

Code of Ethics for County College of Morris Trustees

1. Application

This code of ethics is applicable to members of the Board of Trustees of the County College of Morris.

2. Definitions

When used in this code of ethics, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the board of trustees of the College.

"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, natural or adopted child, grandchild, parent, or sibling of 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 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.

3. Standards of Ethics

- (a) 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 proper discharge of the trustee's duties to the College.
- (b) No trustee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No trustee shall act in his or her official capacity in any College matter in which the trustee or an 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.

- (d) 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 his or her official duties as trustee.
- (e) 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 discharge of his or her duties as trustee.
- (f) 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 he or she may be engaged in conduct violative of his or her trust as a public official.
- (g) No trustee, nor any member or employee of a firm or corporation with which the trustee is affiliated, 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.
- (h) No trustee shall use, or allow to be used, his or her 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 himself or herself, his or her immediate family members, or others with whom the trustee is associated.
- (i) A trustee should devote time, thought and study to the duties and responsibilities of a College trustee so as to render effective and creditable service.
- (j) As an individual, a trustee has no legal authority outside of the meetings of the Board and should conduct himself or herself accordingly with the College staff, local citizens, and all facets of the local community.
- (k) 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 President and administration of the College.

4. Disclosure of Potential Conflict

- (a) 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 in any College matter to be considered by the Board or College administration.
- (b) Upon notification of the appointment or reappointment of a trustee, the President of the College shall provide the trustee with a copy of this code of ethics. 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 code of ethics.

5. Statement of Trustee Responsibility

The Statement of Trustee Responsibility approved and adopted by the Board of Trustees on April 16, 2014 is applicable to all members of the Board of Trustees of the County College of Morris.

6. New Jersey Student Loan Code of Conduct for Institutes of Higher Education

The New Jersey Student Loan Code of Conduct for Institutes of Higher Education approved and adopted by the Board of Trustees on September 19, 2007 is applicable to members of the Board of Trustees of the County College of Morris.

7. Enforcement

Violations of this code of ethics 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.

