

Section 1000

BP 1010 Duties and Responsibilities

1010.1 General Responsibilities

- A. Employ a Superintendent/President who will act as the Chief Executive Officer of the District and College.
- B. Oversee the total operation of the district.
- C. Ensure that the District has a process in place for the development of short and long range planning.
- D. Review and adopt Mission, Vision, and Values Statements for the Copper Mountain Community College District annually.

1010.2 Specific Responsibilities

- A. Select the Superintendent/President of the District and oversee him/her in the discharge of duties.
- B. Evaluate the performance of the Superintendent on a regularly scheduled basis.
- C. Evaluate the performance of the Board on a regularly scheduled basis.
- D. Set and review annual goals through the institutional planning process and approve long-range plans for the District.
- E. Adopt policies, procedure, and regulations for the governance of the District and oversee their implementation by the administrative staff.
- F. Delegate the development of Procedures and organizational handbooks to the Superintendent/President unless otherwise restricted by policy.

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- G. Initiate and carry out any program or activity, establish rules or regulations or otherwise act in any manner that is not inconsistent with nor preempted by any law and is not in conflict with the purposes for which the District is established. *(ECS 70902)*
- H. Apply directly to Federal agencies or State agencies operating Federal programs in order to obtain Federal funds in accordance with general policies established by the Board of Governors. *(ECS 72293)*
- I. Provide for an annual audit of all funds of the District or supervised by the District. *(ECS 84040)*
- J. Review and adopt the annual budget for the District along established timelines and according to established procedures.
- K. Approve positions for employment and hire personnel according to established procedures.
- L. Approve rates of compensation for employees.
- M. Approve contracts according to established procedures.
- N. Authorize expenditures of funds and approve payment for authorized purposes.
- O. Approve the establishment of and changes to the curriculum of the College
- P. Approve the college calendar.
- Q. Serve as board of final appeal for students, employees, and others as deemed relevant.
(ECS 70902, 72200 et. Seq., 72283, 72125 et seq., 84040)

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1010.3 Code of Ethics

As members of the Copper Mountain Community College District Board of Trustees, Trustees will perform duties in accordance with their oath of office and the core ethical values of the college. Trustees are committed stewards of the public's trust, serving the needs of district citizens. A Trustee's primary responsibility is to ensure the fulfillment of the mission of the college. The board of trustees adheres to the following core ethical values, known as the "Six Pillars of Character":

Trustworthiness. When we are trustworthy, people believe in us. Being trustworthy requires honesty, integrity, reliability and loyalty.

Being honest means we are sincere, truthful, straightforward, and avoid deception. It means not violating confidentiality, being uncivil, or making promises that one might not be able to keep.

Integrity refers to "wholeness." A person who has integrity is consistent in decision-making and behavior, and bases his or her behavior on a core set of ethics or values.

Reliability means we keep our promises. If we commit to a task, we follow through. Ethical trustees spend the hours each week that are required to perform the job well.

Loyalty means protecting and promoting the interests of people, a group or organization. As a trustee, the primary loyalty is to the college and the public good – loyalty to friends and single interest groups is subordinate.

Respect. The second "pillar of character" is respect. It includes civility, courtesy, decency, autonomy, and tolerance.

Civility and courtesy are particularly important when engaging in discussions with others with whom we disagree. Autonomy means that we do not try to live others' lives for them. Tolerance means we accept others' perspectives and judge others only on their core ethical values.

Responsibility. Responsibility means being willing to make decisions and choices and to be accountable for those. Responsible people do not shift the blame to others.

Responsibility means doing the best one can, and being diligent, careful, prepared, and informed. It means persevering, following through, and finishing tasks that one has promised to do.

Responsibility also involves self-restraint, prudence, and recognizing the importance to set a good example. Responsible trustees recognize that there are some limits on being able to say whatever one wants to, because people look to them as representatives of the college.

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Fairness. The fourth pillar, fairness, involves equality, impartiality, openness and using due process. People say that “life is unfair,” and it can be very difficult to define what’s fair in a way that all would agree. Exhibiting fairness involves using open and impartial processes for gathering and evaluating information so that even those who disagree with a decision can understand how it was made. It means seeking equity and avoiding favoritism or prejudice.

Caring. Caring means that we are genuinely concerned about the welfare of others. As public officials, we care about the common good and welfare of the community. Public education is a benevolent act and expresses caring for the public well being.

Trustees are often asked to care about many different people – community members, students, faculty, and others. Benevolence as a trustee involves seeking the well being of the entire community. Challenges arise when decisions must be made for the benefit of the public welfare that may not meet the needs of specific groups. Caring trustees understand those challenges, and realize that their role requires focusing on the public good.

Because we care about other people, we care about being ethical, about being respectful, responsible, and trustworthy. Being unethical is easier if we do not care about others.

Citizenship. The final “pillar” is citizenship, which involves how we behave as part of a community. Ethical citizens obey laws, contribute to the community through service and leadership, and protect the environment. Citizenship is concerned with the future health and welfare of society. Trusteeship is an express of civic leadership, and the ethics of trusteeship reflect good citizenship practices.

References: Ethics Law reference for local officials.
Resources on Ethics Laws for Boards of Trustees – Community College
League of California

The Josephson Institute

1010.3.1 General Consideration of Standards of Conduct

Keep 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 CMCCD is to be administered. The Board will hold the Superintendent/President and his/her staff accountable for the administration of the educational, student services, personnel, and business operations.

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Develop and maintain an effective relationship with the District Superintendent/President by discussing, understanding and supporting effective administrative recommendations and maintaining a working climate of “no surprises.”

Welcome and encourage the involvement of students, employees and citizens with respect to establishing or modifying policy through established channels of communications and consider their views in deliberations and decisions as Trustees.

1010.4 Process to Assure Standards of Conduct are Being Followed

- A. 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 of any charge or complaint of trustee misconduct. A board member may become subject to a resolution of censure by the governing board should it be determined that trustee ethical misconduct has occurred. Censure is an official expression of disapproval passed by the governing board. If alleged behavior violates laws governing board behavior, legal counsel may be sought and violations referred to the District Attorney as provided for in law.

- B. A complaint of trustee misconduct will be referred to an ad hoc committee of two trustees not subject to the complaint, appointed by the board chair. If the board chair is subject to the complaint, the ad hoc committee will be appointed by the trustee with longest service who is not subject to the complaint. In a manner deemed appropriate to the committee, a fact-finding process shall be initiated and completed within a reasonable amount of time to determine the validity of the complaint and the seriousness of the violation. 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 be allowed to present information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the governing board for action. The board will then determine an appropriate action and announce its decision in open session. The action of the board is final.

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