

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><u>Campus</u></p> <ul style="list-style-type: none"> • Where we meet and where to park • Key building and office locations • Planned and needed facility improvements 	<ul style="list-style-type: none"> • Not to be lost or late getting to meetings 	X				<ul style="list-style-type: none"> • Campus map • Campus tour • Facility projects • Campus master plan
<p><u>Community Needs</u></p> <ul style="list-style-type: none"> • Demographic, economic & social trends and challenges • How well the college is addressing them 	<ul style="list-style-type: none"> • Know the community and its needs 	X		X		<ul style="list-style-type: none"> • Local data & reports <ul style="list-style-type: none"> ○ Nonprofit ○ Business ○ Government
<p><u>Key Employers and Businesses</u></p> <ul style="list-style-type: none"> • Major local employers • Local employment needs • Gaps and opportunities 	<ul style="list-style-type: none"> • Understand local community needs and demand for skilled workers 	X		X		<ul style="list-style-type: none"> • Economic development information • Chamber of Commerce information

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<p><u>Relationships</u></p> <ul style="list-style-type: none"> • Our reputation in the community • Community leaders, key stakeholders, legislators • K-12 school districts • Other CTC and four-year colleges • Nonprofits, businesses, municipalities 	<ul style="list-style-type: none"> • Know who important partners are • Know who potential partners are • How to foster relationships 	X	X			
<p><u>College Advisory Committees</u></p> <ul style="list-style-type: none"> • What they are • What they do • Who serves on them • Effectiveness 	<ul style="list-style-type: none"> • Know how local industry and community members influence college decisions and support college programs 	X				<ul style="list-style-type: none"> • List of advisory committees and members

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<p><u>SBCTC and State Government</u></p> <ul style="list-style-type: none"> • How SBCTC fits in state government • SBCTC Responsibilities • SCTC Colleges • How the colleges work as a system • How resources are allocated and prioritized • SBCTC vs ACT vs WACTC - relationship to each other 	<ul style="list-style-type: none"> • Know how the college fits within State and SBCTC systems • Understand how funding is allocated for the college 			X	X	<ul style="list-style-type: none"> • New Trustee Orientation Session (Jan or Feb) <ul style="list-style-type: none"> ○ ACT calendar of events • SBCTC website • SBCTC publications
<p><u>Impact of Washington Community and Technical Colleges</u></p> <ul style="list-style-type: none"> • Student demographics • Student Success Data (including transfers in- 	<ul style="list-style-type: none"> • Understand information needed to communicate and advocate on behalf of my college and SBCTC system as a whole 	X		X	X	<ul style="list-style-type: none"> • SBCTC website • SBCTC publications <ul style="list-style-type: none"> ○ SBCTC Quick Facts and Publications ○ SBCTC Field Guide ○ SBCTC Community & Technical Colleges at a Glance

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state vs out-of-state) • Goals • Needs • Economic Impacts						
<u>Trustee Organizations - ACT/ACCT</u> • What are ACT and ACCT? • Key activities and events • ACT organization and committees • SBCTC vs ACT vs WACTC - relationship to each other	• How do trustees support each other & work together? • Helps new trustee understand the meeting schedule of the various organizations and which ones to attend		X	X	X	• SBCTC website • SBCTC publications • ACT website • ACCT website <ul style="list-style-type: none"> ○ About ○ Events ○ Resources ○ Publications ○ Podcast
<u>President Organizations - WACTC/AACC</u> • What are WACTC & AACC?	• How do college presidents support each other & work together?	X		X	X	• SBCTC website • SBCTC publications • SBCTC Commissions and Councils • AACC website • AACC publications

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<ul style="list-style-type: none"> WACTC Councils and Commissions SBCTC vs ACT vs WACTC - relationship to each other 						
<p><u>Shared IT System – ctclink</u></p> <ul style="list-style-type: none"> What is ctclink? Implications for my college (including financial) Implications for trustees My college's implementation plan 	<ul style="list-style-type: none"> How do I provide proper oversight for a successful implementation What are the opportunities to improve my college 	X				<ul style="list-style-type: none"> SBCTC ctclink webpage ctclink Connect blogs
<p><u>Effective Governance</u></p> <ul style="list-style-type: none"> Your college Community and state relations District relations 	<ul style="list-style-type: none"> Provide guidance and make good decisions 	X	X	X		<ul style="list-style-type: none"> Workforce Development Trends, work with President "Four Questions Every Trustee Should Ask", Bernie Rhinerson ACCT "Board Buzzwords"

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<ul style="list-style-type: none"> Fiscal responsibilities Educational standards Social and economic trends 						
<p><u>Fundraising</u></p> <ul style="list-style-type: none"> The trustees' relationship to the Foundation board The trustees' role and responsibility in fundraising 	<ul style="list-style-type: none"> Help the college get resources to accomplish its mission 		X			<ul style="list-style-type: none"> College policy regarding Foundation
<p><u>Professional Development Opportunities for Trustees</u></p> <ul style="list-style-type: none"> Learning opportunities for trustees ACT activities and events ACCT activities and events 	<ul style="list-style-type: none"> Improve skills and effectiveness Gain better understanding of issues Build network of fellow trustees throughout the system 		X	X		<ul style="list-style-type: none"> New Trustee Orientation (Jan or Feb) ACT calendar webpage ACCT event webpage

