

## Chapter 2 – Board of Trustees

### BP 2715 Code of Ethics/Standards of Practice

#### References:

Accreditation Standard IVB.1.a, e, and h

The following standards of excellent performance establish a norm for trustee performance. They are a commitment to a set of values guiding the performance of the Board. Each member of the Board of Trustees will:

- In all decisions, hold the educational welfare of the students of the College as his/her primary concern. Communicate the Board's interest in respect for student accomplishments by attending student ceremonies and events.
- Ensure the College maintains equality of opportunity for all students regardless of race, color, religion, gender, national origin, marital status, medical condition (cancer-related), disability, age, sexual orientation, or Vietnam veteran status.
- As an agent of the public -- entrusted with public funds – protect, advance, and promote the interest of all citizens. Maintain independent judgment unbiased by private interest, partisan political groups, or any other way.
- Through the establishment of policies and appointment of administrative personnel, uphold, implement, and enforce all laws and codes applying to the College.
- Support and encourage innovation and change through established channels.
- Recognize and actively communicate that authority rests with the Board only in a legally-constituted meeting, not with individual members.
- Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- Conduct all meetings according to current law and the Brown Act.
- Maintain confidentiality of all Board discussions held in closed session.
- Avoid any situation that may constitute a conflict of interest. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve such a conflict.
- Enhance his/her ability to function effectively as a trustee through devotion of time to study of contemporary educational issues as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
- Promote and maintain good relations with other Board members by:
  1. Recognizing the importance of keeping an open mind and promoting the opportunity to think through other facts and points of view that may be presented at the legally constituted sessions of the Board.
  2. Respecting the opinions of others and abiding by the principle of majority rule.

3. Respectfully working with other Board members in the spirit of harmony and cooperation. Giving each member courteous consideration of his/her opinion.
- Promote a healthy working relationship with the College President/CEO and his/her staff by:
    1. Appointing and nurturing the College President/CEO and supporting his/her administrative recommendations by maintaining a climate of “no surprises.”
    2. Supporting the College personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
    3. Referring complaints/criticisms through the appropriate channels as previously agreed upon by the College President/CEO and the Board.
  - Be an advocate of the College in the community by encouraging support for and interest in Mt. San Antonio College.
  - Keep current with the Board’s policies, operating rules, and statewide guidelines and priorities set by the Board of Governors. Be informed about the State and Federal legislative actions and positions that affect the College.
  - Ensure the financial stability of the College by reviewing and understanding financial reports, establishing priorities, and requiring prudent reserves and budgetary controls.
  - Remember that as an individual, Board members have no legal authority outside the meetings of the Board, and individual members will conduct their relationships with College staff, students, local citizenry, and the media on that basis.

The Board of Trustees will promptly address any violation of the Board’s Code of Ethics by a member or members of the Board.

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