

**TRAINING**

A member of the Board of an institution of higher education, the members of which are elected, may attend a training program as established by law.

*Education Code 61.084(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, and the Texas Ethics Commission, and from other training personnel the Coordinating Board deems necessary. 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)*

The content of the instruction at the training program shall focus on the official role and duties of the Trustees 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 public community/junior colleges;
2. The enabling legislation that creates public community/junior colleges;
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 public community/junior colleges;
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 public community/ junior colleges or the Texas Ethics Commission; and
9. Any other topic relating to higher education the Board considers important.

*Education Code 61.084(d)*

The Coordinating Board shall provide training for Board members as required by law. The Coordinating Board may prescribe an alternative training program as permitted by law. 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.

[Chapter 1, Subchapter A, Section 1.9 of the Texas Administrative Code provides for the training of members of governing boards and trustees for public institutions of higher education; however, members of community/junior college governing boards may not be required to attend a training session.](#)

*Education Code 61.084; 19 TAC 1.9, 9.25*

### **SPECIFIC OPEN MEETINGS 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 office of the attorney general may provide the training and may also approve other acceptable sources of training.

*Gov't Code 551.005*

### **SPECIFIC OPEN RECORDS TRAINING**

Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the College District and College District officers and employees under Chapter 552 of the Texas Government Code. 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 requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or College District under Government Code Chapter 552.

*Gov't Code 552.012*

### **FEES**

A Trustee shall pay from private funds the required fee and the Trustee's costs of travel, including transportation, lodging, and meals. Neither the required fee nor a Trustee'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)*

## **CONVENTIONS AND WORKSHOPS**

Board members may attend regional, state, or national conventions or workshops without such gatherings being construed as “meetings” under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning College District business, and any discussion of public business shall be merely incidental to the convention or workshop.

*Gov't Code 551.001(4)*