

DONNA MILGRAM

1150 Ballena Blvd, Suite 102, Alameda, CA 94501
510 749-0200 ext. 101 510-749-0500 (fax)

Executive Director, Founder

Institute for Women in Trades, Technology and Science (IWITTS)

1994 - present

Alameda, CA

Founder and Executive Director of the Institute for Women in Trades, Technology & Science (IWITTS). IWITTS provides training, e-strategies, publications, research and technical assistance nationally to the education system and employers to integrate women and girls into technology and law enforcement careers. Ms. Milgram has delivered training and consulting services in 42 of the fifty US states and in Canada.

SELECTED PROJECTS

Principal Investigator, CALWomenTech Project, a \$2 million National Science Foundation grant awarded in April 2006. Over a 5-year period IWITTS will work with 10 California community college's emerging technology centers to assist them in recruiting and retaining women and will disseminate the results statewide and nationally. City College of San Francisco is the Project Partner for the grant. (April 2006-present)

Consultant, technical assistance provider and subcontractor on recruiting and retaining women and girls in Science, Technology, Engineering & Math (STEM): Clients include: Girls Inc. – NSF ITEST Project on how to recruit mentors in STEM; Channel Islands University, developed on-line curriculum modules on recruiting women to STEM and gender differences in technology learning style for Tech Equity project for high school teachers, funded by US Dept. of Education. Conducted WomenTech training and strategic planning on gender equity in STEM for a half-dozen NSF ATE Centers. Consultant to national chemical company on recruiting and retaining women (Sept 2004-present).

Principal Investigator, WomenTech Project, funded by the National Science Foundation, which had a goal of increasing the number of women enrolled and retained in technology education in three national community college demonstration sites. Doubled the number of females in technology at Community College of Rhode Island. (November 1999-August 2003)

Cisco Learning Institute/Cisco Gender Initiative, Directed IWITTS's partnership with Cisco to help increase the number of women in the Cisco Networking Academy Programs. Activities included: online focus groups with Academy Instructors and a focus group report; case study profiles of eleven best practice sites; FAQs on recruiting and retaining females to Cisco Networking Academy Programs; two online training sessions for Academy instructors on recruiting and retaining females, and profiles of female role models. (1999-2002)

Principal Investigator, "School-To-Work: Women in Science, Engineering & Math (SEM)" National Science Foundation Project. Produced the interactive teacher training video "School-to-Work: Preparing Young Women for High Skill, High Wage Careers" and accompanying train-the-trainer publications. Field-tested with the North Carolina School-to-Work Office and the North Carolina Department of Public Instruction. (1997-1999)

Director, New Workplace for Women Project provided intensive, customized, technical assistance to eight employers and unions on the recruitment, training and retention of women in traditionally male-dominated jobs, with an emphasis on Latinas. (October 1995-March 1997)

Principal Investigator, "Women in Policing: Assessing the Work Environment" National Institute of Justice grant. Authored the *Law Enforcement Environmental Assessment Tools* (LEEAT), a self-assessment tool that assists law enforcement agencies in recruiting women, preventing sexual harassment and ensuring fair promotion. Field-tested the LEEAT in Durham and Albuquerque Police Departments. (1998-1999)

Police Consulting. Provided consultation and training to Police Departments in Albuquerque, Tucson, Durham, Port of Seattle and Pennsylvania State PD, resulting in an increase of the percentage of female recruits from 10 to 30 percent, and of minority recruits in the Tucson Police Department to 47 percent. (1997-2000)

SELECTED SPEAKING ENGAGEMENTS:

Education

- NSF ATE Conference “Recruiting Women to Science, Technology, Engineering & Math” (2004)
- Intl. Technology Education Assn. preconference workshop “Recruiting Women to Technology” (2004)
- ATE Semiconductor Manufacturing Conference, Recruiting Women (2003), Gender Differences in Learning Style (2004)
- California Educating for Careers Conference (2003)
- Pre-conference Learning Center Course for the League for Innovation in the Community College, national annual Information Technology (IT) conference (2002)
- "Women and the New Economy," US Department. of Labor’s Women’s Bureau, Region IX (2001)
- "Recruiting and Retaining Women to IT," Cisco Networkers National Conference (2000)
- "Workforce of the Future," Keynote at Cisco Learning Institute National Conference (1999)
- Keynote, National Coalition on Sex Equity in Education National Conference (1997)

