

## A-19a PROCEDURE Standards of Conduct

Expected behaviors in support of the Standards of Conduct policy:

- Show professional respect for other Board members, staff, faculty, students, and members of the public. Board members should ensure an atmosphere in which controversial issues can be presented fairly and in which the dignity of each individual is maintained. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or responsibilities.
- Conduct official duties and personal affairs in such a manner so as to give the clear impression that Board members cannot be improperly influenced in the performances of their official duties.
- Maintain the confidentiality of privileged information to ensure the integrity of the communication.
- Do not use College funds or equipment for personal use or gain.
- Be adequately prepared for Board meetings.
- Keep informed on emerging issues and problems at Southeast Community College.
- Base decisions on the needs and values of Southeast Community College and the community. Assure the opportunity for highest quality education for every student, within the fiscal limitations of the Area.
- Do not invest or hold any investment in any financial, business, commercial, or other private or public entity where transactions therewith may conflict unlawfully with legal duties as Board members.
- Do not unlawfully participate in any manner in any Board discussion or decision where a potential conflict of interest exists. When in doubt, discuss a possible conflict with College legal counsel. Actual or potential conflicts must be formally disclosed to ~~the~~ all Board members.
- Do not use confidential information for personal gain or unauthorized purposes.
- Do not seek to influence employment decisions at Southeast Community College. Publicly-elected Board members themselves may not be employed by Southeast Community College in any capacity, with or without compensation.

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Section A approved by Board of Governors 1.21.20

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- Do not represent or give the appearance of representing any special or outside interests before the Board.
    - Follow appropriate channels of communication. Requests for information or materials should be made through the office of the President.
  - Avoid interference in the day-to-day administration and operations of Southeast Community College, and support the President in carrying out the administrative duties of the College.
  - Support the adopted policies of the Board and conduct relationships with the students, faculty, staff, the public and the media accordingly.
  - Voice opinions during open discussions at the public meetings of the Board. Once a final decision is made by the Board, however, do not undermine the decision with negative public comments.

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**Related Policy:** A-19

**Adopted:** 08/20/02

**Reviewed:** 2/05/18, 02/01/20

**Revised:** 02/01/20

**Web link:**

**Tags:** standards of conduct, fairness, impartiality