CORRECTED

HILLSBOROUGH COMMUNITY COLLEGE
ETHICS WORKGROUP MEETING
Minutes
Thursday, February 28, 2008—3:00 p.m.
Brandon Campus—BACA 211

Attendees: Sue Flaig, Facilitator; Paul Bishop, George Keith, Carlton Williams

Sue called meeting to order at 3:05 pm.

REVIEW OF MINUTES:

Sue distributed Minutes of the last meeting. It was noted that on page 4, there was an incomplete sentence due to the word missing. Minutes will be corrected and sent to Sue Flaig. The group approved Minutes with no further revisions.

MEETING TIMES:

Sue reminded everyone about the meeting times and passed out the draft revisions as discussed in the last meeting. She explained that today’s meeting purpose was to further review the document and continue with work assignments.

REVIEW AND DISCUSSION OF DRAFT CODE:

Policy
Sue would like for Vonda Melchior, Purchasing, to review this section where it refers to ‘contractors and their agents’. The college’s attorney is listed as the entity to which questions about ethics principles should be addressed. She asked the group about their thoughts on this being listed as Bonnie Carr (financial), Vonda Melchior (purchasing) or herself (HR).

Paul Bishop stated that he thinks it should be HR as involving the college attorney right away implies that something may be illegal. George Keith asked if it would be appropriate to consider any cabinet officers as the first line of receiving perhaps by stating, ‘addressed to a member of cabinet’. Carlton Williams asked if it would be feasible for Dr. Stephenson to appoint someone. Sue mentioned that in most of the policies, it has been referred to the HR Director and will list HR for now until further discussion with the President.

Solicitation or Acceptance of Gifts
Sue asked if anyone had any objections to $25 being set as the minimum. All concurred. A discussion began on how this relates to situations such as company sponsoring a dinner for a conference or golf tournaments where golf games are awarded as prizes.
George Keith pointed out that the opening statement may be sending the message that it is okay to solicit under $25.00, which implies an individual can have several lunches as at $25.00 each. Sue asked if we should delete it from the policy. The group agreed to leave it in, but maybe place a bracket stating that we addressed potential problems and will let the Cabinet make final decision.

Misuse of Position

Sue suggested deleting the section highlighted in yellow, therefore ending paragraph with ‘shall be required’. George Keith expressed concerns about using the adverb, ‘corruptly’ as it begs for definition and also asked if we can clarify ‘reimbursements’ as it may suggest that some cheating has taken place. The group agreed with revisions.

Disclosure and Complaint Procedure

Sue will draft something up in this section for all to review.

Employment of Relatives

Carlton Williams will draft the wording for this section and add footnotes.

Procedures for Approval

Sue has revised some of this. Further revisions discussed were to substitute ‘department head’ with ‘supervisor’ and instead of ‘will occur’, we will use ‘exists’. George Keith expressed concerns about checks and balances at the cabinet level. Sue asked that he work on revisions in the language for this section.

Violations and Penalties

Sue made some deletions here. George Keith asked if we could restructure the numbering to better line up main topics and sub-headings beginning with Roman numeral section III, Employment of Relatives. For example, the section entitled “General” will become number “2” instead of ‘e’; Procedures for Approval will become number ‘3’, etc.

Consensual Sexual/Romantic Relationships

George Keith mentioned that the second paragraph here addresses employee-to-employee relationships, but not the student side. It also does not address certain situations such as Dean and tenured employees. George Keith agreed to work on revisions.

Summary of Tasks Assigned:
- Sue will get with Purchasing on the section, “Doing Business with HCC”.
- Sue will make corrections to Item #5 on page 2
- Carlton Williams will draft section on Employment of Relatives
George Keith will revise Item #3 on page 3 and also the 1st paragraph on page 4
- Alicia Ellison will be asked to wordsmith the language in the final document to make it more basic and reader-friendly

GOOD OF THE ORDER:

George Keith thanked Sue for putting together the draft of the Code of Ethics and commented on the good job everyone is doing. Sue again expressed her appreciation to all for their help.

The next meeting is scheduled for Wednesday, March 12th, 3:00 p.m., Brandon Campus in BACA-Room 211.

Meeting adjourned.