The Board of Trustees of the Community College of Allegheny County (the “College”) recognizes that members of the College’s Board of Trustees, the College President, members of the President’s Cabinet, and other Senior Administrators (hereinafter referred to individually and collectively as “Trustees,” “Officers” or “Administrators”), must observe high standards of ethical conduct in order to fulfill the College’s mission with integrity and to assure public confidence in the institution. The Board of Trustees, in the exercise of its leadership role for the College, must also model recognized best practices associated with policy development and institutional governance.

Accordingly, and in order to provide a framework for guiding ethical conduct, the Board of Trustees of the Community College of Allegheny County adopts the following standards of conduct for Trustees, Officers and Administrators to uphold. In the event of a conflict between the terms of this policy and the Pennsylvania Public Official and Employee Ethics Act (the “Ethics Act”), the Ethics Act shall control. If a topic referenced herein has also been addressed in another Board policy or in a College regulation, then the procedures and statements contained in such policies or regulations shall be deemed to be affirmed and made a part hereof for all purposes.

I. Definitions

The term “Senior Administrators” shall refer to administrative employees of the College with the rank or title of President, Provost/Executive Vice President, Campus President, Chief Executive Officer, Vice President, Assistant Vice President, Executive Director, Director, Dean, Associate Dean, Assistant Dean, and Coordinator.

“Interest” shall include a monetary and financial benefit or other personal material benefit.

“Affiliate” will include a business, association, corporation, or other legal entity in which a Trustee, Officer, Administrator or his/her immediate family member is a director, trustee, officer, partner, joint venturer, principal, employee, owner and/or holder of five percent (5%) or more of voting stock or a controlling interest.
As used herein, “immediate family member” refers to a spouse or civil union partner, child, parent, sibling, or such relations by marriage or civil union partnership, a person claimed as a dependent for federal income tax purposes (wherever residing), and any relative residing in the same household.

II. **Standards of Conduct**

The Board of Trustees hereby adopts the following standards of conduct for all Trustees, Officers and Administrators.

**Trustees will:**

1. Devote sufficient time, thought, and study to their duties and responsibilities as a Trustee of the College so as to render effective and creditable service.
2. Recognize their fiduciary duty to serve the public trust, and ensure that all of their actions and decisions as Trustees are based solely on promoting the best interests of the College, its students and the public good.
3. Recognize that, as individuals, they have no legal authority to act outside of official meetings of the Board, nor to individually direct the activities or actions of College personnel.
4. Distinguish between issues relating to governance and policy, which are appropriately within the purview and authority of the Board, and issues relating to the College’s day-to-day operations, which shall be left to the purview of the President and the President’s staff.
5. Maintain consistent and vigilant oversight of the College’s operations and educational programs, and monitor progress toward achievement of established goals and the College’s compliance with Board policies and applicable laws.
6. Keep well-informed on Board-related issues, and attend and participate actively in meetings of the Board and its committees.
7. Serve as stewards of and advocates for the College and its policies and programs.
8. Encourage open, honest and civil discussion in making Board decisions, and offer opportunities for differences of opinion to be heard.
9. Work collaboratively and collegially with each other and the College’s Officers, Administrators, employees, students and the community at large to support and implement the vision, mission and goals of the College.
10. Recognize the Board chair or his or her designee as the Board’s official spokesperson to the media.
11. Read, understand and follow the policies, procedures and guidelines set forth in the Board of Trustees Handbook, as then in effect, including the Board’s Bylaws.
12. Honor and support actions that are made and duly approved by the Board in accordance with procedures established in the Board’s bylaws and under applicable law.
Trustees, Officers and Administrators will:

1. Support the highest ethical and professional standards in the course of performing their respective duties and responsibilities.
2. Maintain knowledge and understanding of the requirements of all Board policies and Bylaws.
3. Identify and disclose all actual or potential conflicts of interest, including those described in Section III below, and act at all times for the general good of the College and regardless of personal friendships, relationships or interests or the interests or influences of third parties.
4. Maintain the confidentiality of information which is privileged, proprietary or otherwise not generally available to the public and which is received or acquired in the course of his/her official duties.
5. Interact with each other and all members of the College community in a manner that creates and sustains mutual respect.
6. Maintain and implement processes to identify and resolve issues or complaints regarding noncompliance with this Code of Ethics, and impose appropriate consequences for substantiated instances of noncompliance.
7. Timely complete and submit the Statement of Financial Interests form mandated by the provisions of the Ethics Act.
8. If uncertain as to whether a particular relationship, transaction or situation may constitute or create a conflict of interest, consult with the College’s legal counsel.
9. Abstain or recuse themselves from participating in or otherwise attempting to influence any action, transaction or decision in which an actual or potential conflict of interest has been identified.

