



ADVISORY COMMITTEES

Professional-Technical Programs

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**COMMUNITY AND
TECHNICAL COLLEGES**
Washington State Board



OVERVIEW



AGENDA

- Regulations and Policy
- Programs
- Committee Meetings
- Membership Representation
- Committee Duties
- Training
- Committee Engagement
- Tracking and Documentation
- Perkins

PURPOSE

This training will help ensure that advisory committees are effective, engaged, and aligned with industry needs to support student success while meeting state and federal requirements.



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REGULATIONS AND POLICY

RCW 28B.50.252

Districts offering vocational educational programs—Local advisory committees

(1) Each local education agency or college district offering vocational educational programs shall establish local advisory committees to provide that agency or district with advice on current job needs and on the courses necessary to meet these needs.

RCW 28B.50.252

(2) The local program committees shall:

- (a) Participate in the determination of program goals;
- (b) Review and evaluate program curricula, equipment, and effectiveness;
- (c) Include representatives of business and labor who reflect the local industry, and the community; and
- (d) Actively consult with other representatives of business, industry, labor, and agriculture.

WA STATE PERKINS V PLAN

- Ensure that all programs have active, well-functioning, and representative advisory committees consistent with the requirements of Perkins V and state law.
- SBCTC must review advisory committee composition.
- Committee made up of members representing employers, employees, labor and, as appropriate, apprenticeship programs.
- College will use the Perkins data dashboard to analyze the performance indicator data and discuss the findings with professional/technical advisory committees.

SBCTC POLICY 4.40.20

Advisory Committees for Professional-Technical Programs

- Each community and technical college or college district is required to have an industry advisory committee for each program and to follow approved College Advisory Committee Procedures.
- *Professional-Technical Advisory Committee Procedures*
 - Defines advisory committees, membership, and required training
 - Chapter 4.40 – Found under Policy Resources

SUGGESTED COLLEGE POLICY ELEMENTS

- **Purpose and Role** – development, evaluation
- **Structure** – program, regional, joint K12/CTC
- **Membership** – representation, efficacy
 - appointment and removal, voting/von-voting
- **Functions** – advise, assist, advocate
- **Meetings** – frequency, format, documentation and reporting
 - quorums, votes
- **Terms of Service** – years, reappointment
- **Required Training** – ethics, role, responsibility



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PROGRAMS

REQUIREMENTS

- Each community and technical college or college district is required to have an industry advisory committee for each program
- Advisory committees are appointed by the college administration for each professional-technical program or program cluster.

GUIDANCE

- The advisory committee may be formed for a single program, a group or cluster of like programs within a college, or a regional committee for a single program or cluster of like programs in a geographical region.
- If the program cluster or regional advisory committees are used, colleges should ensure that professional-technical program areas are adequately represented.

EXAMPLES

- Combining within Areas of Study
- Regional Collaboration with other Colleges
- Joint Secondary and Post-Secondary Advisory Committees



COMMITTEE MEETINGS

REQUIREMENTS

- Meet at minimum twice each calendar year.
- Must have quorum for all decisions, votes, or recommendations to be official.
- A quorum consists of a simple majority of official voting members currently serving, unless otherwise defined by the college in local policy.



PARTICIPATION

Challenges:

- Lacking Quorum
- Lacking Employer, Employee, Labor Representation
- Lacking Engagement

Opportunities:

- Membership Poll: Time, Location, Challenges
- Engagement: Celebrate Success, Campus Events, Lab/Classroom Interactions

BEST PRACTICES

1. Plan Strategically

- Schedule in Advance to Avoid Conflicts

2. Communicate Clearly

- Send Timely Reminders
- Provide Agendas Early
- Clarify the Importance of Attendance

3. Use Technology

- Hybrid Options

BEST PRACTICES

4. Build Accountability

- Attendance Policies
- Track Attendance
- Assign Roles

5. Offer Flexibility

- Alternative Dates/Times
- Proxy or Alternate Attendance

BEST PRACTICES

6. Follow Up Effectively

- Check-In with Absentees
- Review Attendance Trends

7. Foster Meaningful Relationships

- Personalized Engagement
- Encourage Networking



MEMBERSHIP REPRESENTATION

REQUIREMENTS

- Document an advisory committee member appointment process involving college administration that sets term limits with allowed exceptions.
- Advisory committee members must be formally appointed by the college — in writing for a specific term limit (i.e., one, two, or three years).
- The college may re-appoint members for additional terms when appropriate.

