

Approved Minutes of the  
**Electrical & Instrumentation**  
State Apprenticeship Advisory Committee

**May 26, 2022**

**10:00 a.m.**

Fox Valley Technical College w/ virtual option

<b>Members Present</b>	<b>Employer / Organization</b>
Butt, Nate (Co-Chair)	Quad Graphics
Cannestra, Anthony (Co-Chair)	GE Healthcare
Laehn, Steve	Sargento Foods, Inc.
Palzill, Craig	Madison Metropolitan Sewerage District
Randall, Bob	Brakebush Brothers
Woehlke, Scott	Mercury Marine
<b>Members Absent</b>	<b>Employer / Organization</b>
Cestkowski, Jim	MPI
Dehnel, Charlie	Domtar
Hafeman, Brian	PCA
Winkler, Mike	John Deere Horicon Works
Zak, Tyler	Kimberly Clark
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Alft, Tim	
Badger, Richard	Bureau of Apprenticeship Standards
Bishop, Matt	Fox Valley Technical College
Gast, Brad	
Herber, Ryan	Bureau of Apprenticeship Standards
Jungwirth, Christina	Northeast Wisconsin Technical College
Metko, Katie	Northcentral Technical College
Nakkoul, Nancy	Wisconsin Technical College System
O'Shasky, Lynn	Bureau of Apprenticeship Standards
Polk, David	Bureau of Apprenticeship Standards
Popp, Corey	Bureau of Apprenticeship Standards

Pusch, Liz	Bureau of Apprenticeship Standards
Schroepfer, Melinda	Worldwide Instructional Design System
Smith, Owen	Bureau of Apprenticeship Standards

1. The meeting was called to order at 10:03 a.m. by Tony Cannestra, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Mr. Smith recorded attendees. A quorum was present.
3. The committee advised the Bureau to recruit an additional Employer member that sponsors Mechatronics.

#### **4. Action Items**

##### **a. Approve the minutes.**

The state committee approved the minutes as revised: Craig Palzkill's name was misspelled.

##### **b. Review the Maintenance Technician related instruction.**

Ms. Schroepfer reviewed that the state committee approved the first chunk of revisions at its last meeting and requested additional time to consider the revisions proposed by technical college instructors, which were based on their independent review and a survey of sponsors. She reviewed the two pending groups of revisions.

The first pending revision is to add two courses, A general discussion followed about how related occupations are delineated from the Industrial Electrician occupation.

***Action:** a motion to add Programmable Logic Controllers 2 and Programmable Logic Controllers 3, which would increase the related instruction by 72 hours, did not pass. Two members voted in favor; five voted against. The opponents argued the revisions would tread too closely to other occupations and could instead be added via local options.*

*The lack of consensus shifted the decision to the Bureau, according to policy. Director Polk declined to add the additional courses because they are available via local options.*

***Action:** the committee approved the second pending revision.*

##### **c. Review the Maintenance Technician Exhibit A.**

Mr. Smith reviewed that the state committee requested to revise the Maintenance Technician program at its last meeting because the program is a hybrid of two occupations, both of which have been revised in the past few years.

***Action:** the committee approved a motion to revise the Exhibit A for Maintenance Technician. The Bureau will convene a focus group this summer and bring the recommendations to the committee's fall meeting. Volunteers included Mr. Butt, Mr. Cannestra, Mr. Laehn. Ms. O' Shasky recommended Darryl Mrozinsky of Sargento, too.*

**d. Revise the E&I Technician registered apprenticeship.**

Mr. Smith reported that he will complete the remaining steps this summer and bring the final input to the fall meeting for a vote. He explained that the project had been delayed by three factors: the pandemic, several transitions in BAS leadership, and sponsor's ability to add desired training via local options rather than modify the master program.

He reviewed that the industry focus group agreed on the following revisions prior to the pandemic:

1. Change the title to Electrical & Automation Technician.
2. Combine the individual work processes for instrumentation into a single work process.
3. Add a work process for automation.
4. Add the revised work processes from the Industrial Electrician registered apprenticeship.

***Action:** Mr. Smith reported that he will email a summary of the proposed revisions to all E&I Tech sponsors and a survey to collect their input. He will bring the results to the state committee's fall meeting for a final vote.*

**5. Discussions**

**a. BAS Directors Call with State Committees**

Director Polk reviewed that the Bureau convened the first BAS Director's Call with State Committees. The virtual meeting, approved by the WI Apprenticeship Advisory Council, presented BAS updates that pertain to most or all committees in a single forum. As a result, the items will no longer be included in each committee's agenda; rather, each committee's meeting will focus only on its unique policies.

