

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: BOARD PROFESSIONAL DEVELOPMENT AND ORIENTATION	Number: AP 1.35
Legal Authority: California Education Code Section 70902; WASC/ACCJC Accreditation Standard IV.C	

A. Publicly Elected and Appointed Board Members

The Chancellor and two to three experienced trustees will be responsible for the orientation of new Board members. The Chancellor should assume the primary responsibility for offering guidance to the Board in planning and implementing the program with the help of carefully selected trustees, senior administrative officers, and the Board chair. The Chancellor should be recognized by the Board as a most important person who shares the responsibility for its education and its development as an effective organization. Participation by members of the Board is necessary. It is especially important for the Board's elected leaders (Chair and Vice Chair) to assume a visible role.

The orientation needs to make the important distinction between orientation to the institution and orientation to the new Board member's trusteeship, two objectives that require separate attention. Since the needs of each new trustee may vary, it is appropriate for the chief executive officer to inventory the personal and professional interests and experiences of each incoming Board member to permit tailoring the program accordingly.

B. Orientation to the Institution

1. New Board members will receive information and direction in the following areas:

- a walking tour of the Ocean campus and visits to the college centers.
- a review of key institutional data that mark trends that have occurred over the past few years (enrollment, budget, student achievement, accreditation status and recommendations, etc.).
- a brief description of the institution's distinctive history and development in conjunction with a review of the college organization, programs, budget and facilities.
- a list of trustees, names and titles of key administrators, faculty, staff and student leaders and a copy of the emergency telephone list.
- structure and operations of the Board of Trustees. All governing boards are not identical. New members need to know who is on the Board and how governance works at City College of San Francisco.
- the review structure of public higher education at the state level. Include a discussion of the role of the Chancellor's Office, Board of Governors, Community College League of California (CCLC), and the California Community College Trustee Association (CCCT).
- the review processes for decision-making, consultation with college constituent groups and the college committee structure.

Recommended by Participatory Governance Council on 11/19/2015 New Procedure
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- opportunities for the new trustee to ask questions on the administrative organization; academic organization, programs and priorities; budget and state support background; physical plant priorities, both construction and maintenance; current issues facing the college and/or the Board of Trustees, and highlight objectives from the college's planning process.
- the concept of consultation in a collegiate setting as required by the Legislature and the Board of Governors, and its implementation at City College. Include the role and membership of the Governance Council, Academic Senate, Faculty unions, Classified unions, and Associated Student Council.
- a link to the Board Policy Manual and minutes of recent Board meetings. Discuss the manner in which the Board solicits public participation and responds to complaints and questions.
- opportunities to meet informally with faculty, staff, students, administrators and fellow trustees. Ensure new Board members are introduced to the current leadership of all campus organizations.
- guidance to distinguish between the role of the Board as an organization and the role of an individual trustee.
- reading that might be used in discussions such as: Trustee Responsibilities by John W. Nason (AGB Publication #1), A Guide for New Trustees by Nancy R. Axelrod (AGB Publication #2) and Trusteeship in Community Colleges by Cindra Smith, (ACCT)
- local, state, and/or national meetings for trustees. A good experience would include attendance at the CCLC Trustee Orientation Workshop held in January/February in conjunction with the annual Legislative Conference.
- the laws, including the Brown Act, that apply to governing boards in California. In particular, review Education Code section 70902, Board of Trustees; Governing Board Responsibilities and Function, The Board Meeting--Brown Act Rules, published by the California School Boards Association, and Chapter One of the San Francisco Community College District Board Policy Manual which outlines the role of the Board of Trustees of the District.

C. New Student Trustees

1. The newly elected student trustee shall, within two weeks of being elected, make arrangements to meet with the out-going student trustee, the student activities director, the Chancellor and a trustee mentor assigned by the President of the Board of Trustees.
2. The outgoing student trustee shall be responsible for the handing over of the CCLC Student Trustee Handbook, updating the new student trustee on any outstanding business, and giving an overview of the role of the student trustee.
3. The Student Activities Director shall be in charge of communication training and parliamentary procedures.
4. The Chancellor or designee will give an overview of the college mission, familiarizing the student trustee with administrative policies and procedures, understanding the board structure, general operational principles of the board as well as the student trustee's rights, responsibilities and privileges.
5. The student trustee should attend the Community College League of California student trustee orientation or a similar activity.

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