

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: CONFLICT OF INTEREST

Type: PERSONNEL

POLICY NO: 4.011

Policy Adopted: June 8, 1998

EFFECTIVE DATE: 9-16-13

AMENDED DATE: 1-12-04; 7-11-05; 9-16-13

Charles Ronald Kates

Chairman

**AUTHORITY: NCGS 115D-20 (7); NCGS 115D-26
NCGS 132-32 & SACS 3.23**

In order to avoid conflict of interest, the appearance of conflict of interest or the appearance of impropriety, the Board of Trustees of Mayland Community College and its employees shall adhere to the following guidelines:

1. Potential Conflicts of Interest

Any member of the Board of Trustees having a known conflict of interest, or the appearance of conflict of interest, with respect to any matters being considered by the Board shall state the conflict and/or appearance of conflict and refrain from discussion, participation and voting on the matter. In cases where a question exists about whether a conflict actually exists, the Board Chair shall consult with the Attorney to the Board in making a determination about the existence of such a conflict.

In addition to matters prohibited by law, members of the Board and employees of the College are encouraged, insofar as possible, to avoid impropriety or the appearance of impropriety, wherever it arises.

2. Procurement of Goods and Services

Neither members of the Board nor employees of the College shall solicit or accept any gift, favor, or other benefit, either directly or indirectly, for reward or promise of reward for influence in recommending or procuring any merchandise or service on behalf of the College. This policy is not intended to preclude the giving or receiving of honoraria for participating in meetings or incentive programs, advertising items or souvenirs of nominal value, or meals furnished at banquets; nor is it intended to preclude trustees or employees who are members of professional organizations from participation in scheduled meeting functions; nor is it intended to preclude any contractor, subcontractor, vendor or supplier from making donations to professional organizations to defray meeting expenses where trustees or employees of the College are members of such professional organizations.

Neither members of the Board of Trustees nor employees of the College shall have any monetary interest, either directly or indirectly, proximately or remotely, in supplying any goods, wares, merchandise, or services of any kind or nature whatsoever to the College as prohibited in Article 31 of Chapter 14 of the North Carolina General Statutes.

Any employee who participates in activities which might be construed as involving conflict of interest, or may do so in the future, should report this information to the President. Any member of the Board of Trustees involved in activities as described above should report the information to the Chair of the Board.

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3. Complimentary Textbooks

Complimentary Textbooks received by Mayland Community College or by employees of the College in their official capacities or at their College address shall be deemed gifts to Mayland Community College and shall be the property of the College. No employee shall sell or otherwise dispose of complimentary textbooks. Any complimentary textbooks which are not being used as official textbooks or as reference sources shall be delivered to the manager of the College bookstore for disposal in accordance with NCGS 115D-15.

4. Other Potential Conflicts

Information on solicitation and nepotism are contained in separate policies addressing these matters and are thus incorporated herein by reference.