

The members of the Board of Trustees of the MiraCosta Community College District pledge to perform their duties in accordance with their oath of office. They are an independent, policy-making body committed to serving the educational needs of all residents of the MiraCosta Community College District, and to carrying out their duties and responsibilities in accordance with the highest standards of ethical behavior. Ethical behavior is fundamentally defined as behavior that distinguishes right from wrong as measured by the accepted rules of conduct for a society and/or a profession.

Board Policy 2715, Code of Ethics/Standards of Practice, together with Board Policy 3050, Institutional Code of Ethics, shall constitute the ethical standard for members of the board in both the conduct of policy and in their relationships with the administration, staff, students, and the district community. Board Policy 2715, Code of Ethics/Standards of Practice, shall be reviewed at least annually to insure that it remains a vital document, and each member of the board will read and sign the code annually.

Within this ethical context and the board's obligation to the college's primary mission, each member of the board will adhere to the standards of practice described below.

Accordingly, individual board members will take responsibility for:

- A. Devoting an appropriate amount of time, thought, and study to their duties as community college board members so that they may render effective and creditable service.
- B. Staying informed about the responsibilities and duties of trusteeship.
- C. Working with companion board members in a spirit of harmony and cooperation despite any differences of opinion that may arise during vigorous debate of issues and treating fellow board members with respect and civility.
- D. Basing all decisions on all the available facts in each situation, voting with honest conviction in every case, unswayed by partisan bias, and upholding and abiding by the final majority decision of the board.

**MiraCosta Community College District**

---

Adoption History:	12/8/09, 1/21/15, 11/18/15
Periodic Review:	11/15/11, 10/16/12, 3/19/13, 12/10/13, 12/10/14, 12/9/15, 4/18/19, 10/20/22
Reference Update:	11/14
References:	ACCJC Accreditation Standard IV.C.11 Brown Act, Government Code §§ 54859 et seq. Board Policy 2710, Conflict of Interest Board Policy 2815, Closed Sessions Board Policy/ Administrative Procedure 3050, Institutional Code of Ethics
CCLC Update:	#9, 9/05; #25, 11/14
Steering:	S/P / N/A

- E. Remembering at all times that no member of the board has any legal authority outside the meetings of the board and that each member will conduct relationships with college staff, students, the local citizenry, and the media on that basis.
- F. Being aware that they are responsible to all residents in the MiraCosta Community College District and not solely to those who elected them, and exercising the authority delegated to them by the voters with as much care and concern for the least influential as for the most influential members of the community.
- G. Resisting every temptation and outside pressure to use their positions as community college board members to benefit either themselves or any other individual or agency apart from the total welfare of the MiraCosta Community College District and avoiding the perception of conflicts of interest.
- H. Recognizing that it is as important for the board to review and understand the educational program of the college as it is to plan for the business of the college operation.
- I. Bearing in mind under all circumstances that the board is legally responsible for the effective operation of the MiraCosta Community College District, that its primary function is to establish the policies by which the MiraCosta Community College District is to be administered, and that it shall hold the superintendent president and the superintendent/president's staff responsible for the administration of the educational program and the conduct of college business.
- J. Ensuring transparency by adhering to the law and spirit of open meeting laws and regulations.
- K. Welcoming and encouraging the active involvement of students, employees, and residents in the MiraCosta Community College District with respect to establishing policy on current college operations and proposed future developments, and for considering their views in board deliberations and decisions.
- L. Thoroughly understanding that all matters discussed or disclosed during a lawfully held closed session are confidential and that all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.
- M. Using appropriate channels of communication.
- N. Availing themselves of opportunities to enhance their potential as board members through participation in leadership and planning retreats, educational conferences, workshops, and training sessions offered by local, state, and national organizations.
- O. Being informed about the actions and positions of state and national community college trustee associations.

- P. Striving to provide the most effective community college board service of which they are capable, and doing so in a spirit of teamwork and devotion that acknowledges public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
- Q. Providing board direction and priorities during budget development.

All board members must maintain the highest standards of conduct and ethical behavior and adhere to the board's code of ethics. The board will promptly address any violation by a board member or members of the code of ethics in the following manner:

The superintendent/president and governing board president are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including, but not limited to, conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the district attorney or attorney general as provided for in law. Violation of Board Policy 2715, Code of Ethics/Standards of Practice, will be addressed by the board president, who will first discuss the violation with the board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, an ad hoc ethics committee may be appointed to examine the matter and recommend further courses of action to the board. The committee will consist of one member appointed by the board president and one by the board vice president, neither appointee to be the president or vice president. If the board member alleged to have violated this policy is the board president and/or vice president, the board members not subject to the complaint may appoint the committee member(s) by consensus. The committee will initiate a thorough, fact-finding process regarding the complaint, including an interview with the member in question, and report its findings and recommendations to the board. If the board determines the member did not violate Board Policy 2715, the board will conclude the process. If the board determines that the member violated Board Policy 2715, the unaffected board members, in consultation with legal counsel, will determine the appropriate sanctions, which may include censure of the board member.