

General Institution

**BP 3050** INSTITUTIONAL CODE OF ETHICS

**Reference:**

Accreditation Standard III.A.4.d13

The District shall have and uphold a written code of professional ethics for all of its personnel.

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**Adopted:** August 18, 2015

~~(This is a new policy recommended by the Policy and Procedure Service.)~~

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General Institution

AP 3050 INSTITUTIONAL CODE OF ETHICS

Reference:

Accreditation Standard III.A.4.d13

The institution supports a written code of ethics for all of its personnel. The District is committed to the highest ethical standards in furtherance of our mission of education and public service:

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and fair treatment of all in our daily interactions
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and innovation in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

All administrators, faculty, staff and student employees are responsible for contributing to a positive working and learning environment that demonstrates adherence to ethical behavior and practices. The District Code of Ethics for all personnel supports the mission of quality and accessible education for the community we serve. All employees are expected to practice and promote ethical behavior; District and College leaders are expected to practice and promote ethical behavior by:

- Developing a climate of trust and mutual respect and support
- Being inclusive and valuing others' differences
- Cultivating and sustaining high standards in all areas
- Creating an environment that promotes collaboration and shared ownership
- Cultivating a climate of excellence
- Modeling ethical behavior
- Adhering to District Policies and Procedures

This procedure is aspirational and intended to work with, and shall not supersede, existing standards and codes of conduct, as well as relevant provisions in applicable employee handbooks and collective bargaining agreements.

Also see BP 2715 titled Code of Ethics/Standards of Practice.

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**Approved:** July 21, 2015

*~~(This is a new procedure recommended by the Policy and Procedure Service.)~~*

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General Institution

**BP 3100 ORGANIZATIONAL STRUCTURE**

**Reference:**

Education Code Section 72400

*Note: This policy is legally required.*

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

The organizational charts are subject to review by the Board.

Administrative organization charts shall be maintained by the Chancellor which delineate the lines of responsibility within the District.

In order to more effectively operate the two colleges in the District and to clarify the relationship, the Board has established the following guidelines:

1. Each college shall be encouraged and supported in the development of its own program - designed to serve its students and the communities identified with it. Each college shall operate within District-wide policies established by the Board. Each college shall be expected to develop its own character, uniqueness and loyalties.
2. Each college shall be a comprehensive institution. Each shall offer a wide range of educational opportunities to include transfer programs, career technical education, general education, continuing education, community services, and student services. Uneconomical and inefficient duplication should be avoided. Within this framework, each college may have a different emphasis in its educational program and some specialization - particularly in the area of career technical education. Experimentation will be encouraged.

3. The Board and the District management shall give general direction and coordination to the programs and operations of the college and shall provide centralized services and controls. The Chancellor shall maintain over-all review of all college operations to avoid duplication, encourage coordination, increase efficiency, and execute Board policies.
  - a. Personnel policies and practices shall be uniform within the District
  - b. Business and fiscal operations shall be centralized, including budgeting, accounting, fiscal control, and purchasing.
  - c. Policies relative to students shall be uniform throughout the District with respect to admission, scholarship standards, and graduation requirements.
  - d. The calendars for all colleges shall be essentially identical.
  - e. Planning, development, and maintenance of the physical plants shall be the responsibility of the District management.
  - f. The public relations program shall be directed by the Chancellor. However, within this framework, the college presidents shall develop close working relationships with the communities which they serve and the staffs of their colleges.
  - g. The personnel of each college, including both academic and classified, shall be recognized as a part of the institution. Within the framework established by the Chancellor, each college shall recommend to the Chancellor the persons to be employed on its staff. It shall be the exception rather than the rule to have personnel transferred from college to college within the District. However, there may be instances where this may be both necessary and desirable. All management appointments within the District and at the colleges shall be subject to the personal review and recommendation of the Chancellor
4. Each college shall seek accreditation as a separate institution.
5. In order to provide for district-wide coordination and to enhance communications, the Chancellor shall organize and establish coordination devices.

6. The administrative organization shall follow the same pattern for each college except as size and special applications may warrant exemptions.

Presidents of the colleges shall report directly to the Chancellor.

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**Adopted:** November 17, 2015

(This policy replaces CLPCCD Policies 2010 and 2012)