



AP 2740.1 Board Orientation

References: Accreditation Standard 4

Approved: January 1, 2014

Last Revised: June 2026

Last Reviewed:

Upon the election to or appointment of any new trustee to the Board, the Board will assure that the following actions are implemented by the superintendent/president.

Contact and Orient New Trustees:

1. The superintendent/president will personally deliver an information packet to the new trustee that includes, but is not limited to:
 - The Community College League's Board Candidate's Information, which includes a list of the trustee orientation and other pertinent conferences;
 - The Community College League's Trustee Handbook including "Governing Board Role" and "The California Community College System;"
 - The last League Fast Facts Publication;
 - General information about Butte-Glenn Community College District including general budget and student performance information; and
 - District policies about the Board (code of conduct, meetings, responsibilities, privileges, and benefits).
 - A copy (electronic or print) of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), consistent with Gov. Code §54952.7.
2. The superintendent/president shall arrange for the following:
 - Tour of the college's main campus and centers;
 - Meeting with the current Board President to discuss Board meeting practices;
 - Arrange for new trustee(s) to attend the Community College League's New Trustee Orientation workshop in Sacramento, and also plan to attend the workshop with the new trustee(s);
 - Design a series of orientation sessions for the new trustees;
 - Schedule information and discussion session(s) with, or introductions to:
 - Experienced Board members (selection of a Board member)
 - Vice presidents (to review areas of responsibility)
 - Faculty, staff, and student leaders
 - Butte College Foundation leaders
 - A meeting to discuss shared governance processes and guidelines for communicating with staff;

- Suggest a mentor of an experienced trustee to assist the new trustee.
- Identify the documents that merit prompt review. Such documents should include, but are not limited to:
 - Board policies
 - Board goals and performance scorecards
 - Board travel and expense information
 - College strategic and master plans
 - College accreditation reports
 - District annual reports
 - Most recent financial audit
 - Union contracts
 - Institutional effectiveness summaries
 - College catalog