Advisory Board Member Guide

www.coehsem.com

The Centers of Excellence were established in 2009 by statue in Washington State (HB 1323) under the State Board for Community and Technical College (SBCTC) to serve as designated statewide leaders in our industry-specific community and technical college's workforce education and training.

> *"It is the role of Centers to employ strategies to create educational efficiencies; build a diverse, competitive workforce for strategic industries; maintain an institutional reputation for innovation and responsiveness; develop innovative curriculum and means of delivering education and training; act as a broker of information and resources related to community and technical college education and training for the targeted industry; and serve as partners with workforce development councils, associate development organizations and other workforce and economic development organization."*

Our Board Members support our mission delivery connecting to and building relationships with strategic partners and support and advocate for our goal to provide effective leadership and coordination that rapidly responds to the interests of education institutions and employers in order to prepare a skilled workforce to help maintain our national security and ensure an effective response to all-hazard events through educational and training initiatives.

The chair of the Advisory Board in collaboration with the Center director and other Board Members**,** establishes the work plan/goal(s) of the Board each year. The Board chair, Center director and administrator are responsible for facilitating the work of the Board and setting the agenda for each meeting. The chair is responsible for leading the Board meetings.

The Center director, staff, and college administrators serve as consultants to the Board. The Center director acts as the main liaison to the college where they are housed and the State Board for Community & Technical Colleges regarding Board's activities and is responsible for keeping administration, board, and appropriate staff fully informed of Board activities. They are also responsible for ensuring logistical support for the Board's work.

Responsibilities of Advisory Board

Work Plan

Each year, the Center director and Advisory Board members work collaboratively to develop an annual work plan for the Center of Excellence based on the current and future needs in education, business, and industry. Work plans should be limited to the few most important activities that should be accomplished by the Board during the course of their year's work. Work plans should address for each activity: goals, steps, who will complete work, and desired completion dates.

Advise & Council

- Review labor market information to ensure that the occupational program area is in demand and that vacancies exist for future employment.
- Advise the Center as to the industry standards or certification required by the occupational area, and/or assist in the development of skill standards where appropriate.
- Assist the college and Center in conducting special events that benefit both the student, the college and the Center; e.g.…, career fair or Summit.
- Guide the Center to:
    - Help lead statewide education, curriculum, and training efforts that build a competitive workforce for Washington State.
    - Maximize capacity and minimize program duplication in the community and technical college system.
    - Identify educational pathways
    - Provide statewide coordination.
    - Help connect with K-12 system.
    - Support industry specific skill standards.

Public Relations

- Present Center and instructional program to local civic and service groups.
- Recommend/develop a marketing plan for increasing community awareness and value of the Center and instructional program.
- Participate in and promote special college/organizational events related to the Center.
- Promote, support, or influence legislation that will positively impact the Center.

SBCTC Expectations for Centers' of Excellence

In 2009, Washington became the first and only state in the nation put into statue to codify the Centers of Excellence. Homeland Security Emergency Management (HSEM) is one of ten Centers across the state to represent a sector strategy to serve as a resource to help discover economic development within its industry. In 2014 Center established Core Expectations below.

Core Expectations of Every Center:

Economic Development Focus:
Serve as partners with various state and local agencies, regional, national, and global organizations to support economic vitality and competitiveness in Washington's driver industries.

Industry Sector Strategy Focus:
Collaboratively build, expand and leverage industry, labor and community and technical college partnerships to support and promote responsive, rigorous, and relevant workforce education and training.

Education, Innovation and Efficiency Focus:
Leverage resources and educational partnerships to create efficiencies and support development of curriculum and innovative delivery of educational strategies to build a diverse and competitive workforce.

Workforce Supply/Demand Focus:
Research, analyze and disseminate information related to training capacity, skill gaps, trends, and best practices within each industry sector to support a viable new and incumbent workforce.

Basic Functions:

Establish a primarily industry-based Advisory Board with appropriate labor representation.

1. Convene, problem solve and disseminate industry-specific solutions with other agencies and groups as appropriate.
2. Provide and solicit updates to stakeholders on a regular basis.
3. Provide maximum efficiency and leverage available resources to support operations, new initiatives and emerging trends.
4. Be an effective broker among all colleges.
5. Continue to be a resource for the K12 system.
6. Maintain an accessible, highly functional, and relevant website.

Implementation:

Each center will develop an annual work plan with measureable outcomes in the context of the:

1. Core expectations.
2. Guidance of each center's industry advisory group.
3. State's initiatives on job creation.
4. State Board's priorities.
5. Community and Technical College system's priorities for developing career pathways and other innovative practices.

Vision, Mission, Values and Goals

Vision – Food for thought!

