

To: Ohlone College Board of Trustees

From: Garrett Yee, Board Chair

Subject: Ohlone College Trustee Orientation

Purpose: The purpose of the Ohlone College Trustee Orientation is to facilitate a smooth transition for newly elected Trustees onto the Board of Trustees.

Applicability: This orientation serves both newly elected trustees as well as trustees appointed to fill a vacancy created when a board member vacates his/her position on the board.

Board of Trustees.

1. The entire Board should hold a special workshop to welcome the new trustee(s) and to provide an overview of key board policies and procedures needed for the new trustee to function effectively.
2. The Board Chair should meet with the new trustee(s) to cover the topics provided in the Ohlone College Board Member Guide.
3. The Board should assign a “mentor” for new trustees to serve as an initial point of contact to provide informal advice on board practices and procedures not covered in the Guide.

College President and Staff.

1. The College President should meet with the newly elected trustee(s) to provide an overview of the college mission, goals, and establish the lines of communication.
2. The newly elected trustee should meet with the Human Resources Department to in-process. This includes enrolling in the college’s medical insurance programs as well as the payroll system for the trustee’s monthly stipend.
3. The President’s staff should meet with the trustee(s) to provide an overview of their respective areas of responsibility. These individuals include the following:
 - Vice President of Academic Affairs/Deputy Superintendent
 - Vice President of Administrative Services
 - Vice President of Student Affairs
 - Executive Director of the Ohlone College Foundation

California Community College League of California (CCLC)

The new trustee(s) should attend the annual Community College League of California held each year in Sacramento in January and attend the “Effective Trustee Workshop.”

Resources

New Trustees will have at their avail the following on-line resources:

- Trustee Handbook (published by CCLC) <http://www.ccleague.org>
- Ohlone College Board Member Guide <http://www.ohlone.edu/org/board/docs/boardmemberguide.pdf>
- Ohlone College Board Policies and Procedures <http://www.ohlone.edu/org/board/policy/>
- Brown Act http://caag.state.ca.us/publications/2003_Intro_BrownAct.pdf

Trustee Orientation Requirements

The newly elected trustee should bring the following:

- a. Short biography that will be included in the college’s website.
- b. Information needed to complete the necessary medical insurance forms.
- c. Black and White Photo, either print (8x10) or electronic, that will be used for the Board Room photo of the trustees. If the new trustee does not have one, then the college will coordinate to have a photo taken.

Initial Time Requirements

New trustees should be prepared to make an initial investment of time getting familiar with the various resources available on-line and provided by the college. Of special importance is the Brown Act. The College President will briefly cover this topic as part of the initial meeting with the new trustee, but will be covered in more depth at the CCLC conference.

In addition, new trustees should be prepared for the following meetings:

- a. Meeting with the Board Chair to review the Board Member Guide - this will typically happen prior to the first board meeting in December.
- b. Meeting with the College President for college overview - this will typically happen prior to the first board meeting in December.
- c. Meeting with Human Resources to in-process - this will typically happen prior to the first board meeting in December.
- d. Meeting with the President’s staff - this will typically happen prior to the first regular board meeting in January.

e. Attending the CCLC Conference in Sacramento. This is typically a 2-day event, including travel.

f. Meeting with the entire Board for an overview. This will typically be done in a workshop with the board as part of one of the regularly scheduled board meetings - this will happen either in January or February.

Follow-up Requirements

About six months after the new trustee is seated, the College President may offer a follow-up orientation session with the trustee to provide additional training on topics relevant to the trustee's role on the board.

Approximately 12 months after the new trustee is seated, the College President again may offer the trustee the same opportunity.

At any time, the new trustee is encouraged to request information or assistance from the College President in learning about how the college.