

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

AP 2740 Board Education

Reference:

Accreditation Standard IV.B.1.f

- 1.0 All new trustees elected/appointed to the governing board of the North Orange County Community College District (NOCCCD) may elect to receive an orientation packet of materials that includes:
 - 1.1 A copy of the Community College League of California (CCLC) publication, *“Orientation and Development for Community College Trustees.”*
 - 1.2 A list of the following available documents, which are strongly recommended and readily available for review:
 - 1.2.1 Summary of the California Administrative Code, Title 5, Part 6, including sections related to faculty role in shared governance.
 - 1.2.2 A copy of the Brown Act.
 - 1.2.3 A copy of the Community College League of California (CCLC) summary and analysis of AB1725.
 - 1.2.4 A description of Parliamentary Procedure.
 - 1.2.5 College catalogs, class schedules and other major District publications.
 - 1.2.6 A summary of the roles and responsibilities of the District and statewide Academic Senates.
 - 1.2.7 Copies of the United Faculty Association (UFA), California School Employees Association (CSEA), and Adjunct Faculty United (ADFAC) contracts with the NOCCCD.
 - 1.2.8 A summary of the interest-based bargaining process.
 - 1.2.9 The NOCCCD Master Plan and the District-wide Strategic Plan.
 - 1.2.10 An index of adopted Board Policies and correlating Administrative Procedures, which may be found on the District’s web site at www.nocccd.edu.
 - 1.2.11 Copies of all college and School of Continuing Education (SCE) shared governance procedures.
 - 1.2.12 A glossary of NOCCCD acronyms and terms.
 - 1.2.13 A list of all District-wide committees and their meeting schedules, including acknowledgment that Board members may periodically attend such meetings.

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- 1.2.14 A list and description of student organizations, including the Associated Students of each college.
 - 1.2.15 A summary of the role and participation level of Student Members on the governing board.
 - 1.2.16 Enrollment reports reflecting student demographics and enrollment patterns.
- 2.0 In addition to reviewing the printed materials, the new trustee orientation process may include the opportunity to:
- 2.1 Review the District budget with the Vice Chancellor of Finance and Facilities.
 - 2.2 Meet with Chancellor's Staff and current members of the Board Meeting Resource Table, either collectively or individually.
 - 2.3 Tour the Anaheim Campus, Cypress College, Fullerton College, and the School of Continuing Education centers.
 - 2.4 Meet with student leaders from the colleges.
- 3.0 The new trustee orientation process may also include, as appropriate:
- 3.1 Participation in the CCLC Trustee Orientation.
 - 3.2 A retreat with the NOCCCD Board of Trustees or as an alternative, an in-depth meeting with the Board President.
 - 3.3 Meetings with employee constituency groups (Academic Senates, United Faculty Association, Adjunct Faculty United, CSEA, Confidentials Group, District Management Association).
- 4.0 Trustees are encouraged to attend professional organization conferences for employee groups, trustees, and students.

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