Provides leadership – collaborative leadership
Fosters innovation - innovative, cutting edge education and training
Transforms HSEM workforce – strive to create change and innovation in CTC system
Ensure the state a highly skilled, diverse, vibrant HSEM workforce
Identifies opportunities to build capacity – meet diverse workforce needs
Inspire future thinking to meet challenges and demands of 21st century

Mission and Values

Our mission is dedicated to delivering dynamic Homeland Security Emergency Management training, education and resource support statewide in collaboration with our community and technical colleges, their partners in the community, local, state, and tribal governments, and business and industry partners in order to build our state's economic liveliness and community along with industry resilience to recover from all- hazard events.

We value the fostering connections that are mutually beneficial and effective that will help endure a collaboration in communicating HSEM education and training within our communities, and business and industry. With the capable use of the resources our state offers for workforce development activities we can access cooperation within the community and technical college system.

To evolve in a diverse and technologically advancing industry we support services that will ensure the appropriate technological systems training and education needs will be met.

To ensure that the Center's work is as transparent as possible, our "About Us" Section on our website hosts information about our Advisory Board and Staff, monthly activity, quarterly and annual reports, information briefs, newsletter, web statistics and our early calendar. www.coeshsem.com

Center's Goals

- Provide effective leadership and coordination that rapidly responds to the interests of education institutions and workforce training needs of the Homeland Security Emergency Management business and industry sectors across the State of Washington.

- Support and enhance economic development through collaborative process and partnerships by supplying leadership training and coordination that meets the needs of education and industry standards.

- Build community and economic resilience with our statewide partners which will help to protect the public and support economic vitality.

- Promoting and establishing a clear educational and career pathways in Homeland Security Emergency Management and other related fields to advance the state's critical mitigation, preparedness, response, and recovery industry needs.

- Serve as a resource that creates and shares model curricula, educational pathways, degree/certificate programs, industry specific skill standards, and best practices.

- Support and assist all of the 34 community colleges in the state on how to prepare and recover from an all-hazard event.

Strategic Discussions

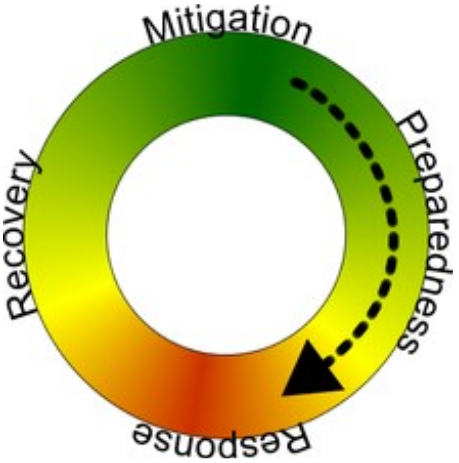
The Center's Board holds an annual strategic planning session which analyzes the Center's efforts and effectives based on our experience and knowledge of the industry, relations and creditability with key industry leaders and our ability to interact and collaborate with our many partners in education, government, private industry and on-profit organizations. The Board and Center intentionally partners with private sector to expand our Board Membership and work to build diversity for each career field we represent. Our members includes our state's tribal governments.

Center's Services

- Facilitates and provides training and education to our community/technical colleges, public agencies, private sector organizations and our local communities.
- Helps prepare a skilled workforce to maintain our national security and effectively respond to all-hazard events through education and training initiatives.
- Serves as a liaison with business and industry to the colleges' faculty and administration with local, state, tribal and federal government.
- Works directly with the State Community and Technical Colleges' to enahnce the safety and security of the campus and their communities through advocacy, collaboration and partnerships which includes training, and professional development.
- To inform organizations and businesses about technical assistance and expertise on current regional, state and national security initiatives through activities that will help with economic development.
- Works with the continuation to help communities and its partners to prepare for disasters and build community resilience that is essential for economic recovery.
- To help students and industry workforce to access and distribute industry news and training programs via website: www.coehsem.com.
- Locate degree/certificate programs and continuing education.
- Discover education and career pathways.
- Have access to programs that upgrade skills in reading, writing, communicating, and mathematics.
- Collaborate with business and industry partners with educational institutions to address workforce training needs.
- Locate skilled employees from the community and technical college system.
- Have access to learning options for current employees in selected emergency management or Homeland Security related subjects
- Provide support for curriculum development, enhancement and expansion.
- Provide access to resource, training and education that can better prepare a community on how to deal with an event that is disastrous.

Center's Partnership Opportunities

Washington State's all hazard emergency management industries are both challenging and changing. Jobs within the career pathways in these industries are varied and becoming more specialized and technical. This includes all jobs that are part of the emergency management life cycle; Mitigation, Preparedness, Response and Recovery.



The Center of Excellence for Homeland Security Emergency Management offers access to innovative curriculum, tailored training, and qualified instructors and knowledge about the workforce opportunities within the industry sector. The role of our Center is to link education and industry together to meet the increasing needs of Washington State's economy and help to ensure through a variety of initiatives that will help our state's economy recover and be sustained after a disastrous event.

As technology expands, the potential for workforce training, customizing education and curriculum, the growth of partnerships will grow continually. Jobs that are related to Homeland Security Emergency Management in Washington State are diverse as the hazards we must prepare for in order to keep civilian and our economy safe.