

So, you want to start an Advisory Board?

Jessica Cinelli & Alissa Levine

Workforce Development @ Kingsborough Community College

Continuing Education & Workforce Development

Established in 2007

Entirely grant-funded by federal, state, local and private organizations, for consortiums and single-institution programs

Industries: healthcare, technology, culinary/hospitality, offshore wind

KCC Tech Advisory Board

Purpose

Hear directly from employers about

Current and emerging job titles

Industry needs

Goals

Program/curriculum advisement

Create activities and opportunities for students

Develop a pipeline of candidates into jobs

Increase employment opportunities

Assess the needs of Advisory Board members

Our Thought Process

Tri-annual virtual meetings

Workforce Development and Continuing Education focused

Employers connected to OUR programs

Employers help set agenda

Additional referrals and general feedback

How we did it – Finding the right members

Anchor Member

Employers in industries we were currently working in and industries we hadn't yet entered

Dear (tech adv board partner)

Kingsborough Community College's Division of Workforce Development, Continuing Education and Strategic Partnerships is forming a Tech Advisory Board and we would like to invite you to join. The Tech Advisory Board will provide Kingsborough with information from the field provided by content experts - like you - in order to help inform future credit and non-credit offerings at the college. Kingsborough strives to respond to the needs and gaps you will identify by designing programs that prepare New Yorkers to meet industry demands.

We understand that your time is valuable and plan to meet once quarterly for 90 minutes via Zoom. We welcome your input as we embark upon this endeavor in shaping the Board so that it is beneficial for Kingsborough and the Tech Advisory Board partners alike.

Our first meeting is scheduled for _____. Please let us know if you are interested in participating, and available to attend. Please let us know if you have any questions or suggestions. We appreciate you considering this request.

Sincerely,

Alissa Levine and Jessica Cinelli

Workforce Development

Kingsborough Community College

How we did it – First meeting

Pre-meeting survey

Provided overview of mission and purpose

Set expectations

Invited feedback

Identified common day/time

Sent reminders with agenda ahead of meeting

How we do it - Logistics

Keep it small

Always have a notetaker

Have talking points and/or questions

Provide date/time of next meeting

Tech Advisory Board Meeting
Agenda June 10, 2021

Introductions

Review Mission of Tech Advisory Board

The Board will support KCC in identifying emerging areas of technology that are sensible for KCC to pursue to develop new programs. The Board will provide feedback about industry and employer needs related to technical and 21st century skills that KCC will use to inform our approach to training and employment readiness services. Board members are encouraged to share their priorities and needs related to training and hiring, and identify areas in which KCC can support their professional efforts.

KCC Program Updates:

SCC, Design Works, UX Microcredentials, EDL Student Feedback

Round Table Discussion

- Expectations
- Participants
- Pathways into Tech
- Marketing and recruitment
- Program completion and entering employment

Employer Questions and Requests

Next Meeting: September 9, 2021 @ 11am

Thank you for joining us today! We appreciate your partnership.

Mutual Expectations

Advisory Board Members will

- Attend meetings

- Contribute expertise

- Be available for occasional outreach requesting advice

- Allow KCC to publish your name as a member of the Advisory Council

In return, KCC promises to

- Stick to start and end on time

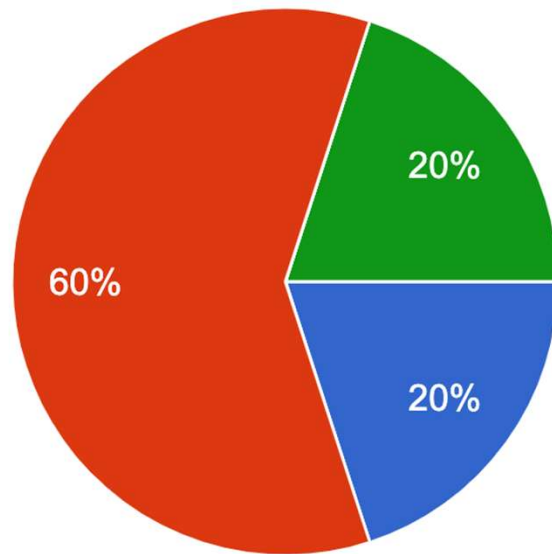
- Support your efforts

- Respect your time, and will not abuse your generosity

Words from our board members

Why did you join KCC's advisory board?

5 responses



- I've served on boards before and wanted to do it again
- This was the first time I was invited to be on a board
- Someone told me to do it
- I've always enjoyed working with KCC - the team does a great job developing partnerships and utilizing resources to help

What has your experience been serving on other boards?

Pros

- Feels good to have positive impact using your own experience
- Introduces you to new industries / businesses / programs
- Good for networking & building relationships

Cons

- Can get time consuming depending on type of board
- Many boards want you to donate money
- Can feel like you're not accomplishing enough to make the time spent worthwhile

What is/was
the best
experience
you've had
while serving
on a board?

"It has been great to meet other like-minded people in my field and feel like I'm helping new generations of UX professionals get started."

"It's already difficult to break into the field as it is so it feels good to know that I'm potentially helping folks from untapped communities share their perspectives and experiences with the UX community."

"Diversifying the UX community is really important because it means that we will have technologies that support people from diverse backgrounds."

"When it comes to CUNY boards - hearing from the students that work done has truly affected the way they approach their career."

Is there
anything
else you'd
like to tell
us?

"Your board should be filled with donors and people with extensive experience running the finances and program building aspects instead of volunteers with hands-on UX or tech experience."

"I think you should convert your board into volunteers to help with curriculum building and tactical goals. I'd like to spend my time helping the students directly instead of advising."

"Pursuit (another board) is similar to KCC but geared toward developers/coders instead of UX designers. Very few if any of the board members have any actual experience as developers."

"Maybe we should re-evaluate who is on the board with criteria that asks a certain commitment to the program?"

So, you still want to start
an Advisory Board?

Purpose
of activity

Starting An Advisory Board Brainstorming Activity



Questions?

Why did you attend this session?

What industry do you think would be most beneficial to your institution?

What goals do you want to achieve by starting an advisory board?

What is stopping you from starting an advisory board?

Thank You!

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