

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

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## **BP 2740 New Trustee Orientation**

### **References:**

Accreditation Standard IV.B,1.f

All new trustees elected to the governing board of the Coast Community College District (CCCD) shall receive an orientation packet of materials that includes items of frequent use by Trustees:

- A copy of the Brown Act.
- Board Policy 2715 Code of Ethics.
- A description of *Sturgis Rules of Order* (Book).
- A listing of Board Policies (that are available on the District website at [www.cccd.edu](http://www.cccd.edu)), and a copy of all policies in the "Board of Trustees" section.
- A glossary of Coast Community College 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.
- A list of Executive Staff and Trustees.
- Current information on Academic Senates.
- The Coast Community College District Vision 2020 Master Plan and the District-Wide Strategic Plan.
- A list and description of student organizations, including the Associated Students of each college.

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

- The Community College League of California (CCLC) summary and analysis of AB1725
- College catalogs, class schedules and other major District publications.
- Copies of the Collective Bargaining Agreements with the Coast Community College District constituency groups.
- A summary of the role and participation level of student members on the

governing board.

- Enrollment reports reflecting student demographics and enrollment patterns.

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

- Review Board Operations with the Secretary of the Board:
  - Agenda Management
  - Minutes
  - Board Policies
- 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.
- 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 Coast Community College District Board of Trustees, 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)
  - Educational Administrators
- Meetings at State/National conventions.

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

Adopted February 8, 2012