REQUIREMENTS

- Advisory committees are appointed by the college administration for each professional-technical program or program cluster.
- Document advisory member inventory on [SBCTC Advisory Committee Membership](#) or a form developed at the college containing the same information.
- A college not satisfying all required advisory committee membership categories must document their efforts toward meeting the requirement.

GUIDANCE

- Voting members not attending at least 50% of the scheduled meetings, in a calendar year, should be replaced in order to maintain a viable committee.

BUSINESS/INDUSTRY

Definition

- Refers to the sectors and entities that are directly involved in the production, distribution, and provision of goods and services.
- **Businesses:** Companies and enterprises that operate in various fields such as manufacturing, technology, healthcare, finance, and more.
- **Industries:** Broader categories that encompass multiple businesses within a specific sector, like the automotive industry, information technology industry, or healthcare industry.

EMPLOYEE/INDUSTRY REPRESENTATIVE

Definition

- Individual employed in an industry sector closely aligned with the instructional program or pathway represented by the advisory committee.
- Includes managers, supervisors, or front-line employees, as documented by the college.
- Includes represented and non-represented individuals.

EMPLOYER/INDUSTRY REPRESENTATIVE

Definition

- Individual employed as a hiring authority, owner, or partner in an industry sector closely aligned with the instructional program or pathway represented by the advisory committee.

LABOR/INDUSTRY REPRESENTATIVE

Definition

- Union represented individual employed in an industry sector closely aligned with the instructional program or pathway represented by the advisory committee.
- Union leader/leadership of an industry sector closely aligned with the instructional program or pathway represented by the advisory committee.

INDUSTRY

- The system's industry-specific Centers of Excellence maintain close working relationships with business and labor in their industry sectors.
- Center directors and staff can aid with the identification of labor, industry, and business connections for advisory committee membership.

LABOR

- Where organized labor represents workers in an industry sector, union members must be included as employee representatives on the advisory committee.
- Where organized labor is not active in an industry sector, workers employed in that sector must be represented on the advisory committee.

LABOR

- When organized labor is not included in advisory committee membership, colleges are required to document their efforts toward meeting this requirement.
 1. How the college has tried to meet the requirement of labor representation on advisory committees without successful membership or
 2. Confirm that there is no local unionized labor in the selected fields.

LABOR & BUSINESS CONTACTS

Labor - WSLC

[Washington State Labor Council](#)

Rachel McAloon,
Workforce Dev. Director

360-515-1335

rmcaloon@wslc.org

Business - AWB

[Association of Washington Business](#)

Erika Borg, Civic Allies
Consulting

310-560-3234

eborg@civicallies.org

APPRENTICESHIP/JATC

Definition

- Occupations with an active Joint Apprenticeship and Training Committee in the geographical area.
- College must invite participation from labor and management membership of the JATC.

APPRENTICESHIP

- When the occupation being taught is apprenticeable and a local Joint Apprenticeship and Training Committee (JATC) is active in the geographical area, at least one labor and one management member of the JATC must be invited to be a part of the respective advisory committee.
- The college is responsible to contact the JATC and request representation for the specific advisory committee.
- Colleges are required to document their efforts toward meeting this requirement.

VOTING/NON-VOTING MEMBER

Definition

- Voting members: employee, employer, labor, and JATC (as applicable).
 - These members must constitute a majority of voting membership. Must have equal number of employer and employee/labor.
- College representatives (administration, faculty, staff, students) should be designated as non-voting members.

MEMBERSHIP

- Ideally, colleges will have a minimum of two employee and two employer representatives on each committee.
- The minimum committee size is five voting members.
- Maximum committee size is not defined, however, equal numbers of employers and employees must be maintained in the voting membership.

DIVERSE/INCLUSIVE REPRESENTATION

- Strive to ensure representation of gender and cultural diversity and include representation of business and labor.
- Colleges should include information about what constitutes diverse and inclusive representation in their policies/procedures for advisory committees.



