

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 2 - BOARD OF GOVERNORS SUBSECTION 22 – DUTIES AND RESPONSIBILITIES

POLICY NUMBER: BP – 2220

CODE OF ETHICS

1. POLICY REASON/PURPOSE/INTENT

To establish a code of ethics for members of the Board of Governors.

2. DEFINITIONS

N/A

3. POLICY

3.1 The following standards of performance establish a benchmark for each Board member's performance. The adoption of the following standards is the Board's commitment to a set of values guiding the performance of Board members.

Each member of the Governing Board shall:

3.1.1 Hold the educational welfare of the students of the College as a primary concern by:

3.1.1.1 Ensuring that the College maintains equality of opportunity for all students regardless of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity.

3.1.1.2 Communicating the Board's interest in and respect for student accomplishments by attending student ceremonies and events.

3.1.2 Recognize that authority rests only with the Board in a legally constituted meeting and not with individual members.

3.1.3 Promote and maintain good relations with fellow Board members by:

3.1.3.1 Giving each member courteous consideration of their opinion.

3.1.3.2 Recognizing the importance of keeping an open mind and promoting the opportunity to think through other facts and points of view, which may be presented at legally constituted Board meetings.

- 3.1.4 Recognize that they are responsible to all citizens of the College service area, not solely to those who elected the member. The authority delegated to the Board member by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- 3.1.5 Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- 3.1.6 Each Board member shall notify the President or Recording Secretary of the Board when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible. In the event a Board member is absent from a regularly scheduled Board of Governors' meeting and has failed to notify the President or Recording Secretary of their absence, such absence shall be unexcused. All absences from Board meetings by Board members shall be so indicated in the meeting minutes' roll call section by noting either absent – excused or absent – unexcused.
- 3.1.7 Make decisions:
 - 3.1.7.1 Base decisions upon all available facts in each situation.
 - 3.1.7.2 Maintain independent and unbiased judgment.
 - 3.1.7.3 Abide by and uphold the final majority decision of the Board.
- 3.1.8 Recognize that the primary function of the Board is to establish the policies by which the Northeast Community College Area is to be administered. Welcome and encourage the active involvement of employees, students, and the public and consider their views in deliberations and decisions as a Board member.
- 3.1.9 Conduct all College business in open public meetings and hold closed sessions only for those purposes permitted by law. Maintain confidentiality of all privileged information communicated in a closed session.
- 3.1.10 Avoid any situation that may constitute a conflict of interest. Inform the entire Board or the Board Chairperson when a matter under consideration might involve or appear to involve a conflict of interest in accordance with Board Policy BP-2225, Conflict of Interest.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 09/13/2018

ORIGINAL ADOPTION DATE: 04/12/2012 (item #11042)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 12/12/2013
(Item #11363); 01/15/2015 (Item #11576); 09/13/2018 (Item #12354)

PRIOR POLICY/PROCEDURE NUMBER: 8030

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Board/President

SPONSORING DIVISION/DEPARTMENT: Board of Governors

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: BP-2221; BP-2225

POLICY KEY WORDS: board, ethics