

B.03.02 Board Member Training Policy

Responsible Department: Office of Legal Services

Board Adoption: 8-18-09

Last Board Action: 10-27-15, 5-19-20, 8-18-26



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Orientation

The Board and the Chancellor shall provide an orientation for new Board members promptly after their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Information regarding training needs of Board members including all training as required by state law.
3. Material pertinent to meetings and an explanation of its use.
4. Invitations to meet with the Chancellor and other administrative personnel designated by the Chancellor to discuss services the administration performs for the Board.
5. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
6. Information regarding appropriate meetings and workshops.
7. A formal orientation on legal and budgetary oversight responsibilities of the Board.
8. Other information and activities as the Board or the Chancellor deems useful in fulfilling the role of Board member.
9. Texas Association of School Boards (TASB) Community College Conferences and Training

Board Self-Evaluation

The Chancellor shall work with the Board to develop and implement an annual plan to address the training needs of Board members, including all training as required by state law.

The Board shall conduct a self-evaluation in odd numbered years.

Training Required Upon First Joining Board

THECB Training:

The Texas Higher Education Coordinating Board (THECB), as required by Texas Education Code §61.084, conducts a training program seminar held annually in Austin for members of the governing boards of institutions of higher education. Each member of a governing board must attend, during the member's first (1st) year of service, at least one such training program. In the event a member of a governing board is unable to attend the annual Austin training program seminar due to a hardship, the THECB will offer an equivalent training program by electronic or other means.

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Section 61.084(c) requires that a participant who attends the training pay for the training and any costs of travel, including transportation, lodging, and meals, from private funds or grants and donations of private funds. There shall be no reimbursement from appropriated funds, other than grants and donations of private funds available for that purpose.

The minutes of the last regular meeting held by the Board during a calendar year must reflect whether each member of the Board has completed any training required to be completed by the member under Section 61.084 of the Education Code, as of the meeting date. Upon completion of any training program(s) under Section 61.084 of the Education Code, a member of the Board shall provide a sworn statement affirming the member's understanding of the member's duties and responsibilities.

Texas Open Meetings and Public Information Training:

Each Board member, not later than the ninetieth (90th) day after taking the oath of office, must complete a course of training regarding the responsibilities of the Board and its members under the Open Meetings Act (OMA) and the Public Information Act (PIA). The Office of the Attorney General has developed a formal video training courses necessary to ensure that all Board members have a good command of both open records and open meetings laws. The Office of the Attorney General website at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources> contains the training resources required under state law including the PIA Handbook and the OMA Handbook.

Public Funds Investment Act Training:

Chapter 2256 of the Texas Government Code requires each Board member to attend at least one training session relating to their responsibilities under the Public Funds Investment Act within six (6) months after taking office or assuming duties. Public Funds Investment Act training must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. The University of North Texas Center for Public Management offers a free online training video entitled "Texas Public Funds Investment Act Compliance for Higher Education & State Agency Board Members" and it can be found at <https://pahs.unt.edu/padm/cpm/pfia-training-video.html>.

Training Required Annually - Cybersecurity and AI Training

At least once each year, each board member must: (i) complete a cybersecurity training program certified under Government Code §2054.519 or offered under Government Code §2054.519(f); and (ii) also complete an artificial intelligence (AI) training, as certified by the Department of Information Resources (DIR) under §2054.5193 of the Government Code. In addition, to the certified training programs provided by DIR, the College District shall select other appropriate programs to satisfy these training requirements. The College District must verify, report, and periodically audit for compliance these Cybersecurity and AI Training requirements.

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Public Information Coordinator

The Chancellor or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Texas Government Code 552.012.

Legal Reference - TACC Policy Reference Manual

Texas Education Code Section 61.084

Texas Government Code Sections 551.005, 552.012, 2054.519, 2054.5191, 2054.5193 & 2256

BBD(LEGAL) - Board Members: Orientation and Training