III. Conflicts of Interest

It is the policy of the College that Trustees, Officers and Administrators may not have direct or indirect interests that will conflict with the proper discharge of that individual’s duties to the College. In order to implement this policy, the Board of Trustees adopts the standards and guidelines set forth in this Section.

Trustees, Officers and Administrators should not:

1. Accept or solicit any gift, favor, service or benefit that might reasonably tend to influence the individual in the discharge of his or her official duties or that the individual knows or should know is being offered with the intent to influence his or her official conduct.
2. Accept employment or engage in a business or professional activity that the individual might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her position with the College.
3. Accept other appointments or any employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

4. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed official duties in favor of another.

Examples of Potential Conflicts of Interest

The following examples illustrate situations that may constitute a conflict of interest. This list is not comprehensive and does not limit the scope of this policy.

1. Knowingly voting upon, approving or authorizing a contract or transaction between the College and an immediate family member or affiliate, or any other matter in which the Trustee, Officer or Administrator has an interest.

2. Exerting influence on the decision to purchase or lease property, equipment or materials for the College from an immediate family member or affiliate of the Trustee, Officer or Administrator.

3. Using College students, staff, resources or facilities for personal gain or benefit or for the benefit of an immediate family member or affiliate.

4. Using confidential information for personal gain or benefit or for the benefit of an immediate family member or affiliate.

5. Establishing specifications for a product or service in a manner that would preclude persons or entities other than affiliates or immediate family members of the Trustee, Officer or Administrator from submitting a competitive bid for an equivalent item.

6. For a Trustee, Officer or Administrator, or any immediate family member thereof, to accept from an organization, firm, or individual doing or seeking to do business with the College any of the following: commissions; a share in profits; gifts in cash; gifts of merchandise of more than nominal value; loans or advances (other than from established banking or financial institutions); materials, services, repairs or improvements at no cost or at unreasonably low prices; excessive or extravagant entertainment; and travel.

7. For an affiliate or immediate family member of any Trustee, Officer or Administrator to enter into any contract with the Board or the College, except with the prior knowledge and consent of the Board of Trustees.

8. For an Officer or Administrator to receive additional compensation through a grant program or other third party funding source for performing work that is an integral part of said individual’s normal job duties and responsibilities.

9. Direct or indirect involvement in the hiring, supervision, performance evaluation, compensation or retention of an immediate family member.
IV. Disclosure of Personal or Private Interest

A Trustee, Officer or Administrator who has an actual or potential conflict of interest with respect to a measure, proposal, or decision pending before the Board of Trustees shall promptly disclose such interest to the Chairperson of the Board, along with any other relevant information. The Chairperson shall be responsible for informing the other members of the Board of the conflict. If the Chairperson has a conflict, then he or she shall notify the Vice Chairperson.

The Board of Trustees may consider such measure, proposal or decision, but any member having such an interest shall not vote or otherwise participate in such deliberation or action of the Board of Trustees. The abstention of said member, and the reasons therefore, will be recorded in the Board minutes.

While the College may do business with an affiliate with one of its Trustees, no preference may be given to the Trustee's company. Further, any trustee who may have either a direct or indirect interest in the business entity would be excluded from all participation in decisions, discussions, and any matter related thereto.

V. Violations

Trustees

Reported, alleged or suspected violations of this Code of Ethics by a member of the Board of Trustees will be directed to the Board Chairperson. If the Board Chairperson is the subject of the report or alleged violation, then the report will be directed to the Vice Chairperson. The Board Chairperson (or Vice Chairperson, if applicable) may appoint a Special Ad Hoc Committee of the Board to examine the matter and recommend further course of action to the Board. The committee may conduct a fact-finding process in an effort to determine if the report can be substantiated, and may consult with or engage the services of legal counsel or other third party to assist in completing an investigation. The committee shall complete its investigation and report its findings to the Board within a reasonable period of time. If the report is substantiated, sanctions may be recommended by the committee, and may include a recommendation of censure and/or referral to outside agencies or investigative authorities, where applicable.

Officers and Administrators

Reported, alleged or suspected violations of this Code of Ethics by College Officers and Administrators will be addressed in accordance with the procedures set forth in Board policies and established College regulations.
REFERENCES

Board Policy II.03 – Conflict of Interest
Board Policy II.04 – Reporting Policy Violations
Board Policy V.08 – Fraud, Waste and Abuse
Administrative Regulations II.03 – Conflict of Interest