

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Board Education

Adoption Date: January 20, 2015

Revision Date: May 10, 2016

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 Brown Act.
 - 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.