CONFIDENTIAL

THE MATERIAL CONTAINED IN THIS AGENDA BOOK IS CONFIDENTIAL AND INTENDED FOR COMMITTEE MEMBERS’ USE AND DISCUSSION. THIS MATERIAL IS NOT TO BE DISSEMINATED BEYOND THE COMMITTEE MEMBERSHIP.

CONFIDENTIALITY POLICY FOR COLLEGE EXECUTIVE BOARD, COUNCILS AND COMMITTEES

As a general rule, information discussed and generated in Executive Board, council and committee meetings should be kept confidential until a final document or report is issued. Neither staff nor members should publicly discuss specific details about ongoing projects. One reason for confidentiality is to avoid spreading misinformation. Until the process of generating a document formulating a position has been completed, the College’s’ stand on a particular issue or question is subject to change. In addition, College positions and statements may have commercial impact, and premature release of information could be used by third parties, such as friends and associates of Board, council or committee members, for their personal benefit.

A related but equally important issue is an action by an Executive Board, council or committee member on the basis of the College's "insider" information, taken before that information is made public. When such an action economically benefits the individual, it raises a serious conflict of interest issue.

Approved by the Executive Board: February 2009
Revised for name change: January 2018