| Public Higher Education Trustees- M.G.L. c. 15A, §45 | **Curriculum** Said instruction & training shall include overview of:  
- Open meeting law  
- Public records law  
- Conflict of interest law  
- State procurement laws  
- State finance provisions under chapter 29  
- Fraud prevention  
- Fiduciary responsibilities  
- **BHE shall establish a schedule** |
| --- | --- |
| **Timeline**  
- All trustees must complete BHE training program once every 4 years  
- **BHE shall establish a schedule** |  
- All sitting trustees (trustees appointed prior to October 20, 2020) must complete training no later than November 1, 2021.  
- Going forward, new trustees (trustees appointed after October 20, 2020) must receive training w/in 6 months of appointment.  
- Commissioner will establish “exigent circumstances” process for exemptions  
| **Enforcement**  
- Trustee membership shall terminate if member fails to complete the program w/in timeframe established by BHE | DHE will track and certify trustee completion of training requirements every 4 years through the DHE online training platform. |
| Private Higher Education Trustees- M.G.L. c. 69, §31B (e) and (g) | **Curriculum** Said instruction and training shall include:  
- Higher education financial metrics;  
- Legal and fiduciary responsibilities; and  
- Applicable standards for accreditation |  
- IHEs to submit training agenda (curriculum) with annual certification  
- Curriculum **must** include statutory minimum requirements.  
- Working with AGO on other minimum curriculum content recommendations on fiduciary duty. |
**Timeline**

<table>
<thead>
<tr>
<th>All trustees must receive training at least once every 4 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All sitting trustees must receive training within four years of the date of statute (November 14, 2019).</td>
</tr>
<tr>
<td>• All sitting trustees in key leadership roles—board chairs, vice chairs and chairs of committees, including audit and finance committees—should receive training on shorter timeframe (<em>i.e.</em>, within one year- November 1, 2021).</td>
</tr>
<tr>
<td>• All newly appointed trustees should receive training w/in 6 to 12 months of appointment.</td>
</tr>
</tbody>
</table>

**Enforcement**

<table>
<thead>
<tr>
<th>BHE shall establish rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DHE will create an annual certification process through a DHE online portal; IHEs will annually report progress in meeting trustee training requirements.</td>
</tr>
<tr>
<td>• Completion of annual certification is a condition of renewing OSFA participation agreement; year 1 focus will be on data collection and analysis.</td>
</tr>
</tbody>
</table>

*New Law requires the BHE to establish a training schedule for public higher education trustee compliance, (M.G.L. c. 15A, § 45), and authorizes and directs the BHE to establish rules necessary to implement the law, which includes private higher education trustee compliance (M.G.L. c. 69, § 31B(g)).*