

BOARD MEMBERS
ORIENTATION AND TRAINING

BBD
(LEGAL)

TRAINING

Each Board member shall attend, during the member's first two years of service as a member of a governing board of an institution of higher education, at least one training program established by the Coordinating Board. A Board member who is required to attend a training program may, but need not, attend additional training programs under this section. *Education Code 61.084(a); 19 TAC 1.9(a)*

The training program must include a seminar held annually in Austin to be conducted by the staff of the Coordinating Board. The staff of the Coordinating Board may obtain assistance from representatives of the office of the attorney general, the office of the comptroller of public accounts, the office of the state auditor, the Texas Ethics Commission, and other training personnel the Coordinating Board deems necessary. *Education Code 61.084(b)*

TRAINING CONTENT

The content of the instruction at the training program shall focus on the official role and duties of the Board members and shall provide training in the areas of budgeting, policy development, and governance.

Topics covered by the training program may include:

1. Auditing procedures and recent audits of institutions of higher education;
2. The enabling legislation that creates institutions of higher education;
3. The role of the Board and the relationship between the Board and the College District's administration, faculty and staff, and students;
4. The mission statements of institutions of higher education;
5. Disciplinary and investigative authority of the Board;
6. The requirements of the open meetings law, Chapter 551, Government Code, and the open records law, Chapter 552, Government Code;
7. The requirements of conflict of interest laws and other laws relating to public officials;
8. Any applicable ethics policies adopted by institutions of higher education or the Texas Ethics Commission; and
9. Any other topic relating to higher education the Coordinating Board considers important.

Education Code 61.084(d)

BOARD MEMBERS
ORIENTATION AND TRAINING

BBD
(LEGAL)

In addition to the content of the instruction at a training program listed above, topics covered by the training program for Board members must include information about best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. *Education Code 61.084(e)*

TRAINING
ALTERNATIVES

The Coordinating Board by rule may prescribe an alternative training program for members of governing boards for whom attendance at a seminar held in Austin would be a hardship. The alternative training program need not be in the form of a seminar but must include substantially the same information included in the seminar held in Austin. *Education Code 61.084(b); 19 TAC 1.9(b)*

The Coordinating Board shall provide an equivalent training program by electronic means in the event a Board member is unable to attend the training program. Completion of the training program by electronic means is deemed to satisfy the training requirements. *Education Code 61.084(g)*

FEE

A registration fee shall be paid by seminar participants in an amount adequate to cover the costs incurred by the Coordinating Board and other state agencies in providing the program. Such amount shall be determined prior to each seminar. A Board member shall pay from private funds the required fee and the Board member's costs of travel, including transportation, lodging, and meals. Neither the required fee nor a Board member's travel costs shall be reimbursed from appropriated funds, other than grants and donations of private funds available for that purpose. *Education Code 61.084(c); 19 TAC 1.9(c)*

REPORTING

The minutes of the last regular meeting held by a College District Board during a calendar year must reflect whether each member of the Board has completed any training required to be completed by the member as of the meeting date. *Education Code 61.084(f)*

OPEN MEETINGS ACT
TRAINING

Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code.

The training shall be not less than one and not more than two hours. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

The College District shall maintain and make available for public inspection the record of its Board members' completion of the training. The failure of one or more members of the Board to complete the training does not affect the validity of an action taken by the Board.

Gov't Code 551.005(a), (c), (f)

BOARD MEMBERS
ORIENTATION AND TRAINING

BBD
(LEGAL)

PUBLIC INFORMATION
ACT TRAINING

Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the College District and College District officers and employees under Texas Government Code Chapter 552.

The training shall be not less than one and not more than two hours. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

A Board member may designate a public information coordinator to satisfy the training requirement for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or College District under Chapter 552. [See GAB regarding public information coordinator training]

The College District shall maintain and make available for public inspection the record of its Board members' or, if applicable, the public information coordinator's, completion of the training.

Gov't Code 552.012(b)-(e)