

September 5, 2023

TO: Machine Tool State Apprenticeship Advisory Committee Members

FROM: [Owen Smith, Bureau of Apprenticeship Standards](#)

SUBJECT: **Machine Tool State Apprenticeship Advisory Committee meeting**

DATE: **Thursday, October 19, 2023**

TIME: **10:00 a.m. – 12:00 p.m.**

ATTEND: [Attend virtually.](#)

Attend via phone.
Call: 608-571-2209.
Enter code: 741 000 311#.

AGENDA

Public comment will occur only when noted, after committee discussion and prior to committee action.

1. Call the meeting to order.
2. Introduce and record attendees.
3. **Administrative tasks, with potential action**
 - a. Review the roster.
 - b. Approve the minutes.
4. **Policy discussions, with potential action** (*public comment*)
 - a. Policies identified in spring for potential revision
5. **Policy discussions, without action**
 - a. Questions from the Director's Call.
 - b. Update on five-year review of related instruction
 - c. Other
6. Review program participants.
7. Adjourn.

DRAFT Minutes of the

Machine Tool

State Apprenticeship Advisory Committee

May 2, 2023

Department of Workforce Development, Madison
& Virtual

Members Present	Employer / Organization
Cisewski, Brad	Pointe Precision
Haban, Eric	LDI
Heins, Ken	KLH Industries
Hoban, Tom	JTD Enterprises of WI
Keefe, Rachel	Ariens
Members Absent	Employer / Organization
Brockelman, Doug	Stanek Tool
Ollhoff, Thomas	Greenheck
Rainey, Tony	Master Lock Company
Schneider, Roque	Mercury Marine
Consultants & Guests	Employer / Organization
Abbott, Nicholas	Bureau of Apprenticeship Standards
Badger, Richard	Bureau of Apprenticeship Standards
Budda, Tim	Bureau of Apprenticeship Standards
Cisewski, Brad	Northcentral Technical College
Jungwirth, Christina	Northeast Wisconsin Technical College
Kawski, Ryan	Midstate Technical College
Metko, Katie	Northcentral Technical College
Nakkoul, Nancy	Wisconsin Technical College System
Neitzel, Lynn	Worldwide Instructional Design System
Nowak, Raquel	Bureau of Apprenticeship Standards
Polk, David	Bureau of Apprenticeship Standards

Poch, Jeff	Northeast Wisconsin Technical College
Pusch, Liz	Bureau of Apprenticeship Standards
Schmidt, Cole	Midstate Technical College
Sesing, Chad	JTD
Sherman, Julie	Chippewa Valley Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Stuart, Dave	Milwaukee Area Technical College

1. The meeting was called to order at 1:00 p.m. by Ken Heins, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Attendees introduced themselves. Mr. Owen Smith recorded attendance.

3. Old Business

a. Review the roster.

The committee verified that the roster is current.

b. Approve the minutes.

The committee approved the minutes as revised: Ken chaired the meeting.

4. New Business

a. Discuss the five-year cyclical review of related instruction.

Lynn Neitzel and Nancy Nakkoul reported that the Machine Tool apprenticeships will be included in the next phase of the five-year cyclical review of related instruction. They reviewed the general phases of the project, including the processes for gathering input for the committee and instructors. Recommended changes would be brought to the state committee for approval.

Attendees did not have questions or comments.

b. Review the revised template for state standards.

Mr. Smith discussed the three objectives of revising the state standards: incorporate the revised content and terms from the Wisconsin Apprenticeship Manual; incorporate updated policies from the Department of Labor; and cite policies as established by the Manual or the state committee.

Mr. Smith explained that the revised table of contents reflects the operational scope of state committees: they establish minimum standards but are not parties to the apprentice contract. Section one included policies for state committees established in the Manual; section two included policies established by the state committee.

Policies that pertain to sponsors, such as evaluating and completing apprentices, were omitted; they will be addressed in the revised template for sponsors.

Attendees did not have questions or comments.

c. For action: verify policies established by the state committee.

Action: the state committee verified that the revised template includes its policies.

d. For action: identify policies established by the state committee to revise further

Action: the state committee recommend these policies be discussed further at the fall meeting:

- Minimum age of applicants
- Requirements for supervision

e. Questions from the Director's Call.

Mr. Smith reiterated that the Bureau will share apprenticeship-wide updates on the Directors' Call so each committee's individual meeting will be dedicated to its unique policies. However, the Bureau will include this topic on each agenda to ensure committees have a forum for follow-up questions, if needed.

