

2014.

ADMINISTRATIVE REGULATIONS ON THE BOARD  
OF TRUSTEES' CODE OF ETHICS/STANDARDS OF PRACTICE

2014.1 The Board of Trustees shall be responsible for administering these regulations and monitoring itself.

2014.2 Commitment

Board Members shall:

- A. Study the mission of Long Beach City College and faithfully conform to it, thereby creatively serving its ever-changing community.
- B. Be an active advocate of Long Beach City College, at all levels of government, by encouraging support for and interest in the college and its employees at all times.
- C. Recognize that the Board acts only as a whole, and that the Board's authority rests only with the Board at legally constituted meetings, not with individual members. Once the Board reaches a decision, Trustees act in support of the decision.
- D. Conduct all District business in open public meetings unless in the judgement of the Board, and only for those purposes permitted by law, it is appropriate to hold a Closed Session.
- E. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current operations and future developments, and to consider their views in deliberations and decisions as Board Members.
- F. Implement, enforce and uphold, through enactment of policies and appointment of administrative personnel, all laws, rules, regulations, and standards pertaining to the Long Beach Community College District.
- G. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest, disclosing such conflicts and potential conflicts when appropriate and legally required, and disqualifying himself/herself from participating in decisions which she/he has a conflict of interest. Conflicts of interest may relate not only directly to the individual Trustee, but also to the Trustee's family and business associates, or transactions between District and the

Trustee, including hiring or retaining relatives, friends, and business associates as College employees or contractors.

- H. Act as an agent of the public entrusted with public funds, protect, advance, and promote the interest of all citizens, maintaining independent judgement unbiased by private interests or special interest groups.
- I. Maintain confidentiality of privileged and private information.
- J. Maintain confidentiality of all Board discussions held in Closed Session in accordance with the Brown Act and recognize that deliberations of the Board in Closed Session are not to be released or discussed in public without the prior approval of the Board.
- K. Commit adequate time to Board work.

2014.3      Primary Tasks

As an elected or appointed representative of the citizens of the District, Board Members shall:

- A. Augment their effectiveness as Board Members through participation in conferences, workshops, and training sessions, so long as participation in said sessions has a potential for, or is a direct benefit to, the District.
- B. Respect the accomplishment of student goals by attending student recognition ceremonies, such as commencements and award ceremonies.
- C. Acknowledge that no individual Board Member has any legal authority outside the meetings of the Board and shall conduct their relationships with college staff, students, the local citizenry, and the media on that basis.
- D. Promote community understanding of the importance of support for the Long Beach Community College District, through the provision of adequate financing, optimum facilities, staffing and resources, advocacy, and excellent educational programs for the students.
- E. Ensure that the District is in compliance with all applicable federal and state laws, and does not discriminate unlawfully on the basis of race, color, national origin, ancestry, marital status, age, religion, mental or physical disability, gender identity, gender expression, ethnic group

identification, medical condition, genetic information, pregnancy, sex, or sexual orientation in any of its policies, regulations, or practices.

- F. Attend and participate in all Board meetings to the extent possible, having prepared for discussion and decision by studying all agenda materials.
- G. Confine Board action to policy determination, planning, overall approval or ratification of administrative actions, evaluation, and maintaining the fiscal stability of the Long Beach Community College District, while delegating full responsibility to the Superintendent-President to implement and administer Board policies and to be accountable for the operation of the District without Board interference, in accordance with ACCJC Standards.
- H. Hold the educational welfare of the students as the primary concern, keeping in mind what is best for the entire institution, not for specific or specialized interests.

2014.4      Intra-Board Relationships

Board Members shall:

- A. Promote and maintain good relations with fellow Board Members.
- B. Maintain an atmosphere of harmony and cooperation in which controversial issues may be presented fairly and the dignity of each individual is respected.
- C. Acknowledge and actively communicate that authority rests only with the entire Board assembled in a legally-constituted meeting and make no personal promises or take any private action inconsistent with that authority.
- D. Serve only in an advisory capacity, when appointed to a committee, and report, in a timely fashion, all findings to the entire Board.
- E. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve a conflict of interest.

2014.5      Superintendent-President/Board Relationship

The Board shall:

- A. Appoint the best-qualified professional leader when a Superintendent-President is to be appointed and support the appointment of the best-

trained professional and support staff available upon recommendation of the Superintendent-President.

- B. Promote a healthy working relationship with the Superintendent-President and his/her staff.
- C. Recognize that the Superintendent-President or designee is the primary spokesperson for the District; the President of the Board of Trustees is the primary spokesperson for the Board.
- D. Provide the Superintendent-President with the responsibility, necessary authority, and support to effectively perform her/his duties in the operation of the College without Board interference, in accordance with ACCJC Standards.
- E. Refer all questions, complaints, and pertaining to the District criticisms to the Superintendent-President, who shall report them to the entire Board.
- F. Delegate authority to the Superintendent-President as the Board executive and set clear direction for the Superintendent-President.
- G. Present to the Superintendent-President recommendations for Board action with sufficient information, in a timely manner, that allows Trustees an adequate period of time for study and deliberation.
- H. Promote full and open discussions on all facets of any recommendation presented by the Superintendent-President before Board action is taken.

2014.6      Evaluation

Board Members shall:

Actively participate in a Board evaluation process at least once a year, in order to strengthen Board efficiency and performance and to promote excellence in Board governance.

2014.7      Unethical Behavior

- A. The Board of Trustees has responsibility for monitoring itself.
- B. The President of the Board plays a key role in ensuring that laws and Codes of Ethics are followed.

- C. The President of the Board and/or the Superintendent-President shall confidentially advise all of the Trustees of the alleged violation against another Board member and make available to the Board a written copy of the complaint if any is filed.
- D. Violation of the Board's Code of Ethics will first be addressed by the President of the Board, who will discuss the violation with the Trustee in question to reach a resolution of the issue.
- E. If the President of the Board is perceived by another Trustee to have violated the Code of Ethics, the Vice President is authorized to pursue resolution.
- F. If resolution is not achieved and further action is deemed necessary, the President, or Vice President if the complaint is against the President, may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board, which may include a recommendation of censure of the Trustee in question.
- G. The Superintendent-President may consult with legal counsel for guidance as needed. If the violation is perceived to have legal implications, the matter will be referred by the Board to an attorney selected by the Superintendent-President to advise the Board as to the character of the conduct and the Board's options. If the matter is perceived to be a criminal offense, upon the recommendation of the Superintendent-President, in consultation with the Board President or, if the Board President is implicated in the violation, in consultation with the Board Vice President, the matter will be referred to the appropriate prosecutorial agency.

Reference: ACCJC Accreditation Standard IV.C;  
Brown Act (Government Code section 54950 et. seq.)

Revised: May 22, 2019