



Renton Technical College Board of Trustees New Trustee Onboarding Orientation Syllabus

The Board of Trustees recognizes its responsibility to assist new members in preparing to carry out their duties. This includes providing information about Trusteeship, the Board, and the College, and just as important, initiating supportive relationships with the Board and the President.

This Syllabus identifies essential topics in alignment with Board priorities, and assigns them to the Chair, President, Executive Assistant and Onboarding Process Representative as appropriate; these assignments do not preclude other opportunities for exploration and learning.

The Board recognizes that the initial onboarding is just the beginning of the professional development which will extend throughout the term(s) of service for each Trustee.

New Trustee Orientation/Onboarding Syllabus (to be included as a link in GP3)

- I. Introduction to the Board – *with the Board Chair, promptly after appointment*
 - a) Membership and Organization
 - GP-3 Board Job Description,
 - GP-4 Board Structure and Elections,
 - GP-5 Chair’s Role
 - b) Mission and Values
 - CT- Introduction Governance Policy
 - GP-1 Global Governance Commitment,
 - GP-2 Governance Style
 - Board calendar
 - Current Meetings and other Events calendar
- II. Introduction to the College – *with the President, promptly after meeting with Chair*
 - a) Mission, Vision, and Values
 - b) College Statement
 - c) Top Line Facts (programs, enrollment, etc.)
 - d) Field Guide
 - e) College leadership and organization
 - f) College Foundation
 - g) The State CTC system
- III. Administrative Matters – *with the Board Secretary, promptly after appointment*
 - a) New Hire Paperwork
 - b) Communications (email, phone, etc.)
 - c) Payroll, Parking, etc.

IV. Introduction to Trusteeship – *with the Onboarding Process Representative**

- a) The Equity Agenda
- b) Student Success
- c) Policy Manual
- d) Tenure
- e) Advocacy
- f) WA ACT, ACCT, etc.

** After the initial meeting with the Chair, and over the first year*

Recommended Reading References:

- Cindra J. Smith, *Trusteeship in Community Colleges: A Guide for Effective Governance* (ACCT, 2000)
- Vaughn A. Sherman, *Essentials of Good Board/CEO Relations* (ACCT, 2009)
- Robert C. Roberts, *A History of Post-Secondary Vocational-Technical Education in Renton* (RTC, 2000)
- RTC Board Policy Manual [Board Policy Manual](#)