

BOARD EDUCATION

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- I. Orientation for Newly Elected Trustees
 - A. The Superintendent/President and the President of the Board of Trustees, or their designee (s), 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 college they will govern. In order to educate new trustees, the following process has been developed.
 1. During the election period, the Board candidates will be provided information about the roles and responsibilities of trustees and about the College, as well as materials provided by the Community College League of California. Copies of Board agendas will be mailed to the candidates for every regular and special Board meeting.
 2. After Board elections, an orientation will be provided by the Superintendent/President which will include the Vice President of Academic Affairs, the Vice President of Student Services, and the Vice President of Finance and Business. An overview of the State of the College will be provided including: participatory governance with the various constituent groups (Academic Senate, CSEA, RHCFA, and ASRHC); review of the Trustee roles and responsibilities; review of the Board policies on the governing Board, particularly the Code of Ethics and Board Protocols, will be provided.
 - B. The Superintendent/President will arrange for a tour of the campus and the off-campus educational centers (Santa Fe Springs Regional Training Center, El Monte Educational Center, and South Whittier Educational Center).
 - C. The newly elected Board members will meet with the Director of Human Resources to review compensation and health benefits.
- II. Board members are encouraged to attend and participate in statewide and national conferences (Community College League of California and the Association of Community College Trustees). Workshops are provided on the Brown Act, differences between policy making and micromanaging, review of Education Code and governing board responsibilities and function. After attending these Board development conferences, the Board members will provide post-professional development activity reports at the subsequent Board meeting.

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III. Student Trustee Orientation

- A. After the student election and the Board President administers the Oath of Office to the Student Trustee, the Student Trustee shall arrange to meet with the Director of Student Life and Leadership and the outgoing Student Trustee who will update the new Student Trustee on any outstanding business.
- B. The Superintendent/President or his/her designee will be responsible for familiarizing the Student Trustee with Board Policies and Administrative Procedures and understanding the Board structure, general operational principles of the Board, and the Student Trustee's rights, responsibilities, and privileges.
- C. The Superintendent/President or his/her designee will schedule regular monthly meetings with the Student Trustee to review the Board agenda.
- D. The Student Trustee is encouraged to attend the Community College League of California Student Trustee orientation or a similar statewide or national conference.
- E. The Director of Student Life and Leadership will be responsible to train the Student Trustee on communication and parliamentary procedures.

IV. Source/Reference

ACCJC Accreditation Standard IV.B.1.f.