WTCE Cyber Advisory Board Handbook

Purpose of WTCE Cyber Advisory Board

The mission of Workforce Training and Continuing Education's (WTCE) Cyber Advisory Board is to: Identify quality-training opportunities to mitigate the skills gap felt in the Computer, Technologies, and Cybersecurity fields. All opportunities identified and pursued will directly align with Workforce Training and Continuing Education's purpose which states:

"We drive economic prosperity in our community. We accomplish this by teaching in-demand skills for work and life."

Additionally, we align with the College of Eastern Idaho's mission:
- ➢ We are student centered
- ➢ Provide open-access to quality training
- ➢ We meet the needs of our regional employers and communities
- ➢ We support community engagement related to Computer, Technologies, and Cybersecurity

General Advisory Board Framework

An advisory board is a group that is:

- recognized for their expertise in their specific occupational area
- made up of business, industry and labor representatives of the occupation(s) for which training is provided, and
- organized to advise WTCE personnel on matters concerning upcoming program needs (new certifications or trainings)

Advisory board can be shared between Workforce Training and Continuing Education, education, and appropriate geographic representation by business and industry representatives. This is especially helpful in ensuring alignment with training and educational needs of the business community.

Board Size

The size of the advisory board may vary by the size of the community, scope of the Cyber, Technology, and STEM program, diversity of businesses and industries in the community, and purpose of the board. Size may also vary over time to align with specific board activities. Boards should be large enough to reflect the diversity of the community, yet small enough to be managed effectively.

- Boards with fewer than seven members tend to be less effective as they may have limited perspectives, inadequate information on a number of target jobs, and too few employers represented.
- Boards with more than 12 members can become unmanageable.
- The board will strive to maintain membership of 7 to 12 participants. This is a goal and not static.

Length of Service

To ensure continuity of community involvement, we would like each member to serve for up to one academic year. With that said, there is understanding in why a member may need to step away due to job changes or change in focus. At the end of each academic year, we will assess the board's role and any changes that may have occur with program or within industry to determine if change in course is needed.

Governance

Chair is identified and appointed by Workforce Training and Continuing Education Leadership. Board members are by invitation from the board Chair and selected in partnership with Workforce Training and Continuing Education Leadership.

Meeting Frequency

The frequency of meetings will be monthly with a minimum of one per quarter and will be at the determination of Chair and WTCE Leadership.

Specific Roles and Responsibilities

As boards are developed and conduct their ongoing business, members may be assigned specific roles and responsibilities that align with individual roles on the board and within the community.

Industry representatives
- Offer feedback on potential program offerings
- Review and comment on potential programming materials
- Complete annual member survey
- When appropriate, support for specific programming needs

Role of Program Manager
- Work with chair to schedule meetings and create agendas
- Supply draft agenda to Chair 2 weeks prior to meetings
- Send agenda to members 1 week prior to meeting
- Orient new board members
- Take meeting minutes
- Produce quarterly newsletter
- Reporting as deemed necessary

Role of WTCE Leadership
- Provide insight support as needed
- Offer reporting to President and PAC if requested
- Appoint Chair

Selection of Members and Appointment Process

Board members should be appointed using the guidelines outlined below and a standard selection process. Members will be selected by WTCE Leadership with council from Chair. Chair will invite members to join.

1. Develop a list of prospective members that include several key characteristics.
   a. Representatives of:
      i. business/industry
      ii. local community
      iii. general geographic area to be served
      iv. programs at other schools
   b. People who:
      i. have recent related experience
      ii. are available to attend
      iii. have an interest in education and the program
2. Send an invitation letter to prospective new member (signed by Chair) that includes the date, time, and location of the next board meeting.
3. Once the member has accepted it, Chair will send a formal letter of appointment.

Each member is asked to provide one potential new member for the following academic year. We ask that each member provide a brief bio.

Board Meetings

Conducting the First Meeting

The initial board meeting is critical, as it provides the foundation to engage the interest and support of board members. It is essential that the program manager contacts members and organizes an agenda well in advance. In addition, the program manager may want to have discussions with new members to ensure that at least one individual is willing to step up as chair.

Organizing and Conducting Meetings

Meeting once per month and no less than one per quarter. At least one tour of industry per academic year.

The Chairperson

The chairperson collaborates with and gains member participation to make appointments to subcommittees and to determine dates for completion of subcommittee tasks. The chair should be familiar with Roberts' Rules of Order and should have the ability to lead.

The chair's responsibilities include:

- Coordination with board program manager to establish meeting dates and call the board together when appropriate
- Developing the meeting agenda with the program manager
- Seeking consultants for advice on specific problems
- Presiding at meetings and ensuring agenda and schedules are followed
- Promoting the board's role as an advisory, not policy-making, body
- Helping members gain consensus on issues
- Reviewing minutes with the secretary for accuracy

- Representing the advisory board at various official functions as appropriate
- Assigning/organizing sub-committees, standing committees, and ad hoc committees
- Maintaining communication with members, program representatives, and board members
- Resource for strategies for developing and completing the program of work
- Recruiting members for the advisory board
- Following up on board decisions to ensure that they are acted upon when appropriate

The Vice Chairperson

The vice chairperson is familiar with all the duties and responsibilities of the chairperson and will assume these responsibilities in the absence of the chairperson. In the absence of the chair and vice chair, program manager will assume responsibilities.

Vice chair will be appointed by WTCE Leadership and Chair.

The Program Manager

The success of the advisory board depends a great deal on the program manager, who serves as the board secretary. The secretary must devote enough time and attention to keep the board actively involved in the Cyber, Technology, and STEM program. The secretary plays a dual role, switching from leader to helper, depending on the needs of the board.

The secretary's responsibilities include:

- Coordinating meeting arrangements
- Developing meeting agendas with the chairperson and distributing them the board members in advance of the meeting
- Acting as recorder for the board (e.g., coordinate all mailings, take minutes, compile board recommendations for the program)
- Reviewing goals and objectives with the board
- Providing members with resource materials and program information
- Initiating and facilitating discussion during each meeting
- Providing feedback to members on the results of their recommendations
- Compiling and maintaining contact information and background data from board members, including e-mail addresses
- Development of any requested reporting measures

5

Ongoing Board Activities

All members of the WTCE Cyber Advisory Board have the following responsibilities:

- Attend and engage in meetings regularly
- Assist with development of the program offerings
- Respect other board member views
- Help reach consensus on issues
- Maintain objectivity and concentrate on the program's needs
- Make recommendations
- Accept assignments for subcommittees

Developing the Annual Programming

Investing time in developing a quality program plan will guide the board for the remainder of the year. Align the program plan with the reasons for having a cyber advisory board. As a reminder, these are:

- Bring focus to important program outcomes
- Bring training expertise to the table – they provide on-the-job training to their employees and can share best practices
- Provide students and staff with new opportunities – internships, work experiences, exposure to career options
- Connect you with the larger community – board members have colleagues and friends that they can engage as appropriate
- Advocate on behalf of your program

To make it even simpler, the action items can be developed under the following objectives:

- Outcomes
- Resources – Curriculum & Expertise
- Exposure to Work/Careers
- Advocacy

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