<div align="center">

**CoE-HSEM Advisory Board Meeting Minutes**
**Lower Columbia College; Longview, WA**

**3/8/19**

</div>

**Attendance:** Rich Axtell, Lorraine Churchill, Dan Guerrero (Zoom), Darren Linker, Denise Mack (Zoom), Curry Mayer, Amelia Phillips (Zoom), Celia Taylor, Steve Vincent (Zoom), and Morgan Zantua (Zoom)

**CoE Staff:** Linda Crerar, Kellie Hale, Ryann Leonard (Zoom), and John Ufford

**Guests:** Robert Lord, Lewis McMurran, Bryon Noel, Peter Rekers (Zoom) Ed Thomas (Zoom), Joe Wilcox and Joe Zaccaria (Zoom)

**To view or listen to the Zoom recording of the meeting, click <span style="color:red">here</span> starting at 2:53:09 to 6:06:49.**

Curry Mayer called the meeting to order starting with "Welcome and Intros" of everyone.

Motion to approve the November 2, 2018 Meeting Minutes – Motion Approved

**Discuss morning networking event including take-away and follow up.**

The Center hosted a Business & Industry Professional Networking Breakfast in the morning from 8:30 a.m. to 10:30 a.m. There were three presentations the attendees got the listen to from Byron Noel (Program Coordinator for the Unmanned Systems degree program at Big Bend Community College, Darren Linker (Program Coordinator for Occupational Safety & Health degree program at Pierce College and Edmonds Community College), and Robert Lord (Program Coordinator for the Fire Command degree program at Pierce College).

Curry expressed that she wanted to hear from the Board members (in person and on Zoom) about their thoughts on having these programs as viewed as critical pathways or at least a connection to critical pathways.

It is important for Board members, employers, and educators to understand how these HSEM pathways can be implemented, but also beneficial.

Celia Taylor mentioned how Pierce County's Public Works are the drone operators. The County Executive/leadership is interested in expanding the role of Pierce County's Public Works in support of disaster assessments. Making sure the training is relevant to fit the needs of the organization like public works and emergency management.

Byron Noel replied with how the curriculum for the Unmanned Systems at Big Bend CC can be applied in areas such as law enforcement and emergency management. It can be branched out through specialized offerings as the program matures.

One of the concerns that was brought up was the recreational use of marijuana and how it is going to be an ongoing issue. Increasingly so in the coming years ahead. Drug use, despite marijuana being legal in some states, is holding students back from getting jobs at the federal level. Students need to be aware of the issues. That just because marijuana is legal in some states, they are disqualifying themselves from certain career pathways at the federal level.

Byron explained that if a potential student comes into the Unmanned Systems program with a prior drug conviction, then it does stop them from being able to obtain a license in certain states where marijuana is not legal. This does create a big of a disconnect. The licensing for Unmanned Systems goes through the federal government. Then students have to go by the federal government rules for drug and alcohol use.

Ed Thomas asked if the school is liable if a student crashes a drone due to being on drugs.

Byron replied, "We cannot invade students' privacy. However, it is a concern. Unfortunately, the school has a reactive approach, not a proactive approach. Thankfully, we have been successful so far."

How can the Center and the Advisory Board support the UAS Drone program?

Schools should get involved in the consortium and learn more about our program is a good way to show support.

The collaborating college model is a great way to sustain a degree program. The first time it was done was with Pierce College's HSEM degree program when Linda was the Program Manager. Since everyone uses one platform, such as Canvas, the same curriculum can be used at different colleges. There is no need for replication, as colleges do not have the money to stand up designer programs. A collaborating college model is the best way to go.

Ryann Leonard shared how the collaborating college model is beneficial to colleges, "Some of the work we have been doing at Big Bend CC, and we have processed map the HSEM degree program with my college to Pierce College. It is important to have a mapping system to make it easy for everyone involved, particularly the students. There is a cost differential between the colleges."

How can we support the Fire Command program?

Robert Lord said, "We are really looking at the leadership and management component in the Fire Command program. "

There are 34 community and technical colleges across the state of Washington. Some of the Board members brought up the need to bring in other program managers and employers from different areas to have the input from them and essentially ask them "How can we make your programs successful?"

A summit could help with that issue. In the past, the Center used to put on an Educators and Practitioners Summit. This was a much bigger event, than the Forums the Center puts on now. The last Summit the Center organized was in 2015 to celebrate its 10-year anniversary. Putting

on these types of Summits are costly and time consuming. There needs to be an easier and cost efficient way for the Center to bring together educators and practitioners to provide them with insight on the programs related to HSEM (e.g. CJ, Fire Command/Service, EMT/EMS, Occupational Safety & Health, and Unmanned Systems) at the community and technical colleges.

