



**Board of Trustees - Special Board Meeting  
Monday, September 26, 2016 @10:00 AM  
District Office, 3801 Market Street, Conference Room 309,  
Riverside, California 92501**

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairman will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible. Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District, Chancellor's Office, 3801 Market Street, Riverside, California, 92501 or online at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).

## **ORDER OF BUSINESS**

### **Pledge of Allegiance**

#### **I. COMMENTS FROM THE PUBLIC**

*Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*

#### **II. Update and/or Recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee**

*Recommend receiving any updates and/or recommendations from the Ad Hoc Board of Trustees Ethics Advisory Committee. Recommended action to be determined.*

#### **III. ADJOURNMENT**

# Agenda Item (II)

Meeting	9/26/2016 - Special
Agenda Item	Business From Board Members (II)
Subject	Update and/or Recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee
College/District	District
Funding	n/a
Recommended Action	To be determined

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## Background Narrative:

At the September 20, 2016 meeting, the President of the Board appointed Secretary Vackar and Trustee Figueroa to an Ad Hoc Board of Trustees Ethics Advisory Committee, pursuant to Board Policy and Administrative Procedure 2715 - Code of Ethics and Standard of Practice. This agenda item is to be used to receive any updates and/or recommendations from the Ad Hoc Committee.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

## Attachments:

[BP AP 2715](#)

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

**References:**

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, and h)

The Board of Trustees maintains high standards of ethical conduct and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Chancellor, based upon mutual trust and support. Members of the Board of Trustees are responsible to:

- Act only in the best interest of the entire community;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority only as a Board of Trustees;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board of Trustees work;
- Maintain the confidentiality of closed sessions; and
- Deal with any violations.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the Board member who violated the Standard and have a discussion to resolve the violation.

If not resolved, the Board President is notified of the Standard violation. The Board President, in open session at the next regularly scheduled Board meeting, appoints a committee of two Board members to hear the case to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion.

If alleged behavior violates laws, the President of the Board of Trustees may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

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Date Adopted: May 15, 2007

Revised: November 25, 2014 (references only)

(Replaces Policy 1045)

**AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

**References:**

ACCJC Accreditation Standards IV.C.11 (IV.B.1.a, e, and h)

- I. The Board of Trustees and its members shall:
  - A. Act as a policy setting board, with consistent and vigilant oversight of the District, focused on setting priorities, planning and outcome evaluation related equally to instructional and student support quality, operational effectiveness and efficiency, and fiscal stability.
  - B. Ensure the District is in compliance with all applicable federal and state laws and does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
  - C. Consider at all times the interests of all citizens throughout the District, maintaining independent judgment unbiased by self-interests, special interest groups, and partisan political groups.
  - D. Communicate and promote the needs of the community to District leaders and the needs of the District to the community by encouraging support for and interest in the District.
  - E. Focus on the educational needs of present and future students and support access to high-quality education and support services for every student.
  - F. Appoint as Chancellor the best-qualified professional leader available and, upon appropriate recommendation, appoint the best-trained faculty and staff available, exhibiting confidence in, and support of, their work and when necessary accepting responsibility for changing personnel and restoring confidence.
  - G. Delegate authority to the Chancellor as the Board's executive officer to initiate policy recommendations, administer education programs and services, conduct District business, and implement Board actions and adhere to the proper boundaries between Board

members and employees so as not to undermine the authority of the Chancellor.

- H. Act as a whole recognizing that legal authority rests only with the Board in a legally constituted meeting. Individual members will not make statements or promises as to how they will vote prior to regular meetings or individually direct staff, District legal counsel, agents of the District, vendors and contractors, unless authorized by the Board of Trustees, as to actions to take.
- I. Conduct District business of the Board in open public meetings, unless permitted by the Brown Act to be conducted in closed session, and maintain the confidentiality of privileged information and Board discussions held in closed session.
- J. Engage in full, open, and fair discussion on all facets of recommendations presented by the Chancellor before Board action, respecting the opinion of others, working together in a spirit of harmony and cooperation, in spite of differences in values and beliefs, to achieve common goals by encouraging compromise, treating fellow Board members with dignity and giving members courteous consideration of their opinions and supporting positive change when necessary.
- K. Make decisions after appropriate and available facts have been presented and discussed and then abide by and uphold the official actions of the Board.
- L. Avoid situations that have, or appear to have, potential for personal gain or constitute a conflict of interest as defined in law, and inform the Board or Board President when a matter under consideration might involve or appear to involve such a conflict.
- M. Promote and encourage open and mutually supportive and accountable participation and initiative of students, faculty and staff in the governance process while maintaining appropriate and well-defined District communication and decision-making channels.
- N. Devote time, thought and study to activities that will enhance one's ability to function effectively as an education governing Board member and attend all scheduled Board meetings as possible.

- O. Avail oneself of opportunities to enhance potential as a Board member through participation in educational conferences and training sessions offered by local, state and national organizations and involvement in and being informed about the actions and positions of such organizations.

Office of Primary Responsibility: Board of Trustees

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Date Adopted: May 15, 2007

Revised: December 8, 2014 (References only)

(Replaces Regulation 1045)