

Article I: Board of Education

Section C: Duties

Policy 010: Code of Ethics for School Board Workers

I.C.010: The College Board adopts, as its own, the following Oregon School Boards Association's Code of Ethics for School Board Members (modified). Each Board member should:

1. Understand the Board sets the standards for the District through board policy. Board members do not manage the district on a day-to-day basis.
2. Understand the Board makes decisions as a team. Individual board members may not commit the Board to any action.
3. Respect the right of other board members to have opinions and ideas, which differ.
4. Recognize decisions are made by a majority vote and should be supported by all board members.
5. Make decisions only after the facts are presented and discussed.
6. Understand the chain of command and refer problems or complaints to the College President.
7. Recognize the Board must comply with Public Meeting Law and only has authority to make decisions at official board meetings.
8. Insist that all board and district business is ethical and honest.
9. Be open, fair and honest - no hidden agendas.
10. Understand you will receive information that is confidential and cannot be shared.
11. Recognize the College President is the Board's advisor and should be present at all meetings, except when the Board is considering the President's evaluation, contract, or salary.
12. Take action only after hearing the College President's recommendations.
13. Refuse to use the position for personal or family gain or prestige. Announce conflicts of interest before Board action is taken.
14. Refuse to bring personal or family problems into Board considerations.
15. Give staff the respect and consideration due skilled, professional employees.
16. Present personal criticism of college operations to the College President, not to college staff or to a board meeting.

The Board may access *Government Standards and Practices Laws: A Guide for Public Officials* on Government Standards and Practices (GSP), available on line. The manual is an advisory opinion described in ORS 244.280(3). If a public official takes action accurately based on the information contained in the manual, the individual may not be prosecuted by the GSP commission for violations associated with that action.

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Policy 020: Board Positions on Legislative Matters

I.C.020: The College Board shall not take a position, either pro or con, on local, state, or national legislative matters unless it should vote to do so in cases, that are of special interest and concern to the RCC District.

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Policy 030: Duties and Responsibilities of the Board

I.C.030: The duties of the RCC Board will be to:

- Select and appoint the president/administrator/clerk of the Board of the RCC District.
- Determine the general Board policies which will govern the operation of RCC.
- Adopt policies and procedures for the governance of RCC and to review them periodically.
- Adopt the annual budget.
- Review the appointment or dismissal of contracted employees upon recommendation of the College President.
- Fix the rate of compensation for employees.
- Consider and pass, upon recommendation of the President, on site acquisition and utilization and physical plant development.
- Consider and pass, upon recommendation of the President, on matters of capital outlay with reference to buildings and major improvements.
- Consider and pass, upon recommendation of the President, on matters of repair and maintenance of the buildings, grounds and equipment.
- Require and consider reports from the President concerning the programs and conditions of the College.
- Consider and pass upon new associate degree programs and offerings of the College upon recommendation of the President.
- Adopt a College calendar.
- Consider recommendations of the President in all matters of policy and programs pertaining to the welfare of the College.
- Provide for the establishment of the necessary procedures to assure proper accounting of receipts, disbursements of College funds, those of student organizations and other funds under the supervision of the College.
- Provide for the annual audit of all funds of the College, of student organizations, and other funds handled under the supervision of the College.
- Authorize needed elections on matters that call for a vote of the people.
- Consider communications and requests from citizens or organizations on matters of policy and administration.
- Authorize the College President to establish citizen advisory committees.
- Certify the tax levy to the County Assessor.

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Policy 040: Designation of Clerk and Deputy Clerk

I.C.040: The College Board will appoint the President/Chief Executive Officer as the District Clerk, as provided by law. The President/Clerk will appoint and prescribe the duties of deputy clerk, in addition to those duties prescribed by law.

It will be the duty of the District Clerk to perform as clerk when specifically required by statute.

The Deputy Clerk will be delegated by the District Clerk to perform the following duties and other duties as specified:

- Serve as custodian of RCC District funds.
- Have custodial responsibility for all fiscal records of the Board.
- Furnish and file all financial reports as requested by the Board and President/District Clerk and required by law.