**Review Center's 2018-19 Work plan and Annual Report**

The Center writes up an annual work plan that highlights certain activities to be accomplished throughout the year. The Center's Advisory Board, Pierce College, and the State Board for Community and Technical Colleges approve the annual report.

For the past 4-5 years, the Center's work plan has developed themes for the activities such as Securing the Supply Chain Forum that is a collaboration with the Center of Excellence for Global Trade & Supply Chain Management, Career Connected Pathways, Public Safety/Security/ Cyber-Security Program Assessment/Enhancement, and Women in Leadership.

For the last two years, Linda created the Center's new layout for its annual report titled "17 Reasons Why We're Proud of 2017" and "18 Reasons Why we're Proud of 2018."

This new layout is more attractive and gets people to actually read the annual reports.

*CJ Career Pathway Workgroup* - On Nov. 1, Center hosted the fall quarter CJ Pro-gram Managers meeting which was attended by 13 of our 20 CJ Program Manager's and faculty to review the CJ Core Curriculum recommendations. At the end of meeting, 15 of our 20 CJ college pro-grams agreed with the five core courses discussed & agreed w/submitting to SBCTC approval for common course numbering. Goal for the core curriculum is the have a set of core courses that can be used across the colleges in the state. This is to help establish for employers CJ graduate students will graduate with certain skills.

Five core courses:
1.) CJ & 101 Introduction to Criminal Justice
2.) CJ & 104 Introduction to Policing
3.) CJ & 105 Introduction to Corrections
4.) CJ & 106 Juvenile Justice
5.) CJ & 110 Criminal Law

Next phase to map out outcomes for core courses. . Skills that students are lacking are the soft skills (e.g. critical thinking, communication, collaboration). How do we assess these competencies?

For example, communication competencies could be evaluated through written or oral. Overall list of competencies to see where they could fit within certain courses. Communication classes could be highlighted for students and the competencies. Embed competencies that strengthen the program and students' skills. It provides marketability for students looking to get hired in the field.

Core competencies:
1.) Communication – Execute effective oral and written communication skills related to their discipline (e.g. report writing).
2.) Computation – Execute mathematical reasoning using methods to the profession.
3.) Human Relations – "Play well with others." Students will be able to recognize or articulate personal/interpersonal aspects of, or connections between diverse, cultural, social, or political contexts. Students will be able to demonstrate teamwork, ethics, appropriate safety awareness and/or workplace specific skills. Demonstrate an appropriate, calm, and respectful demeanor in interpersonal interactions. Even temperament with all human contacts. Collaboration, ethical conduct, cultural diversity, and professional conduct.
4.) Critical thinking/problem solving – Students will be abler: to solve problems by gathering, interpreting, combining and/or applying information from multiple sources.

***Centers of Excellence Partnerships and Collaborations for Industry Sectors and Career Pathways (Agriculture, Allied Health, and Supply Chain) -*** The "Pathways to Resilience" Securing the Supply Chain Forum which was held October 26, 2018, at Walla Walla Community College at the Water & Environmental Center. This year's Forum expanded the concepts presented in 2017 with renewed goals of increasing awareness of food protection, security, response to emergencies and defense of our agriculture and food based economies, and arable and availability. Lindsey Williams, Director of the Agriculture and Natural Resources Center of Excellence, "No Farms, No Food…this adage, from American Farmland Trust, was accurate, and eye-opening. We have a responsibility to protect, promote, and create resiliency in whatever ways we are able, to maintain a safe, bountiful, and accessible food supply. Over 60 students, faculty, agriculture businesses and community members joined us for the day. The Forum discussed how the supply chain could be both secure and vulnerable at the same time. Participants discussed the importance of collaboration across companies, farmers, producers and regulators. During the final session of the day panelists and participants discussed the need for a highly educated and trained workforce in the food safety, security and defense fields and also what impacts technology are having on the field. The Centers for Agriculture, Supply Chain Management and HSEM sponsored this event and it was "live streamed" on Facebook and our websites will have videos.

In the fall, the Centers of Excellence for HSEM, Global Trade, and Allied Health will host their sixth Securing the Supply Chain Form at Lake Washington Technical College. The planning workgroup has identified several issues they want to see addressed during the Forum. Michael Loehr, Chief of Emergency Preparedness and Response at Washington State Department of Health, has agreed to be a part of our planning sub-committee.

