

# AP 2740 Board Education

## Reference:

### ***Accreditation Standard IV.B.1f***

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation. The Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

### New Board Member Orientation

In an effort to provide new Board members with the necessary information to perform their duties effectively, the following materials will be provided for their information:

- Copy of the Community College League of California (CCLC) publication, *Orientation and Development for Community College Trustees*
- The list of the following available documents, are strongly recommended and readily available for review:
  - Summary of the California Administrative Code, Title 5, Part 6, including sections related to faculty role in shared governance
  - Copy of the Brown Act
  - Copy of the Community College League of California (CCLC) summary and analysis of AB1725
  - Description of parliamentary procedure
  - College catalogs, class schedules and other major District publications
  - Summary of the roles and responsibilities of the District and statewide Academic Senates
  - Copies of the American Federation of Teachers (AFT), Service Employees International Union (SEIU) agreements with the VCCCD
  - Copy of the VCCCD Classified Employee Handbook, including rules and regulations of the Personnel Commission
  - District-wide Master Plan
  - Index of adopted Board Policies and correlating Administrative Procedures, which may be found on the District's web site at [www.vcccd.edu](http://www.vcccd.edu)
  - Glossary of VCCCD acronyms and terms
  - List of all District-wide committees and their meeting schedules
  - List and description of student organizations, including the Associated Students of each college
  - 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 may include the opportunity to:

- Review the District budget with the Vice Chancellor of Business and Administrative Services
- Meet with Chancellor's staff, either collectively or individually
- Tour Oxnard, Moorpark, and Ventura College campuses

- Meet with student leaders from the colleges
- Review Conflict of Interest and Ethics Policies and Procedures
- Meet with the Chair of the Personnel Commission

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

- Participation in the CCLC Trustee Orientation
- Trustees are encouraged to attend professional organization conferences for trustees

Adopted: March 10, 2009  
Revised: \_\_\_\_\_