

CODE OF ETHICS AND ENFORCEMENT

The following statements of ethical standards have been adopted by the Cabrillo College Governing Board.

Each member of the Board of Trustees will:

1. In all decisions, hold the educational welfare of the students of the District as his/her primary concern. Communicate the Board's interest in and respect for student accomplishments by attending student ceremonies and events.
2. Ensure the District maintains equality of opportunity for all students regardless of race, creed, sex, sexual preference, marital status, religion, age, physical ability or national origin.
3. As an agent of the public — entrusted with public funds — protect, advance and promote the interest of all citizens. Maintain independent judgment unbiased by private interest, partisan political groups, or in any other way.
4. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the district. Its primary function is to establish the policies by which the Cabrillo Community College District is to be administered. The Board shall hold the Superintendent/President and his/her staff accountable for the administration of the educational program and the conduct of college business.
5. Act as an instigator and promoter of change through legal and ethical procedures.
6. Remember at all times that individual Board members have no legal authority outside the meetings of the board, and should conduct relationships their with college staff, students, the local citizenry, and the media on that basis.
7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
8. Maintain confidentiality of privileged information.
9. 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 such a conflict.
10. Enhance his/her ability to function effectively as a trustee through devotion of time to study of contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
11. Promote and maintain good relations with fellow Board members by:
 - a. 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 the legally constituted session of the Board.
 - b. Respectfully working with other Board members in the spirit of harmony and cooperation. Giving each member courteous consideration of his/her opinion.
12. Promote a healthy working relationship with the Superintendent/President and his or her staff by:
 - a. Appointing and nurturing an excellent Superintendent/President and supporting his or her administrative recommendations by maintaining a climate of "no surprises."
 - b. Supporting the District personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
 - c. Refer complaints, criticisms through the appropriate channels as previously agreed with the Superintendent/President and the Board.
13. Be an advocate of the District in the community by encouraging support for and interest in Cabrillo College.

Enforcement:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board Code of Ethics. The board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A board member may be subject to a resolution of censure by the governing board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the governing board.

A complaint of trustee misconduct will be referred to an ad hoc committee composed of two trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a sixty day period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a sixty day period of time, make a report of its findings to the governing board for action. If the chair of the board is perceived to have violated the code, the vice chair of the board is authorized to pursue resolution.

Adopted: March 7, 1994

Revised: April 9, 2007

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