

## Congratulations, and some important information for you as a new trustee!

Paula Norsell

Thu 8/30/2018 3:22 PM

To: [REDACTED]

Cc: Judy Miner <minerjudy@fhda.edu>; Becky Bartindale <bartindalebecky@fhda.edu>

■ 1 attachments (148 KB)

2019\_BOT\_ComprehensiveCalendar\_Final.pdf;

Dear Patrick:

Congratulations on your impending appointment to the governing board of the Foothill-De Anza Community College District!

We look forward to your seeing you at the **December 10** meeting of the Board of Trustees, which will be held at Foothill College's Toyon Room (Room 2020) at 6:00 p.m. At the beginning of the meeting, Judy will administer the oath of office and swear you in as trustee. So we may properly introduce you and update our website, please provide a brief biographical statement, resume, and a high-quality photograph (if available) at your earliest convenience.

Judy would like to meet with you prior to the swearing in to review the agenda and begin your orientation to the district and governing board. We have tentatively scheduled Wednesday, **December 5**, from 1:00-3:00 p.m. Please let me know if you have any conflicts with the proposed meeting time. We also hope to schedule time for you to meet with the presidents and vice chancellors after you have been seated.

A schedule of 2019 Board of Trustees meetings is attached and is also available here: <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=B3FMJ356AACA>. Please note that Board meeting agendas and background materials are generally available the Thursday before the meeting at the following link: <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>. During each meeting, trustees access the materials using a laptop, iPad, or similar device. If you do not have access to a mobile device, please let me know, and we will arrange for you to borrow a district laptop computer.

All new trustees are strongly encouraged to attend the Community College League of California's (CCLC) Effective Trusteeship Workshop, which is being held January 25-27, 2019, at the Sheraton Grand in Sacramento. The workshop is followed by the Annual Legislative Conference, which is also of great value to new trustees and the district. More information regarding the workshop is available at this link: <https://www.ccleague.org/event-calendar/2019-effective-trusteeship-board-chair-workshops>. Please let me know if I may register you for the trusteeship workshop and/or the legislative conference and reserve a hotel room for you. The CCLC's Trustee Handbook, another great resource to new community college trustees, is available here: [https://www.ccleague.org/sites/default/files/trusteeship-resources/trusthdbk2018\\_final\\_.pdf](https://www.ccleague.org/sites/default/files/trusteeship-resources/trusthdbk2018_final_.pdf).

Please note that you are required to comply with the Brown Act, even before you take office. A useful guide to the provisions of the Brown Act published by the League of California Cities is available at the following link: <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>.

New district trustees are required to file an Assuming Office Form 700 Statement of Economic Interest with Santa Clara County within thirty days of taking office. I will forward a separate email with details regarding the filing requirement in the near future.

Pursuant to Government Code Sections 53237, et seq., governing board members are also required to complete two hours of sexual harassment prevention training within six months of taking office and every two years thereafter. The district has an online sexual harassment training program available, and you will be receiving a separate email message from donotreply@lawroom.com with log in information before taking office.

Although there is no legal requirement for community college district trustees to complete the mandatory ethics training required by AB 1234, the district's Board has always considered it good practice, and it serves as evidence of meeting accreditation standards. A free online ethics training program for local officials is available on the Fair Political Practices Commission website at the following link: <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. Should you choose to take the training, please provide a copy of the certificate issued at the end of the training for our files.

You may also be interested in taking the short Accreditation Basics course available on the Accrediting Commission for Community and Junior Colleges website: <http://www.accjc-accreditationcourse.org/>.

Our Human Resources Department will be contacting you in November to complete your onboarding packet, start your benefits, and enter you into the payroll system.

Finally, I will be ordering business cards and a name plate for you. Please provide the telephone number(s) you would like to include on your card and indicate how you would like your name to appear on the cards and name plate.

Thank you, and congratulations again! I look forward to working with you in your new role.

Kindest regards,

Paula

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Chancellor's Office Summer Schedule (July 2-August 31)  
Monday through Thursday - 7:00 a.m.-5:30 p.m.  
Friday - Closed

All district and college offices will be closed on September 3 (Labor Day).