

Internal Board

Administrative Rules and Procedures

7054 Board Education

A. Procedures for the Orientation for Newly Elected Trustees

Becoming a member of a governing board for community colleges is an exciting and challenging responsibility. The Chancellor and the Board President or their designee will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the colleges they will govern. In order to educate new trustees, the following process has been developed.

Once the election is held, the orientation will make an important distinction between orientation to the role and responsibilities of trustee and an orientation to the colleges. Since the needs of each new trustee may vary, the Chancellor may tailor the orientation accordingly.

B. Prior to the Election

The Chancellor will, upon learning that someone has filed for election or is seeking appointment to the Board, will send an information packet to all candidates that will include:

1. General information about the district/colleges.
2. Information about the roles and responsibilities of governing boards and trustees.
3. Board policy statements about board operations.

In addition, all candidates will be invited to one or more of the following:

1. A candidate-information forum about the district/colleges.
2. Individual or group meetings with the Chancellor, College Presidents and Board President or designee.
3. A tour of all district/college sites.

Internal Board

Administrative Rules and Procedures

7054 Board Education

4. Invitation to a board meeting held prior to the election to observe and be introduced.

All candidates, including incumbents, will be treated equally.

C. Post-Election Orientation for New Trustee(s)

1. Trustee role and responsibilities
2. The President of the Board and Chancellor will:
 - a. Arrange for new trustee(s) to attend the Community College League of California Trustee Orientation Workshop and Legislative Conference in Sacramento and/or national association orientations and workshops on trusteeship. (American Association of Community Colleges).
 - b. Review the CCLC Trustee Handbook –carefully read Sections 2 and 3 on governing board responsibilities and effective trusteeship.
 - c. Provide hard copy and review the board policy manual.
 - d. Review the Board’s policies on the governing board, particularly the code of ethics or standards of practice for the Board.
 - e. Discuss the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, and conflicts of interest.
 - f. Discuss the difference between policy making and micromanaging.
 - g. Review the laws, including the Brown Act, that apply to governing boards in California. In particular, review Education Code §70902—Board of Trustees, Governing Board Responsibilities and Function.
 - h. Review trustee role in community relations as representatives of the district/colleges.

Internal Board

Administrative Rules and Procedures

7054 Board Education

3. Orientation to the Colleges

The Chancellor will arrange for tours of each College to be conducted by the College President who will:

- a. Provide institutional characteristics.
- b. Review the catalog, accreditation self-study and team reports, other key planning documents, and provide existing printed materials.
- c. Provide briefings on administrative structure, academic structure, programs and priorities, physical plant priorities, and college planning processes.
- d. Provide information about the history of the College and the importance of attendance at major District events such as convocations, opening days, and graduations.
- e. Explain and discuss collegial governance and how it works.
- f. Arrange for the trustee to talk with key leaders about programs and services offered by the College and provide an opportunity to meet informally with faculty, staff, students, and administrators.
- g. Review the role of the Academic Senate, Classified Senate, and the Associated Student Council.

4. Additional Areas to be Covered

1. Review the role of the President in relation to the Chancellor and the Board.
2. Review compensation of Board of Trustees.

Internal Board

Administrative Rules and Procedures

7054 Board Education

D. Student Trustee Orientation

1. Within the first two weeks of being appointed, the student trustee shall arrange to meet with the Director of Student Activities and the outgoing student trustee who will update the new student trustee on any outstanding business.
2. The Chancellor and the Board President will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.
3. The Chancellor or his/her designee will be responsible for familiarizing the student trustee with administrative policies and procedures, understanding of Board structure, general operational principles of the Board, as well as the student trustee's rights, responsibilities, and privileges.
4. The chancellor or his/her designee will schedule regular meetings with the student trustee to review the board agenda.
5. The student trustee should attend the Community College League of California student trustee orientation or a similar activity.

Anticipated Draft Timeline:

Sep-Oct 2012: Submit to Shared Governance Groups for Review

Oct-Nov 2012: Submit to Board of Trustees for First Reading