

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 2740 Board Education and Professional Development

References: Education Code Section 72423, ACCJC Accreditation Standard 4

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

1. Conference Attendance

- A. All trustees are encouraged to attend two (2) major conferences, workshops, or seminars annually. When multiple Trustees attend one event, an effort should be made to attend as many different workshop sessions as appropriate and to avoid duplication of attendance.
- B. The Board President, elected at the December Organizational Meeting, shall be encouraged to attend the Community College League of California (CCLC) Board Chair Workshop (typically in January).
- C. Any newly elected or appointed Trustee shall be encouraged to attend any workshop sponsored by CCLC that has a focus for new Trustees.
- D. The Student Trustee shall be encouraged to attend at least one conference annually that includes professional development activities specifically for student Trustees.
- E. Any member of the Board of Trustees elected to the California Community College Trustees (CCCT) Board shall be encouraged to attend all functions, meetings, and conferences that include the work of the CCCT Board.
- F. Any member of the Board of Trustees elected to the Association of Community College Trustees (ACCT) Board of Directors shall be encouraged to attend all functions, meetings, and conferences that include the work of the ACCT Board.
- G. 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 act 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.
- H. Trustee travel authorization and expense reimbursement procedures shall conform to District policies and procedures.

2. Orientation/Mentoring of New Trustees

- A. Following the seating of new board members in December of election years, the Board President shall solicit a veteran Trustee to serve as a mentor for each new Trustee (including the student Trustee). The veteran and new Trustees are encouraged to meet at least quarterly and give a brief report about such meetings at the subsequent Board meetings.
- B. Necessary materials for such orientations will be supplied by the Superintendent/President's office.

- C. The veteran and new Trustee are encouraged to discuss topics such as, but not limited to:
 - 1. Roles and responsibilities of board members
 - 2. Authority of the board
 - 3. Brown Act
 - 4. Board meeting protocol
 - D. The veteran and new Trustee are encouraged to participate in activities such as:
 - 1. Tours of all District locations
 - 2. Attendance at campus events (e.g., student awards ceremonies, performing arts events, speakers, athletic events, etc.)
 - 3. Introductions to local community boards, elected officials, and community leaders
3. Local Workshops
- To enhance Trustee expertise and effectiveness, the Board of Trustees shall consider sponsoring at least one local workshop annually to be presented by a representative of the Community College League of California, the State System Office, the Accrediting Commission, or other agency and/or organization deemed to be appropriate for board development.
4. Other Professional Development Activities
- A. Regularly scheduled board development study sessions will provide opportunities for Trustees to learn about Hartnell College programs, services, and activities and to learn about issues and developments affecting Hartnell College.
 - B. A resource library will be maintained in the Superintendent/President's Office, and Trustees are encouraged to spend time reviewing books, newsletters, and publications pertaining to their role on the governing board. Trustees are encouraged to make recommendations about materials to be added to the library.
 - C. Trustees are encouraged to become competent in computer skills in order to enhance communications and enable the acquisition of information pertaining to issues affecting the District.
 - D. Trustees are encouraged to research and review reports, announcements and other items posted on websites, including, but not limited to, the Hartnell College website, the California Community College Chancellor's Office website, the CCLC website, the ACCT website, and the ACCJC website.
 - E. Trustees are encouraged to develop and deliver topical workshops at conferences of professional organizations.

See Board Policy 2740, 2735

Approved by Board of Trustees: 05/07/13