

Board of Trustees

1 BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

2 Reference:

3 ACCJC Accreditation Standards IV.C.11

4 The Board of Trustees is elected as the governing body of the Cerritos Community
5 College District and is responsible to the electors for the general conduct of the college.

6 The Cerritos Governing Board members recognize that it is not their function, either
7 individually or collectively, to actively engage in the administration of the District and
8 understand that to do so or even give the appearance of doing so, can erode the trust
9 and mutual respect which are the cornerstones of successful Board/Superintendent
10 relationships.

11 Each Member of the Board of Trustees of Cerritos Community College District will:

- 12 1. Hold the educational welfare of the students as his/her/their primary concern,
13 keeping in mind what is best for the entire institution, not for specific or specialized
14 interests.
- 15 2. Establish a climate of mutual respect and trust even though legitimate differences
16 of opinion may exist among Board Members.
- 17 3. Recognize and actively communicate that Trustee authority to act on behalf of the
18 College rests only with the entire Board assembled in a legally constituted meeting.
19 Board members will make no personal promises of Board action nor take any
20 private action inconsistent with that reality.
- 21 4. Be aware that a Trustee is responsible to all citizens of the community. The
22 authority delegated to the Trustees by the voters must be exercised with as much
23 care and concern for the least influential as for the most influential member of the
24 community.
- 25 5. Acknowledge the Ralph N. Brown Act and conduct its meetings in open session,
26 unless, in the judgment of the Board and only for those purposes permitted by law,
27 it is more appropriate to hold a closed session.
- 28 6. Welcome and encourage the active involvement of students, faculty, staff, and
29 citizens of the District with respect to establishing policy on current college
30 operation and proposed future developments. Board members shall consider the
31 viewpoint of these groups in their deliberation and decision.
- 32 7. Be encouraged to enhance his/her/their ability to function effectively as a Trustee
33 through devotion of time to study contemporary educational issues, as well as
34 attendance at professional workshops or conferences.
- 35 8. Keep confidential all matters discussed in closed session. They shall not divulge
36 or release such information outside closed session to any staff member or member
37 of the public, unless a majority of Board members agree to release the information,
38 subject to applicable laws. This section shall not prevent the release of information

39 about the purpose and subject(s) of the closed session as required for public
40 information under Government Code, Section 54957.7.

41 9. Promote a healthy working relationship with the President/Superintendent and
42 his/her/their staff by:

43 a. Supporting a cohesive and responsible administration and maintaining a
44 climate of no surprises.

45 b. Supporting District personnel in the appropriate performance of their duties
46 and ensuring that they have the requisite responsibility and necessary
47 authority to perform effectively.

48 c. Sharing all concerns, complaints and recommendations, as appropriate,
49 with other Board members and the President/ Superintendent, as the Brown
50 Act allows.

51 10. Recognize that contacts with the media are primarily handled by the
52 Superintendent/President and/or Board President.

53 11. Recognize that under all circumstances that the Board is legally responsible for
54 the effective operation of the District. Its primary function is to establish the policies
55 by which Cerritos Community College is to be administered and assure its fiscal
56 stability.

57 12. The Board shall hold the Superintendent/President and his/her/their administrative
58 staff accountable for the administration of the educational program and the conduct
59 of college business.

60 13. Avoid any situation that may constitute a conflict of interest and disqualify
61 him/her/them from participating in decisions in which he/she/they has a financial
62 interest. Conflicts of interest relate not only to the individual Trustee but also to
63 his/her/their family and business partners.

64 14. Participate in a self-evaluation of the Board and use that evaluation to formulate
65 Board goals and objectives for the upcoming year.

66 15. Enforcement

67 a. The majority of the Board reserves the right to censure any Board member
68 who does not adhere to the confidentiality of closed sessions or engages in
69 any unethical conduct.

70 b. Censure is an official expression of disapproval passed by the Board of
71 Trustees. A Board member may be subject to a resolution of censure by
72 the Board of Trustees should it be determined the Trustee misconduct has
73 occurred.

74 c. A complaint of Trustee misconduct will be referred to the Board President.
75 The Board President will appoint an ad hoc committee of three Trustees not
76 associated with the complaint to conduct an investigation and review of the
77 matter. In the event the complaint involves the Board President, another
78 officer of the Board shall form the ad hoc committee. A thorough fact finding
79 process, formulated in a manner deemed appropriate by the committee,
80 shall be initiated. The committee shall be guided in its inquiry by the
81 standards set forth in this policy and shall complete their inquiries within a
82 reasonable period of time.

83 d. The Trustee subject to the charge of misconduct shall not be precluded from
84 presenting information to the committee.

- 85 e. The committee shall, within a reasonable period of time, make a report of
86 its findings to the Board of Trustees for action.
87 16. Board members who are found by a majority of the Board to have acted unethically
88 or to have violated this policy may be subject to reprimand, possible exclusion from
89 closed sessions, public censure, referral to the District Attorney for criminal
90 prosecution, or other action as determined by the Board.
91 17. This policy will be reviewed during the organizational meeting following Board
92 member elections.

93 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007

Date Revised: December 10, 2014

Dates Reviewed: October 17, 2018; April 20, 2022

(Replaces former Cerritos College Policies 1002, 1005, and 1006)