

## 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><b><u>College Overview</u></b></p> <ul style="list-style-type: none"> <li>• Student demographics, characteristics, facts</li> <li>• Faculty and staff demographics</li> <li>• Programs, certificates, courses of study offered</li> </ul>	<ul style="list-style-type: none"> <li>• Understand who the college serves and how.</li> </ul>	X				<ul style="list-style-type: none"> <li>• College marketing materials</li> <li>• Fast Facts</li> <li>• <u>SBCTC Field Guide</u></li> <li>• College website</li> <li>• Accreditation self-study and reports</li> <li>• Annual report</li> </ul>
<p><b><u>Strategy</u></b></p> <ul style="list-style-type: none"> <li>• Vision, Mission, and Strategic Plan</li> <li>• Core Themes and Goals</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the board's charge to the college</li> <li>• Know how the college will be evaluated in accreditation</li> <li>• Understand the college's priorities and focus</li> </ul>	X				<ul style="list-style-type: none"> <li>• Strategic plan</li> <li>• Website links</li> <li>• Related documents</li> </ul>
<p><b><u>Enrollment</u></b></p> <ul style="list-style-type: none"> <li>• College enrollments</li> <li>• How targets are being met</li> <li>• Who attends the college</li> <li>• How enrollments change</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how enrollment impacts the college budget</li> <li>• Know the challenges the college faces</li> <li>• Understand the value the college brings to the community</li> </ul>	X				<ul style="list-style-type: none"> <li>• Current enrollment report</li> <li>• Historical enrollment reports</li> <li>• Student demographics</li> </ul>
<p><b><u>Service Area</u></b></p> <ul style="list-style-type: none"> <li>• School districts served</li> <li>• Geographical area served</li> </ul>	<ul style="list-style-type: none"> <li>• Know who we serve and where they come from</li> </ul>	X				

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<p><b><u>Other Higher Ed Options</u></b></p> <ul style="list-style-type: none"> <li>• Four-year institutions</li> <li>• Online education</li> <li>• Other organizations providing education &amp; training</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the choices students have</li> <li>• Understand who we need to collaborate with</li> </ul>	X		X		
<p><b><u>Impact of Washington Community and Technical Colle</u></b></p> <ul style="list-style-type: none"> <li>• Student demographics</li> <li>• Student Success Data (including transfers in-state vs out-of-state)</li> <li>• Goals</li> <li>• Needs</li> <li>• Economic Impacts</li> </ul>	<ul style="list-style-type: none"> <li>• Understand information needed to communicate and advocate on behalf of my college and SBCTC system as a whole</li> </ul>	X		X	X	<ul style="list-style-type: none"> <li>• <a href="#">SBCTC website</a></li> <li>• SBCTC publications                             <ul style="list-style-type: none"> <li>○ <a href="#">SBCTC Quick Facts and Publications</a></li> <li>○ <a href="#">SBCTC Field Guide</a></li> <li>○ <a href="#">SBCTC Community &amp; Technical Colleges at a Glance</a></li> </ul> </li> </ul>
<p><b><u>Trustee Organizations - ACT/ACCT</u></b></p> <ul style="list-style-type: none"> <li>• What are ACT and ACCT?</li> <li>• Key activities and events</li> <li>• ACT organization and committees</li> <li>• SBCTC vs ACT vs WACTC - relationship to each other</li> </ul>	<ul style="list-style-type: none"> <li>• How do Trustees support each other &amp; work together?</li> <li>• Helps new trustee understand the meeting schedule of the various organizations and which ones to attend</li> </ul>		X	X	X	<ul style="list-style-type: none"> <li>• <a href="#">SBCTC website</a></li> <li>• <a href="#">SBCTC publications</a></li> <li>• <a href="#">ACT website</a></li> <li>• <a href="#">ACCT website</a> <ul style="list-style-type: none"> <li>○ <a href="#">About</a></li> <li>○ <a href="#">Events</a></li> <li>○ <a href="#">Resources</a></li> <li>○ <a href="#">Publications</a></li> <li>○ <a href="#">Podcast</a></li> </ul> </li> </ul>

