

BP 2715 Code of Ethics/Standards of Practice

Reference: **Accreditation Standard IV.B.1.a, e, & h**

Board Approved: 04/13/05

Board Revised: 01/10/07

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following:

- 1) Acting only in the best interest of the entire community and adhering to District Policies and Procedures.
- 2) Protecting the interests of students in every decision and assuring the opportunity for high-quality education for every student.
- 3) Using the powers of the office honestly and constructively, communicating and promoting the needs of the community to the College, and the needs of the College to the community. ~~Acting honestly and openly at all times.~~
- 4) Maintaining an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals. Respecting others; acting with civility.
- 5) Exercising authority only as a Board and conducting their relationships with college staff, students, local citizenry, and the media on that basis.
- 6) Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations. As prescribed in the Brown Act, members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. (BP 2720)
- 7) Maintaining confidentiality of closed sessions.
- 8) Avoiding situations that may constitute a conflict of interest or the appearance of a conflict of interest and informing the entire Board or the Board President when a matter under consideration might involve such a conflict, as stated in the District's Conflict of Interest Code. No member of the Board shall make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest in investments, real property, and income designated as reportable under the District's Conflict of Interest Code. (BP 2710)
- 9) Using appropriate channels of communication, authority and responsibility. Assuring the orderly operation of the College by encouraging employees to make use of established organizational channels before bringing their concerns to the Board. Individual Board members shall not instruct staff to conduct investigations, prepare reports, or undertake extensive analysis of information. However, such requests shall be directed by the majority vote of the Board through the President/ Superintendent or Legal Counsel to the Board.
- 10) Devoting adequate time to board work. Being informed about the District, educational issues, and responsibilities of trusteeship. Attending all scheduled Board meetings insofar as possible, and being well-prepared concerning the issues to be considered at those meetings. Notifying the President of the Board or the Secretary to the Board of an expected absence from a Board meeting.

- 11) Employing a competent, productive administration and staff, giving them confidence and support; when that is not possible, accept the responsibility for acting upon recommendations for personnel and organizational change, and restoring confidence.
- 12) Promoting a healthy working relationship with the President/Superintendent through supportive, open, and honest communication and regular evaluation. Individual Board members shall inform the Superintendent/President of significant concerns expressed by members of internal or external constituencies whether or not action is requested. In turn, the Board shall be kept informed of significant concerns by the Superintendent/President. It is desired that sensitive or controversial events do not become the subject of public comment before the Board and the administration have knowledge of the facts in the case.
- 13) No member of the Board shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law. (BP 2717)

Violations of the Code of Ethics, Laws or Regulations

1. The Board Officers and President/Superintendent are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of the Code of Ethics, pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources.
2. Alleged violations of the Board's Code of Ethics/Standards of Practice BP 2715 will be addressed by the President of the Board, who together with the Vice President of the Board will first discuss the alleged violation with the Trustee to reach a determination of the potential existence of a violation. If it is determined that a potential violation of BP 2715 has occurred, the Board President will appoint an ad hoc committee to examine the matter and identify further courses of action to the Board. Sanctions, including censure of the Board Member, may be considered by the full Board. If either the Board President or Vice President is perceived to have violated the Code, they will be replaced by other Board members authorized to pursue appropriate processes
3. Consideration by the full Board of any and all actions under the Provisions of this Policy shall be in a formal and open meeting of the Board of Trustees, under an agenda item with appropriate and legal Notice, as required by State Law.
4. Potential violations of law may be referred by College legal counsel to the District Attorney or Attorney General as provided for in law.