

**Apprenticeship Coordinators/Support Staff
WisLine Meeting Minutes - DRAFT
December 17, 2015
9:00 – 10:00 a.m.**

Present Wisline Participants:

		NATC	Brigitte Orrick
BTC	Garry Krause	NATC	Diana Harris
FVTC	Mike Cattelino	NWTC	Todd Kiel
LTC	Sheila Schetter	SWTC	Jody Millin
MILW	Roxanne Christian	SWTC	Derek Dachelet
MILW	Nick Triscari	WCTC	Mark Montgomery
MPTC	Stephen Horvath	WTC	Bob Marconi
MSN	Jim Cook	WIDS	Hal Zenizek
MSTC	Ron Zillmer	WTCS	Nancy Nakkoul

Meeting Minutes

Nancy called meeting to order and requested review and approval of meeting minutes from November 2015. Minutes were approved as is.

FY 2015-16 Apprenticeship Instructional Set-Aside Grants – Results of Vote and Next Steps

Nancy reported that 100% of the College Apprenticeship Coordinators voted in favor of funding the 2015-16 GPR Instructional Support grants as laid out in the 2015-16 Apprenticeship Set-Aside Requests Summary document. Invitations to apply for the approved grants would be sent out within the week. Nancy reminded participants that the grant applications are brief and an example of how to apply is located in the Apprenticeship section of the MyWTCS website. With total allocations of approximately \$310,000, there remains almost \$15,000 left in the grant fund for this year. Additional funds requests for the spring semester will be revisited in February 2016.

Group discussion followed regarding two concerns noted in the grant funding survey. One concern focused on the lead time for notification of grant opportunities. Nancy reiterated that the GPR Apprenticeship grants are handled differently than other GPR grants and do not follow the same timelines, as these are invitation only grants. In the past, it had been customary to solicit preliminary requests for instructional support in September of each year, once actual enrollments were known. This year, however, there was a delay primarily caused by the large increase in funds requested overall, almost double the amount as in prior years, and in excess of available funds. The WTCS office subsequently significantly increased the allocation to this fund to meet College needs for 2015-16.

Nancy further noted the GPR Guidelines did not define the timeline for consideration and award of the Apprenticeship Instructional support dollars. The timeline could be adjusted as preferred by Apprenticeship Coordinators Council (ACC). Group discussion on the best timeline followed. Derek D., Bob M., and Sheila S. commented in particular that solicitation of preliminary requests in July of each year would be better since enrollments would be known for fall and more advance notice of available funds would assist with faculty hiring plans. There was general consensus among participants to move the funding cycle to July in 2016.

The second concern noted in the survey centered on what seemed to be disproportionate amounts of grant funds going to only a few schools, allowable/appropriate uses, and whether the ACC needed to set maximums allowed. Nancy noted that GPR Grant Guidelines for Apprenticeship direct instructional support emphasize that the use is for UNANTICIPATED budgetary expenses that arise due to the unique circumstances of apprenticeship program enrollments. Allowable uses include instructional support for brand new programs, expanding programs opening new sections, programs with low enrollments, and regional partnerships to provide instruction across Districts. There are no maximums defined, and grants are allocated on an as needed basis up to the amount of funds available in any given year. The WTCS provides guidance to individual Colleges to ensure relative consistency in instructional cost accounting for each request, as well as ensuring appropriate, qualified use of funds. Furthermore, District grant awards are voted upon by the ACC as a whole.

Peer-to-Peer: Adopting Apprenticeship Curriculum Standard Models

Nancy introduced this topic and then fielded it's stewardship to Bob M. and the group for discussion. Bob M. explained that he was curious to learn how other Districts migrated current apprenticeship curriculum to align with the statewide curriculum standard models, especially when variances exist between credits and hours. Mark M. contributed that they'd recently adopted the ABC Electrical statewide standard course titles, numbers, and delivery configuration. Brigitte O. reported that Nicolet had also adopted the statewide standard for E&I and that a full crosswalk of course competencies was completed to move from the old to the new, including delineation of CPL. Garry K. commented that the statewide standard models don't address the allowance for variation by District. Mike C. concurred, stating that they use local options to accommodate the differences. Bob M. asked whether this was the 20% "rule"? Mike C. and Nancy N. affirmed that yes, it's the 80/20 rule applied. Nick T. further stated that the BAS allows up to a 25% variance in work processes as well. To help clarify, Hal provided background that the repository curriculum align with the national standards (electrical) and that local variations are allowed under the State Trade Committee. Nancy interjected that perhaps this topic could be revisited as part of a Systemwide meeting or other professional development activity.

