

List of Evidence

Doc. 33 KCCD Chancellor's Administrative Council Minutes, November 2012, December 2012, January 2013, February 2013, March 2013, and May 2013, July 2013, and August 2013 (confidential document)

District Recommendation 2

Board Development Program

In order to comply with the Standards, the team recommends that the Board of Trustees, in consultation with the Chancellor, develop and implement a development program that meets the needs of the newer board members as well as those board members who have considerable experience as a governing board member. (IV.B.1.f)

Progress in Addressing Recommendation

The members of the KCCD Board of Trustees annually participate in a professional development program that is informed by current state and national community college issues, by changing needs of the district, and by the results of the board evaluation, which takes place in the fall of each odd-numbered year (**doc. 30; doc. 40**). In addition, new board members participate in an orientation that occurs immediately following their election (**doc. 9**).

In response to the recommendation, the current trustee self-evaluation and professional development program will be expanded into a comprehensive Trustee Development Plan (**doc. 39**). This plan is scheduled to be drafted based on the 2013 board evaluation results. Following the every-odd-year board evaluation process, board performance areas receiving the lowest ratings on the evaluation are targeted as board development topics (**doc. 32**). The Trustee Development Plan will also incorporate topics that are trending community colleges issues and those related to student success, legal and legislative issues, accreditation, facilities planning, budget planning, and accountability and institutional effectiveness. In addition, this professional development plan will codify existing procedures for new trustee orientation.

A revision to KCCD Board Policy has been drafted for presentation at the September 2013 board meeting (**doc. 42**). This revision specifies that new trustees will participate in an orientation no later than six months following their election. Currently, when new trustees are elected to the Board, they undergo an orientation prior to assuming office at the December board meeting to acquaint them with the KCCD, California Community Colleges, and the impact of community colleges across the nation. The orientation, conducted by the Chancellor, includes topics such as general trustee information, planning

and governance structures, district-wide data, and support mechanisms for board member effectiveness **(doc. 9)**. New trustees learn of the structures that support their governance, including the district-wide annual meeting schedule and subcommittee structures, the KCCD Strategic Plan, and the annual district budget. Understanding available data is critical to trustees, and the orientation includes a presentation of KCCD's demographic, enrollment, financial aid, and completion data by college and district-wide, as well as student progress and success accountability reports.

Outside support services are also made known in the new trustee orientation. These include available publications such as the Community College League of California Fiscal Responsibility Handbook, a calendar of conferences for trustee orientation such as those co-sponsored by California Community College Trustees and Community College League of California, and KCCD workshops related to emergency preparedness and sexual harassment and discrimination **(doc. 22; doc. 23)**. Additionally, new governing board trustees are required to attend the annual Community College League of California Effective Trustee Workshop that is conducted each January **(doc. 24)**.

During annual KCCD Board retreats, trustees review the KCCD Strategic Plan and annual institutional effectiveness outcomes **(doc. 31)**. They also discuss reports on the status of each College and the District. The retreat culminates with a delineation of annual priorities, which will be incorporated in the development plan.

Conclusion

KCCD has made substantial progress on this recommendation. When the revised board policy has been adopted in September 2013, and the Trustee Development Plan is implemented in the 2013-14 academic year, the recommendation will have been fulfilled. Nonetheless, KCCD will continue to address related issues pertaining to board member professional development as appropriate.

Future Plans

- *Goal:* Following the 2013 trustee self-evaluation and the 2014 board retreat, the Trustee Development Plan is scheduled to be drafted for final review to ensure effectiveness, relevancy and to incorporate new goals that respond to the findings of the ongoing board evaluations. *Expected Completion Date:* January 31, 2014. *Position Responsible:* Associate Vice Chancellor, Governmental and External Relations.

List of Evidence

Doc. 9	Binder for Each New Board Member
Doc. 22	Community College League of California, Introduction to Fiscal Responsibilities Handbook, Table of Contents
Doc. 23	Community College League of California, Schedule of Training Opportunities
Doc. 24	Community College League of California, Trustee Effectiveness Workshop, January 2014