

CHAPTER:	Gifts to Individuals	DATE ADOPTED	NUMBER
EMPLOYEES		August 10, 1999 Revised November 15, 2005	311

SYNOPSIS:

1	Introduction
2	Definitions
3	Donation of Gifts
4	Duties and Responsibilities of Board Members and Employees
5	Guidelines on Gifts
1	Introduction: The President or designee shall adopt rules to apply to the offering and acceptance of gifts by officials and employees of the College. These rules result from Chapter 68B of the Code of Iowa. A copy of the pertinent provisions of Chapter 68B is available in the Board Secretary's office.
2	Definitions: The terms "public official", "public employee", "gift," "restricted donor", and "immediate family members" shall have the same meaning as defined in Chapter 68B of the Code of Iowa.
3	Donation of Gifts: A person may give and an official or employee of the College may accept an otherwise prohibited non-monetary gift if the non-monetary gift is donated within thirty (30) days to the College, another public body, or bona fide educational or charitable organization.
4	<p>Duties and Responsibilities of Board Members and Employees:</p> <p>a. A Board member, employee, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A restricted donor means a giver who is within these categories:</p> <p>(1) Anyone who contracts with the College or is seeking to contract with it. This includes persons involved in sales, leases, purchases, or other contracts.</p> <p>(2) Anyone who will be directly and substantially affected financially by performance or nonperformance of the Board member or employee in a way that is greater than the effect on the general public or a substantial class to which the person belongs (such as members of a profession, occupation, industry or region). An agent of such a person is also a restricted donor.</p> <p>(3) Anyone who is a lobbyist, or a client of a lobbyist, regarding matters within the Board member's or employee's jurisdiction.</p> <p>b. A Board member, employee, or the person's immediate family member may accept a non-monetary gift or series of non-monetary gifts and not be in violation of the law if the gift is donated within thirty (30) days to the College, another public body or bona fide educational or charitable organization.</p> <p>c. Gifts of food, beverages, travel and lodging which would otherwise be prohibited may be received by a Board Member or employee if all of the following apply:</p> <p>(1) The Board member or employee is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state, or to develop markets for Iowa businesses or products; and,</p> <p>(2) The donor of the gifts is not the business, or businesses, being contacted; and</p> <p>(3) The Board member or employee plays a significant role in the presentation to the business, or businesses, on behalf of the College.</p> <p>d. A Board member, employee, or the person's immediate family member shall not solicit any gift or</p>

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	<p>series of gifts at any time.</p> <p>e. A Board member or employee shall not seek or accept an honorarium from a restricted donor except under the following circumstances:</p> <p>(1) The honorarium consists of payment of actual expenses paid in return for the participation in a panel or speaking engagement at a meeting or conference when the expenses relate directly to the day or days on which the recipient has participation or presentation responsibilities.</p> <p>(2) The honorarium consists of a nonmonetary item or series of nonmonetary items that are donated within thirty (30) days to the College, another public body, or bona fide educational or charitable organization.</p> <p>(3) The honorarium consists of a payment made to a Board member or employee for services rendered as part of a bona fide private business, trade, or profession in which the Board member or employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board member or employee, but, rather, because of some special expertise or other qualification.</p>		
5	<p>Guidelines on Gifts:</p> <p>a. A Board member or employee may receive an otherwise prohibited non-monetary gift if the Board member/employee turns it over to the College.</p> <p>b. A Board member or employee may receive a gift on behalf of the College.</p> <p>c. A Board member or employee may receive actual expenses for speaking or making a presentation at a meeting or conference.</p> <p>d. Board members or employees may receive items of negligible resale value at conventions and conferences.</p> <p>e. A Board member or employee may receive nonmonetary items with a value of \$3.00 or less from any one donor during one calendar day.</p> <p>f. A Board member or employee may receive plaques or items of negligible resale value which are given as recognition for the public services of the recipient.</p> <p>g. An instructor may not accept promotional materials unless they have negligible resale value.</p>		