



## PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

**Title: Orientation of New Board Members**  
**Legal Authority: Board Minutes 8/17/97; 12/20/94**

**Bylaw No. 1040**  
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1. Immediately upon election to the Board of Trustees, each new Trustee shall be apprised of the policy on new board member orientation by the Board President.
2. The new Trustee including the Student Trustee, shall be offered a mentor from the Board of Trustees. The mentor shall be appointed by the Board President and confirmed by the Board. This mentor shall be available, during a period of 90 days after the election, to meet and confer with the newly elected Trustee and shall participate in the orientation sessions. As a general rule, the Trustee appointed as mentor shall act as mentor only to one new Trustee and in no event shall act as mentor for more than two of the elected new Trustees.
3. The Superintendent/President should conduct an orientation for each new Trustee, including the Student Trustee, within two months of election to the Board. This orientation should include a tour of the Colorado campus and of the Foothill Community Education Center and shall include sessions with the Superintendent/President and with representatives of the Board, the Academic Senate, the Classified Senate, the Management Association, and Associated Students.
4. Prior to the orientation session the following materials should be provided to the newly elected Trustee:
  - a. Map of campus
  - b. Catalogue, schedule of courses and brochures listing all other classes offered, such as fee courses
  - c. All planning documents, such as the Educational Master Plan and Facilities Master Plan
  - d. Description of Foundation and other auxiliary organizations
  - e. Demographic summaries of students and staff
  - f. Organizational charts
  - g. Most recent accreditation report(s)
  - h. Most recent approved budget and appropriate quarterly updates
  - i. Most recent audits
  - j. Contracts with all bargaining agents
  - k. Contracts with President and other administrators
  - l. Minutes of the last three months of Board meetings
  - m. Bylaws of the Board of Trustees
  - n. Copy of the Brown Act
  - o. College Procedures Manual
  - p. Campus telephone directory, including photo directory when available;
  - q. Brief summary of Parliamentary Procedure.
5. During the orientation sessions the following topics should be addressed:
  - a. Trustee roles and responsibilities
  - b. Policy making/administration
  - c. CEO, Board, and staff relations
  - d. Communication procedures
  - e. Resources for trustee education
  - f. Personnel and collective bargaining

- g. Legal and fiscal responsibilities
- h. Open meeting laws
- i. Board structure and organization
- j. Trustee benefits, pay, and expenses
- k. Board protocol, norms and ethics and standards of conduct.