



Frederick Community College Policy

Section 1.00 Board of Trustees – Bylaws	Policy Number	1.18
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Code of Ethics, Individual Trustee, and Board of Trustees Job Descriptions	Procedure Number	None
	Board Approved Re-approved	11/14/01 4/20/05

- A. The Board of Trustees shall adopt a Code of Ethics (attached) to which each Trustee will pledge, through signed affidavit, upon initial appointment and each succeeding reappointment.

- B. The Board of Trustees will follow Individual Trustee and Board job descriptions (attached) as they carry out their duties and interact with the College community.

- C. The Board and Individual Trustee Job Descriptions will be sent to Board appointee recommending bodies for their reference and use.

**FREDERICK COMMUNITY
COLLEGE**

CODE OF ETHICS

**BOARD OF TRUSTEES
JOB DESCRIPTION**

&

**INDIVIDUAL TRUSTEE
JOB DESCRIPTION**

**FREDERICK COMMUNITY COLLEGE
BOARD OF TRUSTEES**

CODE OF ETHICS

I pledge my best efforts as a trustee to:

- **Evidence good citizenship in community and state affairs.**
- **Refrain from making any decisions or commitments concerning community college governance, except in Board meetings or when designated by the Board to do so.**
- **Avoid situations leading to conflicts of interest.**
- **Bring credit to the College through personal effort, either directly or indirectly, in business, social, professional and personal relationships.**
- **Make decisions, which are responsive to the geographic distribution and social, ethnic, economic, and minority make-up of the community.**
- **Make decisions that give priority to the students.**
- **Keep well informed on matters pertaining to the community college movement.**
- **Fulfill the responsibilities of my commission without prejudice or partisanship.**

Signature

Date

Printed Name

JOB DESCRIPTION

COLLEGE BOARD OF TRUSTEES

The College Board of Trustees must in every way meet the state and local legal requirements that qualified the Board to operate under the law.

Its membership should be composed of a representative body that will reflect the gender, social, ethnic, economic makeup, age and geographic distribution of the community.

The public image of the Board should be one of unity and commitment in carrying out the goals, philosophy and objectives of the College. The Board should continue to identify new and emerging educational, economic, and social needs of the community and strive to reassess the resources of the College to continually change in order to meet those needs.

Additionally, the Board of Trustees should:

- 1. Employ the most competent President that the College can find and afford.**
- 2. Draft a job description and job objectives for the President and use these as tools of evaluation.**
- 3. Evaluate the effectiveness of the President on a yearly basis.**
- 4. Require that the President continually bring before the Board information from the institution. On the other hand, the Board should bring information from the beneficiary group. Together, they should bring about meaningful change and a more viable educational program.**
- 5. The Board should never hold a Board meeting without the President being present.**
- 6. Only the President should be directly responsible to the Board.**
- 7. Support the President in the implementation of policy.**
- 8. Insure that all College problems, both personnel and otherwise, are channeled through the College President for action and recommendation to the Board.**
- 9. Establish a comprehensive set of policies to govern the College and hold the President accountable for their implementation.**

10. **Always provide available copies of the Board agenda to the press and other news media and post the agenda well in advance of each Board meeting. News media should always be informed of special meetings called by the Board.**
11. **Allow time throughout the year for reports to be made by representatives from the Student Government Association and the various divisions.**
12. **Insure that all deliberations of the Board prior to voting are carried out in open and public meetings (exceptions: personnel matters, salary negotiations, sale or purchase of real estate and preliminary student disciplinary action).**
13. **We suggest that no one person is indispensable. The Board should evaluate its own leadership to insure that the chairperson is maintaining the quality of leadership needed. The chairmanship of the Board might need to be rotated to other members on a fairly periodic basis. This does not necessarily mean to every Board member, but certainly to more than one.**
14. **Limit the amount of time devoted to administrative details. Concentrate instead on discussions of policy, growth, direction, evaluation, philosophy, finances, community needs, accountability and other priorities.**
15. **Allow time at Board meetings for audience participation on the agenda, following Board adopted procedures.**
16. **Conduct intensive new trustee orientation programs for all new trustees. This should be done by both the College President and the chairperson of the Board.**
17. **Insist that a fellow trustee from the region serve on any accreditation team visitation if the effectiveness of the local governing board is to be included in the accrediting report.**
18. **Serve as a board of appeals after all other recourse (via the route of due process) has been exhausted.**
19. **Go into executive session at least once each year for the purpose of self-evaluation.**
20. **Keep up-to-date about changes and trends in post-secondary education by reading newsletters, and/or post-secondary education journals at least once each month.**
21. **Have completed and updated yearly, a long-range planning program.**
22. **Provide the “retreats” or other social occasions for trustees, administrators and faculty members to get together as a group.**
23. **Not cross the gray line between policy making and policy implementation.**
24. **Periodically (at least yearly) evaluate the adequacy of the physical plant and provide the financial resources necessary for proper maintenance and, if necessary, expansion.**

