

EXHIBIT B

Pima Community College
Institutional Response
July 8, 2022

HIGHER LEARNING COMMISSION
INSTITUTIONAL ACTIONS COUNCIL



**Pima County Community College District
Governing Board Bylaws**

<i>Bylaw Article Title:</i>	Code of Ethics
<i>Bylaw Article Number:</i>	X
<i>Adoption Date:</i>	5/18/83; 12/11/13; 2/5/14
<i>Revision Date(s):</i>	2/8/95; 12/9/13; 1/28/14; 10/19/16
<i>Motion Number:</i>	3297; 5300; 201610-05
<i>Legal Reference:</i>	A.R.S. §§.15-1444(A) and 15-1445; A.R.S. §§ 38-431.01 and 38-501 et seq.

Section 1. General

Elected or appointed members of the Board are representatives of the citizens of the county.

The Board commits itself to the very highest legal and ethical conduct.

Section 2. Legal Powers and Duties

1. Carry out all requirements prescribed by local, state and federal laws, as they apply.
2. Operate within the guidelines set forth by the College's accrediting agencies.
3. Comply with Board Bylaws and Policies

Section 3. Ethical Responsibilities

The Board shall:

more particularly set forth in A.R.S. § 38-501 et seq.

Section 5. Procedural Responsibilities

In keeping with the Governing Board's bylaws and policies, the Board asserts its responsibilities and:

1. Requests all employees to avail themselves of all administrative remedies and complaint resolutions procedures before requesting Board involvement.
2. Provides an opportunity for public comment at its regular meetings: for the general public, through the Public Comment section of the meeting and for employees, through representatives' reports. Unless the public comment and information contained in the reports relates to agenda items, Board action is limited to directing staff to study and/or to schedule the matter for future consideration.
3. Recognizes the First Amendment freedom of speech principle as fundamental to the operation of the College. No College employee shall be subjected to retaliation by the College for expressing his/her opinion in open meetings of the Board.
4. Asks that requests for information about Board actions be submitted through the Chancellor's Office.
5. Acknowledges the importance of employee and student understanding Governing Board members' roles and functions. To promote such understanding, the Governing Board affirms the following:
 - a) It is the policy of the Governing Board that the administration, faculty, staff and students of the College have the opportunity to participate, as appropriate, in the decision-making processes of the College.
 - b). The Governing Board acknowledges its responsibility to meet Arizona legal requirements regarding open meetings for public bodies.
 - c). All employees of the College are advised that the hiring, assigning, transferring, terminating or disciplining of employees will be handled according to established personnel policies through the office of Human Resources.
 - d). The Board acknowledges that its authority is legally vested only when

1. Recognize its duty is to represent the entire county and to make decisions, which can benefit all constituents. Individual Board members should recognize the unique aspects of their geographic constituency when considering the needs of the entire College.
2. Recognize that the strength and effectiveness of the Board is as a Board, not as a group of individuals.
3. Assure the opportunity for high quality education for every student, within the fiscal limitations of the College.
4. Take official actions only in public sessions in compliance with the law.
5. Maintain confidentiality of privileged information.
6. Recognize the unique contributions of representatives to the Board in the Board's deliberation of agenda items.
7. Delegate authority to the Chancellor as the Board's executive and confine Board action to oversight policy determination, priority setting, planning, monitoring, evaluation of College performance, and maintenance of the fiscal stability of the College. Delegation to the Chancellor of the authority to approve contracts and procurements shall be by legal action of the Board, which shall specify the scope and parameters of delegated authority.
8. Employ competent, trained personnel.
9. Ensure an atmosphere in which controversial issues can be presented and discussed fairly and civilly, striving to maintain the dignity of each individual.
10. Respect the elected office and in no way misuse the power inherent in the office.
11. Recognize the responsibility to adhere to these ethical responsibilities.

Section 4. Conflict of Interest

Any board member who has, or whose relative has, a substantial interest in any decision, contract, sale, purchase or service to the College shall make known that interest in the official records of the College and shall refrain from voting upon or otherwise participating in any manner in such decision, contract, sale or purchase, as

the Board acts as a whole and that, as individuals, the members of this Board have no authority to mandate action on the part of the College. This policy shall, however, in no way restrict individual Board members from full and complete access to all of the campuses of the College and to a complete range of inquiry to the Chancellor. The Chancellor will obtain information from the College employees and students so that the Board may be more fully informed and may properly exercise its responsibilities.

The following protocols apply:

- i) Board members shall inform the Chancellor and the campus President prior to attending any meeting, function or visit at that campus or at one of its centers.
- ii) While on a College site, Board members shall not conduct personal or political business using any College resources.
- iii) Information requests that will involve more than four hours of College staff time, per request, shall require the agreement of a majority of the Board.
- iv) Board members shall not use College resources for personal or political benefit that are not otherwise available to members of the public.