

WILLIAM PATERSON UNIVERSITY BOARD OF TRUSTEES

STATEMENT OF TRUSTEE RESPONSIBILITIES AND EXPECTATIONS

Trusteeship is a generous and selfless act of public service requiring commitment, engagement and dedication to the mission of William Paterson University, the needs of its multiple and diverse public and private constituencies and the overall public good.

Consistent with those obligations, the following are responsibilities and expectations that are attendant to service on the William Paterson University Board of Trustees:

- ▶ Trustees are expected to be vigorous advocates for the mission of the University and act in accordance with their best judgment as to the best interests of the University and the public.
- ▶ Trustees are expected to become familiar with key aspects of the University including, but not limited to, its mission, governance, financing, strategic plans and performance measures.
- ▶ Trustees are expected to devote the necessary time, attention and preparation to Board activities to function effectively and to enable the Board as a whole to function effectively, including new trustee orientation, committee meetings, board retreats and public meetings.
- ▶ Trustees are expected to maintain some presence at other University functions and events (e.g., Commencement) that are integral parts of the life of the University community.
- ▶ Trustees are expected to maintain a tradition of exemplifying the highest standards of ethical behavior, act strictly in accordance with Federal, State and local laws and comply with all regulations and policies applicable to trustees of public colleges and universities in New Jersey. Any potential or apparent conflicts of interest must be publicly disclosed and promptly removed.

- ▶ Trustees are expected to support the role of the President of the University as chief executive officer when he or she is carrying out delegated authority for all academic, administrative, fiscal and personnel matters and to promptly report to the Board chair or president any concerns about University matters of which they have become aware.
- ▶ Trustees are expected to maintain a keen sensitivity to the boundary between board oversight and guidance and institutional management and administration.
- ▶ Individual trustees are expected to abide by the decisions of the Board regardless of personal viewpoints, beliefs or preferences. This expectation does not preclude vigorous and civil debate within the Board regarding matters of substance or principle.
- ▶ Trustees are expected to maintain the confidentiality of matters not public under the New Jersey Open Public Meetings Act.
- ▶ Trustees are expected to defer to the Board chair for public comment on matters before the Board, or to make clear that any opinions expressed are expressed as an individual rather than on behalf of the Board as a whole.
- ▶ Trustees are expected to serve out their full term of appointment. In the event that emergent circumstances preclude doing so, trustees are expected to provide as much notice as possible of the intention to resign – preferably one (1) year.
- ▶ Trustees are expected to participate in an exit interview with the Board chair at the conclusion of their service to the Board to reflect on any issues they feel warrant Board attention and/or to provide any observations they care to offer regarding service as a trustee or about the University as a whole.

Note – this document relied on ideas from and borrowed language from documents of similar purpose from the University of Utah, the University of Vermont and Southeast Missouri State University.

Western Kentucky University Board of Regents
Code of Ethics

Preamble:

Recognizing its authority to do so under KRS 164.350 and realizing the significance of serving on the Board of Regents of Western Kentucky University, the Board of Regents adopts this Code of Conduct to insure the fulfillment of its obligations and duties to the University, the students, and the community. The Board agrees that in performing its duties as Regents for Western Kentucky University, it will adhere to the following principles:

1. To accept the spirit of academic freedom and shared governance as fundamental characteristics of University governance.
2. To become familiar with, committed to, and abide by the major responsibilities of this governing board, as set out in the Bylaws of the Western Kentucky University and the Kentucky Revised Statutes, including:
 - a. To preserve institutional autonomy;
 - b. To enhance the public image and interpret the community to the institution; and
 - c. To support the President in his or her fulfillment of the objectives and policies of the Board of Regents
3. To avoid participation in the administration of policy developed by the Board.
4. To vote and speak according to one's individual conviction, and yet to be willing to support the majority decision of the Board and work with fellow Board members in a spirit of cooperation, and to avoid acting as a spokesperson for the entire Board unless specifically authorized to do so.
5. To maintain the confidentiality of discussions between individual Board members, when requested to do so by a fellow Board member.
6. To support University fund-raising efforts through personal giving in accordance with one's means (both annual and capital drives), and to be willing to share in the solicitation of others.
7. To make judgments always on the basis of what is best for the Institution as a whole and for the advancement of higher education rather than to serve special interests, including:
 - a. Insuring that any relationships that could be perceived as conflicts of interest are to the distinct and obvious advantage of the University;
 - b. Refraining from those actions and involvements that might prove embarrassing to the

University; and,

c. Resigning from the Board if such actions or involvements develop.

8. To prepare carefully for, regularly attend, and actively participate in Board meetings and committee assignments.

9. To understand that the President is the exclusive agent of the Board in the conduct of all University affairs and for the conduct of Board business.

An alleged violation may be brought to the attention of the Chair of the Board. The Chair may, in his/her discretion, perform or request an investigation of the alleged violation consistent with the principles of due process, and may recommend appropriate action be taken by the Board on the violation, if substantiated.

Source: Western Kentucky University, "Board of Regents Code of Ethics,"
http://www.wku.edu/sacs/SACS%20Final/chapter3/3_2_5_BOR%20Code%20of%20Ethics.pdf

Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during Board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.