Congressional Testimony

- School-to-Work Opportunities Act, provided expert testimony on women and girls in technology, House and Senate Subcommittee, 1994
- Sexual Harassment of Women in Nontraditional Occupations, House Subcommittee, 1992

TRAININGS

- "National WomenTech Educators Train-the-Trainer Workshop," 26 workshops delivered as of 2005.
- "Recruiting Women to Policing: Strategies that Work," 14 national trainings delivered as of 2005.
- "WomenTech Training," 120 state and local trainings delivered as of 2005.

MEDIA COVERAGE

- "Girls and Technology: Closing the Gender Gap," National Public Radio guest, The Merrow Report
- "Sexual Harassment," expert appearances on CNN, C-SPAN, Fox Morning News
- Quoted as an expert on sexual harassment in *The Washington Post*, *Chicago Tribune*
- Regularly quoted in industry trade journals such as *Law and Order: The Magazine for Police Management*, *Police: The Law Enforcement Magazine*, *School to Work Reporter* and the *EEO Review*.

AWARDS

- Shero – Girls Inc. of the Island City, Alameda, CA 2001

SELECTED PUBLICATIONS AUTHORED

Women and Technology

- "WomenTech Project Best Practices CD," multimedia compilation of three year National Science Foundation grant recruiting women into technology at community college level, 2003
- Developed architecture, content and look and feel for IWITTS's Web sites, www.iwitts.com, www.womentechworld.org, www.womentechstore.org, the community college WomenTech Web sites and the domestic section of the Cisco Learning Institute Gender Initiative Web site.
- Articles in SkillsUSA/Vocational Industrial Clubs of America newsletters (2000,1999)
- Making Math and Technology Courses User Friendly to Women and Minorities: An Annotated Bibliography," 2000
- "GyrllTech Evaluation/Assessment Tool," 1999

- Video, "School-To-Work: Preparing Young Women for High Skilled, High Wage Careers," 1998
- "School-To-Work: Preparing Young Women for Technology Careers – Trainer's Workshop Guide," 1997
- "School-To-Work: Preparing Young Women for Nontraditional Careers – An Annotated Bibliography of Practical Classroom Resources," 1997

AFFILIATIONS

- Member, Nevada Technology Education Alliance, 2004- 2005
- Member, IT Advisory Consortium, IT Career Cluster Initiative, Education Development Center, 2001- 04
- Member, Editorial Advisory Committee, SkillsUSA-Vocational Industrial Clubs of America, 2000 – 2001
- Member, Federal Committee on Apprenticeship, 1994 - 1996
- Board Member, National Association of Private Industry Councils, 1995 - 1996
- Board Member, Montgomery County, Maryland, Private Industry Council, 1990-1996

Local

- Board Member, Girls Inc. of the Island City, Chair of the Board Development Committee, 2002 – 2005
- Member, Technology Committee of the Alameda Chamber of Commerce 2001- 2002
- Member, Alameda Chamber of Commerce, 2000 – present
- Member, Oakland Chamber of Commerce, 2006 - present
- Member, Isle City Business and Professional Women, 2005 – present

Project Director, Wider Opportunities for Women, Wash, DC June 1991 -1994

Developed and directed the successful Nontraditional Employment Training (NET) Project from its inception in 1991 through May 1994 for Wider Opportunities for Women (WOW). The NET Project's mission was to increase the number of women in trades and technology occupations through the adult job training system. The Net Project's original demonstration sites were in Milwaukee, Wisconsin and Missoula, Montana, and two more were added for replication in California in Tulare County and Sacramento.

Congressional Fellow on Women and Public Policy, Congresswoman Connie Morella of MD, 1990 -91

Developed two bills on nontraditional employment as a Congressional staffer and later testified as an expert witness at a joint hearing on these bills "Sexual Harassment of Women in Nontraditional Occupations." The Women in Apprenticeship Occupations and Nontraditional Occupations Act (PL 102-530) was signed into law in 1992 and the Women in Science and Engineering Act was enacted in 1998.

