grant apprenticeship instructional support dollars submitted by the Colleges. She explained the “Scenarios” presented for consideration – stating that these were illustrative, not exhaustive of what might be considered -- and the meaning of the color-coding.

- Scenario #1 shows a per student allocation of funds.
- Scenario #2 shows a 50% funding level across all colleges.
- Scenario #3 shows allocation of 100% of the request for the three brand new apprenticeship programs, with the remainder being distributed on a per student basis.

Nancy pointed out that the total funds requested was almost double that of available funds, \$371,000 versus \$200,000. She further noted that these requests were more than double those of last year and

that this was the first year where the demand exceeded the supply. In addition, she noted that it appeared that the Colleges used highly varied costing calculations to determine the amounts requested. She also stated that the final allocation would be negotiated, and then opened up the topic for group comment.

- Mike Shiels commented that the unanticipated expansion, though good, made budgeting very difficult. He further wondered why the new programs should be held separate, as presumably a college would be able to “anticipate” those budget needs while doing program development.
- Sheila shared that she calculated her submissions based on actual costs, not estimates, using a straight line instructional hours X wage/benefit rate plus travel/supplies computation.
- Karen Morgan interjected that she wondered how many of the submitted requests were speculative.
- Sheila, Mike S., and several others responded to Karen’s question to explain that these were actual costs, for courses currently offered, the bill for which the colleges are responsible, grant funding or not.
- Steve H. added that he too questioned the idea of separating the new programs from the general calculation, though he understood too how they could come about on short notice, and thus be an unanticipated budget item. Steve further commented that expansion of existing programs seemed to be the primary driver of need.
- Jeff Sullivan shared that he calculated his request based on the real cost for an adjunct faculty to cover new sections.
- Jim reported that his submission was based on expansion of the machine tool program to Portage to better serve regional residents and utilize existing facilities, but that this resulted in providing two smaller sections, one in Portage and one in Madison.

Given the lack of concurrence on how to proceed with only the current information, Nancy announced that she would follow up with individual districts to obtain more information about their costing calculation. This might result in changes to the current spreadsheet summary. Once any revisions are complete, Nancy stated she would then distribute the new summary along with a survey to all the Apprenticeship Coordinators. The survey will outline several scenarios for allocation of funds, and Apprenticeship Coordinators will be asked to vote on their preferred option or options.

WTCS Announcements

- Nancy reminded participants that the deadline for C3 Conference presentations is October 5 and suggested that apprenticeship had a lot to highlight, in case a College or Colleges, would be interested in putting together a presentation to feature partnership and/or articulation models.
- Nancy additionally pointed out that the deadline for submission of Wisconsin Fast Forward grants for the construction and architecture areas is October 1.

Meeting Adjourned at 10:05 a.m.

Next Wisline call is scheduled for Thursday October 15, 2015 from 9:00-10:00 a.m.

Respectfully Submitted, to the best of my recollection:
Nancy Nakkoul, Recorder