

3358:11-4-11 Model ethics policy (state).

- (A) Purpose. It is the policy of the Owens community college board of trustees to carry out its mission in accordance with the strictest ethical guidelines and to ensure that members of the board of trustees and employees of Owens community college conduct themselves in a manner that fosters public confidence in the integrity of the board, Owens community college and its employees, processes, and accomplishments.

- (B) General standards of ethical conduct.
 - (1) The board of trustees and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Revised Code, and as interpreted by the Ohio ethics commission and Ohio courts. (A copy of these laws is provided by the board of trustees, and receipt acknowledged, as required in division (D) of section 102.09 of the Revised Code.) Board members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

 - (2) A general summary of the restraints upon the conduct of all board members and employees includes, but is not limited to, those listed below. No board member or employee shall:
 - (a) Solicit or accept anything of value from anyone doing business with the college;

 - (b) Solicit or accept employment from anyone doing business with the college, unless the official or employee completely withdraws from board activity regarding the party offering employment, and the board approves the withdrawal;

 - (c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

 - (d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the college;

- (e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, *any* state agency other than the college, unless the board member or employee first discloses the services or sales *and* withdraws from matters before the board of trustees of Owens community college that directly affect officials and employees of the other state agency, as directed in section 102.04 of the Revised Code;
- (f) Hold or benefit from a contract with, authorized by, or approved by, the board of trustees of Owens community college, (the ethics law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under section 2921.42 of the Revised Code are met);
- (g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a contract with the college (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- (h) Solicit or accept honoraria (see division (H) of sections 102.01 and 102.03 of the Revised Code);
- (i) During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the official or employee personally participated while serving with the college;
- (j) Use or disclose confidential information protected by law, unless appropriately authorized; or
- (k) Use, or authorize the use of, his or her title, the name "Owens community college," or the college's logo in a manner that suggests impropriety, favoritism, or bias by the college or the official or employee;

- (l) Be provided with any commission, bonus or other incentive payment based in any part, directly or indirectly, on securing enrollment or federal financial aid to any person or entity engaged in any student recruiting or admission activity, or in making a decision regarding the award of student financial assistance;
 - (m) Take part in fraudulent or unduly aggressive recruiting techniques for student enrollment or fail to meet State authorization requirements consistent with the regulations issued by the United States department of education (34 C.F.R. 688.71-688.75; 668.14 and 600.9).
- (3) For purposes of this rule:
- (a) “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment.
 - (b) “Value” means worth greater than de minimis or nominal.
 - (c) “Anyone doing business with the college” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the board of trustees of Owens community college.
- (C) Financial disclosure. Every member of the board of trustees of Owens community college or employee required to file a financial disclosure statement must file a complete and accurate statement with the ethics commission by April fifteenth of each year. Any member or employee appointed, or employed to a filing position after February fifteenth and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.
- (D) Penalties. Failure of any college official or employee to abide by this ethics rule, or to comply with the ethics law and related statutes, will result

in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

The vice president of human resources is authorized to adopt procedures consistent with the terms of this rule.

- (E) Supplements. This rule supplements and supports Owens community college rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary process) and procedures.

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