

## **CLPCCD Trustee Orientation Process and Timeline**

The New Trustee Orientation Process and Timeline is designed to provide a thorough orientation to the multiple aspects of trusteeship in five meetings held over a six to seven- month period. Sufficient time is allotted for each meeting to allow for full explanation and discussion on key topics including an overview of the California Community College (CCC) System; CCC Funding, Brown Act; Board and CEO Relations; District/College Governance; Labor Relations; District Budget and Finance Accreditation; and College Programs and Services.

### **Meeting #1**

**Date:** Following appointment and Oath of Office

**Time Required:** 2-3 hours

**Meeting Location:** District Office

**Attendees:** Board President

**Topics of Discussion:**

1. Introductions
  - a. VC HR
  - b. VC Business Services
  - c. VC Facilities and Bond
  - d. Chancellor's Office Staff
2. Overview Colleges and District
3. Board Mission Statement
4. Priorities & Values
5. In-Processing
  - a. HR Paperwork
  - b. Payroll/Health Benefits Enrollment
  - c. FPPC Form 700
  - d. Trustee Contact Information
  - e. Ipad

## CLPCCD Trustee Orientation Process and Timeline

### Meeting #2

**Time Required:** Half Day

**Meeting Location:** District Office

**Attendees:** LCW

**Topics of Discussion:**

1. Roles- Board (establish policy & strategic guidance) and CEO (administer College, recommend policy & strategic decisions)
  - a. Board Role in Accreditation
  - b. Trustee-EO Relations
  - c. Trustee- Staff Relations and lines of authority
2. Brown Act and Ethics overview
3. Board Meeting Schedule
  - a. Regular Meeting
  - b. Special/ Study Meeting
  - c. Individual Monthly Meetings
4. Board Self-Evaluation Process
5. Board Meeting Schedule
  - a. Trustee Preparation- *Call Chancellor if any questions*
6. Resources:
  - a. Chancellor
  - b. Board President
  - c. Other Trustess (Brown Act)
  - d. CCLC ([www.ccleague.org](http://www.ccleague.org))
7. Trustee Development Opportunities
  - a. Annual CCLC Effective Trusteeship Workshop (held in conjunction with the CCLC Legislative Conference in January)
  - b. CCLC Legislative Conference (January)
  - c. Annual CCLC Convention (November)

## CLPCCD Trustee Orientation Process and Timeline

### Meeting #3

**Time Required:** Half Day

**Meeting Location:** District Office

**Attendees:** Include VC Human Resources & VC Educational Services

**Topics of Discussion:**

- 1.State of the Colleges and Accreditation Status
2. CA CC System Orientation
  - a. System Governance
  - b.Board of Governors Role
  - c. State Chancellor & System Staff Role
3. CLPCCD Governance Orientation
  - a. Governing Board Role
  - b. CEO & President's Role
  - c. Role of Colleges' Academic Senates
  - d. Role of District & Colleges' Administration
  - e. Governance Organizations & Roles
  - f. Organizational Charts
4. Labor Relations
  - a. Education Code & Titles
  - b. Fifty Percent Law
  - c. 75/25 Rule
  - d. Faculty Tenure
  - e. Employment Policy Framework
  - f. Meet and Confer/Unrepresented Employees
  - g. Collective Bargaining
  - h. Collective Bargaining Agreements
5. Educational Services
  - a. EDCE and Enrollment Management/DEMC
  - b. Accreditation
  - c. Institutional Planning
  - d. Intersegmental Pathways and Alignment
  - e. Vision for Success
  - f. Workforce and Economic Development

## CLPCCD Trustee Orientation Process and Timeline

### Meeting #4

**Time Required:** Half Day

**Meeting Location:** District Office

**Attendees:** Include VC Business Services and VC Facilities and Bond

**Topics of Discussion:**

1. Budget Primer (Overview of budget and budget development)
2. College Finances
  - a. Revenue (one-time vs. ongoing) (Restricted & Unrestricted)
  - b. expenditure areas/categories
  - c. Budget preparation
  - d. Budget & Expenditure Monitoring (Monthly Financials)
3. Audit Findings & Work Progress
4. Existing Litigation
5. Facilities and Bond
  - a. CLPCCD Bond Program & Bond List Revision Process
  - b. District Operations
  - c. Total Cost of Ownership
  - d. Workplace Safety and Emergency Management
  - e. Climate Action Plan

### Meeting #5

**Time Required:** Half Day

**Meeting Location:** Chabot and Las Positas

**Attendees:** College Presidents

**Topics of Discussion:**

1. College/Campus Tour
2. College Programs and Services