Potential components of a workshop:

1. Convey facts about medical supply chain (what is it, how extensively do we rely on it).

2. Describe challenges and vulnerabilities to our supply chain (real world examples).

3. Describe ways in which we are improving timeliness and breadth of Intel gathered and shared across emergency management systems.

4. Describe response strategies in development and implemented in real-world incidents.

5. Describe approach to mitigating medical supply chain disruptions.


**Future of Work Task Force - Workforce Training & Education Coordinating Board –** Joe Wilcox and Lewis (Lew) McMurran from Washington's Workforce Training & Education Coordination Board were in attendance at the Board meeting. Both are Co-Managers on the Future of Work Task Force and talked about the "Fourth Industrial Revolution."

Some call it the Fourth Industrial Revolution. Others consider it a digital divide. What is clear is we have entered a period of rapid technological change that is profoundly impacting the way we work and do business, and will continue to do so in ways we can't fully foresee.

With robots and software programs, fueled by the advancements of artificial intelligence (A.I.), are becoming increasingly proficient at performing an array of tasks more efficiently and accurately than the humans who created them. Technology is dramatically reshaping our environment, the economy, and the way we live.

How can Washington State's workforce and business continue to prosper together in the future?

In the summer of 2018, Washington's Legislature created and funded the Future of Work project to investigate this future. The project, signed into law by Governor Inslee, included the creation of a 16-member Task Force made up of legislators, business, and labor leaders. The Task Force's tri-partite structure was designed to achieve meaningful change by advancing the goals of all participants through mutual collaboration and agreement.

Research and analysis, along with input and feedback among individual Task Force members and Task Force staff, resulted in the development of 10 policy areas for future study. The Task Force will explore these policy areas further in 2019 for the purpose of developing specific policy recommendations with special consideration for equity and inclusion.

1. Some of Washington's current workforce needs to be retrained, reskilled, and upskilled to keep pace with changes in technology, the environment and business practices that have the potential to create ongoing disruptions across a wide range of industries and sectors.

2. Gains in business productivity, although slowing over the past decade, continue to outpace wages.

3. Many jobs considered "high demand" pay low wages and offer limited on-the-job training, minimal advancement opportunities, inconsistent and unpredictable schedules, and few benefits. A robust "future of work" strategy must address the fact that many of the fastest growing jobs do not provide a living wage, or opportunities for career advancement, spurring further income inequality for a growing number of workers.

4. Many businesses outside of the state's major urban areas do not have access to research, engineering, fabrication, testing and modeling, or the capital needed to invent or adopt new technologies, to remain competitive.

5. Partnerships between among businesses, workers, and the public sector can lead to advancements in workforce development, and spur the adoption of new technology within a community, or industry sector. Washington has invested in numerous pilots and demonstrations where such partnerships have proven successful, but not sustainable.

6. Rural economies face different economic and workforce development challenges than urban areas.

7. Public infrastructure, including broadband internet access, is necessary for businesses to remain competitive and to create more quality job opportunities. It is also needed to provide access to educational opportunities for learners of all ages. However, it is unevenly distributed across the state.

8. Additional information is needed to more accurately and efficiently match jobseekers with employers, and jobs, across the state. Jobseekers often do not know which skills are needed for particular jobs and lack a clear pathway to obtain these skills.

9. Workers engaged in alternative or contingent work arrangements, including those who earn a living through independent contracting and the gig economy, lack a steady paycheck, or key employer-provided benefits, such as retirement savings, health insurance, or paid sick or parental leave.

10. Periods of self-employment and business ownership are becoming more prevalent for many workers, sometimes by choice, sometimes not. Washington is among the easiest places to open a business, but has a higher than national average failure rate of business start-ups.

In 2019 the Task Force will explore in depth the 10 policy areas identified in this report. The two primary means of information gathering during this phase will be through the identification and analysis of data and research, as well as stakeholder engagement across a broad economic, cultural, social, and geographic cross-section of Washington.

What will be included in next year's report?

In addition to policy recommendations, next year's report will include a description of Task Force activities throughout the year, including:

• Proceedings of Task Force meetings.

• Deliberations and actions taken by the full Task Force or the Executive Committee.

• Stakeholder engagement activities.

• Research undertaken by the Task Force.

• Other duties and responsibilities bestowed upon the Task Force, including identifying policies and practices that will help Washington's businesses, workers, and communities thrive

economically while responding to rapid changes in technology, workplace practices, environmental and security issues, and global interdependence.

• An inventory of current and future trends and factors projected to drive transformation of business and work over the next 25 years.

• Research and promising practice information from state, national, and international sources, and case examples when possible.

• Input collected from employers and workers from Washington's major industry sectors, ensuring every region of the state is consulted.

