



AP 2740.1 Board Orientation

References: Accreditation Standard [IV-B.1.f4](#)

Approved: January 1, 2014

Last Revised: [XXXX 2026](#)

Last Reviewed:

Upon the election to or appointment of any new ~~T~~Trustee to the Board, the Board ~~shall~~will assure that the following actions are implemented by the ~~s~~Superintendent/~~P~~President:

Contact and Orient New Trustees:

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1. The ~~s~~Superintendent/~~P~~President ~~shall~~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 ~~lasts~~ 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 ~~s~~Superintendent/~~P~~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 ~~T~~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 ~~T~~Trustee(s);
 - Design a series of orientation sessions for the new ~~T~~Trustees;
 - Schedule information and discussion session(s) with, or introductions to:
 - Experienced Board members (selection of a Board member)
 - Vice-~~P~~presidents (to review areas of responsibility)
 - Faculty, staff, and student leaders
 - 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