- 25. Assure the College citizenry, subject to College guidelines and fees for services, that the College facilities are available for use by all citizens – not just those enrolled as students. Develop programs to promote outside use if necessary.**
- 26. Insure that the College operates a public information service in order to “sell” the College to the community residents.**
- 27. Insist upon the use of community advisory committees in assisting the institution in recommending new courses and programs as well as evaluation of ongoing programs.**
- 28. Review, update and evaluate all written policies, the College philosophy, goals and objectives on a yearly basis and measure progress towards achieving those ends.**

JOB DESCRIPTION

INDIVIDUAL TRUSTEE

A trustee must be possessed of a sincere desire to provide a public service to others and to sacrifice his or her own needs, if necessary, in order to carry out the legal, ethical and moral obligations of a trustee.

A trustee must be willing to freely donate many hundreds of hours per year in serving the educational and social needs of the constituents with little or no compensation.

On the other hand, if an individual believes that by serving the needs of others he or she can obtain greater life fulfillment, then the trustee can expect to receive many satisfactions that no amount of wealth could have purchased.

An individual trustee should:

- 1. Represent as broad a cross section of the community as he/she is capable of achieving.**
- 2. Not participate in any meeting outside of a legal assembly of the Board in which matters of Board substance are discussed.**
- 3. Not speak for the Board unless delegated by the Board to do so.**
- 4. Interpret the College to the community and interpret the needs of the community to the rest of the Board.**
- 5. View the community college as an important and co-equal partner in the area of post-secondary higher education and not as an extension of the high school.**
- 6. Relate to the people in the district the financial needs of the College and support all efforts for sound financial backing.**
- 7. Represent the College, its aspirations and its students, and not view his/her responsibility as simply to represent the taxpayer.**
- 8. Participate in all scheduled Board meetings with regular and prompt attendance. Also attend the Board retreats, College Commencement, legislative receptions and other activities of the Board.**
- 9. Review all Board materials sent out in advance of the Board meeting so that he/she can intelligently participate in Board decision making.**
- 10. Insist that no action be taken on items entered on the agenda for which prior information and advance notice have not been supplied.**

11. **Insist that Board meetings start on time, are efficiently organized and effectively chaired.**
12. **Accept responsibility to take a position on all Board matters – to either accept, modify or reject.**
13. **Attend social functions at the College and keep informed about student activities.**
14. **Spend some time in cross sharing experience and ideas with trustees from other boards. This can be done by attending a state meeting of trustees (and possibly administrators) at least once a year, a regional meeting at least once every two years and a national meeting at least once every three years.**
15. **Understand that it takes a wise trustee to socialize with members of the faculty. Either may become suspect to the peers of the other in believing that otherwise private information is inadvertently escaping.**
16. **Obtain the support and acceptance of the trustee's family and his/her employer as well, that the job of a trustee is time consuming.**
17. **Become actively involved in and supportive of political activity at the local, state and national level concerning laws and funding activities pertaining to community colleges, such as College legislative receptions.**
18. **Provide advocacy for the College throughout the community.**
19. **Remain in active service only as long as they are effective. Before accepting additional terms, veteran trustees need to analyze whether their contributions are as effective as in previous years or whether a new trustee might be more beneficial to the College. "Retired" members should become prime candidates for election or appointment to state and national boards concerned with higher education.**
20. **Do not dominate Board meetings by presenting prolonged points of view.**
21. **Be available for service on committees as needed at the College.**
22. **Never lose one's temper during a public Board meeting, to be tolerant of the opinions of others, but vote one's convictions even though they may be unpopular.**
23. **Keep confidential all information and discussion conducted during executive/closed sessions.**
24. **Do not visit the campus in order to talk with students, faculty and administrators without first notifying the President.**
25. **Evaluate the effectiveness of himself/herself as a trustee at least once each year.**