

October 19, 2021

TO: State Arborist Apprenticeship Advisory Committee

FROM: Owen Smith, Bureau of Apprenticeship Standards; owen.smith@dwd.wisconsin.gov

SUBJECT: **State Arborist Apprenticeship Advisory Committee Meeting**

DATE: **Wednesday, October 20, 2021**

TIME: **10:00 a.m.**

ACCESS: [Join the virtual meeting.](#)
Audio only: 608-571-2209
Audio code: 145 732 816#

TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the current roster.
4. **Action Items**
 - a. Approve the minutes.
 - b. Expand the size of the committee.
 - c. Discuss industry organization sponsors.
 - d. Identify outreach activities for 2022.
5. **Discussion Items**
 - a. Mandatory registration in BASERS, effective July 1, 2021
 - b. Implementing revisions to CFR 29.30
 - c. Implementing Transition to Trainer and Teaching Transition to Trainer
 - d. Reimbursements for employers and apprentices
 - e. 2021 National Apprenticeship Week
 - f. 2022 Biennial Apprenticeship Conference
 - g. BAS leadership and personnel changes
 - h. Other
6. WTCS Update
7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.

DRAFT Minutes of the
Arborist
State Apprenticeship Advisory Committee

April 22, 2020
Virtual

| Members Present | Employer / Organization |
|---------------------------------|------------------------------------|
| Harris, Tim | Buckley Tree Care |
| Hoppe, August | Hoppe Tree Service |
| Krouse, Randy | City of Milwaukee Forestry |
| Reince, Ben | Wachtel Tree Service |
| Members Absent | Employer / Organization |
| Welch, Jon | Crawford Tree & Landscape |
| Consultants & Guests | Employer / Organization |
| Badger, Richard | Bureau of Apprenticeship Standards |
| Christiansen, Roxanne | Milwaukee Area Technical College |
| Conklin, Olivia | Bureau of Apprenticeship Standards |
| Hoffman, Joe | Midstate Technical College |
| Leonard, Betsy | Wisconsin Technical College System |
| Mayek, Mandy | Mid-State Technical College |
| Nakkoul, Nancy | Wisconsin Technical College System |
| Popp, Corey | Bureau of Apprenticeship Standards |
| Rogers, Elton | Milwaukee Area Technical College |
| Sanborn, John | Eagle Tree Care |
| Smith, Owen | Bureau of Apprenticeship Standards |
| Wahl, Brian | Department of Natural Resources |

1. The meeting was called to order at 1:03 p.m. by Randy Krouse, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Mr. Owen Smith, webinar host, recorded attendance. A quorum was present.
3. The committee reviewed the current roster. **The committee clarified that Mr. Tim Harris is an Employee representative.**

4. Action Items

a. Approve the minutes.

The committee approved the minutes as revised: Roxanne's last name was spelled incorrectly.

b. Expand the size of the committee.

Mr. Smith presented the ideal composition of a state committee: balanced between management and labor, private and municipal, large and small companies, geographic areas, and affiliations with industry organizations. He presented several options for the expansion of the committee.

A lengthy discussion followed on the pros and cons of expanding the state committee and the different methods. The Wisconsin Arborist Association asked if the Bureau could provide a list of all sponsors to the organization could identify its members. Mr. Smith declined, citing confidentiality; he advised the WAA that all industry organizations in registered apprenticeship are responsible for learning which members sponsor apprentices.

Action: *The state committee approved a motion that BAS invite additional members, particularly municipalities; BAS will ask nominees to inform Mr. Hoppe if their company is a WAA member.*

c. Identify outreach activities for 2021.

Mr. Smith asked attendees whether a sponsor had an Arbor Day project that could be the subject of a press release and photo shoot.

The committee reported that no projects were suitable; Arbor Day celebrations will be virtual presentations due to the pandemic.

d. Review the Arborist Youth Apprenticeship.

Ms. Conklin reported that the Arborist youth apprenticeship will launch in July or September at the Wisconsin Arborist Association fall conference. She complimented the work group as "wonderful and easy to work with." The Arborist youth apprenticeship bridges cleanly to the registered apprenticeship.

5. Discussion Items

a. Registered apprenticeship during COVID-19

The state committee reported that on-the-job learning and related instruction are proceeding well. No technical assistance is needed.

b. Mandatory registration in BASERS, effective July 1, 2021

The state committee members reported their companies are registered in BASERS and process all contract actions through it. Some members reported that their administrative staff need further technical assistance with some actions.

c. Implementing revisions to CFR 29.30

Mr. Smith reported that the Wisconsin Apprenticeship Advisory Council approved the Bureau's revisions to the quality assessment review and affirmative action plan. The Bureau will release both documents to sponsors by summer, once the new Apprenticeship Training Representatives complete related training.

