



**2010 – Board of Education membership**

The Board of Education shall be composed of seven members who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

**Reference(s):**

1. NWCCU Standard 2.A.1
2. ORS 341.275, ORS 341.326

## **2200 – Board of Education Duties and Responsibilities**

The Board of Education governs on behalf of the citizens of Columbia Gorge Community College in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Hire and evaluate the President;
- Delegate power and authority to the chief executive officer to effectively lead Columbia Gorge Community College
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect Columbia Gorge Community College
- Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture.

### **Legal Reference(s):**

1. NWCCU Standards 2.A.1
2. ORS 341.290, ORS 341.300 (traffic control)

## **2210 – Board of Education Officers**

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members. The chairperson shall not serve for more than 2 years in succession.

The duties of the Chair of the Board of Education are:

- Preside over all meetings of the Board of Education;
- Call emergency and special meetings of the Board of Education as required by law;
- Consult with the President on Board of Education meeting agendas;
- Communicate with individual Board of Education members about their responsibilities;
- Participate in the orientation process for new Board of Education members;
- Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events and ensure Board of Education representation.

The duties of the Vice Chair of the Board of Education are:

- Preside over all meetings when the Chair of the Board is absent;
- Represent the Board of Education at official events when the Chair of the Board is unable;
- In the absence of the Chair, the Vice Chair shall exercise all of the powers and bear all of the responsibilities of the Chair.

The duties of the Oregon Community College Association Representative are:

- Attend regularly scheduled OCCA Board meetings;
- Call-in to Legislative Session Conference Calls, when scheduled;
- Attend the annual OCCA Conference;
- Work with the Board of Education when OCCA is in need of support and assistance in legislative action;
- Report monthly to the Board of Education updates from OCCA.

The duties of the CGCC Foundation Board Liaison are:

- Attend regularly scheduled Foundation Board meetings;
- Represent the Board of Education at Foundation Strategic Planning Days, Scholarship Luncheons, and Fundraising events;
- Be the communication channel between the Foundation and Board of Education,
- Report monthly to the Board of Education updates from the Foundation.

The Assistant to the President and Board of Education shall serve as Secretary to the Board of Education.

The duties of Secretary are:

- Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
- Prepare and post Board of Education meeting agendas;
- Have prepared for adoption minutes of Board of Education meetings;
- Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board of Education;
- Certify as legally required all Board of Education actions;
- Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board of Education.

**Legal Reference(s):**

1. ORS 341.283



### **2710 – Conflict of Interest**

Board of Education members shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are may seek counsel from the college’s legal advisor or the Oregon Government Ethics Commission where any individual question may arise.

#### **Legal Reference(s):**

1. NWCCU Standards 2.D3
2. ORS 244.010 to ORS 244.047

## **2715 – Code of Ethics/Standards of Practice**

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the college(s), educational issues, and responsibilities of Board membership.
- Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- Maintain confidentiality of executive sessions.

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

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact finding process shall be initiated and completed within a reasonable 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 Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

Each member of the Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

### **Reference(s):**

1. NWCCU Standard 2.D.2
2. ORS 244.010 to ORS 244.400

### **2717 – Personal Use of Public Resources – Board of Education**

Board of Education members and employees of the college, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:

- (a) Any part of an official compensation package as determined by the public body that the public official serves.
- (b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.
- (c) Reimbursement of expenses.
- (d) An unsolicited award for professional achievement.
- (e) Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- (f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- (g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
- (h) Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

#### **Legal Reference(s):**

1. ORS 244.040