

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,

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.

E-7

10/21/22

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

TBD

conflict of interest, impartial senior administrative staff member