

**APPROVAL OF A CODE OF CONDUCT FOR  
THE STATE AND REGIONAL BOARDS OF TRUSTEES**

**RESOLUTION NUMBER 2008-8**

**WHEREAS**, the State Board of Trustees of the College has responsibility for establishing policies for the College and may prescribe rules for the effective operation of the College, and

**WHEREAS**, it has become common for governing boards, such as the State Board of Trustees, to adopt a code of conduct for members of the board, and

**WHEREAS**, the adoption of such a code of conduct is considered one of the best practices that governing boards are encouraged to implement, and

**WHEREAS**, the State Board of Trustees believes that the adoption of such a code of conduct will help members of both the State Board of Trustees and the Regional Boards of Trustees better understand the unique nature of each member's fiduciary responsibility to the College, and

**WHEREAS**, the Planning Committee of the State Board of Trustees has reviewed and recommended adoption of the code of conduct for State and Regional Trustees of the College set forth in this resolution:

**NOW THEREFORE BE IT RESOLVED**, that the State Board of Trustees of the College hereby adopts the following code of conduct for the State and Regional Trustees of the College:

**CODE OF CONDUCT FOR  
THE STATE BOARD OF TRUSTEES AND THE REGIONAL BOARDS OF TRUSTEES  
OF  
IVY TECH COMMUNITY COLLEGE OF INDIANA**

**I. Introduction**

The State Board of Trustees of Ivy Tech Community College of Indiana ("Ivy Tech" or the "College") has adopted this Code of Conduct in order to insure that all those who act on behalf of the College do so in a manner that is consistent with the mission and values of Ivy Tech. It is explicitly understood that the Trustees, whether State or Regional, will execute their duties and responsibilities in a manner consistent with the office to which they are appointed and will, at all times, comply with this Code of Conduct.

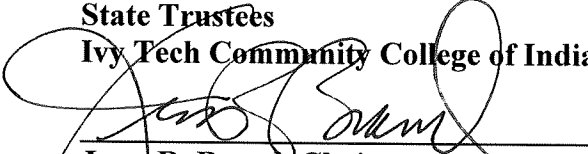
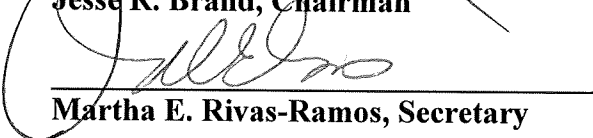
**II. Code of Conduct**

1. Trustees shall be familiar with, accept and abide by the legal and fiscal responsibilities of their office as specified in federal and state law, federal and state regulations, Board bylaws and rules of procedure, and Board policies and resolutions.
2. Trustees shall devote such time, attention and study to their duties as is necessary to faithfully carry out their responsibilities.

3. Trustees shall be familiar with the mission of Ivy Tech and its functions and shall recognize the College's unique role in post-secondary education in Indiana.
4. Trustees shall carefully prepare for, regularly attend and actively participate in all Board meetings and committee assignments.
5. Trustees shall base Board votes upon all available information and shall assess each situation exercising their best judgment in making decisions.
6. Trustees shall vote according to their individual conviction. Trustees may challenge the opinions and views of others when necessary and appropriate, but must always exercise discretion, respect and civility. Trustees must also be willing to sustain and support the majority decisions of the Board and work with fellow Board members in a spirit of cooperation.
7. Trustees shall, at all times, maintain the confidential nature of Board deliberations in executive session. This obligation of confidentiality includes written and verbal communication concerning any executive session. The Chair of the Board shall serve as the spokesperson for the Board on all matters of public interest. Other Trustees shall avoid commenting publicly (or anonymously) and shall not presume to act as spokespersons for the Board, unless specifically authorized to do so by the Chair. To that end, Trustees shall use designated institutional channels when conducting Board business. For example, Trustees shall refrain from public comment regarding presidential searches and shall refer inquiries to the Board Chair.
8. Trustees shall understand the role of the Board as a general policy making and oversight body and avoid active involvement in the administration of the College and College policy, unless specifically authorized to do so by the Board or required by law.
9. Trustees shall refrain from personal involvement in matters outside the scope of Board business and shall refer such matters through designated institutional channels. For example, faculty and student grievances that come to the attention of Trustees shall be referred to the appropriate College administration official.
10. Trustees shall comply with the Conflict of Interest Policy and all requirements prescribed by Board bylaws and state laws regarding such conflicts. Trustees will refrain from accepting duties, incurring obligations, accepting gifts or favors, engaging in private business or professional activities when there is, or would appear to be, a conflict of interest, unless such interest is disclosed and approval is given as outlined in the Conflict of Interest Policy.
11. Trustees shall recognize that they represent Ivy Tech and shall refrain from any actions, behaviors or acts of omission that may prove embarrassing to the College.
12. Trustees shall act and make judgments always on the basis of what is best for Ivy Tech as an institution and the advancement of the mission of the College.

### **III. Procedure for Addressing Violations of the Code of Conduct**

1. All potential violations of this Code of Conduct shall be within the purview of the Executive Committee of the State Board of Trustees, whether the alleged violation involves a State Trustee or a Regional Trustee. Regional Boards have no authority to investigate or take action regarding this Code of Conduct, except to report an alleged violation of the Code to the Executive Committee of the State Board and to cooperate in any investigation. If an allegation of a violation of the Code of Conduct involves a member of the Executive Committee that member may not participate whenever the Committee considers the allegation.
2. Should evidence or an allegation of a violation of this Code of Conduct by a Trustee come to the attention of the Executive Committee, the Committee shall promptly review the matter and investigate the allegation. If necessary, the Executive Committee may enlist the assistance of additional Trustees or legal counsel in conducting the investigation. All Trustees are expected to provide full cooperation with regard to such an investigation.
3. After a full review of all the circumstances, including the opportunity of the accused Trustee to respond to an alleged violation, the Executive Committee shall determine whether there is sufficient evidence to conclude that there has been a breach of the Code of Conduct. At the conclusion of its investigation and depending on the seriousness of the violation, the Executive Committee may attempt to resolve the matter with the accused Trustee without public action.
4. Should the Executive Committee determine that the matter is not appropriate for private resolution, or should the Trustee commit an additional violation of the Code, the Executive Committee shall bring the matter to the State Board in executive session for discussion.
5. If official action is considered necessary, the matter shall be placed on the agenda for discussion at a public meeting of the State Board of Trustees. At that time, the State Board shall discuss the matter in an open session and permit the Trustee whose conduct is at issue to provide an explanation of the conduct. The State Board may then by majority vote censure the Trustee.
6. If public action is taken to censure a member of the State Board of Trustees, the State Board shall promptly report the matter to the office of the Governor. If public action is taken to censure a member of a Regional Board of Trustees, the State Board shall promptly report the matter to the Regional Board.

**State Trustees**  
**Ivy Tech Community College of Indiana**  
  
\_\_\_\_\_  
**Jesse R. Brand, Chairman**  
  
\_\_\_\_\_  
**Martha E. Rivas-Ramos, Secretary**

**Dated February 14, 2008**