

## BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a board as a whole and to a formalized trustee education program that includes new trustee orientation. The Board understands that ongoing training and professional development is key to being a strong effective board. To that end, the Board will engage in regular board training sessions, study sessions, provide access to reading materials, new board member orientations, and support conference attendance and other activities that foster trustee education.

### I. RESPONSIBILITY

It is the responsibility of each individual trustee to pursue professional development opportunities to maintain knowledge of evolving educational governance, policies, legislation, and best practices; employee relations; leadership; and accreditation policies, Eligibility Requirements and Standards.

- A. All Board members are expected to attend regular required Board training sessions to be held at the District, as deemed necessary. The training sessions may be facilitated by a professional Board trainer/consultant, if desired, and will be coordinated by the Chancellor.
- B. The Chancellor will provide for a new trustee orientation program for any newly appointed or elected Board members, which will be completed no later than 45 days after they become a Board member. This orientation will include both internal District and college information, as well as basic training for new Board members as recommended by such organizations as the Community College League of California (CCLC), the Association of Governing Boards (AGB), and/or the Association of Community College Trustees (ACCT).
- C. Newly elected Board officers (including the Board president) will receive training on the responsibilities and expectations of the Board president within 45 days after they become the new Board president or officer. This training can be held at the District by a consultant and/or the Chancellor or the trustee can attend this training at another location.
- D. All Board members will receive regular training and/or materials on topics to include but not be limited to 1) the roles and responsibilities of Board members; 2) development of the Chancellor/Board relationship; 3) accreditation standards, Eligibility Requirements, and Standards; 4) understanding Board Policy making; 5) effective parliamentary procedure, how to conduct a meeting, and Brown Act requirements; 6) Board fiduciary responsibilities; 7) closed session and legal matters confidentiality; 8) Board communication and protocols; 9) Board ethics; and 10) participatory governance.

- E. Individual trustees are encouraged to participate, along with the Chancellor, in at least one conference per year that provides professional development of trustee-related knowledge and skills with an emphasis on community college issues.
- F. On an annual basis, the Chancellor will circulate and recommend a list of national, state and regional conferences for trustees to select which they will attend, in order to take advantage of discounts on early registration and travel. It is encouraged that Board members and the Chancellor attend together.
- G. The District will budget for each trustee to participate in two out of district conferences each year, in addition to participation/presentations at regional meetings and workshops. The District will budget for the Board trainings and orientations as described in this Board Policy.
- H. At the Board Meetings following conferences, workshops and meetings, trustees are to share their written report from attendance of such conferences, meetings or workshops. The Board President may allow additional time for oral reports beyond the allotted two minutes, provided in the Board Report section of the agenda.
- I. Board members who are appointed to Board Committees are expected to participate in training related to that committee subject matter and regularly attend the scheduled meetings. They will provide reports back to the full Board periodically.
- J. There will be an annual Board retreat held in which the Board will conduct a self-evaluation, review and evaluate its annual goals, establish goals for the next year, and participate in additional training sessions.

*References:*

*Accreditation Standard IV.C.9*

Adopted: 06-26-06      Revised: 08-26-13  
Revised: 08-27-07      Revised: 12-12-16  
Revised: 05-20-13      Revised: 10-19-20