

CONFLICT OF INTEREST

The College Board of Governors recognizes that members of the Board must avoid placing themselves in a position where their personal interests are or may be in conflict with their duties to the College. If such conflict arises, the Board member(s) will make known in writing, or orally, any potential conflict of interest, or other direct or indirect participation in any arrangement, agreement, investment, or other activity which could result in personal benefit or the appearance of personal benefit.

The College in accordance with the Political Accountability and Disclosure Act will not enter into any contract or agreement with members of the Board of Governors for goods or services in which the Board member(s) may have a financial or personal interest totaling more than \$100.00 per month in any event. In the event of a Contract totaling \$100.00 or less per month, such Board member shall not enter into a Contract with the Board of Governors unless the board member:

- a. Makes a declaration on the record to the Board regarding the nature and extent of his or her interest prior to official consideration of the Contract;
- b. Does not vote on the matter of granting the Contract, except that if the number of members of the Board declaring an interest in the Contract would prevent the body with all members present from securing a quorum on the issue, then all members may vote on the matter; and
- c. Does not act for the Board which is party to the Contract as to inspection or performance under the Contract in which he or she has an interest.

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Procedures

The College may enter into a contract with members of the Board of Governors to pay for goods or services totaling \$100.00 per month or less by establishing an open-account. Appropriate steps will be taken to assure that the College does not knowingly enter into any purchase commitment which would result in a conflict of interest. The Director of Purchasing will bring any situation that has the appearance of a conflict of interest to the attention of the Vice President of Administrative Services. The Vice President of Administrative Services will review the situation and may refer the matter to the College President. College policies concerning purchasing apply to all funds administered by the College regardless of source.

Original policy date: 01/12/95 (Code 2035, Item #7082)
Revision date: 02/09/95 (Code 8035, Item #7106)
Revision date: 06/10/99 (Code 8035, Item #8527)