

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD POLICIES

Board of Trustees

Chapter 2

Board Education

2740

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

All Trustee travel is subject to approval of the Board of Trustees (Ed Code section 72423). As part of the budget development process for the District, the Board of Trustees will annually review expenditures for conference attendance and will take action to establish a budget for the subsequent academic year. This action will be taken no later than May each year. Any expenditure beyond the budgeted amount will require separate action by the Board of Trustees.

By August 1st, the Superintendent/President will provide all Trustees on the Board a list of the upcoming annual Conferences and Calendar in order to plan for the upcoming academic calendar year. Sample annual conferences relevant to trustees include, but are not limited to:

1. Community College League of California (CCLC) Student trustee conference
2. Association of Community College Trustee (ACCT) Annual leadership conference
3. CCLC Annual conference
4. CCLC Effective Trustee Workshop for newly elected/appointed trustees
5. CCLC Board Chair Workshop
6. CCLC Annual legislative conference
7. ACCT Community College legislative summit
8. American Association of Community Colleges (AACC) Annual conference
9. CCLC Annual trustee conference

At the September Regular meeting of the Board of Trustees, the Agenda will include an Action Item to finalize the selection of Trustees to attend the conferences listed in the annual Conference Calendar provided by the Superintendent/President.

The Priority of Selection of trustees to attend shall be:

1. Newly-elected and Newly-appointed Trustees
2. Board Chair/Vice President.
3. All Other Trustees.

All Trustees will be given an opportunity to make a request for a conference at the September Regular meeting of the Board of Trustees. Each Trustee can only be selected to attend one (1) conference per

year. If another conference becomes available or is not selected amongst the Conference Calendar, then all Trustees will have the opportunity to make a selection with the priority given the following:

1. Trustee who has attended the fewest conferences over their term of office.
2. Newly elected or appointed trustee
3. All other Trustees

In addition to Trustee educational trips to conferences paid by the district, trustees are encouraged to obtain education through free resources such as online education, reading related materials, study sessions, etc. Examples of recommended free educational material are listed below.

1. Online
 - a. Accreditation Commission for Community and Junior Colleges (ACCJC) basic principles of accreditation, <http://www.trainingway.com/accjc/>
 - b. Guide to Accreditation Standards for Governing Boards, ACCJC, at http://www.accjc.org/wp-content/uploads/2010/09/Guide-to-Accreditation-for-Governing-Boards_2012.pdf
 - c. Institute for Local Government, Brown Act webinar at <http://www.ca-ilg.org/webinar/brown-act-webinar-keeping-clerks-ahead-curve>
 - d. Ethics Training Fair Political Practices Committee (FPPC) <http://www.fppc.ca.gov/index.php?id=477>
 - e. Student Success Task Force Report, http://www.californiacommunitycolleges.cccco.edu/Portals/0/Executive/StudentSuccessTaskForce/SSTF_Final_Report_1-17-12_Print.pdf
 - f. Assessing Board Effectiveness, <http://www.ccleague.org/files/public/BoardSelfEvalweb.pdf>
2. Readings
 - a. CCLC Trustee Handbook
 - b. Victor Valley College's (VVC) ACCJC self-evaluation report
 - c. VVC's Annual Budget report

The following education and professional development guidelines have been created to facilitate the professional development of Trustees and to keep Trustees informed and up-to-date on issues affecting California Community Colleges.

A. Trustee Candidates

The superintendent/president will, upon learning that someone has filed for election or is seeking appointment to the board, provide an information packet to all candidates that to include:

1. General information about the college
2. Information about the roles and responsibilities of governing boards and trustees
3. Copy of the VVC Board of Trustee policies, Chapter 2

In addition, all candidates will be invited to the following:

1. A candidate information forum
2. Individual or group meetings with the superintendent/president

3. A tour of college sites.
4. Invitation to a board meeting held prior to the election to observe and be introduced.

All candidates, including incumbents, will be treated equally.

B. Newly elected or appointed Trustees

The superintendent/president and the board president or their designee will be responsible for the orientation of newly elected and newly appointed Board of Trustees members. To educate new trustees, the following process has been developed and needs to be completed in the first 90 days of the trustee taking office.

The college Superintendent/President and board president or their designee will:

1. Arrange for tours of all the campus sites for new trustees that didn't elect to take a tour during their candidacy.
2. Provide the following documents:
 - a. Most recent accreditation self-evaluation and corresponding communication(s) from the accrediting agency.
 - b. College catalog
 - c. Key college planning documents (e. g., master plan, facilities plan, etc)
 - d. Organizational chart
 - e. All union contracts
 - f. Copy of the most recent college adapted budget
 - g. Brown Act
3. Meet with the trustee to review key issues and answer any questions the trustee may have about the information in number 2 above.
4. Brief the trustee on key services offered by the college.
5. Brief the trustee on the budgeting process.
6. Provide information on the major events to include, but not limited to:
 - a. Main graduation ceremony
 - b. Career Technical graduations
 - c. Convocation
 - d. Athletic events
 - e. Performing Arts events
7. Provide a summary of the Shared Governance process of college.
8. Review the role of the following:
 - a. Academic Senate
 - b. Associated Student Body (ASB)
 - c. Classified Union
 - d. Faculty Unions
 - e. College Managers
 - f. Superintendent/President
 - g. Board members

C. Veteran Trustees

The Board will engage in ongoing professional development activities that enhance and improve the demonstration of its primary policy role in assuring the quality, integrity, and effectiveness of student learning programs and services. The following guidelines have been created to meet the Board's commitment to the ongoing development of its members.

1. The Board President, installed at the December Organizational Meeting, shall be encouraged to attend the CCLC Board Chair Workshop (typically in January).
2. The Board of Trustees will hold 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. Other workshops may be scheduled as needed.
3. Trustees may also enroll in webinars and other professional training offered on-line by the AACC, ACCT, ACCJC or CCLC or other education-related organization as determined by the Board or proposed by the President/Superintendent.
4. All educational activities of the Board members will be logged and kept on file in the Superintendent/President's office.

D. Student Trustee

To orient the student trustee, the Superintendent/President or designee, will:

1. Within the first two weeks of being appointed, the student trustee shall arrange to meet with the director of student activities and the outgoing student trustee who will update the new student trustee on any outstanding business.
2. The superintendent/president and board president will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.
3. Will be responsible for familiarizing the student trustee with administrative policies and procedures, understanding of board structure, general operational principles of the board, as well as the student trustee's rights, responsibilities, and privileges.
4. Will be available to meet with the student trustee to review the board agenda.
5. Make arrangements for the student trustee to attend the Community College League of California student trustee orientation or a similar activity.
6. Assign the vice president of student services and/or the student activities director to provide training in communication and parliamentary procedures.

Reference: Education Code 72423 and Accreditation Standard IV: B.9

Policy Adopted 9/11/01

Policy Revised 11/11/03

Board Reviewed/Approved - 8/11/09

Policy Revised 10/13/2015

Board Reviewed/Approved – 10/13/2015