

**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

STATE EMPLOYEE INFORMATION		2015 NOV 31 AM 11:42
Name:	Kelli Ann Nielsen	
Title or Position:	Adjunct instructor – Global Service Learning Course	
State Agency:	Westfield State University	
Agency Address:	Office of Graduate and Continuing Education 333 Western Ave. Westfield, MA 01085	
Office Phone:	Cell: 413-977-2895	
Office E-mail:	Kellinielsen5@gmail.com	
	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. Regardless of my past experiences as a co-instructor of the Global Service Learning Class to Nicaragua, my new status as spouse to my co-instructor, Katheryn L. Bradford, changes my ability to participate as an instructor without a determination by my Appointing Authority. 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 as adjunct, my current job is with the City of Springfield as a teacher of 8 th grade Math.	
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 four years. I am responsible for aspects of the class that are different than Katheryn'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, Katheryn takes care of orientation, on-site service learning and monitoring our program spending with Danielle Emerson of 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.	
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 checked="" 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	Please explain the financial interest and include a dollar amount if you know it.	

in the matter	The financial interest is $\frac{1}{2}$ of the total payment for course instruction. I am unsure of what that current amount is. <i>approximately \$1,887.00 (ST)</i>
Employee signature:	<i>K. Tinkham</i>
Date:	<i>11/13/15</i>

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Dr. Shelley Tinkham
Title or Position:	Interim Dean, Graduate and 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.	<p>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.</p> <p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><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.</p>
Appointing Authority signature:	<i>Shelley Tinkham</i>
Date:	<i>11/19/15</i>
Comment:	

Attach additional pages if necessary. File copy with:
 State Ethics Commission, One Ashburton Place, Room 619, Boston, MA 02108 Form Revised February, 2012

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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
	<p>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.</p>
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	<p>Please describe the particular matter.</p> <p>As a past co-instructor of the Global Service Learning Class to Nicaragua, my status as a legal partner to my co-instructor, Kelli Nielsen, I would not be able to participate as an instructor without a determination by my Appointing Authority. 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:</p> <p>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.</p>
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>Please describe the task you are required to perform with respect to the particular matter.</p> <p>I am a co-instructor for the Global Service Learning Class to Nicaragua and have been for the past four 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 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.</p>
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<p><input checked="" type="checkbox"/> I have a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p>

	<p><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.</p> <p><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.</p>
Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p><i>The financial interest is 1/2 of the total payment for course instruction : \$1881.00. SP</i></p>
Employee signature:	<i>Shelley Tinkham</i>
Date:	<i>11/13/15</i>

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Dr. Shelley Tinkham
Title or Position:	Interim Dean, Graduate and Continuing Education
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Office Phone:	413-572-8030
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DETERMINATION	
Determination by appointing authority:	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.
Write an X by your selection.	<p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><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.</p>
Appointing Authority signature:	<i>Shelley Tinkham</i>
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