

AP 2740 Board Education

A variety of activities and resources are available for the educational involvement of Trustees. Some are designed for an individual Trustee; others are intended for total Board participation.

Participation in Trustee education activities includes the following examples, but does not preclude other opportunities that may arise which may be valuable to individual Trustees or to the Board or which may be identified as part of the annual adoption of Board Goals.

1. New Trustee Orientation

- A. Campus reception in Board Room-Board Members, Staff, Community Representatives, Media.
 - 1. Interview by media.
 - 2. Introduction to staff, community representatives.
- B. Campus Tour
- C. Meet with the Chief Executive Officer of the District to review expectations and procedures. Review Board Handbook.
- D. Meet with the Chief Executive Officer of the District to review campus organization, and projects in progress.
- E. Meet with Chief Executive Officer of the District's Administrative Assistant to receive Orientation Packet*, Board Policy Manual, Budget, and other pertinent documents.
- F. Meet with:
 - Assistant Superintendent/Vice President, Instruction
 - Assistant Superintendent/Vice President, Student Services
 - Assistant Superintendent/Vice President, Business Services
 - Vice President, District Communication, Marketing & External Relations
 - Academic Senate President
 - Classified Senate President
 - Associated Student Government President
 - Associated Student Government Student Trustee

Review structure, function, data, etc.

2. Student Trustee Orientation

- . Meet with Board President to review expectations and procedures. Review Board Handbook.
 - A. Meet with Chief Executive Officer of the District to review administrative organization (structure and functions), as well as current priorities and directions of the District.
 - B. Meet with Chief Executive Officer's of the District's Administrative Assistant to receive travel forms, and other pertinent documents.
 - C. Campus tour/introduction to staff.

D. Introduction to Board of Trustees

3. Continuing Education

. Campus Tour –update

- A. Class visits, if desired, can be arranged through the Instruction Office.
- B. Reading of publications received from national or state community college groups or information distributed by the Office of the Chief Executive Officer of the District which has implications for or information bearing on California Community Colleges.
- C. Early identification of conference(s) which all Trustees can attend.
- D. Other workshops or conferences which may be part of the Annual Board Goals or as opportunity arises.
- E. Board study sessions
- F. Participation in community activities and events
- G. Participation in the District FLEX activities and classes

*Orientation Packet includes:

Business Card Request Form

Payroll Forms

Board Appropriate Benefits Packet and Forms

Travel Authorization/Reimbursement/Travel Advance Forms

Board Handbook

Information on CCLC, CCT, and CCT Trustee Orientation

Approved 06/11/08