



## NEW TRUSTEE ORIENTATION: REVIEW & CHECK LIST

Trustee:        **FstNm LstNm** \_\_\_\_\_  
(New Trustee Signature/Date)

Date:            **mm/dd/year** \_\_\_\_\_  
(Chancellor Signature/Date)

\_\_\_\_\_  
(Board President Signature/Date)

### Next Steps

<https://www.ccleague.org/professional-development/trustee-development>

- [Enroll](#) in the CCLC Excellence in Trusteeship Program (*Approved by CLPCCD BoTs on 10/15/13, item 9.1*)
- [Register](#) for the CCLC Effective Trusteeship Workshop, held annually in January, Sheraton Grand Sacramento
- [Register](#) for the CCLC Annual Legislative Conference, held annually in January, Sheraton Grand Sacramento
- [Register](#) for the CCLC Annual Trustee Conference, held annually in May

**Before attending workshops and conferences it will be most beneficial if you are able to read and review as much of the following as possible:**

### Review

- [Introduction to Ethics-revised 2016](#) (*League Publication*)
- [Introduction to Fiscal Responsibilities-revised January 2018](#) (*League Publication*)
- [Introduction to Brown Act](#) (*League YouTube link*)
  - o [Segment 1](#) Introduction to the Brown Act
  - o [Segment 2](#) “Serial” Meetings
  - o [Segment 3](#) Gatherings Which Are Not “Meetings”
  - o [Segment 4](#) Agendas, Meeting Materials and Location of Meetings
  - o [Segment 5](#) Teleconferencing and Public Participation
  - o [Segment 6](#) Closed Sessions, Part 1
  - o [Segment 7](#) Closed Sessions, Part 2

### Complete

- [AB 1234 Local Ethics Training](#)
- Accreditation Basics Online Course (*ACCJC link on longer active, currently under review*)

**Important Publications**

- [CCLC Trustee Handbook](#) (*League Publication*)
- [Trustees Guide to Commonly Used Terms in California Community Colleges](#) (*League Publication*)
- [Trusteeship – Tasks, Knowledge and Skills](#) (*League Publication*)
- [Trustee and Board Education](#) (*League Publication*)
- [Different Jobs, Different Tasks: Board and CEO Roles and Responsibilities](#) (*League Publication*)
- [ACCJC Guide to Accreditation Standards for Governing Boards \(January 2016\)](#)
- [CCLC Commission on the Future Report](#) (*League Publication*)
- [Student Success Task Force Report](#) (*CCCCO Publication*)
- [Community College Funding Chart](#) (*League Publication*)
- [Fast Facts](#) (*League Publication*)
- [Rosenberg's Rules of Order: Simple Rules of Parliamentary Procedure for the 21st Century, Revised 2011](#) (*League of California Cities Publication*)

**Open Meeting Law (Brown Act) Resources**

- [OPEN & PUBLIC IV: A Guide to the Ralph M. Brown Act](#), (*League of California Cities, 2nd Edition, Revised July 2010*)
- [The Brown Act and the Perils of Electronic Communication](#), *Western City Magazine*, June 2011
- [The Ralph M. Brown Act Firsthand](#), *Western City Magazine*, February 1999
- [Local Agency Electronic Media Use and California Public Records Law](#) (*League of California Cities*)

**Fiscal Responsibilities**

- [Introduction to Fiscal Responsibilities](#) (*League Publication*)
- [Key Fiscal Questions for Trustees](#) (*League Publication*)

**ACCJC Accreditation Publications**

- [All Accreditation Standards and Policies](#)
- [Manual for Institutional Self-Evaluation](#)
- [Guide to Evaluating & Improving Institutions](#)
- [Guide to Accreditation for Governing Boards](#)

**Collective Bargaining Agreements (CBA)**

- [Chabot-Las Positas Faculty Association](#)
- [SEIU Local 1021 for Classified Service Members](#)

**Events**

- TBA: CC Commencement-Grand Court (\_\_\_\_\_ Platform Party; \_\_\_\_\_ Event Start)
- TBA: LPC Graduation-Gym (\_\_\_\_\_ Dressing Prep; \_\_\_\_\_ Event Start)
- TBA: Convocation (August and rotates between colleges)

**Other**

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- \_\_\_\_\_
- \_\_\_\_\_