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<p><b><u>Scope of the Trustee Commitment</u></b></p> <ul style="list-style-type: none"> <li>Board meetings: preparation and attendance</li> <li>Additional trustee meetings</li> <li>Community events</li> <li>College events</li> <li>Local, state and national conferences</li> </ul>	<ul style="list-style-type: none"> <li>Understand what is expected of you - time and level of participation</li> </ul>	X	X			
<p><b><u>Ethics</u></b></p> <ul style="list-style-type: none"> <li>Code of ethics</li> <li>Open meetings law</li> <li>Public records</li> <li>Conflict of interest</li> <li>Personal financial disclosures (F-1 filing)</li> </ul>	<ul style="list-style-type: none"> <li>Avoid trouble for you and the college</li> <li>Use your position of authority appropriately</li> </ul>	X	X	X		<ul style="list-style-type: none"> <li><a href="#">ACT website</a></li> <li>"<a href="#">Attention New Trustees: This Episode is For You,</a>" Jeff Advokat</li> <li><a href="#">ACCT Guide to Ethical Governance</a></li> <li><a href="#">Annual PDC F-1 Personal Financial Affairs Statement</a></li> <li><a href="#">Governor's website</a></li> <li>Documents from AG's office</li> </ul>
<p><b><u>Board Role vs. President's Role</u></b></p> <ul style="list-style-type: none"> <li>Policy vs. management</li> <li>Board's authority</li> <li>Policy governance</li> </ul>	<ul style="list-style-type: none"> <li>Understand the line between oversight and management</li> <li>Provide oversight</li> </ul>	X	X			<ul style="list-style-type: none"> <li>Board Policy Manual</li> <li>Articles</li> <li>ACT New Trustee Orientation</li> <li><a href="#">ACT website</a></li> </ul>
<p><b><u>Who the Board Represents</u></b></p> <ul style="list-style-type: none"> <li>The Board's constituents</li> </ul>	<ul style="list-style-type: none"> <li>Understand on whose behalf you are speaking, discussing and deciding</li> </ul>		X			<ul style="list-style-type: none"> <li>Articles</li> <li>ACT New Trustee Orientation</li> </ul>

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<p><b><u>Board Policies</u></b></p> <ul style="list-style-type: none"> <li>Key policies</li> </ul>	<ul style="list-style-type: none"> <li>Know which policies affect the work of the Board</li> </ul>		X			<ul style="list-style-type: none"> <li>Board policy manual</li> </ul>
<p><b><u>Using Influence Effectively</u></b></p> <ul style="list-style-type: none"> <li>How to get items on the board agenda</li> <li>How to share ideas and influence discussions</li> <li>How to effectively influence board decisions</li> </ul>	<ul style="list-style-type: none"> <li>Understand how to influence outcomes vs. directing them</li> </ul>		X	X		<ul style="list-style-type: none"> <li>ACT new trustee orientation</li> <li><a href="#">ACT website</a></li> <li><a href="#">ACCT website</a></li> </ul>
<p><b><u>Responding to the Media</u></b></p> <ul style="list-style-type: none"> <li>Who is authorized to speak on behalf of the board</li> </ul>	<ul style="list-style-type: none"> <li>Clarity of communication</li> </ul>	X	X			<ul style="list-style-type: none"> <li>College's communication plan</li> <li>PIO, as needed</li> </ul>
<p><b><u>Board Governance</u></b></p> <ul style="list-style-type: none"> <li>How the is board organized</li> <li>How the board does its work</li> <li>Board retreats</li> <li>Board self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Understand how the board functions</li> </ul>		X			<ul style="list-style-type: none"> <li><a href="#">ACT website</a></li> <li>Recent board self-evaluation</li> <li>Committee structure and members</li> </ul>