COMMITTEE DUTIES

ROLE

Advisory committees have these major roles:

- Ensure programs align to industry standards.
- Build meaningful opportunities for engagement with industry and participation in work-based learning experiences.
- Assist program staff by informing program enhancements, industry trends, and innovations.
- Provide support and advocacy for quality education and training.

Since they are “advisory” by design, these committees do not have administrative or legislative authority.

CURRICULUM

- Review labor market information to ensure the occupational program area is in demand and that vacancies exist for future employment.
- Advise the college as to the industry standard or certification required by the occupational area, and/or assist in the development of skill standards where appropriate.
- Review the content of the professional-technical program and respective courses. Advise the college of changing market conditions, employment needs, occupation-specific skill requirements, and industry standards regarding technologies, equipment, software, etc.

CURRICULUM

- Advise on balance of theory, technical skill development, production work, and/or realistic enterprise tasks to be accomplished by the students.
- Review instructional materials and recommend those that are most appropriate to the instructional program; i.e., instructional materials, computer software, technical materials, and trade publications.
- Assist the college in conducting special events that benefit both the student and the college; i.e. manufacturing, product seminars, and college open house.

FACILITIES AND EQUIPMENT BUDGET

- Advise the college as to the adequacy of the physical facilities and conditions of equipment and prepare recommendations for effecting needed change.
- Assist the college in obtaining instructional equipment.
- Review annual budgetary requests and make recommendations, as appropriate.
- Advise in development of plans for new construction or remodeling of existing facilities.

INSTRUCTIONAL QUALITY

- Advise the college in the development of qualifications for the hiring of instructors and serve on interview panels when appropriate.
- Advise in the development of evaluation instruments and procedures that may assist in determining the effectiveness of the instructional program, conduct outcomes assessments, and recommend appropriate changes.
- Recommend instructional practices that will promote the development of a safe instructional environment, and that will instill safe work attitudes and habits in students.



INSTRUCTIONAL QUALITY

- Recommend strategies that ensure that instructor(s) maintain instructional, industry, and state-of-the-art proficiency.
- Recommend standards and minimum academic qualifications for student enrollment into programs.
- Advise administration regarding program continuation and/or modification as determined by a review of outcomes.

INSTRUCTIONAL DELIVERY

- Review national and state directives and initiatives and their impact on local programs and make recommendations on how to incorporate the required changes.
- Help college secure qualified substitute instructors.



STUDENT EMPLOYMENT

- Recommend ways to assist students in the landing of internships and/or eventual employment.
- Assist in the development of portable, transferable competencies, skills, and abilities expected of successful employees.



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TRAINING

REQUIREMENTS

- Advisory committee members need to be instructed as to their roles, responsibilities, and duties prior to serving as voting members.
- The committee should be clear on how the committee will carry out its functions over the course of the year and a plan of work identified.

REQUIREMENTS

- Describe required training for all advisory committee members prior to serving as voting members, including familiarization with Washington State's Ethics Law as it pertains to their involvement with the college and provided each term of service.
- Professional Technical Advisory Committees are required to participate in Ethics training to ensure compliance with RCW 42.52 Ethics in Public Service.

ETHICS TRAINING

The **Washington State Ethics Law**, codified in **Chapter 42.52 of the Revised Code of Washington (RCW)**, establishes standards of ethical conduct for state officers and employees, including volunteer members of advisory committees who work with state agencies.

While volunteer advisory committee members may not always be state employees, they are often considered "state officers" for the purpose of ethics rules because they assist in public decision-making.

ETHICS TRAINING – KEY PROVISIONS

Conflicts of Interest (RCW 42.52.020)

- Volunteer advisory committee members must avoid any conflict of interest between their personal or financial interests and their official duties. Specifically:
- Members must not use their position to secure special privileges for themselves, their family, or their business associates.
- Members must recuse themselves from decision-making where they have a financial interest or close personal relationship that could impair their objectivity.

ETHICS TRAINING – KEY PROVISIONS

Confidential Information (RCW 42.52.050)

- Advisory committee members are prohibited from disclosing confidential information acquired through their committee work. They cannot:
 - Use confidential information for personal gain.
 - Share confidential information with unauthorized individuals.

