



# Advisory Board Member Guide

[www.coehsem.com](http://www.coehsem.com)

The Centers of Excellence were established in 2009 by a Washington State statute (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 educational institutions and employers 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 establish the work plan/goal(s) of the Board each year. The Board Chair, Center director, and administrator are responsible for facilitating the Board's work 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 primary 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 the 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.

#### **Advice & 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 developing 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 o Provide statewide coordination.
  - Help connect with the 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.
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## **SBCTC Expectations for Centers' of Excellence**

In 2009, Washington became the first and only state in the nation put into statute 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 Washington's driver industries' economic vitality and competitiveness.*

#### **Industry Sector Strategy Focus:**

*Collaboratively build, expand and leverage industry, labor, and community, and technical college partnerships to support responsive, rigorous, and relevant workforce education and training.*

#### **Education, Innovation, and Efficiency Focus:**

*Leverage resources and educational partnerships to create efficiencies and support curriculum development 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 solves, and disseminate industry-specific solutions with other agencies and groups as appropriate.
2. Provide and solicit updates to stakeholders regularly.
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 measurable outcomes in the context of the:

1. Core expectations.
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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 the 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 the challenges and demands of the 21<sup>st</sup> 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 to build our state's economic liveliness and community along with industry resilience to recover from all-hazard events.

We value the fostering connections mutually beneficial and effective to help endure a collaboration in communicating HSEM education and training within our communities, and business and industry. With the capable use of our state's resources 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.

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, newsletters, and web statistics, and our early calendar. [www.coeshsem.com](http://www.coeshsem.com)

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### **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 processes 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 to protect the public and support economic vitality.
- Promoting and establishing 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 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 effectiveness 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 non-profit organizations. The Board and Center intentionally partner with the private sector to expand our Board Membership and work to build diversity for each career field we represent. Our members include our state's tribal governments.

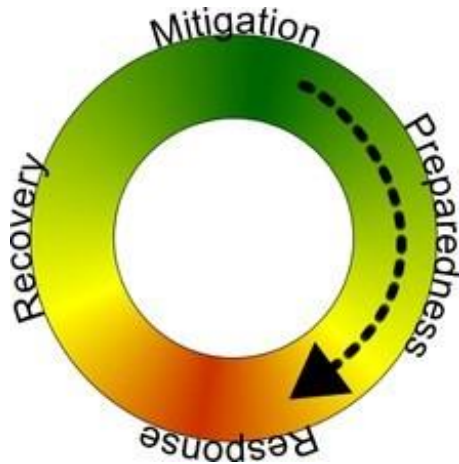
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## Center's Services

- 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 governments.
  - Works directly with the State Community and Technical Colleges' to enhance the safety and security of the campus and their communities through advocacy, collaboration, and partnerships, including 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 their partners prepare for disasters and build community resilience essential for economic recovery.
  - To help students and industry workforce access and distribute industry news and training programs via the website: [www.coehsem.com](http://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 resources, training, and education to better prepare a community for dealing with a disastrous event.
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## 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. Our Center's role is to link education and industry together to meet the increasing needs of Washington State's economy and help ensure through various 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, and partnerships will grow continually. Jobs related to Homeland Security Emergency Management in Washington State are diverse as the hazards we must prepare to keep civilians and our economy safe.

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