

# 7.21 CONFLICT OF INTEREST

Original Date of Issue: 1/16/1985  
Revised: 2000, 5/21/2025

## Purpose:

To protect the integrity and interests of Delaware County Community College (DCCC) by ensuring that the Board of Trustees (Trustees), faculty, and staff, and other relevant individuals to disclose and appropriately manage any actual, potential, or perceived conflicts of interests. This policy aims to safeguard DCCC's reputation and financial well-being by preventing conflicts of interests that could compromise decision-making that would negatively impact the College.

This policy establishes a process to address instances where an actual conflict of interest or appearance of a conflict of interest may arise. This policy is intended to serve as guidance and provide direction to DCCC's Trustees, faculty, and staff in assessing and determining the actions they must take to avoid such conflicts of interests.

## Policy:

All decisions made within the professional responsibilities by Trustees, faculty, and staff of DCCC are to be made solely based on a desire to promote the best interests of the College. A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

If a Trustee, faculty or staff member of the College have a significant financial, personal or professional interest that could potentially create a conflict of interest, or the perception of one, in any transaction involving the College, such person shall, as soon as he or she has knowledge of the transaction, must fully disclose, in writing, the precise nature of his or her interests in such transaction. (Trustees should disclose to the President/Designee and faculty and staff should disclose to their respective Divisional Vice President.) Before engaging in such transaction, approval must be granted. If approval is not granted, the Trustee, faculty or staff member must refrain from engaging or participating (including acting individually or as a member of a committee or other group).

## Board of Trustees

Trustees must be sufficiently independent of any relationships that could interfere with the exercise of independent judgement. While serving on the Board, Trustees should have primary responsibility to DCCC and shall not allow outside interests, personal gain, personal relationships or other unacceptable influence to interfere with governing Board duties.

Trustees shall provide written notice to the College President and College Solicitor of any conflicts of interests or potential conflicts of interests prior to their appointment, and/or as such conflict or potential conflict arise.

Below are examples of conflicts of interest for Trustees (including, but not limited to the following):

- A Trustee has a personal or business relationship that could influence or interfere with Board responsibilities.
- A Trustee being a member of a governing body of a financial contributor to DCCC.

- A Trustee applying for employment at DCCC (shall resign immediately).
- A Trustee being related to another Trustee or College employee by blood or marriage.
- A Trustee's relative, close friend, or organization they represent stands to benefit from a college financial or legal transaction including soliciting or accepting monetary gifts from a vendor/contractor for any reason including soliciting favorable treatment. (Ordinary business courtesies such as payment for a modest lunch are acceptable. Gifts which are promotional items without significant value, less than \$50.00 are acceptable.)

## College Employees

The College encourages employees to be active participants in their respective communities. However, as employees of DCCC, they must be sufficiently independent of any relationships that could interfere with the exercise of their independent judgment when engaging in official College business. Employees should have primary responsibility to DCCC and shall not allow outside interests, personal gain, personal relationships or other unacceptable influence to interfere with their respective job duties.

All College employees shall provide written notice to the Office of Human Resources of any conflicts of interests or potential conflicts of interest within the first two (2) weeks of employment or when any new conflicts of interest or potential conflicts of interest arise.

Throughout the course of employment, if a situation arises in which there is a potential conflict of interest, the employee should discuss this with their Area Vice President or designee for advice and guidance on how to proceed with the said conflict. When necessary, the Area Vice President regarding the potential conflict of interest will consult with the Office of Human Resources or the College's Solicitor.

Below are examples of conflicts of interest for College Employees (including, but not limited to the following):

- An employee who supervises another employee or student who is related by blood or marriage.
- An employee, relative, or close friend or organization they represent stands to benefit from a college financial or legal transaction including soliciting or accepting monetary gifts from a vendor/contractor for any reason including soliciting favorable treatment. (Ordinary business courtesies such as payment for a modest lunch are acceptable. Gifts which are promotional items without significant value, less than \$50.00 are acceptable.)
- An employee who belongs to another organization which may have conflicting interests or goals to the College.
- Faculty and/or adjunct instructors are prohibited from teaching any of their family members in credit-bearing courses to avoid any actual or perceived conflict of interest.

## Procedure:

The Office of Human Resources, in consultation with the College's Solicitor, shall review potential conflict-of-interests that involve employees and shall take appropriate action as determined by the Vice President of the Office of Human Resources.

The Board of Trustees, in consultation with the College's Solicitor, shall review potential conflict-of-interests that involve Trustees and shall take appropriate action as determined by a majority of the Board of Trustees.