

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Expenditures 330.0000.04

Contracts, Financial Interest of Board Members, Officers, and Employees Prohibited
Policy Number: 330.0300.88

POLICY

Except as provided in the second paragraph, the College shall not enter into any contract for the purchase of property or services of any person or from any members of the immediate family of any person who is:

- 1) A member of the Board;
- 2) An administrative officer of the College that includes the following: President, Executive Vice-president, Vice-president, Dean, Associate Dean, and/or
- 3) An employee of the College involved in the requisitioning or purchasing of property or services, or the approval thereof, or in the selection of prospective bidders or in the awarding of contracts on behalf of the College, hereinafter referred to as an interested person.

The provisions in the first paragraph shall not apply if the interested person:

- 1) Makes a declaration on the record to the Board regarding the nature and extent of his or her interests prior to the official consideration of the contract;
- 2) Does not vote on the matter of granting the contract;
- 3) Does not act for the Board which is a party to the contract as to inspection or performance under the contract in which he or she has an interest.

If the interested person's parents, spouse, or child is an employee of the College, or a member of the Board, the interested person may vote on all issues of the contract which are generally applicable to all employees or all employees in that classification and does not single out his or her parents, spouse, or child for special action. Any contract entered into with an interested person of the Board shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the governing body.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1988

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: