



11. **Document Requested:** December 7, 2010, "EPS Lunch" email from Mr. Joseph Reilly to Vice President Sara Winchester
12. **OCC Response:** December 9, 2010, "EPS Lunch" email from Vice President Sara Winchester to Mr. Joseph Reilly
13. **Document Requested:** December 13, 2010, "EPS Lunch" email from Mr. Joseph Reilly to Vice President Sara Winchester
14. Ocean County College Policy #3005, Personnel, Code of Ethics, All Employees

Explanation

In Mr. Joseph Reilly's email dated December 7, 2010, he objects to a vendor providing food for OCC employees. Vice President Sara Winchester responded to his objection on December 9, 2010, and determined that College Policy had not been violated.

College Policy #3005 prohibits employees from accepting gifts that might reasonably infer that the employees could be influenced in the discharge of their duties. It is common practice for textbook vendors to provide meals to faculty members while conducting meetings in the workplace and the event to which Mr. Reilly objected was of the same ilk. College employees are permitted to accept de-minimis meals, and there is no evidence that any impropriety resulted from this event.

Sara Winchester

From: Joseph Reilly
Sent: Tuesday, December 07, 2010 3:14 PM
To: Sara Winchester
Cc: Karen Papakonstantinou
Subject: EPS Lunch
Attachments: EPS Lunch.pdf

Confirmed by Facilities staff that EPS treated Facilities staff to a holiday luncheon. From my viewpoint, a problematic practice.

Sara Winchester

From: Sara Winchester
Sent: Thursday, December 09, 2010 6:17 PM
To: Joseph Reilly
Cc: Karen Papakonstantinou
Subject: FW: EPS Lunch
Attachments: EPS Lunch.pdf

Joe,

Board Policy 3005 specifically addresses this issue. The Policy has not been violated.

*Sara Winchester
Vice President of Finance
Ocean County College
College Drive
Toms River, NJ 08754
732-255-0400 ext. 2062*

Sara Winchester

From: Joseph Reilly
Sent: Monday, December 13, 2010 8:43 AM
To: Sara Winchester
Cc: Karen Papakonstantinou
Subject: RE: EPS Lunch
Attachments: State Trerasurer Message.pdf, EPS Lunch.pdf

In the attached memorandum on the State Treasury website, State Treasurer Andrew Sidamon-Eristoff states:

"Ethics rules also prohibit employees from accepting invitations to attend social events or functions, including holiday parties, sponsored by interested parties. As a result, employees are required to decline such invitations."

Here we are talking about a "Holiday Luncheon" for the Facilities Department catered at the Facilities Department by an interested party (EPS).

Throughout my years in State government there has always been great sensitivity with regard to accepting gifts or attending any vendor sponsored social events or functions.

From: Sara Winchester
Sent: Thursday, December 09, 2010 6:17 PM
To: Joseph Reilly
Cc: Karen Papakonstantinou
Subject: FW: EPS Lunch

Joe,

Board Policy 3005 specifically addresses this issue. The Policy has not been violated.

*Sara Winchester
Vice President of Finance
Ocean County College
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POLICY

This code of Ethics is adopted in compliance with N.J.S.A. 18A:3B-14(e) and N.J.A.C. 9A:3 et seq. The code of ethics establishes guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of Ocean County College.

In addition to this Code of Ethics, all employees of Ocean County College shall comply with the requirements of all statutes applicable to the institution, including, but not limited to, the New Jersey Conflicts of Interest law, N.J.S.A.52:13D-12 et seq., the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., rules of the State Executive Committee on Ethical Standards, and any applicable executive orders.

All employees of Ocean County College are:

- Prohibited from having any interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties;
- Prohibited from using their official positions to secure unwarranted privileges or advantages for themselves or others;
- Prohibited from acting in their official capacities in any matter in which they have a direct or indirect personal financial interest that might reasonably be expected to impair their objectivity or independence of judgment;
- Prohibited from undertaking any employment or service, whether compensated or not, which might reasonably be expected to impair their objectivity and independence of judgement in the exercise of their official duties.
- Prohibited from accepting any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing them in the discharge of their official duties. Nevertheless, employees, during the course of 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 institution a matter on which employees must act in the exercise of their duties, during the time that said matter is pending, employees shall not accept any meals from any such sponsor.
- Prohibited from knowingly acting in any way that might reasonably be expected to create, among the public having knowledge of their acts, an impression or suspicion that they may be engaged in conduct in violation of their trust as public employees;
- Prohibited from using or allowing to be used their public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for themselves or others with whom they are associated;
- All employees of Ocean County College shall only contract with Ocean County College and other public entities, in accordance with applicable law.

Ocean County College, Toms River, NJ

(2)

PERSONNEL
CODE OF ETHICS
All Employees #3005

- All employees of Ocean County College shall only appear before Ocean County College and other public entities on behalf of other parties, in accordance with applicable law.

- All employees shall comply with the procedures for contracts between Ocean County College and employees or firms or corporations in which said employees hold an interest, for the development of scientific or technological discoveries or innovations in which Ocean County College has a property right in accordance with N.J.S.A. 52:13d-19.1 through 19.3 and Board of Trustees Policy/Procedure #2350.

Adopted: February 26, 1996
Revised: March 27, 2006