Professional Development for Construction Program Faculty

Steve H. reported that the last SCM Professional Development day for construction faculty was held at MPTC in November 2014 for HVAC and Carpentry program faculty. Following consultation with Nancy, Steve is offering to host again in the spring of 2016 and is looking to gauge interest from other Colleges. Originally, he envisioned a PD day for Electrical faculty, but is open to inclusion of a broader spectrum of construction trades from technical diploma programs and apprenticeship. Mark M., Nick T., Jim C., Derek D., and Bob M. voiced their support of this larger forum and suggested that the day include breakouts for each trade area to meet separately. Discussion ensued on the general timeframe, with participants noting that the meeting should be held no later than early April. Nancy will send a survey in January to ACC members to identify 1) the best in-common date availability, 2) approximate numbers and trades of faculty participants, and 3) topics for inclusion. More to follow. *[Topics so far, from the November WisLine discussion of this subject, include faculty certification (part time in particular) in face of the new HLC and FQAS standards.]*

FY 2015-16 Curriculum Projects Update

Hal reported that December had been a busy and productive month for curriculum projects. The Oiler/Lubricator project kick off meeting was held at NTC in Wausau. Work on the E&I and Industrial

Electrical projects continued, as well as Metal Fabrication with LTC and a Stainless Steel variant with MSTC. Hal also reported completing work on the new Arborist Apprenticeship and documenting the Milwaukee curriculum for the currently stagnant Cook/Chef apprenticeship PRI. Both of these are posted to the Repository and will be published to the MyWTCS website in the near future by Nancy. Additionally, Hal reported good progress on curriculum alignment and CPL projects, including EST with Milwaukee, Industrial Electrical with Fox Valley, and Construction Electrical with Northeast. Further, three ABC projects have been identified for spring semester, including concrete finisher, HVAC tech, and carpentry.

BAS Report

No report was available as neither Karen nor Kathy were on the call.

Expanding Apprenticeship Forum to Include Emerging Occupations in IT/Health/Etc.

Nancy explained that Kathy Cullen has requested information on how Colleges are handling communications on apprenticeship topics in-district and across-districts, particularly in regards to inclusion of the emerging apprenticeship areas of IT and Healthcare. Mike C., Nick T., Ron Z., Todd K. and several others reported that they are conveying information individually and informally, reaching out to those who need to know, as topics arise. Ron noted that, given the differences in organizational structure among Colleges, in some cases the “point” person for IT or Healthcare apprenticeship may not be the Dean or Associate Dean in that area. For example, at MSTC, the Associate Dean in the Business contract training division is taking the lead to work with Skyward, one of the designated IT industry partners cited in the American Apprenticeship Grant.

In general, there was agreement that the Apprenticeship Coordinators would continue their central role as the nexus for all things apprenticeship. Nancy inquired whether development of a broader forum, inclusive of IT and Healthcare representatives from each District, would be desirable and if so, how often might they need to convene. Nick, Jim, and Ron all affirmed that this would be a good idea, possibly on a quarterly basis. However, it was noted that new apprenticeship forum participants would likely need some degree of “Apprenticeship 101” training. Ron suggested that Apprenticeship Coordinators facilitate connecting Nancy with the prospective leads for Healthcare and IT at their Colleges. Nancy agreed to create a broader forum contact list as a starting place for future collaborative work and communications.

WTCS Announcements

- Nancy reported that many items in the apprenticeship section of MyWTCS website were recently updated.
- Nancy announced that her office is undertaking a thorough review of the CIP and SOC coding and crosswalks given the potential impact on funding vis-à-vis the 50 high demand occupations calculations. A relatively new WTCS hire, Ben Konruff – originally with the IRE section of MPTC -- is at the helm of this effort and doing a great job. Ben will be presenting a breakout session at the C3 conference that Nancy encouraged all to attend.
- With fond farewells, Brigitte Orrick shared that she would be leaving her position at Nicolet at the end of December 2015 as she’s relocating to Colorado where her new husband recently took on new employment. Nicolet Administrative Coordinator Diana Harris, and Interim Dean Jeff Labs, will be filling in on apprenticeship matters until her position is filled permanently.

Other Business

- **FVTC Seeking Instructor for EST:** Mike C. announced that he's looking to hire an instructor for two sections for the Electronic Systems Tech program.
- **Federal EEO/AA Proposed Regulation Changes:** Nancy reported that the comment period for the proposed rule changes to the Federal EEO/AA guidelines 29CFR Part 30 is scheduled to close on January 5, but that an extension is being sought given the short turnaround time over two holiday breaks. She further shared that BAS had prepared a document that provides a side-by-side comparison of the current vs. proposed rules, as well as relevant WI statutory references. This document is currently being used by the WI Apprenticeship Council to craft comments in support and rebuttal of various sections of the proposed rules. Nick T. and Todd K. and several others noted that they were unaware of the proposed changes that could have far reaching ramifications and were interested in learning more. Nancy promised to send the ACC the links to the original 1978 language, the recent federal NPRM notice, and a copy of the BAS WIP comparison document, this last of which under restriction to not distribute further without direct authorization from the BAS.

Meeting Adjourned at 9:50 a.m.

Next Wisline call is scheduled for Thursday January 21, 2016 from 9:00-10:00 a.m.

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

Nancy Nakkoul,
WTCS Education Director – Apprenticeship, Construction and Architecture