

Statement of Trustee Responsibility

The County College of Morris mission is to deliver dynamic, challenging, high-quality, and accessible academic programs and services that support the individual's quest for lifelong learning and professional development.

County College of Morris benefits from the commitment, service, and contributions of individuals who serve as Trustees. The commitment and performance of those who serve in this capacity are essential to the continued vitality and strength of the County College of Morris.

Appointed Trustees are accountable to the community for the performance and welfare of the institutions they govern. Effective boards consist of individuals who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning, and monitor the effectiveness of the institution.

By accepting the responsibilities set forth in this statement, appointed Trustees affirm that their work will produce an intellectual environment that helps to shape the educational and personal development of current and future generations of County College of Morris students, and the professional development of its faculty and staff.

The term “Appointed Trustees” does not include the Executive County Superintendent or alumni representative member of the Board of Trustees. Trustees of County College of Morris accept the responsibility to fulfill certain obligations, which include:

1. **GOVERNANCE:** Establish policies that provide oversight to the president, faculty and staff, review and approve strategies of implementation. The Board of Trustees governs the college through broad policies. The President and Administration are responsible for the operations.
 - Understand the obligations and responsibilities as a Trustee
 - Act as an advocate on behalf of the entire community served by the College
 - Protect the best interests of the College
 - Fully understand the Bylaws of the Board of Trustees
 - Become familiar with Board Policies
2. **FINANCIAL LEADERSHIP:** Ensure sound management of the institution through a continuous process of budget review and approval.
 - Understand the current financial position of County College of Morris
 - Understand the financial statements and the annual budget process
 - Advocate for the state and county support of the College budget
3. **ACADEMICS:** Ensure the quality of the academic program and demonstrate a continuing dedication and commitment to the College and to the concept and value of higher education.
 - Understand the range of academic programs and services currently offered at the College
 - Understand the importance of the assessment of student outcomes
 - Understand the accreditation process

4. PHILANTHROPY: Provide support through personal contributions and/or through identification of potential additional contributors to the College.

- Support Fundraising activities
- Help to identify and cultivate donors from the community

5. PARTICIPATION: Attendance is critical and Trustees should strive for excellent attendance and actively participate in meetings of the full Board and Board Committees. This is a key area for evaluation.

- Strive for excellent attendance at regular meetings of the full Board.
- Actively participate either in person or by phone in all meetings of a Standing Committee on which the Trustee is a member.
- Engage in Board and Committee meetings with an open mind.
- Connect to at least 2 Program Advisory Committees each year of membership on the Board. If unable to attend the meetings the Trustee is encouraged to seek a Trustee replacement and/or to review the meeting agenda and minutes.
- Trustees are urged to attend other meetings and events such as Board retreat meetings. In addition, Trustees should make an effort to attend New Jersey Council of County Colleges events, and conferences of value where appropriate.
- A Trustee unable to attend a meeting of the full Board or a Standing Committee shall notify the Board Chair, the President, and/or the Recording Secretary.

6. PUBLIC SUPPORT: Attend and participate in events, receptions, programs, special events.

- Recognize the importance of a Trustee presence at special events including but not limited to the Commencement ceremony and Foundation events
- Advocate for County College of Morris in the community

7. PLANNING: Actively participate in the development and update of a strategic plan for County College of Morris.

- Understand the opportunities and challenges facing County College of Morris
- Familiarize yourself with the Strategic Plan, Technology Plan and Facility Master Plan of County College of Morris
- Monitor progress toward goals established by the College

8. CONFIDENTIALITY: Maintain the confidentiality of those matters protected from or exempt from disclosure under applicable law.

- Maintain the confidentiality of matters discussed at closed session meetings until the need for confidentiality no longer exists
- Defer questions concerning the need for confidentiality or requirements of non-disclosure to the Board Chair or the College President or the College legal counsel.

9. GENERAL CONDUCT: The Board of Trustees is a corporate body governing as a unit. Trustees do not act as individuals but as collective members of a Board of Trustees. The obligation of the Trustees includes the avoidance or full disclosure of conflicts of interest.

- Understand and comply with the Code of Ethics for the Board of Trustees

- Understand and comply with the Student Loan Code of Conduct
- Complete a Conflict of Interest Questionnaire annually
- Submit a Financial Disclosure Statement annually
- Use discretion if asking for special favors of or treatment by the college administration
- Keep the Board Chair and President informed of any material communication with individuals on campus
- Respect and abide by decisions of the Board regardless of individual vote

The Committee on Organization, Bylaws, Planning and Nomination is responsible for reviewing the assessment of individual Trustees for purposes of reappointment. This review and evaluation will be then given to the Chair of the Board of Trustees in accordance with the Policy on the Review and Self-Evaluation of a Trustee.

If it is deemed that an appointed Trustee is not committed to the responsibilities set forth above, the Chair of the Board of Trustees, with the advice and consent of the Committee on Organization, Bylaws, Planning and Nomination, is authorized to implement corrective action or sanctions as appropriate.