However, Director Polk emphasized that state committees are encouraged to raise questions or comments on BAS updates during their meetings.

Director Polk asked the state committee for feedback, which he will share with the Advisory Council.

The state committee voiced support for the Director's Call and for using its meetings to focus only on its registered apprenticeships.

**b. Modified format of state committee meetings.**

Director Polk and Mr. Smith reviewed that all state committee meetings will be held in person and include a virtual option. The streamlined agenda may result in shorter meetings. They emphasized that these modifications are not intended to lessen the role or voice of state committees; rather, the modifications focus the state committees' meetings on their unique needs.

The state committee voiced support for all the changes.

**c. Pending review of the *Wisconsin Apprenticeship Manual***

Director Polk reported that the *Manual* was reviewed by the Wisconsin Apprenticeship Advisory Council's Policy and Standards Subcommittee and is currently under review by the full Council. The Council will meet on June 6 to approve the working draft, which will begin a 90-day public comment period. The Bureau will make the "old" manual, the revised manual, and a table of revisions available to the public via its website. Input can be emailed to [apprenticeship@dwd.wisconsin.gov](mailto:apprenticeship@dwd.wisconsin.gov).

Attendees did not have questions or comments.

**d. Pending review of the state standards**

Mr. Smith reviewed that the *Manual* provides the boilerplate language for all state standards. The boilerplate language comprises 90% of any committee's standards. The remaining content is specific to the state committee, e.g. committee size, contractor organizations, applicant assessment procedures, etc.

Once the *Manual* is approved by the Council, the Bureau will revise the boiler plate language and format of all state standards accordingly and present them at the fall meetings. Mr. Smith reiterated that the changes do not include new policies; rather, they include necessary updates and a more logical order.

Attendees did not have questions or comments.

**e. Other**

Attendees did not have additional topics or comments.

6. The state committee reviewed the participant report and did not have questions or comments.
7. The meeting adjourned at 11:30 a.m. The Bureau will schedule the next meeting via online survey.

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*Submitted by Owen Smith, Bureau of Apprenticeship Standards*

May 19, 2022

TO: State E&I Apprenticeship Advisory Committee Members and Consultants  
FROM: Owen Smith, Bureau of Apprenticeship Standards; [Owen.Smith@dwd.wisconsin.gov](mailto:Owen.Smith@dwd.wisconsin.gov)

**SUBJECT:** State Electrical & Instrumentation Apprenticeship Advisory Committee  
**DATE:** Thursday, May 26, 2022  
**TIME:** 10:00 A.M.

**OPTIONS:** **Attend in person.**  
Fox Valley Technical College, Room C-190A  
1825 N Bluemound Dr  
Appleton, WI 54912

**Attend via phone.**  
608-571-2209; 244 500 366#

[Attend virtually.](#)

#### **TENTATIVE AGENDA**

1. Call the meeting to order.
2. Record attendees.
3. Review the roster.
4. **Actions**
  - a. Approve the minutes.
  - b. Review the Maintenance Technician related instruction.
  - c. Review the Maintenance Technician Exhibit A.
  - d. Revise the E&I Technician registered apprenticeship.
5. **Discussions**
  - a. BAS Director's Call with State Committees
  - b. Modified format of state committee meetings
  - c. Review of the *Wisconsin Apprenticeship Manual*
  - d. Review of state standards
  - e. Other

6. Review the program participants.

7. Adjourn

**Report Name** COM-01 State Committee  
Report

**Refresh Date** 5/20/22 8:11 AM

Wisconsin Bureau of Apprenticeship Standards

## State Committee Report



This summary counts employers and apprentices, between 5/15/2022 and 5/15/2022 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
<b>Report Total</b>	<b>752</b>	<b>52</b>	<b>6.9</b>	<b>17</b>	<b>2.3</b>	<b>335</b>	<b>44.5</b>	<b>417</b>	<b>55.5</b>	<b>262</b>	<b>92</b>	<b>35.1</b>	<b>171</b>	<b>65.3</b>
Electrical and Instrumentation (E & I) Technician (0271028101801)	163	5	3.1	5	3.1	114	69.9	49	30.1	51	28	54.9	24	47.1
Industrial Electrician (0282926101801)	327	27	8.3	7	2.1	136	41.6	191	58.4	136	48	35.3	88	64.7
Maintenance Electrician (0282926101802)	6	0	0	0	0	3	50.0	3	50.0	2	1	50.0	1	50.0
Maintenance Technician (0282926101805)	256	24	9.4	5	2.0	82	32.0	174	68.0	114	28	24.6	86	75.4