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The Superintendent/President shall develop and conduct an orientation for each new Trustee, including the Student Trustee, within two months of election to the Board. Prior to the orientation session the following materials may be provided to the newly elected Trustee:

1. Catalog, Schedule of Classes and other selected college publications
2. Description of Foundation and other auxiliary organizations
3. Demographic summaries of students and staff
4. Organizational charts
5. Most recent accreditation report(s)
6. Most recent approved budget
7. Most recent audits
8. Contracts with all bargaining units
9. Contracts with President and other administrators
10. Minutes of the last three months of Board meetings
11. Bylaws of the Board of Trustees
12. Copy of the Brown Act
13. Campus telephone directory

During the orientation sessions the following topics will be addressed:

1. Trustee roles and responsibilities
2. Policy making/administration
3. CEO, Board, and staff relations
4. Communication procedures
5. Resources for trustee education
6. Personnel and collective bargaining
7. Legal and fiscal responsibilities
8. Open meeting laws
9. Board structure and organization
10. Trustee benefits, pay, and expenses
11. Board protocol, ethics and standards of conduct

Orientation sessions may include other members of the college staff who have expertise or responsibility for a given area.

Newly elected Trustees from Areas 1, 2, 3, 4, 5, 6, 7 are expected to attend the conference sponsored by the Community College League of California (CCLC) held in January of each year. The Student Trustee is expected to attend the conference developed by CCLC for students.