Attendees did not have questions or comments.

f. Communicating state committee meetings to the public

Mr. Smith reported that he will discontinue cc'ing non-members on courtesy notifications of state committee meetings for appointed members. He reminded attendees that state committee meetings are open to the public and posted publicly; however, some stakeholders have confused the courtesy notification as permission to attend. He will continue emailing a courtesy meeting invitation to appointed members, who are welcome to forward it to colleagues. Non-members must check the websites.

Attendees did not have questions or comments.

g. Other

Attendees did not have questions or comments.

5. Review the participant data.

The state committee did not have questions or comments about the participant reports.

6. The meeting adjourned at 2:45 p.m. The Bureau will schedule the next meeting via electronic survey.

*Submitted by Owen Smith, Program and Policy Analyst,
Bureau of Apprenticeship Standards*

FY23-24 WTCS Apprenticeship Related Instruction Review Plan

Machine Tool State Apprenticeship Advisory Committee Meeting

October 19, 2023



Related Instruction (RI) Review Goals:

1. Update course documentation to ensure curriculum is accurate
2. Examine potential alignments with other credentials
3. Review ways to maximize Credit for Prior Learning

Proposed Apprenticeship Programs for review during FY 23-24:

- 50-420-1 Injection Mold Set-Up (Plastic) Apprentice
- 50-420-2 Machinist Apprentice
- 50-420-6 Machine Repair Apprentice
- 50-439-1 Tool Maker Apprentice
- 50-439-3 Tool & Die Apprentice
- 50-439-4 Tool & Die Technologies Apprentice
- 50-439-5 Mold Maker Apprentice
- 50-444-1 CNC Machine Operator Apprentice

Annual Timeline for Review of RI

Timeline	Project Groups	Activities
Spring '23	Share plan-State Apprenticeship Advisory Committees	Initial Discussions
Late Summer/ Fall '23	Create Instructor Teams	<ul style="list-style-type: none"> • All colleges approved to offer program(s) invited to identify 1-2 instructors • Sponsor Survey to identify employer needs/concerns
Fall '23/ Spring '24	Gather Feedback from Instructors	<ul style="list-style-type: none"> • Share current Curriculum Standard and Related Instruction • Survey faculty and college apprentice program leadership • Share sponsor survey results
Fall '23/ Spring '24	Conduct RI review meetings (online)	<ul style="list-style-type: none"> • Amend course outcome summaries as needed • Explore potential alignments with FT programs/courses, pre-apprenticeship, and youth apprenticeship • Explore alignment of work-based learning to FT program credits • Discuss ways to maximize credit for prior learning
Spring '24	Obtain feedback and approvals	<ul style="list-style-type: none"> • WTCS approvals • Share with State Apprenticeship Advisory Committees
Spring/Summer '24	Publish project for use to the WTCS Repository	

State Committee Report



This summary counts employers and apprentices, between 8/22/2023 and 8/22/2023 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Industrial'.
- Contract occupation code matches a occupation code assigned to committee.
- Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
Report Total	523	65	12.4	22	4.2	110	21.0	413	79.0	210	30	14.3	181	86.2
CNC Machinist (00-0000.00)	6	2	33.3	1	16.7	0	0	6	100.0	4	0	0	4	100.0
CNC Technician (00-0000.00)	7	0	0	0	0	0	0	7	100.0	4	0	0	4	100.0
Electrical Discharge Machining Technician (00-0000.00)	2	1	50.0	0	0	0	0	2	100.0	1	0	0	1	100.0
Industrial Metrology Technician (51-9061.00)	3	0	0	1	33.3	0	0	3	100.0	2	0	0	2	100.0
Machinist (00-0000.00)	180	17	9.4	11	6.1	20	11.1	160	88.9	85	11	12.9	75	88.2
Mold Maker (Die Cast) (Plastic) (00-0000.00)	44	10	22.7	1	2.3	2	4.5	42	95.5	16	1	6.3	15	93.8
Patternmaker All Around (00-0000.00)	5	1	20.0	0	0	5	100.0	0	0	1	1	100.0	0	0
Tool And Die Maker (00-0000.00)	252	30	11.9	6	2.4	71	28.2	181	71.8	106	17	16.0	89	84.0
Tool Maker (00-0000.00)	24	4	16.7	2	8.3	12	50.0	12	50.0	10	2	20.0	8	80.0



Historical Report by Year

Report Period: 2023* and Previous -10 Years

*Current year is YTD data as of Run Date: 08/22/2023		
Run Date: 08/22/2023		
State Machine Tool Committee		
Sponsored Trade Group(s): Industrial		
Year	Active Apprentices	Active Sponsors
2013	283	156
2014	366	185
2015	424	206
2016	472	218
2017	498	223
2018	525	235
2019	564	248
2020	586	249
2021	505	220
2022	522	220
2023	520	202

