

**Board of Trustees**

**1 BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

**2 Reference:**

3 ACCJC Accreditation Standard 4.6

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 Board of Trustees functions effectively as a collective entity to promote the  
7 institution's values and mission and fulfill its fiduciary responsibilities. The Board of  
8 Trustees demonstrates an ability to self-govern in adherence to its bylaws and  
9 expectations for best practices in board governance.

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11 The Board of Trustees members recognize that it is not their function, either individually  
12 or collectively, to actively engage in the administration of the District and understand that  
13 to do so, or even give the appearance of doing so, can erode the trust and mutual respect  
14 which are the cornerstones of successful Board/Superintendent relationships.

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

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

- 39 8. Keep confidential all matters discussed in closed session. They shall not divulge  
40 or release such information outside closed session to any staff member or member  
41 of the public, unless a majority of Board members agree to release the information,  
42 subject to applicable laws. This section shall not prevent the release of information  
43 about the purpose and subject(s) of the closed session as required for public  
44 information under Government Code, Section 54957.7.
- 45 9. Promote a healthy working relationship with the President/Superintendent and  
46 his/her/their staff by:
- 47 a. Supporting a cohesive and responsible administration and maintaining a  
48 climate of no surprises.
  - 49 b. Supporting District personnel in the appropriate performance of their duties  
50 and ensuring that they have the requisite responsibility and necessary  
51 authority to perform effectively.
  - 52 c. Sharing all concerns, complaints, and recommendations, as appropriate,  
53 with other Board members and the President/ Superintendent, as the Brown  
54 Act allows.
- 55 10. Recognize that contacts with the media are primarily handled by the  
56 Superintendent/President and/or Board President.
- 57 11. Recognize that under all circumstances that the Board of Trustees is legally  
58 responsible for the effective operation of the District. Its primary function is to  
59 establish the policies by which Cerritos Community College is to be administered  
60 and assure its fiscal stability.
- 61 12. The Board of Trustees shall hold the Superintendent/President and his/her/their  
62 administrative staff accountable for the administration of the educational program  
63 and the conduct of college business.
- 64 13. Avoid any situation that may constitute a conflict of interest and disqualify  
65 him/her/them from participating in decisions in which he/she/they has a financial  
66 interest. Conflicts of interest relate not only to the individual Trustee but also to  
67 his/her/their family and business partners.
- 68 14. Participate in a self-evaluation of the Board of Trustees and use that evaluation to  
69 formulate Board goals and objectives for the upcoming year.
- 70 15. Enforcement
- 71 a. The majority of the Board of Trustees reserves the right to censure any  
72 Board member who does not adhere to the confidentiality of closed  
73 sessions or engages in any unethical conduct.
  - 74 b. Censure is an official expression of disapproval passed by the Board of  
75 Trustees. A Board member may be subject to a resolution of censure by  
76 the Board of Trustees should it be determined the Trustee misconduct has  
77 occurred.
  - 78 c. A complaint of Trustee misconduct will be referred to the Board President.  
79 The Board President will appoint an ad hoc committee of three Trustees not  
80 associated with the complaint to conduct an investigation and review of the  
81 matter. In the event the complaint involves the Board President, another  
82 officer of the Board of the Trustees shall form the ad hoc committee. A  
83 thorough fact finding process, formulated in a manner deemed appropriate  
84 by the committee, shall be initiated. The committee shall be guided in its

- 85 inquiry by the standards set forth in this policy and shall complete their  
86 inquiries within a reasonable period of time.
- 87 d. The Trustee subject to the charge of misconduct shall not be precluded from  
88 presenting information to the committee.
- 89 e. The committee shall, within a reasonable period of time, make a report of  
90 its findings to the Board of Trustees for action.
- 91 16. Board members who are found by a majority of the Board of Trustees to have  
92 acted unethically or to have violated this policy may be subject to reprimand,  
93 possible exclusion from closed sessions, public censure, referral to the District  
94 Attorney for criminal prosecution, or other action as determined by the Board of  
95 Trustees.
- 96 17. This policy will be reviewed during the organizational meeting following Board  
97 member elections.

98 Office of Primary Responsibility: President/Superintendent

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**Date Adopted:** December 12, 2007

**Dates Revised:** December 10, 2014; May 21, 2025

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