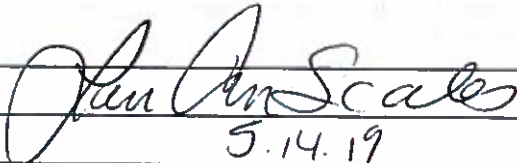


**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

	STATE EMPLOYEE INFORMATION
Name:	Lea Ann Scales
Title or Position:	Vice President of Enrollment and Public Affairs
State Agency:	Mount Wachusett Community College
Agency Address:	444 Green Street Gardner, MA 01440
Office Phone:	978-639-9320
Office E-mail:	Lscales2@
	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. My college age son would like to apply for a seasonal position: Upward Bound Math Science (UBMS) Residential Assistant. This position would report to the Director of Upward Bound Math Science & North Central Mass Talent Search. The Director referenced above reports to the Senior Director of College Access The Senior Director referenced above reports to the Assistant Dean of K-12 Partnerships & Civic Engagement. The Assistant Dean referenced above reports to me. The seasonal UBMS Residential Assistant position is part of a summer program MWCC runs on the Fitchburg State University campus. My office is located on MWCC's main campus in Gardner.

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 ETHICS COMMISSION
 MAY 23 AM 11:00

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 normally do not participate in the hiring of this seasonal residential position and historically have not. As vice president that oversees the division, I would typically sign off on the hiring after the search process is completed and an offer has been offered and accepted. I would have to recuse myself from this step and my appointing authority could assign this to someone else. In the past, in my role as vice president and member of the leadership team, I have signed off on budgets submitted with our grant proposal for UBM&S, but that was before I knew that a family member might apply.
Write an X by all that apply.	FINANCIAL INTEREST IN THE PARTICULAR MATTER ☐ I have a financial interest in the matter. ☒ My immediate family member has a financial interest in the matter. ☐ My business partner has a financial interest in the matter. ☐ I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. ☐ 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 seasonal position, according to the posting, is \$3000 for the entire program, which runs June 17, 2019 – August 2, 2019.
Employee signature:	
Date:	5.14.19

DETERMINATION BY APPOINTING OFFICIAL

Name of Appointing Authority:	APPOINTING AUTHORITY INFORMATION James Vander Hooven
Title or Position:	President, Mount Wachusett Community College

Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	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. ☒ I am assigning the particular matter to another employee, or ☐ I am assuming responsibility for the particular matter, or ☐ 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:	<i>James Vander Horven</i>
Date:	<i>5/14/19</i>
Comment:	

Attach additional pages if necessary.

File copy with:

State Ethics Commission, One Ashburton Place, Room 619, Boston, MA 02108

