

## 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 services and how.</li> </ul>	X				<ul style="list-style-type: none"> <li>• College marketing materials</li> <li>• Fast Facts</li> <li>• <a href="#">SBCTC Field Guide</a></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>

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<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				
<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>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 he/she should 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>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>
<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>

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<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>