

E-7a PROCEDURE Conflict of Interest – Administration/Management

1. When an actual or potential conflict of interest is identified, and prior to any discussion or decision in a meeting of a matter involving such a conflict, the affected employees who are classified as administrators and other key employees as determined by the president shall disclose to the College the possibility that such a conflict exists. A conflict of interest or potential for conflict of interest shall mean any action or decision which would financially benefit the senior administrative staff member, one of their immediate family members, or a business with which they are associated.
2. Employees who are classified as administrators and other key employees as determined by the president which should refrain from participating in the particular action or decision, except to the extent required by law. Should the employee's participation be legally required, the occurrence should be reported immediately to the Human Resource Office and/or appropriate designee.
3. Employees who are classified as administrators and other key employees as determined by the president who are in doubt as to whether they should take part in an action or a decision of the College because of a potential conflict of interest should direct an inquiry to the appropriate designee within the following order dependent upon that employee's relationship/involvement with the situation: 1. VP of Human Resources 2. College President and should refrain from action on the matter until such time as they receive an opinion from this designee. If the VP of Human Resources or the president receive an opinion from counsel, that opinion shall be made part of the official minutes of the next meeting.
4. Employees who are classified as administrators and other key employees as determined by the president, a member of their immediate family, or a business with which the employee is associated, shall not accept a gift, loan, contribution, reward, or promise of future employment from any person or concern who tenders the gift with the intention of thereby influencing the vote, official action or judgment of the employee, whereunder circumstances from which it might be inferred that such influence was intended.
5. Employees who are classified as administrators and other key employees as determined by the president, a member of their immediate family, or a business with which the employee is associated shall not accept anything of value from a person who at the time of the tender is a potential beneficiary of any action or decision then under consideration by the College.
6. Employees who are classified as administrators and other key employees as determined by the President shall not use their position at the College or any confidential information received through that position to obtain financial gain for themselves, a member of their immediate family, or a business with which the College is associated.

PERSONNEL

7. Employees who are classified as administrators and other key employees as determined by the president shall not use for financial gain personnel, resources, property or funds under the control of the College other than as prescribed by law or College policy.
8. Employees who are classified as administrators and other key employees as determined by the president shall not contract with any business with which an employee member, or a member of their immediate family is associated, unless the contract is awarded through an open and public process, except when the employee in no way participated in the action or discussion resulting in the arrangement with the individual or business with which they are associated.

Related Policy: E-7

Admin Team Adopted: 10/21/22

Reviewed: 02/10/22, 2/24/22, 2/28/22, 10/21/22

Next Review: TBD

Web link:

Tags: conflict of interest, impartial senior administrative staff member