

STATE OF NEW JERSEY  
STATE ETHICS COMMISSION  
Post Office Box 082  
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(609) 292-1892

STATE OF NEW JERSEY  
STATE ETHICS COMMISSION  
COMMISSION CASE NO. 40-16

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<b>IN THE MATTER OF</b>	:	
<b>COLLEEN SITZLER,</b>	:	
<b>Student Financial Aid</b>	:	<b>Administrative Action</b>
<b>Administrator 1,</b>	:	
<b>New Jersey Higher Education</b>	:	<b>CONSENT ORDER</b>
<b>Student Assistance Authority</b>	:	
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WHEREAS, the State Ethics Commission ("Commission") is authorized to initiate, receive, investigate, review and hear complaints regarding violations of the New Jersey Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.* ("Conflicts Law"), applicable rules of the Commission, *N.J.A.C. 19:61-1.1 et seq.*, the Uniform Ethics Code, and any agency code of ethics, by any State officer or employee or special State officer or employee; and


WHEREAS, this matter was brought before the Commission by a complaint filed with the Commission; and

WHEREAS, the Commission conducted an investigation of all matters and issues raised by the complaint; and

WHEREAS, as a result of the investigation, the Commission and Colleen Sitzler ("Sitzler") desire to enter into a final and complete resolution of all the matters and issues raised thereby;

IT IS THEREFORE agreed by the parties as follows:

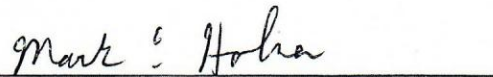
1. Sitzler has been employed by the New Jersey Higher Education Student Assistance Authority (“HESAA”) since October 2002.
2. Sitzler submitted an Outside Activity Questionnaire (“OAQ”) on November 13, 2012 identifying outside employment with Century 21 Alliance as a licensed realtor. On January 7, 2016, Sitzler submitted an OAQ identifying outside employment as a licensed realtor with Keller Williams Realty. Both OAQs were approved by HESAA.
3. Sitzler’s 2016 OAQ contained a condition on approval of the outside activity by the Ethics Liaison Officer stating that “State resources, including but not limited to telephones, facsimile machines, email, copy machines, mail service and office supplies, cannot be used for outside activities.”
4. Between November 2014 and July 2016, Sitzler made phone calls using her State phone that related to her real estate business.
5. It is the Commission’s position that Sitzler violated sections 23(e)(3) and (e)(7) of the Conflicts Law by using State resources, including her State office and State phone, to conduct activities related to her outside real estate business.
6. Sitzler acknowledges that her use of State resources to conduct her outside business violated section 23(e)(3) of the Conflicts Law and created the impression that she engaged in conduct violative of the public trust, in violation of section 23(e)(7) of the Conflicts Law.
7. In consideration of the above, Sitzler agrees to pay a civil penalty in the amount of \$750.00, payable within thirty (30) days of the date this Consent Order is fully executed.
8. The parties agree to enter into this Consent Order in settlement of all matters and issues that are involved herein.

  
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Colleen Sitzler

Dated: 6-13-17

  
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State Ethics Commission  
By: Joseph P. LaSala, Chair

Dated: July 12, 2017

  
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State Ethics Commission  
By: ~~Susana E. Guerrero, Executive Director~~  
Mark T. Holmes, Deputy

Dated: 7/12/17