

# METROPOLITAN COMMUNITY COLLEGE

## BOARD POLICY

2.25010 BP

### CONFLICT OF INTEREST/CODE OF ETHICS

2.25010 BP

The proper operation of the district requires that trustees and employees be independent, impartial and responsible to the people; that the decisions and policy be made in the proper channels of the governance structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its elected officials and employees. This applies to all areas of operation including but not limited to recruitment, admissions, transfer, contracting, hiring, and confidentiality of student and personnel records. In recognition of these goals, this policy for disclosure by officials and employees of the district has been developed.

#### I. Conflicts of Interest

- A. All trustees and employees of the district must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- B. Any trustee of the district who has a substantial, personal or private interest in any measure, contract, order, policy or regulation proposed or pending before the trustees must disclose that interest to the secretary of the board and such disclosure shall be recorded in the minutes of the board. Substantial, personal or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

#### II. Disclosure Reports

Each trustee, the Chancellor, the officers, and the chief purchasing agent shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

- A. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the district other than compensation received as an employee or payment of

any tax, fee or penalty due to the district, and other than transfers for no consideration to the district.

- B. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the district, other than payment of any tax, fee or penalty due to the district or transactions involving payment for providing utility service to the district and other than transfers for no consideration to the district.
- C. The chancellor and the chief purchasing agent also shall disclose by May 1 for the previous calendar year the following information:
  - 1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
  - 2. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
  - 3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

### III. Filing of Reports

- A. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;
  - 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
  - 2. Each person appointed to an office provided for in Section II shall file the statement within thirty days of such appointment or employment;

3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen (14) days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve (12) months prior to the closing date of filing for candidacy.
  4. The deadline for filing any statement required by this Policy shall be 5:00 p.m. of the last day designated for filing the statement. When the last day of filing falls on a Saturday or Sunday or on an official state holiday, the deadline for filing is extended to 5:00 p.m. on the next day which is not a Saturday.
- B. Financial disclosure reports giving the financial information required in Section II shall be filed with the board and with the secretary of state prior to January 1, 1993. After January 1, 1993, reports shall be filed with the board and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

#### IV. Filing of This Policy

A certified copy of this policy adopted prior to September 15th, shall be sent within ten days of its adoption to the secretary of state's office. A certified copy of any revision of this policy adopted on or after January 1, 1993, shall be sent to the Missouri Ethics Commission within ten days of its adoption.

Adopted: Board of Trustees  
March 13, 1975

Revised: September 12, 1991  
Readopted: August 19, 1993  
Readopted: August 18, 1994  
Readopted: September 14, 1995  
Readopted: August 28, 1997  
Readopted: August 26, 1999  
Readopted: August 23, 2001  
Readopted: August 21, 2003  
Readopted: August 25, 2005  
(Editorial Corrections 7/11/06)  
Readopted: July 12, 2007  
Readopted: July 2009  
Readopted: July 2011  
Readopted: July 2013  
Revised: August 20, 2015  
Readopted: June 22, 2017  
Readopted: July 25, 2019  
Readopted: August 19, 2021