Attendees did not have questions or comments.

d. Biden administration bolsters support for registered apprenticeship

This item was not discussed due to time constraints.

e. National Apprenticeship Act of 2021

This item was not discussed due to time constraints.

f. Wisconsin Apprenticeship Completer Report

Ms. Nakkoul reviewed the latest report which presents employment, wage, and training satisfaction data on registered apprentices who completed their related instruction through the WTCS. She emphasized the following: apprentices' median annual salary and their overall satisfaction with their training increased since the last report; the report features the top ten highest-paying occupations, which will be statistically adjusted in the next report to account for a 40-hour work week; and the report features a table of employment, wage, and satisfaction data per occupation.

Attendees complimented the report and thanked Ms. Nakkoul.

g. Race and Registered Apprenticeship: RA's Role in Driving Equity

This item was not discussed due to time constraints.

h. Implementing Transition to Trainer and Preparing to Teach Transition to Trainer

Ms. Nakkoul reviewed the WTCS website that hosts the official guidance document for instructors and the schedule of upcoming courses required for certification. She emphasized that certified instructors must complete a three-hour refresher by December 31, 2021, to teach the new curriculum; individuals interested in becoming a new instructor must complete WTCS Teaching Methods (30-hours) and a six-hour version of Preparing to Teach Transition to Trainer. current instructors.

Attendees did not have questions or comments.

i. Reimbursements for employers and supportive services for apprentices

Mr. Smith reported that the official notices were sent to employers and apprentices, respectively. The notices include the eligibility criteria and points of contact. He encouraged attendees make their staff aware of the opportunities and to direct questions to the points of contact.

Attendees did not have questions or comments.

j. Applicant Outreach Campaign

This item was not discussed due to time constraints.

k. Apprenticeship Completion Award Program

This item was not discussed due to time constraints.

l. BAS leadership and personnel changes

Mr. Smith reported that new employees Ryan Herber and Raquel Nowak joined the bureau as Apprenticeship Training Representatives.

Attendees did not have questions or comments.

m. 2021 National Apprenticeship Week

Mr. Smith reported that if U.S. Department of Labor does not announce the national dates by summer, the Bureau will announce Wisconsin Apprenticeship Week for the week November 14.

Attendees did not have questions or comments.

7. WTCS Update

Ms. Nakkoul reported that the WTCS began a five-year cyclical review of related instruction. The project will review Arborist related instruction next year. The process will begin with a survey of instructors; the results will then be presented to the state committee for further input.

Mr. Elton Rogers stated that Arborist related instruction could be aligned with curriculum across the career pathway: youth apprenticeship, certified pre-apprenticeship, and associate degree classes.

8. Participants included 14 sponsors and 56 apprentices with a contract in active or unassigned status on March 30, 2021.
9. The Bureau will schedule the next meeting via electronic survey.
10. The meeting adjourned at 3:00 p.m.

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

February 24, 2021

Dear Apprenticeship Employers:

The [link](#) is now live to access information on applying for on-the-job learning reimbursements through Wisconsin Apprenticeship grant funds. Follow the instructions offered in the [link](#) and review the information in this email regarding eligibility. The deadline for submitting questions regarding this announcement is March 5th at 2 p.m. CST. Awards may be made as soon as March 15th. Applications will be reviewed in the order in which they are received. Questions can be sent to our grants mailbox at dwddetgrants@dwd.wisconsin.gov.

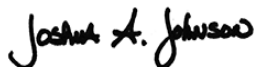
The on-the-job learning reimbursements are part of a Wisconsin grant initiative, using federal grant funds, to help defray the extraordinary costs of training apprentices. Employers may be eligible for up to a \$1,000 reimbursement for each apprentice that they hired between July 1, 2019 and January 30, 2021, as long as the apprentice meets one of the following criteria:

- The apprentice previously completed a Wisconsin Youth Apprenticeship program in any career cluster; or
- The apprentice previously completed a state certified pre-apprenticeship program in any job sector. A detailed list of Wisconsin certified pre-apprenticeship programs can be found [here](#); or
- The apprentice was hired to work in the IT, Healthcare, Bio-Tech, Transportation, Agriculture or Financial Services sectors.

Employers may only receive one on-the-job learning reimbursement per apprentice that meets the qualifying criteria and cannot request reimbursement for the same apprentice more than once.

