

# Board Trustee Orientation

Professional Board Staff Network Workshop  
ACCT Annual Conference  
San Diego, California  
September 27, 2007

by BJ Marcil and Linda Peltier

1

## The Notebook With Most Of The Answers

by BJ Marcil – North Arkansas College

- ▶ This is the one place which holds almost everything.
- ▶ They will rely on this notebook several times.
- ▶ There are copies of:
  - Employee Handbook
  - Faculty Handbook
  - Student Handbook
  - College Policy Manual

2

## Also Known As The Book Of Lists

- ▶ Legislative Contacts
  - Federal
  - State
- ▶ Board Members
  - Contact Information
- ▶ Institution Administration
  - Contact Information

3

## Board Travel

List the dates for the Legislative Summit held in February in Washington DC

ACCT Annual Conference

State Trustee Training Date

4

- ▶ Copies of travel forms requesting travel
- ▶ Copy of travel reimbursement form
- ▶ Copy of the travel contact information with mobile numbers and room numbers

5

## Institutional Contacts and Other Information

- ▶ List of all board members
- ▶ List of institution administrators
- ▶ Copy of the latest board budget report

6

## Meeting with Administrators

- ▶ Our board members meet individually with each of our administrators.
  - VP of Finance and Administration
  - VP of Learning
  - VP of Institutional Advancement
  - Executive Director – Adult and Continuing Education

7

- ▶ Our Board members are provided with business cards and a Northark name tag.
- ▶ In January we hold a small reception to welcome any new board members.

8

## New Trustee Book/Orientation

by Linda Peltier – Edison Community College

- ▶ Three Hour Retreat to include:
  - New Trustees
  - Chairman
  - Vice Chairman
  - President
  - Board Secretary
  - Presentations from Senior Executive Staff

9

## New Trustee Book/Orientation Continued ...

- ▶ History of Edison
- ▶ Articles
  - The History of Two-Year Colleges
  - Board/CEO Relation
  - 99 Very Smart Things for Boards to do
  - Job Description for the Individual Trustee/Orientation on Board Meetings

10

## New Trustee Book/Orientation Continued ...

- ▶ Organizational Chart and Employee Roster
- ▶ Policy Manual
- ▶ Edison Lapel Pin
- ▶ Library Card
- ▶ Business Cards
- ▶ Parking Permit
- ▶ Travel Expense Forms
- ▶ Current Catalog

11

## New Trustee Book/Orientation Continued ...

- ▶ Edison's Strategic Guide Manual
- ▶ Edison's Policy Governance Manual
- ▶ Edison's Key Performance Indicators (KPIs)
- ▶ Ends Statements and Review
- ▶ Yearly Schedule
- ▶ Committee Structure and Descriptions
- ▶ All Trustees' Resumes, as well as the President's and the Board Secretary's
- ▶ List of Board Members with Contact Information
- ▶ Edison's Board Minutes from the Previous Six Months

12

## New Trustee Book/Orientation Continued ...

- ▶ Book: *The Board Member's Guide - Make a Difference on Your Board and in your Community*
- ▶ Book: *Community College Trustees - Leading on Behalf of Their Communities*
- ▶ Booklet: Carver Guide - *Basic Principles of Policy Governance*
- ▶ Booklet: *Ten Basic Responsibilities of Nonprofit Boards*
- ▶ Booklet: *George Potter's Principles of Community College Trusteeship*
- ▶ ACCT Booklet: *20 Essential Questions Every Board Member Must Answer*
- ▶ ACCT Tape: Board Leadership - Standard of Good Practice
- ▶ Tape: Trustee Orientation and Reorientation Academy

13

## Thank you!

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14