ETHICS TRAINING – KEY PROVISIONS

Improper Use of Position (RCW 42.52.070)

- Advisory committee members must not use their positions to gain special privileges for themselves or others. This includes leveraging their role to:
 - Obtain benefits or contracts from state agencies.
 - Influence government decisions for personal benefit.

ETHICS TRAINING – KEY PROVISIONS

Gifts and Compensation (RCW 42.52.140 - .150)

- Advisory committee members cannot accept gifts or other forms of compensation that might appear to influence their official actions. This includes:
 - Gifts valued over \$50 from any single source within a calendar year, unless exempted by statute.
 - Accepting gifts from parties with interests in matters the committee may influence.

ETHICS TRAINING – KEY PROVISIONS

Outside Employment or Financial Interests (RCW 42.52.120)

- Committee members cannot engage in outside employment or business activities that conflict with their duties. This includes:
 - Accepting payment from sources that would create conflicts with their advisory role.
 - Engaging in business or negotiations that overlap with their public duties.

ETHICS TRAINING – KEY PROVISIONS

Honoraria (RCW 42.52.130)

- Advisory committee members may not accept honoraria (fees for speaking, writing, or participating in events) related to their official duties unless specifically authorized by law.

ETHICS TRAINING – KEY PROVISIONS

Post-State Employment Restrictions (RCW 42.52.080)

- For a period after leaving their advisory role, members cannot accept employment or compensation that would appear to capitalize on their prior state service, particularly in relation to decisions they influenced.

ETHICS TRAINING – KEY PROVISIONS

Duty to Disclose (RCW 42.52.210)

- Advisory committee members are required to disclose any conflicts of interest that arise during the course of their duties. Failure to disclose conflicts can result in ethical violations.

Ethics Board Oversight

- The **Washington State Executive Ethics Board** enforces the ethics law. Advisory committee members can request advisory opinions from the board if they are unsure about the ethical implications of a situation.

ETHICS TRAINING – KEY PROVISIONS

- Volunteer advisory committee members in Washington State must adhere to high ethical standards, avoiding conflicts of interest, protecting confidential information, and avoiding misuse of their position.
- These provisions help ensure that decisions are made in the public's best interest, free from personal gain or favoritism.
- For specific situations, advisory committee members should consult the Executive Ethics Board for guidance.

ETHICS TRAINING – KEY PROVISIONS

Violations of Washington's ethics laws can result in:

- Fines.
- Removal from the committee or disqualification from holding similar positions.
- Possible civil actions.

SUMMARY OF VIOLATIONS

- Conflicts of interest (financial or personal) can taint decision-making.
- Confidential information must be protected and never used for personal or external benefit.
- Improper gifts or payments can create the appearance of bias or actual bias.
- Misusing a position to benefit friends or family is unethical.
- Undisclosed outside employment can create conflicts with committee responsibilities.

In each case, these actions would violate Washington State's ethics laws, specifically designed to ensure fairness, transparency, and integrity in public decision-making.



COMMITTEE ENGAGEMENT



BEST PRACTICES

1. Create Engagement

- Relevant Topics
- Foster Inclusion
- Recognize Contributions

2. Leverage Members Expertise

- Tailor Involvement
- Seek Input Regularly
- Offer Leadership Opportunities

3. Interactive and Engaging Format

- Panel Discussions, Breakout Sessions, Guest Speakers

TRACKING AND DOCUMENTATION

REQUIREMENTS

- Minutes for these meetings must be on file for the previous three years.
- Colleges must maintain an inventory including, at a minimum, all information requested on [SBCTC Advisory Committee Membership](#) form or a locally developed process at the college containing the same information.



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PERKINS

PERKINS

- Size, Scope, and **Quality**
 - Active and well-functioning advisory committees
- CLNA
 - Colleges assess advisory committees and how programs are aligned with in-demand industry through feedback from advisory committee members
- Perkins Data
 - Relationship exists programs not as successful in Perkins Indicators tend to have less active advisory committees



ATTENDANCE VERIFICATION

- Please complete the Training Acknowledgment Form.
 - <https://forms.office.com/r/CRyw705v0F>
- Completion of this form, by March 28, 2025, will meet the training requirement for colleges that need to attend due to Perkins monitoring.



QUESTIONS?

