

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2740 Board Education**

### **References**

Accreditation Standard IV.C.9

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

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

To that end, the Board will engage in study sessions, provide trustees access to reading materials, and support conference attendance and other activities that foster trustee education and professional development.

The Secretary of the Board and the Chancellor will monitor schedules of national, state, and regional conferences for trustees to select which they will attend, such as to take advantage of discounts on early registration and travel.

At the Board meetings following conference, workshops, and meetings, trustees are encouraged to share their written report from attendance of such conferences, meetings, or workshops. The Board President may allow additional time for trustees' oral reports beyond the allotted three minutes.

All new trustees elected or appointed to the Board shall receive an orientation packet of materials that includes items of frequent use by Trustees:

- A copy of the Brown Act.
- A description of *Sturgis Rules of Order* (Book).
- A listing of Board Policies and Administrative Procedures (that are available on the District website at <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx>), and a copy of all policies in the "Board of Trustees" section, including Board Policy 2715 Code of Ethics.
- A glossary of District acronyms and terms.
- A list of all District-wide committees and their meeting schedules, including acknowledgement that Board members may periodically attend such meetings, subject to Brown Act requirements.

- A list of Executive Staff and Trustees.
- Current information on members of the Academic Senates.
- The District-wide Strategic Plan.
- Current information on the members of the Associated Students of each college and the District Student Council.

In addition to this, new Trustees shall be made aware of the following reference materials:

- The Community College League of California (CCLC) Trustee Handbook, which includes a summary and analysis of AB1725
- College catalogs, class schedules, and other major District publications.
- Collective Bargaining Agreements with the District constituency groups.
- A summary of the role and participation level of student members on the Board.
- Enrollment reports reflecting student demographics and enrollment patterns.

In addition to reviewing the written materials, the new trustee orientation process shall include the opportunity for the trustee to:

- Review Board operations with the Secretary of the Board, including regarding:
  - Agenda management
  - Minutes
  - Board Policies and Administrative Procedures
- Review the District Budget with the Vice Chancellor of Administrative Services and Finance.
- Meet with the Chancellor and current members of the Board, either collectively or individually, subject to requirements of the Brown Act.
- Tour the college campuses with the college Presidents.
- Meet with student leaders from the colleges.

The new trustee orientation process shall also include, as appropriate:

- Participation in the Community College League of California (CCLC) New Trustee Orientation Workshop.
- A retreat with the Board, or alternatively, an in-depth meeting with the Board President.

- Meetings with employee constituency groups:
  - Academic Senates
  - Coast Federation of Classified Employees (CFCE)
  - Coast Community College Association-California Teachers Association/National Education Association (CCCA-CTA/NEA)
  - Coast Federation of Educators/American Federation of Teachers (CFE/AFT)
  - Association of Confidential Employees (ACE)
  - Coast District Management Association (CDMA)
- Meetings at Regional/State/National conventions, meetings, and workshops.

Trustees are encouraged to attend professional organization conferences for employee groups, trustees, and students. Trustees are also encouraged to seek participation as members or officers in applicable state and national organizations.

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Combines BP 2740 New Trustee Orientation and BP 2741 Board Education  
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