CODE OF ETHICS

Reference: Accreditation Standard IV.B.1.a, e, and h

The Governing Board is committed to serving the educational needs of all residents of the Southwestern Community College District, and to carrying out its duties in accordance with the highest standards of ethical behavior. The Governing Board shall foster awareness of ethical expectations by:

- Providing the Code of Ethics policy and procedure to all trustees and having them available at Board meetings;
- Including a review of the Code of Ethics when orienting new Board members;
- Assuring the vitality of the Code of Ethics by reviewing, reading and signing the Code of Ethics at its annual retreat;
- Using the Code of Ethics as criteria in the Board self-evaluation process.

1. The Governing Board shall annually designate a standing "Special Counsel" from the list of legal firms approved by the Board to provide legal services to the College District. The Special Counsel shall be an attorney other than the SWC Campus Counsel or employed or associated with the SWC Campus Counsel and shall report directly to the Governing Board.

2. Within 90 days of the date the alleged violation becomes known or should have become known, all complaints of alleged violations of Policy No. 2715, “Code of Ethics,” shall be submitted in writing, in a sealed envelope addressed as follows:

   Special Counsel c/o Executive Assistant
   Office of the Superintendent/President
   Southwestern Community College District
   900 Otay Lakes Road
   Chula Vista, CA 91910

3. The Executive Assistant shall stamp the envelope addressed to the Special Counsel as "Confidential" with date and time of receipt of the envelope and immediately thereafter inform the Special Counsel of the receipt of the envelope and forward it, as received, to the address of record for the Special Counsel.

4. The Special Counsel shall review and assess the complaint(s) and, as a part of that review, contact the Governing Board member(s) named in the complaint and provide the Governing Board member(s) the opportunity to provide any information regarding the complaint which would enable Special Counsel to determine if the complaint provides sufficient information to establish the possible violation of the Code of Ethics Policy.

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5. If, upon completion of the review and assessment of the complaint, the Special Counsel determines that the complaint is without merit or provides insufficient information to determine that a violation of the Code of Ethics Policy, Special Counsel shall dismiss the complaint and inform the complainants, if known, and the Governing Board member(s) named in the complaint of the dismissal. Upon recommendation of the Governing Board member(s) named in the complaint, the dismissal shall be announced at the next regularly scheduled Governing Board meeting.

6. If Special Counsel determines that the complaint provides sufficient information to establish a possible violation of the Code of Ethics Policy, Special Counsel shall present such findings to the Governing Board, in open session at a regularly scheduled or special Governing Board meeting. At that time Special Counsel will make recommendations for those matters contained in the complaint that are within the jurisdiction or responsibility of the Governing Board. If unresolved at the local level or deemed necessary by Special Counsel, the complaint will be forwarded to such other governmental agency having responsibility for the assessment, investigation, and/or enforcement of any applicable laws or regulations relating to the alleged violation of the Code of Ethics Policy.