

## New Trustee Onboarding Training Topics – 1 Year

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>Community Needs</u></b></p> <ul style="list-style-type: none"> <li>• Demographic, economic &amp; social trends and challenges</li> <li>• How well the college is addressing them</li> </ul>	<ul style="list-style-type: none"> <li>• Know the community and its needs</li> </ul>	X		X		<ul style="list-style-type: none"> <li>• Local data &amp; reports                             <ul style="list-style-type: none"> <li>○ Nonprofit</li> <li>○ Business</li> <li>○ Government</li> </ul> </li> </ul>
<p><b><u>Key Employers and Businesses</u></b></p> <ul style="list-style-type: none"> <li>• Major local employers</li> <li>• Local employment needs</li> <li>• Gaps and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Understand local community need and demand for skilled workers</li> </ul>	X		X		<ul style="list-style-type: none"> <li>• Economic development information</li> <li>• Chamber of Commerce information</li> </ul>
<p><b><u>Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Our reputation in the community</li> <li>• Community leaders, key stakeholders, legislators</li> <li>• K-12 school districts</li> <li>• Other CTC and four-year colleges</li> <li>• Nonprofit, businesses, municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• Know who important partners are</li> <li>• Know who potential partners are</li> <li>• How to foster relationships</li> </ul>	X	X			

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<p><b><u>College Advisory Committees</u></b></p> <ul style="list-style-type: none"> <li>• What are they</li> <li>• What do they do</li> <li>• Who serves on them</li> <li>• Effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Know how local industry and community influence college decisions and support college programs</li> </ul>	X				<ul style="list-style-type: none"> <li>• List of advisory committees and members</li> </ul>
<p><b><u>SBCTC and State Government</u></b></p> <ul style="list-style-type: none"> <li>• How SBCTC fits in state government</li> <li>• SBCTC Responsibilities</li> <li>• SCTC Colleges</li> <li>• How colleges work as a system</li> <li>• How resources are allocated and prioritized</li> <li>• SBCTC vs ACT vs WACTC - relationship to each other</li> </ul>	<ul style="list-style-type: none"> <li>• Know how the college fits within the State and SBCTC system</li> <li>• Understand how funding is allocated for the college</li> </ul>			X	X	<ul style="list-style-type: none"> <li>• New Trustee Orientation Session (Jan or Feb) <ul style="list-style-type: none"> <li>◦ <a href="#">ACT calendar of events</a></li> </ul> </li> <li>• <a href="#">SBCTC website</a></li> <li>• <a href="#">SBCTC publications</a></li> </ul>
<p><b><u>Impact of Washington Community and Technical Colleges</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>

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<p><b><u>President Organizations - WACTC/AACC</u></b></p> <ul style="list-style-type: none"> <li>• What are WACTC &amp; AACC?</li> <li>• WACTC Councils and Commissions</li> <li>• SBCTC vs ACT vs WACTC - relationship to each other</li> </ul>	<ul style="list-style-type: none"> <li>• How do college presidents support each other &amp; work together?</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="#">SBCTC Commissions and Councils</a></li> <li>• <a href="#">AACC website</a></li> <li>• <a href="#">AACC publications</a></li> </ul>
<p><b><u>Shared IT System – ctclink</u></b></p> <ul style="list-style-type: none"> <li>• What is ctclink?</li> <li>• Implications for my college (including financial)</li> <li>• Implications for trustees</li> <li>• My college's implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>• How do I provide proper oversight for a successful implementation</li> <li>• What are the opportunities to improve my college</li> <li>• How do I provide proper oversight for a successful implementation</li> <li>• What are the opportunities to improve my college</li> </ul>	X				<ul style="list-style-type: none"> <li>• <a href="#">SBCTC ctclink webpage</a></li> <li>• <a href="#">ctclink Connect blogs</a></li> </ul>
<p><b><u>Effective governance</u></b></p> <ul style="list-style-type: none"> <li>• Your college</li> <li>• Community and state relations</li> <li>• District relations</li> <li>• Fiscal responsibilities</li> <li>• Educational standards</li> <li>• Social and economic trends</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance and make good decisions</li> </ul>	X	X	X		<ul style="list-style-type: none"> <li>• <a href="#">Workforce Development Trends, work with President</a></li> <li>• <a href="#">"Four Questions Every Trustee Should Ask", Bernie Rhinerson</a></li> <li>• <a href="#">ACCT "Board Buzzwords"</a></li> </ul>

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<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>The trustees' relationship to the Foundation board</li> <li>The trustees' role and responsibility in fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Help the college get resources to accomplish its mission</li> </ul>		X			<ul style="list-style-type: none"> <li>College policy regarding Foundation</li> </ul>
<p><b>Professional Development Opportunities for Trustees</b></p> <ul style="list-style-type: none"> <li>Learning opportunities for trustee</li> <li>ACT activities and events</li> <li>ACCT activities and events</li> </ul>	<ul style="list-style-type: none"> <li>Improve skills and effectiveness</li> <li>Gain better understanding of issues</li> <li>Build network of fellow trustees throughout the system</li> </ul>		X	X		<ul style="list-style-type: none"> <li>New Trustee Orientation (Jan or Feb)</li> <li><a href="#">ACT calendar webpage</a></li> <li><a href="#">ACCT event webpage</a></li> </ul>
<p><b>President as an Employee</b></p> <ul style="list-style-type: none"> <li>Selection</li> <li>Performance management</li> <li>Compensation</li> </ul>	<ul style="list-style-type: none"> <li>Choose and manage an outstanding president for the college</li> </ul>		X			<ul style="list-style-type: none"> <li><a href="#">ACCT website</a></li> <li>Board and president goals</li> </ul>