Suffolk County Community College  
Board of Trustees  
Code of Ethics and Conflict of Interest Policy

1. **Scope:** This Code of Ethics and Conflict of Interest Policy applies to each member of the Suffolk County Community College Board of Trustees.

2. **Responsibility:** Board members have an obligation to fulfill their responsibilities in a manner consistent with serving the public trust. Toward that goal, Board members are responsible for the following:

   ▪ Becoming knowledgeable about the duties and responsibilities of a board member so as to render effective and creditable service;

   ▪ Cooperating with fellow board members and respecting their differences and opinions;

   ▪ Establishing policies by which the College is to be administered;

   ▪ Placing as high a priority on the educational programs of the College as on the business of college operation;

   ▪ Basing decisions on all available facts, voting with honest conviction, unswayed by personal or political bias or other outside pressure, and in the best interests of the College and the public good, and upholding and abiding by the final majority decision of the Board.

3. **Disclosure:** All board members should disclose any potential conflicts of interest at the earliest possible time. Board members shall be provided a conflict of interest disclosure form on an annual basis to complete. In the event a board member is uncertain as to appropriateness of listing a particular relationship, he or she should consult the Board Chair or the President. They may elect to consult with legal counsel or the Board’s Executive Committee.

4. **Restraint on Participation:** Board members or officers who have declared or been found to have a conflict of interest shall refrain from participating in the consideration of proposed matters involving the conflict. The board member’s ineligibility to vote shall be reflected in the minutes of the meeting.

   Board of Trustees  
   January 18, 2007