



BOARD POLICY

No. 917

TITLE: Code of Ethics for College Trustees

DATE ADOPTED: January 15, 2019

EFFECTIVE DATE: January 15, 2019

SUPERSEDES: May 22, 1996

PURPOSE:

This policy specifies the standards of ethics applicable to all College Trustees.

DEFINITIONS:

When used in this policy, the following words and terms will have the following meanings, unless the context clearly indicates otherwise.

- "Board" means the Board of Trustees of Rowan College at Burlington County.
- "College matter" means any application, award, bid, claim, contract, license, proceeding, resolution, or transaction made by, to, against, or with the College, or which requires any official action by the Board, officers, or employees.
- "Employee" means any person compensated for full- or part-time employment services rendered to the College.
- "Immediate family member" means the spouse, dependent, natural or adopted child, dependent grandchild, parent, or sibling residing in the same household as the Trustee.
- "Interest" means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion inuring either directly or indirectly to a Trustee or to an immediate family member of a Trustee, either singly or in affiliation with any person or party as defined herein.
- "Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

STANDARDS OF ETHICS:

1. No Trustee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the property discharge of the Trustee's duties to the College.
2. No Trustee shall use her/his official position to secure unwarranted privileges or advantages for herself/himself or others.
3. No Trustee shall act in her/his official capacity in any College matter in which the Trustee or any immediate family member of the Trustee has a direct or indirect financial interest that might reasonably be expected to impair the Trustee's objectivity or independence of judgment.
4. No Trustee shall undertake any employment or engage in any business, transaction, service, or professional activity, whether compensated or not, which might reasonably be expected to impair the Trustee's objectivity or independence of judgment in the exercise of her/his official duties as a Trustee.
5. No Trustee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the Trustee knows or has reason to believe, is offered for the purpose of influencing the Trustee in the discharge of her/his duties as a Trustee. Nevertheless, Trustees during the course of performing their official duties, may accept meals which are offered as part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending with the College a matter on which the Trustees must act in the exercise of their duties, during the time that said matter is pending, Trustees shall not accept any meals from any such sponsor.
6. No Trustee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the Trustee's acts, that she/he may be engaged in conduct violative of her/his trust as a public official.
7. No Trustee, nor any member of a firm or corporation with which the Trustee has an interest, shall appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or in any cause or proceeding involving the College.
8. No Trustee shall use, or allow to be used, her/his public office, or any information not generally available to members of the public, which the Trustee receives in the course of or by reason of the Trustee's office, to secure financial gain, unwarranted privileges, advantages, or employment for herself/himself, her/his immediate family members, or others with whom the Trustee is associated.
9. No Trustee shall engage in any relationship with a student or employee for whom the Trustee has a professional responsibility as a teacher, advisor, evaluator, or supervisor, which might reasonably be expected to impair the Trustee's objectivity or independence of judgment in the exercise of her/his official duties as a Trustee.



10. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct herself/himself accordingly with College employees, local citizens, and all facets of the local community.
11. An important function of the Board is to establish the policies and the goals of the College and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals. However, Trustees should leave the conduct of the educational program and the College's business to the President and administration of the College.

DISCLOSURE OF POTENTIAL CONFLICT:

1. At first knowledge of a transaction involving the College that reasonably could give rise to a conflict of interest, a Trustee shall disclose to the Board the precise nature of the interest or involvement of the Trustee or the Trustee's immediate family member(s) in any College matter to be considered by the Board or College administration.
2. Upon notification of the appointment or reappointment of a Trustee, the President of the College shall provide the Trustee with a copy of this policy.
3. Within thirty (30) days after the organizational meeting of the Board, each Trustee shall file with the Secretary of the Board, a form of statement specified by the Board which discloses the nature of any financial interest or business relationship which the Trustee has which relates to the College or which the Trustee is otherwise required to disclose under this policy.

ENFORCEMENT:

Violations of this policy may constitute cause for removal of a Trustee pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board to be appropriate.

President Date:

Chairman Date: