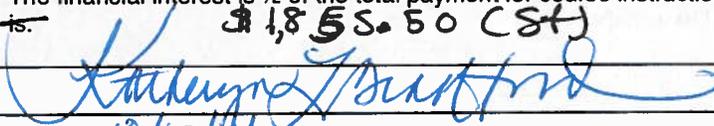


**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

RECEIVED
STATE ETHICS COMMISSION
2014 OCT 21 PM 3:40

STATE EMPLOYEE INFORMATION	
Name:	Katheryn L. Bradford
Title or Position:	Director, Alumni Relations
State Agency:	Westfield State University
Agency Address:	Office of Alumni Relations 2 Broad Street Westfield, MA 01085
Office Phone:	413-485-7355
Office E-mail:	kbradford@westfield.ma.edu
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. As a past co-instructor of the Global Service Learning Class to Nicaragua, my new status as a legal partner (spouse) to my co-instructor, Kelli Nielsen, would not allow me to participate as an instructor without a determination by my Appointing Authority and this disclosure. I am requesting consideration of allowing me to teach as we do not supervise each other, I am not responsible for the approval of the overall funding of the course (in particular, instructor salary) and each will receive ½ of the teaching stipend per the MSCA contract for faculty. While I am allowed to teach per section 268A:7 Financial Interests in contracts of state agency which says the following, I will need a determination by my appointing authority that I can teach with Kelli Nielsen prior to the start of class in November: This section shall not prohibit a state employee from teaching or performing other related duties in an educational institution of the commonwealth; provided, that such employee does not participate in, or have official responsibility for, the financial management of such educational institution; and provided, further, that such employee is so employed on a part-time basis. Such employee may be compensated for such services, notwithstanding the provisions of section twenty-one of chapter thirty.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. I am a co-instructor for the Global Service Learning Class to Nicaragua and have been for the past three years. I am responsible for aspects of the class that are different than Kelli's responsibilities and I do not supervise her. We will split the salary pursuant to the MSCA contract. We share grading responsibilities (although our campus system allows only one person to be the person responsible for grading). In our outline of responsibilities, I take care of orientation, on site service learning and monitoring our program spending with my colleague in the International Programs Office but, that does not include payment of faculty salaries, which are determined by contract and paid through a contract with the Division of Graduate and Continuing Education. Kelli is directly responsible for supervision of the research paper, on site cultural activities and journaling. She is also usually the designated person that inputs our student's grades after joint discussion, evaluation and tallying.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter.

	<input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. The financial interest is 1/2 of the total payment for course instruction. I am unsure of what that current amount is. \$1,850.50 (ST)
Employee signature:	
Date:	10/10/14

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Shelley Tinkham
Title or Position:	Interim Dean, Graduate & Continuing Education
Agency/Department:	Westfield State University
Agency Address:	577 Western Ave PO Box 1630 Westfield MA 01086-1630
Office Phone:	413-572-8030
Office E-mail	shelleytinkham@westfield.ma.edu
DETERMINATION	
Determination by appointing authority: Write an X by your selection.	As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee. <input type="checkbox"/> I am assigning the particular matter to another employee, or <input type="checkbox"/> I am assuming responsibility for the particular matter, or <input checked="" type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.
Appointing Authority signature:	
Date:	10/10/14
Comment:	

ITINERARY, NICARAGUA 2013 – SUBJECT TO CHANGE PRIOR TO OUR DEPARTURE January 3-17, 2014

Date	Itinerary	Location/Hotel/transport	Meals	Activity/class	NOTES
Jan 4 SAT	Arrive – BOS/MIAMI/Granada	La Cocibolca Transport from airport	B and L – enroute Dinner – OYO enroute	CLASS - Orientation to Granada	Dinner ON YOUR OWN (OYO) enroute from airport
Jan 5 SUN	10am Brunch at Kathy's 12pm Laguna trip	La Cocibolca Transport to Laguna/return	Brunch OYO at Kathy's D – Fish Bar	Laguna trip	Lunch OYO
Jan 6 MON	Orientation Worksite Teaching	La Cocibolca Transport to/from work	B at hotel L at worksite D – El Camello	Worksite Class with Children Class before dinner	
Jan 7 TUE	Worksite Teaching Volunteer Meeting	La Cocibolca Transport to/from work	B at hotel L at worksite D at Fish Bar	Class before dinner	
Jan 8 WED	Worksite Leave early for Mombacho Zipline Quiz night at Irish Bar	La Cocibolca Transport to/from work Transport to Mombacho and return	B at hotel L at work site D Museo Mombacho	Class event: Zipline	Dinner OYO
Jan 9 THU	Worksite Teaching	La Cocibolca Transport to/from work	B at hotel L at worksite D on their own	Class before dinner	Dinner OYO
Jan 10 FRI	Worksite Teaching Traditional Dance event	La Cocibolca Transport to/from work	B at hotel L at worksite D – Fish Bar	Class event: Dance	
Jan 11 SAT	La Boquita Beach	Hotel on Boquita beach Transport from Granada	B at hotel L in Boquita D in Boquita	Class event: community building	
Jan 12 SUN	La Boquita Beach	La Cocibolca Transport to Granada Masaya volcano/bat caves	B in Boquita Lunch at El Salvador Restaurant Dinner on your own	Class Event: Cultural meal at El Salvadorean restaurant	Dinner OYO

Jan 13 MON	Worksite Teaching	La Cocibolca Transport to/from worksite	B at hotel Lunch at worksite D at El Campesino	Class before Dinner	
Jan 14 TUE	Worksite LEONI's excursion	La Cocibolca Transport to work/to Leoni's and back to Granada	B at hotel Lunch at worksite Dinner on your own	Class before dinner Leoni's excursion	Dinner OYO
Jan 15 WED	Work site Workshop with teachers	La Cocibolca Transport to/from work	B at hotel L at the worksite or on trip with children D at El Campesino	Class = trip or workshop??	
Jan 16 THU	Party with community in am/afternoon on your own to pack/shop	La Cocibolca Transport to/from work	B at hotel L at the party El Campesino	Community party Class before dinner	Dinner at special restaurant
Jan	Leave for USA Managua/Miami/Boston	Transport to airport	B at hotel L on your own D on your own	Transport to airport	Lunch and Dinner OYO

PLEASE NOTE: DETAILED CLASSROOM INSTRUCTION WHILE ON SITE IS NOT INCORPORATED INTO THIS CURRENT ITINERARY. THIS IS NOT THE FINAL VERSION.

Fundraising
\$400 per student — Technology classroom in elementary school (\$8,000).

Cost of trip per student, including credits: \$2,300 (This fee covers the following: Airfare, transportation, excursions, accommodations and 13 Breakfasts, 11 lunches, 10 dinners)

Additional money you will need:

- TIPS: \$75 per person for tips.
- On your own meals: You will need to pay for 1 breakfast (airport day), 4 lunches and 5 dinners. (We do not do all of our meals together so you can explore the city.)
- Souvenirs/shopping
- Socializing — You will have some free time

Volcano and Mercado excursion will be rescheduled.

EDUC 0260: Service Learning Project: International

The Course: The Westfield State University Service Learning Project to Nicaragua will focus on helping you to build a foundation for your International Education experiences through travel and global service learning combined with classroom learning. This experiential course will help you to experience cross-cultural communication while allowing you to work in an international setting combining classroom education with hands on service in Nicaragua. Service opportunities extend beyond our geographical boundaries and this course allows you to experience this first hand by connecting service with experience, cultural awareness and education.

For short term 2015, this course will be based in the city of Granada with a cultural immersion into the Nicaraguan world. We will join our host, La Esperanza Granada who will help us with our service project in one of the poorest sections of that city, Nueva Esperanza. The service-learning segment will focus on building side by side with community members and afternoon classroom instruction in their summer school program. We will live in a small hotel and experience life from the Nicaraguan perspective with native food, cultural trips and more. The travel segment will take you from Managua Airport to Granada, and into the coastal village of La Boquita. In each of these areas, we will see important historic and cultural sites while meeting and interacting with the people of Nicaragua.

Learning outcomes:

Students will be able to . . .

- Apply the knowledge and skills learned in the classroom to their international education and service experiences.
- Identify and investigate an aspect of the historic, cultural, social and economic issues of Nicaragua.
- Engage in civic engagement in a global setting.
- Deepen their appreciation for the diversity of cultures in both the United States and Nicaragua.
- Experience teaching in a non-English speaking classroom.
- Enhance their commitment to global awareness and education.

Course Requirements:

1. Participation in the advance preparation seminars. These advance meetings will include group development, logistical preparation and cultural education. You will also write a paper outlining your particular focus/area of interest on the trip. We will discuss historic, cultural, economic and social issues relevant to the work and teaching you will be doing once we arrive at our destination. You will keep a journal that includes assignments specific to each class meeting, daily activities and other focused readings or experiences.
2. Participation in the short term class abroad with ongoing seminars, discussions, mini-trips throughout the experience and approximately 35-40 hours of "hands on" service/teaching in the selected community. Your site supervisor and the WSU instructors will provide an evaluation of your work on the trip.
3. Participation in 2 group meetings upon return to Westfield. This will include debriefing about the trip and preparation for the campus-wide presentation.
4. A 5-7 page scholarly paper. This paper will include a minimum of 7 - 10 scholarly references. It will focus on an aspect of the course/service experience chosen by the student with an expectation that they will synthesize the scholarly references with their education background and/or service experiences.
5. A short presentation to the campus community. This is not intended to be a formal presentation, but rather an informal event that will encourage others to find ways to get involved with international travel and service learning through the experiences, photos, video and memories you will share.

6. A course portfolio including:
 - a. Journal entries about the service experience.
 - b. Your research paper about Nicaragua (including the visual component of the presentation.)
 - c. Public presentation to the campus.

Required reading:

- Articles provided by the instructors focusing on each aspect of the course including international education, service learning, cross cultural communication and the historical, cultural, social and economic aspects of Nicaragua will be provided.
- ***“Nicaragua: A Guide to the People, Politics and Culture (In Focus Guides)”***
 Publisher: Interlink Pub Group (February, 2002)
Authors: Hazel Plunkett and Nick Caistor

Other readings of interest:

- ***“Fire from the Mountain: The Making of a Sandinista”***
 Publisher: Random House Value Pub (February, 1988)
Author: Omar Cabezas
- ***“Moon Handbooks Nicaragua”***
 Publisher: Avalon Travel Publishing (December, 2002)
Authors: Josh Berman and Randy Wood
- ***“To Bury Our Fathers”***
 Publisher by Readers Intl (January, 1985)
Authors: Sergio Ramirez, Dieter Masuhr, and Nick Caistor

Grading:

Course grades will be determined using the following percentages:

International service experience	25%
Short term travel experience	20%
Orientation (5% per class period)	15%
Research paper	20%
Journal	15%
Campus presentation	5%

Instructors:

Katheryn L. Bradford
 Director of Alumni Relations
 413-485-7355 office
 413-222-4553 cell
 kbradford@westfield.ma.edu

Kelli A. Nielsen
 KelliNielsen5@gmail.com
 413-977-2895 cell

For emergencies, after work hours (Monday-Friday, 9:00am-5:00pm) please use Kathi's cell phone, 413-222-4553.