



Board Conflict of Interest

Board Conflict of Interest Policy

Approved by and date:

Board of Trustees 06/19/2017

Executive Leadership Team 05/04/2017

Policy:

The Kilgore College Board of Trustees will avoid all personal, professional, and business conflicts of interest in the performance of their official duties. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Procedures:

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The Kilgore College Board of Trustees Procedure Manual outlines the following procedures for Trustees to follow in order to avoid all personal, professional and business conflicts of interest:

- a. All elected and appointed Kilgore College Trustees will complete a "Local Government Officer Conflicts Disclosure Statement" (FORM CIS) kept on file with the Assistant to the President. This form will be used to disclose areas of possible conflict of interest where the Trustee must abstain from participation. This form will be updated in June of each calendar year, is available for public inspection upon request, and will also be posted on the Board website.
- b. A Trustee who believes he or she has experienced a change in circumstances from the last filing that subsequently has caused him/her to have a conflict of interest will file an updated FORM CIS with the Assistant to the President not later than 5pm on the seventh business day after the date on which the Trustee becomes aware of the facts that require the filing of the statement (Local Government Code 176.003(a)). That Trustee will also notify the Executive Committee of the Board and will recuse himself/herself from any discussion, deliberation, and/or vote related to the conflict of interest.
- c. The Procedure Manual cautions Trustees not to accept or solicit any gift, favor, service or benefit that the Trustee should reasonably know is offered with the intent to influence his/her decisions or actions. Likewise, the Trustee is cautioned not to solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of his/her official position.
 - 1) Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of \$50.00 or less (Texas Penal Code 36.10.a.6)
 - 2) Excessive entertainment includes, but is not restricted to, transportation beyond district boundaries, and overnight accommodations.

Strict adherence to these tenets protects and preserves Kilgore College's independence from undue outside pressure and interference.

- d. Internally, a Trustee is cautioned not to solicit an employee of the college for favors, services or other benefits as those will constitute a conflict of interest between the Trustee and the employee.
- e. Furthermore, the Procedure Manual cautions that a Trustee must also be very careful in any business dealings (outside of college business) with either the college President, college administration, or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.