FUNDRAISING

- Skilled in obtaining government grants including National Science Foundation (NSF) gender equity grants of \$2 million, \$625,000 and \$100,000. Other government grants included a \$100,000 Department of Justice grant and a \$225,000 grant from the US Department of Labor, Women's Bureau. Negotiated a formal indirect cost rate with NSF.
- Skilled in obtaining corporate grants. IWITTS received two grants from the Cisco Education Foundation totaling \$115,000 and an \$85,000 grant from an anonymous corporate donor.
- Skilled in obtaining foundation grants. As Project Director for Wider Opportunities for Women raised \$425,000 for the Nontraditional Employment Training (NET) Project from the Ford Foundation and \$100,000 from the Irvine Foundation of CA. The NET project proposal was featured to Ford's board and an article was published about it in the *Ford Foundation Report* in Spring 92.
- Fee-for-Service – Since IWITTS inception approximately one-third of its income has been generated via fee-for-service national seminars, speaker's fees and sales of publications primarily to the education system but also to employers. IWITTS has operated an on-line store (a customized Yahoo store solution) for the past five years. Donna Milgram also developed a successful fee-for-service enterprise for her former employer Wider Opportunities for Women (WOW), and spoke regularly on a fee-for-service basis for WOW.

FINANCIAL MANAGEMENT

- Have successfully managed up to two--million dollar budget and multiple government grants with strict detailed financial reporting. Received high marks on automatic audit of US Department of Justice Grant for “good financial controls.”
- Knowledge of nonprofit, fund accounting principles, attended three all-day classes at Compass Point on nonprofit accounting principles and implementation. Skilled in reading and analyzing company financials.
- Skilled in budgeting using both Excel and Quickbooks. Develop detailed linking Excel spreadsheets with formulas for organizational financial forecasting, grant proposals, and to determine net profit on income-generating activities.
- Regularly negotiate contracts with vendors, consultants, clients, foundations.
- Member of monthly facilitated peer problem-solving Business Group since Spring 2004; meetings include expert presentations on financial business planning. Attend day-long strategic business planning workshops annually and develop detailed business plan with accompanying budget.
- Financial manual. Oversaw development of an office financial manual that includes the organization’s financial technical documentation and “how to’s.”

HUMAN RESOURCES

- Supervise employees, interns, and consultants. Experience in recruiting, hiring, firing, mentoring and coaching. Developed personnel manual, technology policy, and written employee orientation checklist.
- Familiar with California employment laws and the resources available to employers to assist in resolving human resource issues. Familiar with both employee and employer rights and proper procedures/documentation for evaluation, hiring and firing.
- Chair of Girls Inc. Board Development Committee for three years. Worked with President and Executive Director to develop board criteria which have been revised each year. Worked with committee to develop standardized recruitment and selection process, written interview questions, recruitment talking points and revised application. Increased diversity of the Board.

ADMINISTRATIVE MANAGEMENT

- Oversaw development and implementation of organizational computer technology plan, network and back up system. When the organization’s server’s hard-drive crashed containing 100% of the organization’s documents and data, only one day’s worth of data was lost. Back up is on-site, on-line and off-site. Ensure virus control measures are implemented by staff.
- Oversaw development of a 300 page office manual that includes the organization’s technical documentation and “how to’s.” The original version was developed by a technical writing intern in 2001 and has been updated yearly since then.
- Oversee the development and maintenance of organization’s three websites including ecommerce store.
- Developed organizational e-newsletter in 1999 that now goes out to 20,000 subscribers every three weeks.

EDUCATION

University of Maryland at Baltimore, MD, Masters, Grade Point Average: 4.0. Valedictorian
University of Pennsylvania, Philadelphia, PA B.A. in Political Science, cum laude

Continuing Education:

Executive Director, Thriving Course, 4 all day sessions, Compass Point 2006

Human Resources and Financials for Nonprofits, Compass Point (5 courses), 2001-2003

Executive Director 101, 3-day Course, Nonprofit Management Center, 2001