

<b>Conflicts of Interest &amp; Ethics</b>	Policy Number	1.2.8
	Effective Date	September 19, 2012

#### 1.0 POLICY & PURPOSE

- A. Laramie County Community College District Board of Trustees are subject to the Wyoming Ethics and Disclosure Act. The Act provides essentially as follows:
- 1) Trustees shall not use the public office or position for private benefit.
  - 2) Trustees shall not use public funds, time, personnel, facilities or equipment for the Trustee's private benefit or that of another, unless the use is authorized by law. There must be no self-dealing or any conduct of private business or personal services between any Trustee and the College. Trustees and their immediate families will not accept any personal gift, gratuity or reward from any person, firm or organization.
  - 3) Trustees shall not use public funds, time, personnel, facilities, or equipment for political or campaign activity, unless the use is:
    - a. Authorized by law; or
    - b. Properly incidental to another activity required or authorized by law and the Trustee reimburses the College for any additional costs incurred for that portion of the activity not required or authorized by law
    - c. Trustees shall not disseminate to another person official information that the Trustee obtains through or in connection with the position, unless the information is available to the general public or unless the dissemination is authorized by law
  - 4) Trustees shall not make an official decision or vote on an official decision if the Trustee has a personal or private interest in the matter. In determining whether a Trustee has a personal or private interest in a matter, the Trustee shall recognize the importance of the right to represent constituents and shall abstain from voting only in clear cases of a personal or private interest. A Trustee shall not vote to give themselves money or any direct financial benefit except for tax reductions affecting the general public. A personal or private interest is:
    - a. With respect to the Trustee, is an interest that is direct and immediate as opposed to speculative and remote; and
    - b. An interest that provides the Trustee a greater benefit or a lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.
  - 5) Trustees with a conflict shall declare the conflict, abstain from voting on the matter or participating in deliberations. The Trustee's declaration must be recorded in the minutes.
  - 6) Trustees shall not advocate or cause the employment, appointment, promotions, transfer or advancement of a family member to an office or position of the College. Should a Trustee apply for employment, the Trustee must first resign from the Board.
  - 7) Trustees shall not participate in an official capacity regarding a matter relating to the employment or discipline of a family member
  - 8) Trustees shall not vote or take an official action in a matter affecting a person with whom the Trustee is negotiating for prospective employment.

- 9) The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.
- a. Trustees must demonstrate loyalty to the interests of the institution, unconflicted by loyalties to staff, other organizations, or any personal interests.
  - b. Trustees will serve without compensation, except for reimbursement for actual and necessary expense incurred in travel for Board education and development.
  - c. Trustees will not attempt to or exercise individual authority over the College or Board.
    - i. Trustee interaction with the President, faculty and staff must recognize the lack of authority vested with the individual Trustee.
    - ii. Trustee interaction with public, media or other entities will recognize this limitation and a Trustee will not speak for the President or speak for the Board except to repeat official Board positions.
    - iii. A Trustee aware of credible information that suggests that College policy has been violated, by either the Board or the President, has an affirmative obligation to bring the concern forward.

**Commented [TN1]:** This provision has been removed from 1.1.5 and reinserted here.

Reference: Wyo. Stat. § 9-13-101 *et. seq.*

## 2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

## 3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees