

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY MANUAL**

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

The Board of Trustees is committed to its ongoing development as a Board and to Trustee education program that includes new Trustee orientation.

To that end, the Board of Trustees will engage in study sessions and Board retreats, support conference attendance, and promote other activities that foster effective Trustee participation, operations, leadership and decision-making for the benefit of the San Francisco Community College District.

**Ongoing Trustee Development**

Board members are expected to attend at least one state or national conference at least every two years. Recommended conferences include those sponsored by the Community College League of California, the Association of Community College Trustees and the American Association of Community Colleges.

The Board of Trustees will hold at least two Board retreats or workshops each year, at which the Board will have the opportunity to discuss concerns and ideas with other members of the Board and the Administration. Discussion topics may include, but are not limited to, board self-evaluation, college and board goal achievement and goal-setting, board policies and key issues facing the college.

**New Trustee Orientation**

- **Publicly Elected Board Members**

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before the assumption of office. Such assistance will include providing written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings held as training/information sessions by state and national organizations.

- **Student Board Member**

The Chancellor shall provide an overall orientation to the student Board member upon assumption of office to include providing written materials; an overall review of the institution's history and development, the structure of public higher education at the state level; an explanation of the concept of consultation; and an invitation to schedule additional meetings with the Chancellor. The Chancellor will encourage the student trustee to attend the new student trustee orientation sponsored by the California Community College Trustees (CCCT) association.

In June of each year the President of the Board of Trustees shall appoint a member of the Board of Trustees to act as mentor to the student trustee.

Approved by District Board of Trustees on 10/25/2012, (revised) 3/24/2016 Revised Policy Recommended by Participatory Governance Council on 11/19/2015
---

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY MANUAL**

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

**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.

**Orientation to the Institution**

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.
- 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.

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY MANUAL**

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

- 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 hard copy and 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.

**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.

Approved by District Board of Trustees on 10/25/2012, (revised) 3/24/2016  
Revised Policy Recommended by Participatory Governance Council on 11/19/2015