• Relevant metrics identified along with a possible dashboard for tracking the state's success addressing future of work issues.

• Analysis of readily available data sets and identification of new data that should be collected and by whom.

• Consult with existing public and non-profit organizations that support business or the workforce on how to work more effectively in a transformational environment.

Book recommendation from Morgan Zantua, Board member: ***Future Jobs*** *by* **Edward E. Gordon**

**Discussion re: future program certificates or concentrations**

*Food Defense Certificate* – Joe Zaccaria, a Senior Fellow for the Center, and Linda have been working with Claudia Coles and the Center of Excellence for Agriculture and Natural Resources about food safety and security. Discussions for this topic started two years ago when the HSEM Center of Excellence, and Global Trade & Supply Chain Management Center of Excellence had their annual Forum on 'Farm to Fork: Food Safety in the Supply Chain'.

Areas of criminal justice and emergency management could be utilized throughout food safety, security, and defense. With Joe as out expert in that area and was one of our speakers at the 2017 and 2018 Securing the Supply Chain Form on the topic of agriculture and food safety.

Terminology –

Food safety: Has to do with the accidental contamination of a food product (e.g. E.coli and other various outbreaks). These outbreaks either can be naturally produced or by accidental means.

Food Defense & Protection: Guarding against intentional adulteration of a food product. That is when someone (either an insider or an outsider) with the intent/goal to contaminate food to cause illness, mass illness, and/or death.

Food Security: The United Nations had co-opted that term long ago. It is about the supply of food globally.

**Potential Micro Certificates –**

- Food Safety & Food Defense
- Food Safety Modernization Act – FSMA
- Food Safety• Food Defense & Protection

- Intentional Adulteration (IA) Larger food producers with sales over $10M required by July, 2019 (this year!) to have:
    - Vulnerability Assessment specific to IA
    - Food Defense Plan + Updating• Examination of Key Activity Types (KATs)Professional Security Management personnel are stretched so FSMA duties sometimes fall to:
    - Environmental Health & Safety (EHS) Workers (sometimes EHS&S - for security)
    - Sometimes Food Safety people No "law enforcement" situational Awareness – People Sometimes Do Bad Things Intentionally, not only by Accident!
    - Tasked to perform IA Vulnerability Assessments
    - Security Tech admin
    - Corporate America - GSOC / SOC Operations and know-how

*Crisis Communications* – Another opportunity for a micro certificate. There tends to be communication issues (or lack there) when crisis occurs that will make or break one's ability to have a good outcome.

Peter Rekers, also a Senior Fellow for the Center, heads up a diverse and versatile team of specialists with extensive real-world crisis experience called Crisis Ready. The organization offers a unique blend of practicality and creativity, which informs all the work we do. There work in government and corporate sectors means we understand complex reputational crises.

Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook: https://knowledge.aidr.org.au/resources/handbook-12-communities-responding-to-disasters-planning-for-spontaneous-volunteers/

Mental health and volunteer management are other credit/non-credit micro certificates the Center is looking into to be able to offer through Continuing Education.

Action Items -

- **Micro Certificates**: Specialty areas such as crisis communication, disaster mental health, volunteer management, food safety/defense/protection/security attached to degrees or as standalones will be important. This will help to provide a lot of access for people who may not have a lot of time to go back to school or who already have a degree and looking for a specializing in an area.
- Need for an all college/employer Summit to bring together practitioners (employers/professionals), educators (faculty) and students. This would be to inform others about the All-Hazards EM programs such as Criminal Justice, Fire Services/Fire Command, EMT/EMS, Occupational Safety and Health, UAS/Drones, and HSEM.

- Draft activity report for 2019-20 work plan. Send out draft to Board members in April. Set up meeting via Zoom with Board to discuss Center's 2019-20 work plan. The final work plan will be submitted by the end of June 2019 to the State Board once the Center's Advisory Board and Pierce College approves.

**NOTE: Please be sure to read the Center's monthly Confluence Magazine as it has a recap of what the Center has been up to, along with information/status update about our activities. It also has information about Workforce Education, the State Board, the Centers of Excellence, etc.**

**All of our editions of Confluence can be found here: [http://www.coehsem.com/confluence-news/](http://www.coehsem.com/confluence-news/)**

**Meeting Adjourn: 3:17 p.m.**

**Dates to Remember**:

May 2019 – Advisory Board Zoom Call to go over the 2019-20 Work Plan.

October 2019 – Securing the Medical Supply Chain Forum (Date and Location TBA)

November 2019 – Advisory Board Meeting – Holiday Celebration