Thank you for being valued Wisconsin apprenticeship employers and sponsors.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship

Dear Wisconsin Apprentices:

Wisconsin Apprenticeship has federal grant funds available to provide supportive services to registered apprentices. Up to \$600 may be available to each Wisconsin registered apprentice to assist with the following apprenticeship-related costs:

- Uniforms or work clothing
- Tools
- Required physicals
- Books
- Test fees
- Mileage
- Bus passes
- Parking permits
- Childcare
- Rent & housing costs

Apprentices who began their apprenticeship between July 1, 2019 and March 31, 2022 are eligible. Reimbursements will be awarded to applicants through March 31, 2022, or until the funding runs out. Apprentices must contact the following organizations, according to location, to determine if they qualify:

**Milwaukee, Racine, Kenosha, Walworth,
Washington, Waukesha and Ozaukee
counties**

Employ Milwaukee
Jose Galvan
Jose.galvan@employmilwaukee.org
2342 North 27th Street
Milwaukee, WI 53210

Office 414-270-1743
Cell 414-852-1914

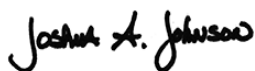
All other Wisconsin counties

South Central Workforce Development Board
Jeff Kennedy
jkennedy@wdbscw.org
3513 Anderson Street Ste 104
Madison, WI 53704

Office 608-249-9001 Ext. 230

Thank you for being valued Wisconsin apprentice.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship



WTCS System-Wide Activity Update September 2021

WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs decreased from 7923 to 7630 unduplicated, and 8053 to 7720 duplicated, students by the end of 2020-2021 academic year. That is a 3.7% and 4.1% decrease, respectively, in one year.

Ascendium Education Group Tools of the Trade Scholarships Increased Again in 2021

For the 2021-22 academic year, Ascendium Education Group has committed to awarding an additional 75 scholarships to industrial and construction sector apprentices who receive their related instruction through a WTCS college. A total of 325 awards of \$1500 apiece will be granted statewide in March 2022, with the scholarship application period open from late August until late November 2021.

New MyWTCS Website: <https://mywtcs.wtcsystem.edu/>

MyWTCS is an intranet site for the Wisconsin Technical College System and stakeholders. Launched in February 2021, the re-designed site includes a new look and improved functionality and features, including an [expanded apprenticeship resources section](#). WTCS systemwide publications, including the annual Apprenticeship Completion Report, can be found on the [Wistechcolleges](#) sister-site, under [publications](#).

[Preparing to Teach Transition to Trainer \(PT2TT2T\)](#)

MyWTCS also hosts information, administrative guidance, and upcoming PT2TT2T course offerings for instructors of the BAS-mandated apprentice Transition to Trainer course. As of January 2021, current instructors of Transition to Trainer must complete the 3-hour abridged Preparing to Teach Transition to Trainer course by the end of 2021.

New Proactive Approach to Revisions of Apprenticeship Related Instruction offered through the WTCS

Starting in 2021, the WTCS and BAS adopted a 5-year cycle revision framework for all systemwide apprenticeship curriculum where related instruction is offered at more than one WTCS college. Approximately sixty systemwide apprenticeship programs have a documented curriculum standard model that will form the foundation for review of program and course outcomes and competencies. Apprenticeship faculty, industry sponsors and State Apprenticeship Trade Advisory Committees will be engaged in the review process. This proactive approach will ensure that learning remains current with industry needs and technological advancements. Program assignment within the 5-year cycle will remain fluid.

| Curriculum Review Completed 2020-21 | Curriculum Slated for Review 2021-22 |
|---|--|
| <ul style="list-style-type: none">• Carpentry (All)• Wastewater Treatment• Electrical (All)• Industrial Manufacturing Technician• IT-Service Desk | <ul style="list-style-type: none">• HVAC (ABC)• Mechatronics• Barber/Cosmetology• Bricklaying/Masonry• Industrial Electrical, Maintenance Technician, and E&I Technician |

| | |
|---|--|
| <ul style="list-style-type: none"> • IT-Software Developer | <ul style="list-style-type: none"> • Arborist • Electric Line, Metering Technician, and Substation Electrician |
|---|--|

Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of August 2021

The master [color-coded chart](#) of all apprenticeship programs with active related instruction offered through the WTCS colleges can be found on the MyWTCS website. “Active” is defined as approved programs with enrollments in the past two years.



This summary counts employers and apprentices, between 10/15/2021 and 10/15/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:
-Contract sector is 'Service'.
-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 | 88 | 6 | 6.8 | 5 | 5.7 | 0 | 0 | 88 | 100.0 | 17 | 0 | 0 | 17 | 100.0 |
| Arborist (0340868401801) | 88 | 6 | 6.8 | 5 | 5.7 | 0 | 0 | 88 | 100.0 | 17 | 0 | 0 | 17 | 100.0 |