

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 at all times.
- C. Maintain confidentiality of privileged information.
- D. Conduct all college business in open public meetings except as permitted by law.
- 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. Hold the total welfare of the Long Beach Community College District paramount to any personal benefit or to any other individual or agency.
- H. Hold confidential all discussions occurring in the closed sessions of the Board.
- I. Commit adequate time to Board work.

2014.3      Primary Tasks

As an elected 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 better educational programs for the students.
- E. Encourage and support programs which ensure equality of opportunity for all employees and students, regardless of race, creed, sex, religion, age, disability, national origin, or sexual orientation.
- F. Attend all scheduled Board meetings and be informed concerning issues to be considered at those meetings.
- G. Confine Board action to policy determination, planning, overall approval, evaluation and maintaining the fiscal stability of the Long Beach Community College District.
- 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. Delegate authority to the Superintendent-President as the Board executive and set clear and precise direction for the Superintendent-President.
- D. Present to the Superintendent-President recommendations for Board action with sufficient information, in a timely manner, that would allow members an adequate period of time for study and deliberation.
- E. Promote full and open discussions on all facets of any recommendation presented by the Superintendent-President before Board action is taken.
- F. Present any criticisms or concerns regarding the Long Beach Community College District, individually or collectively, directly to the Superintendent-President.

2014.6      Delegation of Authority

Board Members shall:

- A. Recognize that the Superintendent-President is the primary spokesperson for the District, or a designee identified by the Board.
- B. Refer all complaints to the Superintendent-President who shall report them to the entire Board.

2014.7      Evaluation

Board Members shall:

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

2014.8      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. 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.
- D. If resolution is not achieved and further action is deemed necessary, 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.
- E. If the President is perceived by another Trustee to have violated the Code of Ethics, the Vice President is authorized to pursue resolution.
- F. 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

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implicated in the violation, in consultation with the Board Vice President, the matter will be referred to the appropriate prosecutorial agency.