

01.11.00 TRUSTEE DEVELOPMENT

Division: **Board of Trustees**
Adopted: **03/2015**
Revised: **03/2017, 05/2020, 12/2023**
Reviewed:

Newly elected Trustees must complete the free electronic training curriculum developed and administered by the Illinois Public Access Counselor with respect to the Open Meetings Act [5 ILCS 120/1.05]. This training must be completed within 90 days after the date the Trustee takes the oath of office, or after the Trustee assumes responsibilities as a member of the Board of Trustees (Board), if no oath is required.

In addition to the newly elected Trustee training, the College will designate employees, officers or Trustees to receive training in compliance with the Open Meetings Act [5 ILCS 120/1.05]. This training must be completed by the designee annually.

All Trustees elected or appointed after January 1, 2017 are also required to complete four hours of development in each of the 1st, 3rd, and 5th years of the elected six-year term. Under the Community College Trustee’s Leadership Training Act [110 ILCS 805/3-8.5], also known as Public Act 99-0692, each Trustee must certify completion of four hours of Illinois Community College Trustees Association (ICCTA) or State Board approved training with the College’s Board Secretary or designee. If Trustee names are listed on the College website, the Board Secretary or designee will annually inform the College President of each Trustee’s training status so this information can be posted.

Administration will notify each Trustee of the approved list of training opportunities when received from ICCTA or other associations and qualified providers established under Illinois law for the purpose of training community college district Trustees. The Board Secretary, or designee, will track the training sessions of each Trustee and shall notify those Trustees that have not certified the completion of the required training by September 30th of the first, third and fifth year of serving their term.

All Trustees are encouraged to participate in conferences, seminars and activities which benefit the College. Attendance at programs conducted or sponsored by ICCTA or the Association of Community College Trustees (ACCT) is particularly encouraged. Reimbursement for costs and expenses associated with attendance at such programs will be in accordance with Board Policy 01.40.00 Board Travel and Board Policy 01.41.00 Trustees Development Budget. Attendance at such programs should be scheduled in a way to minimize conflicts with Board business and approval for attendance shall take into consideration the impact on the Board’s ability to conduct its business.

In addition to the mandatory Open Meetings Act and the Community College Trustee's Leadership trainings, each newly elected Trustee shall attend an orientation session. This session when possible should take place before sitting at the first Board meeting as a voting member or as soon as possible following the Board's organizational meeting.

The orientation session is developed by the President and may include some or all of the following topics:

- Role and expectations of Trustees.
- A brief history and overview of the College, including the mission, vision, strategic goals, and purpose of the College.
- A review of Board committees and their purposes.
- An overview of the organizational structure and the roles of staff and key service providers.
- A summary of the current budget and financial, master building, strategic, and all other current institution level plans.
- A summary of the laws and rules governing the College and the Board, including applicable open meeting and public records laws.
- A summary of benefit structure and administration.
- An explanation of fiduciary responsibility, conflicts of interest, board conduct, and code of ethics.
- A review of Trustee immunity, indemnity and fiduciary insurance.
- A high level review of existing board policies and board handbook.
- Biographical information on fellow Trustees.
- A briefing on current and emerging issues before the Board.

Related Institutional Procedures:

None