

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:

Referred to:

Edited:
10/21/15



Yosemite Community College District Policies and Administrative Procedures

No. 2715

Policy

2715 Code of Ethics/Standards of Practice

In carrying out the mission of the Yosemite Community College District, the Board of Trustees is committed to the following standards of ethics. Trustees shall:

- Act **only** in the best interests of the entire **District** community.
- **Ensure public input at Board meetings; adhering to the law and spirit of the open meeting laws and regulations.**
- **Act as a whole in legal meetings and not as individuals, as each member is only one member of the Board. Exercise authority only as a Board by majority vote.**
- Take actions, as a Board, only in official meetings.
- Maintain confidentiality of privileged information.
- Delegate administrative authority to the Chancellor of the District **and limit the Board's actions to policy decisions.**
- Respect the office and in no way misuse the power inherent in the office.
- Fulfill all duties and responsibilities of the office **in accordance with Board Policy 2200: Board Duties and Responsibilities.**
- Avail themselves of educational opportunities in order to become more effective Trustees.
- Maintain a collegial atmosphere in all activities.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Use appropriate channels of communication.
- **Devote adequate time to Board work.**

References:

[ACCJC Accreditation Standard IV.C.11 \(formerly IV.B.1.a, e, & h\)](#)

Adopted: August 6, 2002

Last Reviewed:

Administrative Procedure

1
2 **2715 Code of Ethics/Standards of Practice**
3

4 In an effort to support the mission and goals of the District, the YCCD Board of Trustees promote and
5 secure the Board’s commitment to quality education.
6

7 Understanding that the Board can legally function only as a group, each member should exercise
8 appropriate care to speak as a member of the Board and accurately represent Board policy to the
9 community. Personal opinions should be identified as such.
10

11 It is recognized that Trustees may from time to time have to balance the special needs and desired
12 advantages of their own areas with the good of the entire community college district and its student
13 population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts
14 and arrive at a sound and fair conclusion.
15

16 Board members should recognize that the Board makes policy and employs the Chancellor to administer
17 the policies. When dealing directly with staff the Board members should keep the Chancellor informed
18 of those discussions. The Board should always keep in mind, when requesting information, and should
19 take extreme care that requests do not detract from staff’s primary responsibilities. Trustees should be
20 sensitive cautious when initiating contact with employees dealing with staff below the cabinet level as
21 they may be easily intimidated by the Board.
22

23 Trustees should understand that while each Board member has the right, if not the duty, to speak
24 strongly as to issues, a demonstration of respect and consideration for each other, the District staff, and
25 members of the community, will facilitate positive decision making at the District.
26

27 Trustees should commit appropriate and reasonable time to District governance; support the District in
28 the community; and make reasonable attempts to maintain and upgrade their governance skills and to
29 this end, should willingly participate in such educational conferences and workshops as will be
30 appropriate for the respective Trustees.
31

32 Board members shall maintain confidentiality as to closed sessions. While most of what the Board does
33 is and should be public, closed session confidentiality is required. Of prime importance are such closed
34 session matters as the hiring and dismissing of personnel, collective bargaining with employee groups,
35 real property sales and purchases, and liability claims against the District, and other closed session
36 items. Further the Board will be deprived of a frank exchange of views if Board members breach
37 confidentiality with the result that other Board members will thereafter refrain from such exchanges.
38

39 The Board Chair and the Chancellor are authorized to consult with legal counsel when they become
40 aware of or are informed about actual or perceived violations by a member of the Board of pertinent
41 laws and regulations, including but not limited to conflict of interest, open and public meetings,
42 confidentiality of closed session information, and use of public resources. Violations may be referred to
43 the District Attorney or Attorney General by a majority vote of the Board.
44

45 Violation of the Board’s Policy 2715 (Code of Ethics/Standards of Practice) will be addressed by the
46 Board Chair, who will first discuss the violation with the Trustee to seek to reach a resolution. If
47 resolution is not achieved and further action is deemed necessary, the Board Chair may appoint an ad
48 hoc committee to examine the matter and recommend further courses of action to the Board.

1 Sanctions will be determined by the Board Officers (Board Chair, Board Vice-Chair and Immediate Past
2 Chair) and may include a recommendation to the Board to censure the Trustee. A formal censure will
3 require a majority vote of the Board. The Board member who is up for censure shall not vote. If the
4 Board Chair is perceived to have violated the Code of Ethics, the Board Vice-Chair is authorized to
5 pursue resolution.

6
7 **References:**

8 [ACCJC Accreditation Standard IV.C.11](#) (formerly IV.B.1.a, e, & h) ~~IV.B.2~~
9

10 **Procedure Last Revised:** April 11, 2007

11 **Last Reviewed:**