

Training

The Coordinating Board by rule shall establish a training program for members of the governing boards of institutions of higher education. Each member of a governing board of an institution of higher education, including a college district, shall attend, during the member's first year of service as a member of a governing board of an institution of higher education, at least one training program. A member of a governing board who is required to attend a training program may attend additional training programs under this section.

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 is responsible for documenting governing board members' completion of the requirements provided by Education Code 61.084.

Education Code 61.084(a)–(b), (h); 19 TAC 1.9(a), (g)

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, ethics, and governance.

Topics covered by the training program must 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 governing board at institutions of higher education and the relationship between the governing board and the institution's administration, faculty and staff, and students, including limitations on the authority of the governing board;
4. The mission statements of institutions of higher education;
5. Disciplinary and investigative authority of the governing board;
6. The requirements of the open meetings law, Government Code Chapter 551, and the open records law, Government Code Chapter 552;

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;
9. The requirements of laws relating to the protection of student information under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) or any other federal or state law relating to the privacy of student information; and
10. Any other topic relating to higher education the board considers important.

Education Code 61.084(d)

In addition to the content of the instruction at a training program required under Education Code 61.084(d), 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

Electronic Option

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

*Hardship
Exception*

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)*

Fee

A registration fee shall be paid by training program participants in an amount adequate to cover the costs incurred by the Coordinating Board and any other state agencies the Coordinating Board enlists in providing the program. Such amount shall be determined prior to each seminar. A participant shall pay from private funds the required fee and the participant's costs of travel, including transportation, lodging, and meals. Neither the required fee nor a participant'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 governing board of a public junior college district during a calendar year must reflect whether each member of the governing board has completed any

training required to be completed by the member under Education Code 61.1084 as of the meeting date. *Education Code 61.084(f)*

**Open Meetings Act
Training**

Each elected or appointed public official who is a member of a governmental body subject to Government Code Chapter 551 shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under Chapter 551 not later than the 90th day after the date the member takes the oath of office.

The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve any other acceptable course of training offered by a governmental body or other entity.

The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training. A governmental body shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of a governmental body to complete the required training does not affect the validity of an action taken by the governmental body.

Gov't Code 551.005(a)–(c), (f)

**Public Information
Act Training**

This section applies to an elected or appointed public official who is a member of a multimember governmental body. Each public official shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body with which the official serves and its officers and employees under Government Code Chapter 552 not later than the 90th day after the date the public official takes the oath of office.

The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve other acceptable sources of training offered by a governmental body or other entity.

A public official may designate a public information coordinator to satisfy the training requirement for the public official if the public information coordinator is primarily responsible for administering the responsibilities of the public official or governmental body under Chapter 552. [See GCB regarding public information coordinator training]

The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training. A governmental body shall maintain and make available for public inspection the record of its public officials'

or, if applicable, the public information coordinator's completion of the training.

Gov't Code 552.012(a)–(e)

**Cybersecurity
Training**

At least once each year, an employee identified by a state agency, including a college district, and each elected or appointed officer of the agency shall complete a cybersecurity training program certified under Government Code 2054.519. [See also DK] *Gov't Code 2054.5191(a), (c)*

Note: For more information on cybersecurity training, including a list of certified cybersecurity training programs and compliance reporting requirements, see DIR's website at [Certified Cybersecurity Training Programs](#).¹

¹ Certified Cybersecurity Training Programs: <https://dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154>