

2017.                    ADMINISTRATIVE REGULATIONS ON BOARD EDUCATION

2017.1                    The Superintendent-President, or designee, is responsible for administering these Regulations.

2017.2                    Essential tools for successful trustee participation on the Board include a well-rounded orientation process and training opportunities, which provide knowledge about the Board’s policy roles and responsibilities, the District’s history, programs, and the cultural diversity of its service area. Orienting newly elected or appointed trustees is the responsibility of the Superintendent-President.

2017.3                    All Board Members, including Student Trustee as appropriate, will receive regular training on topics to include but not be limited to:

- The roles and responsibilities of Board members
- Development of the Superintendent-President/Board relationship
- Accreditation Standards
- Understanding board policy making
- Effective parliamentary procedure, how to conduct a meeting, and Brown Act requirements
- Board fiduciary responsibilities
- Confidentiality of Closed Session and legal matters
- Board communication and protocols
- Board ethics
- Participatory governance

2017.4                    In order to educate newly elected and appointed Trustees, including Student Trustee as appropriate, and Board officers, the Superintendent-President, Board President, or designee will:

- A. Arrange for newly appointed Board officers (including the Board President) to receive Board officer training within 45 days after they become officers. This training can be held at the District by a consultant or the Trustee can attend this training at another location.
- B. Arrange for new trustees to attend the Community College League of California’s (CCLC) Trustee Orientation Workshop in Sacramento, and/or statewide or national association orientations and workshops on trusteeship sponsored by the ACCT, or other equivalent organizations.

2017.

- C. Review the CCLC Trustee Handbook with new Trustees, specific to Sections 2 and 3 – Governing Board Responsibilities and Effective Trusteeship.
- D. Provide and review the District’s Policies and Administrative Regulations with new Trustees.
- E. Review Board Policy 2014 Board of Trustees’ Code of Ethics/Standards of Practice.
- F. Discuss the legal and ethical constraints imposed on trustees, including open meeting provisions, confidentiality, conflicts of interest, and the difference between policy-making and managing.
- G. Review provisions of the Brown Act and Education Code 70902 concerning duties and responsibilities of the Board of Trustees, and other applicable laws specific to Boards.
- H. Review the trustee’s role as a representative of the District in community relations and fundraising, and the relationship to the Long Beach City College Foundation.

2017.5

In order to orient new Trustees, including Student Trustee as appropriate, to the District, the Superintendent-President, or designee, will:

- A. Arrange tours of the District’s facilities.
- B. Provide descriptions of the District’s institutional characteristics, historical information, and enrollment trends.
- C. Provide copies of the College Catalog, Class Schedules, Accreditation Self-Study and Team Reports, and other key planning documents and relevant written materials.
- D. Provide briefings on the District’s organizational structure, programs and priorities, general and state funding differences, physical plant priorities, and planning process.
- E. Describe the importance of trustee attendance and participation in major District activities including opening day, graduations, and community events.
- F. Provide an introduction to the shared governance process and the role of the key shared governance and constituent bodies: Academic Senate;

2017.

Classified Senate; Associated Student Body Government; and the collective bargaining groups.

- G. Discuss the Superintendent-President's role as Secretary to the Board and the support provided all trustees by the Superintendent-President's office.
- H. Review Board Policies concerning Board member travel (BP 2001), health and other benefits (BP 2002) and compensation (BP 2027).
- I. Provide copies of the Strategic Plan, Board Goals, Superintendent-President's Agenda, budget and Facilities Master Plan.

2017.6

In order to orient the Student Trustee, the Superintendent-President, or designee, will:

- A. Arrange for the Student Trustee to meet with the Dean, Student Affairs, and the outgoing student trustee to be briefed on any outstanding business.
- B. Identify a trustee mentor to assist the Student Trustee throughout the year.
- C. Familiarize the Student Trustee with District policies and administrative regulations and provide an understanding of the Board structure, general operational principles of the Board, and the rights, responsibilities, and privileges of the Student Trustee.
- D. Encourage the student trustee to attend the Community College League of California (CCLC) Student Trustee orientation in August of every year and/or a similar activity.
- E. Provide training in communication and parliamentary procedures.

Reference: ACCJC Accreditation Standard IV.C.9  
Brown Act (Government Code section 54950, et. seq.)

Adopted: July 24, 2012

Revised: February 25, 2014; May 22, 2019