

BOARD POLICY 2740 BOARD OF TRUSTEES EDUCATION

A. Board education has a central role in the professional development of Trustees. The Board of Trustees is committed to engaging collectively and individually in relevant educational activities to strengthen understanding of emerging policy issues and of the role, mission, and impact of public California Community Colleges in general and Peralta Community College District specifically. This may be accomplished through program-specific presentations scheduled in open session during Board meetings, conference attendance, participation in statewide trustee organizations and meetings, and other activities which relate to the role and education of Board members.

B. All new Trustees elected to the governing board of the Peralta Community College District shall receive an orientation packet of materials that includes items of frequent use by Trustees.

1. A copy of the Brown Act.
2. Board Policy 2200 Board Duties and Responsibilities
http://web.peralta.edu/trustees/files/2011/04/BP_2200-BoardDutiesResponsibilities.pdf
3. Board Policy 2715 Code of Ethics and Standards of Practice
<http://web.peralta.edu/trustees/files/2013/12/BP-2715-Code-of-Ethics-and-Standards-of-Practice.pdf>
4. A description of Sturgis Rules of Order and/or Robert's Rules of Order
5. A listing of Board Policies and Administrative Procedures that are available on the District website
<http://web.peralta.edu/trustees/bps-aps/>
6. A glossary of Peralta Community College District acronyms and terms.
7. A list of all District-wide committees and (if available) their meeting schedules, including acknowledgement that Board members may periodically attend such meetings; guidelines for visits rationale/reasoning, protocol
8. A list of Executive Staff and Trustees and contact information
9. Current information on College and District Academic Senates, College and District Classified Senates and Presidents of each senate
10. The Peralta Community College District-Wide Strategic Plan.
11. A list and description of student organizations, including the Associated Students of each college and the names and contact information for the Associated Students Presidents and the Directors of Student Life and Campus Activities.
12. A list of college VP's and a PCCD organizational chart (district office and college)

C. In addition, new Trustees shall be made aware of the following reference materials:

1. The Community College League of California (CCLC) Trustee Handbook, which includes a summary and analysis of AB1725
2. College catalogs, class schedules and other major District publications.
3. A summary of the role, rights and participation level of student members on the governing board.
4. Enrollment reports reflecting student demographics and enrollment patterns.
5. Graduation and transfer rates, and access to Student Success Scorecard via ccc.edu

D. In addition to reviewing the printed materials, the new Trustee orientation process shall include the opportunity for the Trustee to:

1. Review Board Operations with the Secretary of the Board:
 - a. Thorough orientation of Board Docs
 - b. Procedures for asking information about the agenda items on Board Docs before meeting
 - c. Agenda Management - submission of board agenda items, timeline and procedure
 - d. Board meeting minutes
 - e. Closed Session

2. Review the District Budget with the Vice Chancellor of Administrative Services and Finance and Chair of the Planning and Budget Council (PBC)
3. Meet with the Chancellor and current members of the Board, either collectively or individually
4. Tour the college campuses with the college Presidents or available aides
5. Meet with student leaders from the colleges

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

1. Participation in the Community College League of California (CCLC) New Trustee Orientation Workshop.
2. A retreat with the Peralta Community College District Board of Trustees, or alternatively an in-depth meeting with the Board President.
3. Meetings with employee constituency groups:
 - a. District and College Academic Senates
 - b. Classified Senates
 - c. Peralta Federation of Teachers
 - d. SEIU Local 1021
 - e. Local 39
4. Meetings at State/National conventions.

Trustees are encouraged to attend professional organization conferences for employee groups, trustees and students.

Reference:

ACCJC Accreditation Standard IV.C.9

Approved by the Board of Trustees: October 9, 2012

Revised and approved by the Board of Trustees: April 14, 2015

Revised and approved by the Board of Trustees: February 26, 2019