| Area of Focus | Supporting documents, tools, resources | Who will lead | How to deliver | When to train | | | | | | Recurring training Yes= For all trustees annually, No: Only include in onboarding | |
				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No
1. Introductions (meet and greet)		President	In-person site visits	X							X
2. Job-specific BBCC, ACCT, ACT, WA webpages	https://www.acct.org/ https://www.sbctc.edu/ https://www.bigbend.edu	Board Chair	Self-Guided	X							X
3. Policy Governance		ACT/ACCT/SBCTC	Conferences (Scheduling support provided by Executive Assistant)	X							X
4. Board Policies	See BP 1000 series	President & Board Chair	In-person discussion, Board Meetings & Self-Guided	X						X	
5. Service District Demographics		President	Self-guided via BBCC website & review of data provided by Institutional Research		X					X	
6. BBCC Finances	Annual operating budget	President & Cabinet, ACT	In-person discussion & self-guided review of annual operating budget. ACT new trustee orientation		X					X	
7. OPMA/Public Records Training	RCW 42.30,	Attorney General's Office	Online training modules, self-guided review	X						X	
8. Campus Tour		President & Board Chair	In person discussion along with SMEs, visit campus locations and get program-specific introductions: UAS, Medical Simulation, Aviation, Welding, Ag, Arts, etc.				X				X
9. BBCC Foundation		President, Board Chair	In-person discussion				X				X
10. Labor management		President & HR	In-person discussion regarding labor at the college & roles/responsibilities of board members			X					X
11. Board Goals/Presidential Evaluation	Annual board goals, presidential goals	Board Chair	Review/Discuss at Annual Board Retreat		X					X	
12. Tenure		President & Board Chair	Discuss what tenure is, how it is conducted, and nature of the trustee's role.			X					X
13. Robert's Rules of Order 101		AG/Legal Counsel	Self-guided	X						X	

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				1st week	<30 days	<60 days	<180 days	<1 year	<2 years	Yes	No
14. Elements of your board Packet	Board Packet	President & Board Chair	How to prepare for meetings and follow flow of the meeting. Review standing consent agenda items.	X							X
15. Reference Resources	Provided by Executive Assistant.	Board Chair	Self-guided (i.e. *Humble Inquiry, Trusteeship in Community Colleges)*					X			X
16. College Success Indicator Dashboard		President & Institutional Research	Self-guided and at annual board retreat			X				X	
17. Trustee Calendar	Annual planning calendar	Board Chair	Self-guided		X					X	
18. Review of relevant Org Plans	Facilities Master Plan, IR annual reports, Strategic Plan, Workforce Ed. Plan	President & Cabinet	Self-guided & review at annual board retreat			X				X	
19. Fiduciary responsibilities of Trustees	Materials provided via mail by Attorney General's Office	AG Office/ACT	Self-guided, SBCTC/ACT New Trustee Orientation	X							X

Abbreviations Legend

ACCT: Association of Community College Trustees (national)

ACT: Association of College Trustees (state)

AG: Attorney General

Cabinet: Cabinet is composed of the senior leadership of the college, including the president, vice presidents, deans, and directors with campus-wide responsibilities.

OPMA: Open Public Meeting Act

SBCTC: State Board of Community and Technical Colleges

SME: Subject Matter Expert

UAS: Unmanned Aerial Systems

NOTE: Board Chair may delegate mentorship activities as needed to ensure new trustee has access to ongoing support resources.