

STATEMENT OF ETHICS FOR BOARD MEMBERS AND BOARD STAFF

As a member of the Board, I will strive to improve Temple College and public education, and to that end I shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings in so far as possible, and become informed concerning issues to be considered at those meetings.
2. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the college to the Chief Executive Officer.
3. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
4. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
5. Encourage the free expression of opinion by all Board members; seek systematic communications between the Board, students, staff, and all elements of the community.
6. Communicate to other Board members and the Chief Executive Officer expressions of public reaction to Board policies and college programs.
7. Inform myself about current educational issues by individual study and through participation in programs providing relevant information, such as those sponsored by the American Association of Community Colleges and the Association of Community College Trustees.
8. Support the employment of the most qualified persons to serve as College staff.
9. Support a regular and impartial evaluation of all staff.
10. Avoid conflict of interest and/or using Board position for personal or partisan gain.
11. Take no private action that will compromise the Board or the College, and respect the confidentiality of information that is privileged under applicable law.

12. Shall not engage in any conduct constituting harassment or any form of sexual harassment, i.e., Quid Pro Quo, Hostile Environment, Retaliation, etc. and will adhere to the EEO/ Affirmative Action, Harassment, and Sexual Harassment Policies of Temple College adopted by the Board and listed in this handbook. Each member will participate in a training program designed to prevent sexual harassment.
13. Remain cognizant of the fact that my first and greatest concern must be the educational welfare of the students attending the College.

RULES, REGULATIONS, AND BYLAWS ADOPTED BY THE BOARD OF TRUSTEES

The Board of Trustees has adopted the following rules, regulations, and bylaws for the purpose of the orderly conduct of the business of Temple College:

1. **Composition of the Board of Trustees** - The Board of Trustees consists of nine members elected by the qualified electors of the Temple College District.
2. **The Officers of the Board of Trustees are the Chair, Vice-Chair, and Secretary.** The chair shall preside over all meetings of the Board and shall have the other duties described herein. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to do so. The Secretary shall maintain the records and minutes of the meetings of the Board. The Officers of the Board shall be elected at the first regular meeting of the Board following the regular election of members of the Board in even-numbered years, or at any time thereafter in order to fill a vacancy. The Chair of the Board shall not serve consecutive terms unless the first term is a partial term caused by a vacancy. Other Officers may serve multiple consecutive terms. The Officers shall perform such duties as are normally ascribed to them and any other duties as may be designated by the Board of Trustees. A Recording Secretary to be designated by the President of the College and approved by the Board will keep records of the meetings of the Board and perform such other duties as may be requested by the Board. The Recording Secretary shall not be a member of the Board.
3. **The officers of the Board shall serve as an Executive Committee** for the purpose of reviewing the monthly agenda and shall be available to the President of the College for advice and consultation as needed. The Executive Committee shall meet prior to the regular Board meeting at such time and place designated by the Chair of the Board. The Chair shall appoint members of the Finance Committee, Building and Facilities Committee and any other committee, which the Chair or a majority of the Board shall determine to be appropriate.
4. **Meetings** - Regular meetings of the Board of Trustees shall be held on the third Monday of each month at 6:00 p.m. on the campus of Temple College.

Special meetings may be called by the Chair or by a majority of the Board by written notice to all members of the Board not less than three (3) days prior to such special meeting. However, any regular or special meeting may be held at any time or place in the City of Temple if fixed and agreed upon by a majority of the Board.

5. **Quorum** - A quorum of the Board of Trustees, at any meeting for any purpose, shall consist of five members; and a majority of the members present and voting shall be sufficient to decide any matter or question.
6. **Agenda** - The order of business of a regular meeting of the Board of Trustees shall include:
 - I. Approval of Minutes of Previous Meeting
 - II. Approval of Disbursements
 - III. Old Business
 - IV. Report of the President of Temple College
 - V. New Business
 - VI. Miscellaneous
 - VII. Adjournment
7. **Amendments** - Any portion of the preceding Rules, Regulations and Bylaws may be changed by a majority vote of the members of the Board.

Note: The effective and current resolutions approved by the Board setting the policies for the operations of Temple College can be found in the *Temple College Catalog*, the *Temple College Personnel Handbook*, the *Temple College Student Handbook*, *Calendar* and the *Board of Trustees Manual*.

Many such resolutions change annually, e.g., the salary schedules, the College Calendar, staff appointments, etc.; thus, one must make certain to consult the latest edition of the above publications to be guaranteed that the most recent Board action is being reviewed.

The distribution of these publications is as follows:

1. Temple College Catalog - All Board Members, staff, students, and outside requests.
2. *Temple College Personnel Handbook* - All regular staff, part-time faculty, and Board Members.
3. *Temple College Student Handbook and Calendar* - All students, staff, and Board Members.
4. *Temple College Board of Trustees Manual* - All Board Members

MEMBERS OF THE BOARD OF TRUSTEES AND TERM EXPIRATION DATE

Place 1. Mr. Stephen H. Niemeier, 2014
Place 2. Mr. Larry J. Wilkerson, 2014
Place 3. Mrs. Lydia Santibanez, 2014
Place 4. Dr. Walter P. Dyck, Vice Chair, 2010
Place 5. Jack W. Jones, Jr., Chair, 2010
Place 6. Ms. Judy Morales, Secretary, 2010
Place 7. Dr. Paxton Howard, 2012
Place 8. Dr. Anne Penney Newton, Ph.D., Ed.D., 2012
Place 9. Mr. Michael W. Thompson, 2012

TERM OF OFFICE AND SERVICE

Whereas the Texas Education Code (130.082) specifies the number, term, and qualifications for Temple College Board Members and whereas the law does not fix a limit to the number of six-year terms a board member may serve, the institutional policy is that no limit exists for length of service on the Board of Trustees. Therefore, since there is no limit to the number of six-year terms that a person may be elected to the Board of Trustees, there can be no institutional policy, which rotates individuals off the Board. Thus, the Board of Trustees has no rotation policy for board members.

INDEMNIFICATION RESOLUTION

The Board of Trustees is indemnified to the fullest extent permitted by law as covered in a Temple College Board Resolution adopted on August 15, 1989, a copy of which is available in the College President's Office.

TEMPLE COLLEGE POLICY FOR TRUSTEE TRAINING

Temple College is committed to the principles that a knowledgeable Board of Trustees is the foundation for a strong institution and that professional development and training are necessary to prepare its trustees for their duties and responsibilities. Therefore, Temple College has adopted the following trustee-training plan:

- New trustees shall participate in an orientation session on the statutory and legal oversight responsibilities of trustees following their election or appointment.
- Each year the institution will conduct a training workshop, which addresses the needs of trustees.
- Trustees will be provided the opportunity to attend selected professional development activities, which may be sponsored by state, regional, or national organizations.
- New trustees must receive investment training specified by the Public Funds Investment Act.