COLLEGE OF THE SISKIYOUS

Procedure Manual

Title: Board Education
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Responsible Area: Superintendent/President
Responsible Office: President’s Office
Policy Reference: Accreditation Standard IV.B.1.f

All new trustees elected/appointed to the Governing Board of the Siskiyou Joint Community College District (SJCCD) will receive an orientation packet of materials that includes:

- A copy of the Community College League of California (CCLC) publication, “Orientation and Development for Community College Trustees.”

- A list of the following available documents, which are strongly recommended and readily available for review:
  - Summary of the California Administrative Code, Title 5, Part 6, including sections related to faculty role in shared governance.
  - A copy of the Community College League of California (CCLC) summary and analysis of AB 1725.
  - A description of parliamentary procedure.
  - College catalogs, class schedules and other major District publications.
  - A summary of the roles and responsibilities of the District and statewide Academic Senates.
  - Copies of the Faculty Association and California School Employees Association (CSEA) agreements.
  - The College of the Siskiyous educational and master plans.
  - An index of adopted Board Policies and correlating Administrative Procedures, which may be found on the District’s website at http://www.siskiyous.edu/policies/.
A list of all District-wide committees and their meeting schedules, including acknowledgment that Board members may periodically attend such meetings.

A list and description of student organizations, including the Associated Student Body.

A summary of the role and participation level of student members on the Governing Board.

Enrollment reports reflecting student demographics and enrollment patterns.

In addition to reviewing the printed materials, the new Trustee orientation process will include the opportunity to:

- Review the District budget with the CBO.
- Meet with the Superintendent/President and current members of the Board meeting table, either collectively or individually.
- Tour the Weed and Yreka campuses.
- Meet with student leaders from the college.

The new Trustee orientation process will also include, as appropriate:

- Participation in the CCLC Trustee Orientation.
- A retreat with the College of the Siskiyous Board of Trustees or as an alternative, an in-depth meeting with the Board President.
- Meetings with employee constituency groups (Academic Senate, California Schools Employees Association, Administrative Support/Management).

Trustees are encouraged to attend professional organization conferences for employee groups, trustees and students.