

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 superintendent/president 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 college 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 college. Since the needs of each new trustee may vary, the superintendent/president may tailor the orientation accordingly.

B. Prior to the Election

The superintendent/president 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 college.
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 college.
2. Individual or group meetings with the superintendent/president and board president or designee.
3. A tour of all college sites.

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 superintendent/president 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; Association of Governing Boards of Universities and Colleges).
 - b. Review the CCLC Trustee Handbook—carefully read Sections 2 and 3 on governing board responsibilities and effective trusteeship.
 - c. Provide and review the board policies on the website.
 - 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 policymaking and micromanaging.
 - g. Review the laws, including the Brown Act, that apply to governing boards in California. In particular, review Education Code section 70902—Board of Trustees, Governing Board Responsibilities and Function.
 - h. Review trustee role in community relations as representatives of the college.
 - i. Review trustee role in fundraising and the role and function of the MiraCosta College Foundation Board, vis-à-vis the Board of Trustees.

3. Orientation to the College

The superintendent/president will:

- a. Arrange for tours of the Oceanside and San Elijo campuses, the Community Learning Center, and the Technology Career Institute.
- b. Provide institutional characteristics.

- c. Review the catalog, accreditation self-study and team reports, other key planning documents, and provide existing printed materials.
 - d. Provide briefings on administrative structure, academic structure, programs and priorities, basic aid funding versus state funding, physical plant priorities, and college planning processes.
 - e. Provide information about the history of the college and the importance of attendance at major district events such as convocations, opening days, and graduations.
 - f. Explain and discuss collegial governance and how it works.
 - g. 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.
 - h. Review the role of the academic senate, classified senate, and the associated student council.
4. Additional Areas to be Covered
- a. Review the role of the president as secretary to the board and the support provided by the executive assistant to the president to all board members.
 - b. Review compensation of Board of Trustees.

D. Student Trustee Orientation

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.

The superintendent/president and board president will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.

The superintendent/president 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.

The superintendent/president or his/her designee will schedule regular meetings with the student trustee to review the board agenda.

The student trustee should attend the Community College League of California student trustee orientation or a similar activity.

The vice president of student services and/or the student activities director shall be in charge of communication training and parliamentary procedures.