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<p><u>President as an Employee</u></p> <ul style="list-style-type: none"> • Selection • Performance management • Compensation 	<ul style="list-style-type: none"> • Choose and manage an outstanding president for the college 		X			<ul style="list-style-type: none"> • ACCT website • Board and president goals
<p><u>Trustee Equity Topics</u></p> <ul style="list-style-type: none"> • Community demographics: past, current, future • Student demographics: past, current, future • Student outcome disparities • Faculty and staff demographics: past, current, future • DEI initiatives at the district (ODEI, faculty, staff, admin, student) 	<ul style="list-style-type: none"> • Trustees and boards lead with racial equity and anti-racism representing the entire community both now and trends for the future • Trustees and boards understand how well their district is meeting the needs of the entire community it serves 	X		X		<ul style="list-style-type: none"> • Community statistical reports available from your president's office and/or census bureau https://www.census.gov/ • District statistical reports from your president's office or Field Guide https://www.sbctc.edu/about/facts-publications/field-guide-2022/default.aspx • Trustee Recruitment and Selection Handbook https://www.sbctc.edu/resources/documents/about/trustees/trustee-recruitment-and-selection-handbook-draft-as-released.pdf • Equity, Diversity, and Inclusion Research and Resources https://www.sbctc.edu/about/edi/research-resources.aspx • Check your district's Office of Diversity, Equity, and Inclusion web site
		X		X		
					X	
		X	X	X	X	

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<ul style="list-style-type: none"> Board composition, equity practices, and norms 	<ul style="list-style-type: none"> Trustees are conversant in the terms and language of diversity, equity, and inclusion Trustees set the tone by role modeling equitable board membership 	X	X	X	X	<ul style="list-style-type: none"> Trustee Recruitment and Selection Handbook https://www.sbctc.edu/resources/documents/about/trustees/trustee-recruitment-and-selection-handbook-draft-as-released.pdf Review your district's past board meeting and retreat minutes Equity in hiring Unconscious bias Boards who anticipate conducting a presidential search are advised to complete Unconscious Bias Training and Equity in Hiring Training within the previous two years. Boards are advised to work through their District President to access training material from their College's Diversity, Equity, and Inclusion team. If material is not locally available boards are advised to contact Ha T. Nguyen, Director Equity, Diversity, & Inclusion, WA State Board for Community and Technical Colleges (hnguyen@sbctc.edu, 360-704-1001) to identify additional options Peer college benchmarks. For references to recent presidential searches in the WA State system contact Kim Tanaka, Director, Washington State Association of College Trustees, (ktanaka@sbctc.edu, 360.704.4307) ACCT Searches Resources for Boards https://acctsearches.org/search-guidance/ Evaluating the CEO https://www.sbctc.edu/resources/documents/about/trustees/ceo-performance-evaluation.pdf Diversity, Equity, and Inclusion in evaluating the CEO https://www.acct.org/DEI-guide-2020
<ul style="list-style-type: none"> Best practices in equitable hiring and evaluating 	<ul style="list-style-type: none"> Boards hire and evaluate Presidents 	X	X	X	X	

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<ul style="list-style-type: none"> • How to insightfully evaluate and approve budgets with an equity lens • How to insightfully evaluate and approve policy with an equity lens • Equity is an ever-changing space requiring continuous learning from a place of inquiry and humility 	<ul style="list-style-type: none"> • Boards approve budgets • Boards approve policy • Trustees require both head and heart knowledge that is contemporary to the times 	X	X	X	X	<ul style="list-style-type: none"> • Review your board and district's policy documents
		X	X	X	X	<ul style="list-style-type: none"> • Equitable decision making https://www.clark.edu/about/governance/shared-governance/EquitableDecisionMakingTool.pdf • ACCT Equity Action Agenda https://www.acct.org/equity-action-agenda
		X	X	X	X	<ul style="list-style-type: none"> • From Equity Talk To Equity Walk (McNair, Bensimon, & Malcom-Piqueux) https://www.aacu.org/publication/from-equity-talk-to-equity-walk-expanding-practitioner-knowledge-for-racial-justice-in-higher-education • Review and enroll in equity workshops provide by your district. • Monitor and engage in equity workshops and events in your community. • ACT Equity Resource Bank https://www.sbctc.edu/about/edi/edi-equity-resource-bank.aspx • Northwest Commission on Colleges and Universities Equity Library https://nwccu.org/equity-resource-library/ • YWCA Equity Resources Directory https://untiljusticejustis.org/wp-content/uploads/2020/07/YWCA-Resources-Final-7-2-20.pdf