



# ADMINISTRATIVE PROCEDURES

No. 210.1

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## MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT BOARD PROFESSIONAL DEVELOPMENT GUIDELINES

The following professional development guidelines have been developed to help trustees “be the best they can be” and to keep them informed and up-to-date on issues affecting California Community Colleges.

### 1. Conference Attendance

- 1.1 All Trustees are encouraged to attend two (2) major conferences annually. When multiple Trustees attend one conference, an effort should be made to attend as many break out sessions as possible.
- 1.2 The Board President, elected at the December Organizational Meeting, shall be encouraged to attend the January CCLC Trustees’ Conference and specifically be encouraged to attend the Board Chairs’ Workshop at this conference.
- 1.3 Any newly elected or appointed trustee shall be encouraged to attend the January CCLC Trustees’ Conference and specifically attend the sessions for new trustees.
- 1.4 Veteran trustees shall be encouraged to attend the January Legislative Conference and, along with the Superintendent/President, visit the legislators in their offices.
- 1.5 The Student Trustee shall be encouraged to attend at least one conference annually that includes professional development activities specifically for student trustees.
- 1.6 Any member of the Board of Trustees nominated to run for the CCCT Board or elected to the CCCT Board shall be encouraged to attend all functions, meetings, and conferences that include the work of the CCCT Board.
- 1.7 All trustees travel is subject to approval of the Board. (Ed Code section 72423,)

### 2. Orientation/Mentoring of New Trustees

- 2.1 The Board President shall solicit a veteran trustee to serve as a mentor for each new trustee (including the student trustee). The veteran and new trustees are encouraged to meet at least quarterly and give a brief report about such meetings at the subsequent Board meetings.
- 2.2 Necessary materials for such orientations will be supplied by the Superintendent/President’s office.
- 2.3 The veteran and new trustee are encouraged to discuss such things as, but not limited to:
  - Role of the Board
  - Authority of the Board
  - Brown Act
  - Micromanaging
  - Board meeting protocol

- 2.4 The veteran and new trustee are encouraged to participate in activities such as:
  - Tours of Ukiah campus and Willits and Lake County centers
  - Attendance at student activities, such as theater, dance, art and athletic events
  - Introductions to or meetings with associated students, constituent group leaders, and District staff
  - Introductions to local community boards and leaders
3. Local Workshops

To enhance their expertise and to make the trustees more knowledgeable and effective, the Board shall consider sponsoring at least one local workshop annually to be presented by a representative of the Community College League of California, School and Legal Services, the State System Office or the Accrediting Commission.
4. Regional and State Networking
  - 4.1 All trustees are encouraged to maintain membership in and attend conferences and workshops held by the statewide CCCT association.
  - 4.2 All trustees are encouraged to attend meetings of the North State Rural Community College Association (NSRCCA), to participate in any email discussions among the NSRCCA members, and to visit with and network with regional colleagues when attending conferences and meetings.
  - 4.3 Trustees are encouraged to attend agendaized, public meetings of other governing boards, including those of other community colleges.
5. Professional Development Activities for Individual Trustees
  - 5.1 Trustees are encouraged to enrich their individual knowledge, which, in turn, will result in enrichment of the entire Board.
  - 5.2 A resource library will be maintained in the Superintendent/President's Office, and trustees are encouraged to spend time reviewing books, newsletters and publications pertaining to their role on the governing board.
  - 5.3 Trustees are encouraged to become competent in computer skills in order to enhance communications and enable the acquisition of information pertaining to issues affecting Mendocino College.
  - 5.4 Trustees are encouraged to research and review reports, announcements and other items posted on websites, including, but not limited to, the Mendocino College website, the Chancellor's Office website and the Community College League website.
  - 5.5 Trustees are encouraged to contribute articles and opinions to newsletters and bulletins of professional organizations.
  - 5.6 Trustees are encouraged to develop and deliver topical workshops at conferences of professional organizations.

*Adopted: May 5, 1999*  
*Revision: July 11, 2007*