

New Trustee Onboarding Training Topics – 90 Days

WHAT	WHY	BY WHOM				HOW
What I Need to Know	Why this is important	President's Office	Board Chair	Self-Guided	Trustee Assoc.	Resources/Methods/Actions
<p><u>College Overview</u></p> <ul style="list-style-type: none"> • Student demographics, characteristics , facts • Faculty and staff demographics • Programs, certificates, courses of study offered 	<ul style="list-style-type: none"> • Understand who the college serves and how. 	X				<ul style="list-style-type: none"> • College marketing materials • Fast Facts • <u>SBCTC Field Guide</u> • College website • Accreditation self-study and reports • Annual report
<p><u>Strategy</u></p> <ul style="list-style-type: none"> • Vision, Mission, and Strategic Plan • Core Themes and Goals 	<ul style="list-style-type: none"> • Understand the board's charge to the college • Know how the college will be evaluated in accreditation • Understand the college's priorities and focus 	X				<ul style="list-style-type: none"> • Strategic plan • Website links • Related documents

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<p><u>Enrollment</u></p> <ul style="list-style-type: none"> • College enrollments • How targets are being met • Who attends the college • How enrollments change 	<ul style="list-style-type: none"> • Understand how enrollment impacts the college budget • Know the challenges the college faces • Understand the value the college brings to the community 	X				<ul style="list-style-type: none"> • Current enrollment report • Historical enrollment reports • Student demographics
<p><u>Service Area</u></p> <ul style="list-style-type: none"> • School districts served • Geographical area served 	<ul style="list-style-type: none"> • Know who we serve and where they come from 	X				
<p><u>Other Higher Ed Options</u></p> <ul style="list-style-type: none"> • Four-year institutions • Online education • Other organizations providing 	<ul style="list-style-type: none"> • Understand the choices students have • Understand who we need to collaborate with 	X		X		

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education & training						
<p><u>Impact of Washington Community and Technical Colle</u></p> <ul style="list-style-type: none"> • Student demographics • Student Success Data (including transfers in-state vs out-of-state) • Goals • Needs • Economic Impacts 	<ul style="list-style-type: none"> • Understand information needed to communicate and advocate on behalf of my college and SBCTC system as a whole 	X		X	X	<ul style="list-style-type: none"> • SBCTC website • SBCTC publications <ul style="list-style-type: none"> ○ SBCTC Quick Facts and Publications ○ SBCTC Field Guide ○ SBCTC Community & Technical Colleges at a Glance

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<p><u>Trustee Organizations - ACT/ACCT</u></p> <ul style="list-style-type: none"> • What are ACT and ACCT? • Key activities and events • ACT organization and committees • SBCTC vs ACT vs WACTC - relationship to each other 	<ul style="list-style-type: none"> • How do Trustees support each other & work together? • Helps new trustee understand the meeting schedule of the various organizations and which ones to attend 		X	X	X	<ul style="list-style-type: none"> • SBCTC website • SBCTC publications • ACT website • ACCT website <ul style="list-style-type: none"> ○ About ○ Events ○ Resources ○ Publications ○ Podcast
<p><u>Scope of the Trustee Commitment</u></p>	<ul style="list-style-type: none"> • Understand what is expected of you - time and level of participation 	X	X			

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<ul style="list-style-type: none"> • Board meetings: preparation and attendance • Additional trustee meetings • Community events • College events • Local, state and national conferences 						
<p>Ethics</p> <ul style="list-style-type: none"> • Code of ethics • Open meetings law • Public records • Conflict of interest • Personal financial disclosures (F-1 filing) 	<ul style="list-style-type: none"> • Avoid trouble for you and the college • Use your position of authority appropriately 	X	X	X		<ul style="list-style-type: none"> • ACT website • "Attention New Trustees: This Episode is For You," Jeff Advokat • ACCT Guide to Ethical Governance • Annual PDC F-1 Personal Financial Affairs Statement • Governor's website • Documents from AG's office

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<p><u>Board Role vs. President's Role</u></p> <ul style="list-style-type: none"> • Policy vs. management • Board's authority • Policy governance 	<ul style="list-style-type: none"> • Understand the line between oversight and management • Provide oversight 	X	X			<ul style="list-style-type: none"> • Board Policy Manual • Articles • ACT New Trustee Orientation • ACT website
<p><u>Who the Board Represents</u></p> <ul style="list-style-type: none"> • The Board's constituents 	<ul style="list-style-type: none"> • Understand on whose behalf you are speaking, discussing and deciding 		X			<ul style="list-style-type: none"> • Articles • ACT New Trustee Orientation
<p><u>Board Policies</u></p> <ul style="list-style-type: none"> • Key policies 	<ul style="list-style-type: none"> • Know which policies affect the work of the Board 		X			<ul style="list-style-type: none"> • Board policy manual
<p><u>Using Influence Effectively</u></p> <ul style="list-style-type: none"> • How to get items on the board agenda • How to share ideas and 	<ul style="list-style-type: none"> • Understand how to influence outcomes vs. directing them 		X	X		<ul style="list-style-type: none"> • ACT new trustee orientation • ACT website • ACCT website

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<ul style="list-style-type: none"> influence discussions How to effectively influence board decisions 						
<p><u>Responding to the Media</u></p> <ul style="list-style-type: none"> Who is authorized to speak on behalf of the board 	<ul style="list-style-type: none"> Clarity of communication 	X	X			<ul style="list-style-type: none"> College's communication plan PIO, as needed
<p><u>Board Governance</u></p> <ul style="list-style-type: none"> How the board is organized How the board does its work Board retreats Board self-evaluation 	<ul style="list-style-type: none"> Understand how the board functions 		X			<ul style="list-style-type: none"> ACT website Recent board self-evaluation Committee structure and members

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<p><u>Trustee Equity Topics</u></p> <ul style="list-style-type: none"> • Faculty and staff demographics: past, current, future • DEI initiatives at the district (ODEI, faculty, staff, admin, student) • Board composition, equity practices, and norms 	<ul style="list-style-type: none"> • Trustees and boards understand how well their district is meeting the needs of the entire community it serves • Trustees are conversant in the terms and language of diversity, equity, and inclusion • Trustees set the tone by role modeling equitable board membership 	X		X		<ul style="list-style-type: none"> • Trustee Recruitment and Selection Handbook https://www.sbctc.edu/resources/documents/about/trustees/trustee-recruitment-and-selection-handbook-draft-as-released.pdf • Equity, Diversity, and Inclusion Research and Resources https://www.sbctc.edu/about/edi/research-resources.aspx • Check your district's Office of Diversity, Equity, and Inclusion web site <ul style="list-style-type: none"> • Review your district's past board meeting and retreat minutes
		X	X	X	X	
		X	X	X	X	