

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>Trustee Equity Topics</p> <ul style="list-style-type: none"> • Community demographics: past, current, future • Student demographics: past, current, future • Student outcome disparities • Faculty and staff demographics: past, current, future • DEI initiatives at the district (ODEI, faculty, staff, admin, student) 	<ul style="list-style-type: none"> • Trustees and boards lead with racial equity and anti-racism representing the entire community both now and trends for the future • Trustees and boards understand how well their district is meeting the needs of the entire community it serves 	X X X X X X	 X X	 X X X X	<ul style="list-style-type: none"> • Community statistical reports available from your president’s office and/or census bureau https://www.census.gov/ • District statistical reports from your president’s office or Field Guide https://www.sbctc.edu/about/facts-publications/field-guide-2022/default.aspx • 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 	

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<ul style="list-style-type: none"> • Board composition, equity practices, and norms 	<ul style="list-style-type: none"> • 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	X	X	<ul style="list-style-type: none"> • Trustee Recruitment and Selection Handbook https://www.sbctc.edu/resources/documents/about/trustees/truste-e-recruitment-and-selection-handbook-draft-as-released.pdf • Review your district's past board meeting and retreat minutes • Equity in hiring • Unconscious bias Boards who anticipate conducting a presidential search are advised to complete Unconscious Bias Training and Equity in Hiring Training within the previous two years. Boards are advised to work through their District President to access training material from their College's Diversity, Equity, and Inclusion team. If material is not locally available boards are advised to contact Ha T. Nguyen, Director Equity, Diversity, & Inclusion, WA State Board for Community and Technical Colleges (hnguyen@sbctc.edu, 360-704-1001) to identify additional options • Peer college benchmarks. For references to recent presidential searches in the WA State system contact Kim Tanaka, Director, Washington State Association of College Trustees, (ktanaka@sbctc.edu, 360.704.4307) • ACCT Searches Resources for Boards https://acctsearches.org/search-guidance/ • Evaluating the CEO https://www.sbctc.edu/resources/documents/about/trustees/ceo-performance-evaluation.pdf • Diversity, Equity, and Inclusion in evaluating the CEO https://www.acct.org/DEI-guide-2020
<ul style="list-style-type: none"> • Best practices in equitable hiring and evaluating 	<ul style="list-style-type: none"> • Boards hire and evaluate Presidents 	X	X	X	X	

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<ul style="list-style-type: none"> • How to insightfully evaluate and approve budgets with an equity lens • How to insightfully evaluate and approve policy with an equity lens • Equity is an ever-changing space requiring continuous learning from a place of inquiry and humility 	<ul style="list-style-type: none"> • Boards approve budgets • Boards approve policy • Trustees require both head and heart knowledge that is contemporary to the times 	X	X	X	X	<ul style="list-style-type: none"> • Review your board and district's policy documents • Equitable decision making https://www.clark.edu/about/governance/shared-governance/EquitableDecisionMakingTool.pdf • ACCT Equity Action Agenda https://www.acct.org/equity-action-agenda • From Equity Talk To Equity Walk (McNair, Bensimon, & Malcom-Piqueux) https://www.aacu.org/publication/from-equity-talk-to-equity-walk-expanding-practitioner-knowledge-for-racial-justice-in-higher-education • Review and enroll in equity workshops provide by your district. • Monitor and engage in equity workshops and events in your community. • ACT Equity Resource Bank https://www.sbctc.edu/about/edi/edi-equity-resource-bank.aspx • Northwest Commission on Colleges and Universities Equity Library https://nwccu.org/equity-resource-library/ • YWCA Equity Resources Directory https://untiljusticejustis.org/wp-content/uploads/2020/07/YWCA-Resources-Final-7-2-20.pdf