

**Board of Trustees**

1 **BP 2712 CONFLICT OF INTEREST CODE**

2 **References:**

3 Government Code, Section 87103 subdivision (e), 87200, 87300-87302, 89501,  
4 89502, and 89503;  
5 Title 2, Section 18730;

6 **Incorporation of FPPC Regulation 18730 (Title 2, Section 18730) by Reference**

7 The Political Reform Act (Government Code, Sections 87200 et seq.) requires state and  
8 local government agencies to adopt and promulgate conflict of interest codes. The Fair  
9 Political Practices Commission has adopted a regulation (Title 2, Section 18730), which  
10 contains the terms of a standard conflict of interest code. After public notice and hearing,  
11 it may be amended by the Fair Political Practices Commission to conform to amendments  
12 in the Political Reform Act. Therefore, the terms of Title 2, Section 18730, and any  
13 amendments to it duly adopted by the Fair Political Practices Commission, are hereby  
14 incorporated into the conflict of interest code of this agency by reference. This regulation  
15 and the attached Exhibits designating officials and employees and establishing economic  
16 disclosure categories shall constitute the conflict of interest code of this agency.

17 **Place of Filing of Statements of Economic Interests**

18 All officials and employees required to submit a statement of economic interests shall file  
19 their statements with the agency head; or his/her/their designee. The agency shall make  
20 and retain a copy of all statements filed by its Board of Trustees and  
21 President/Superintendent, and forward the originals of such statement to the Executive  
22 Office of the Board of Supervisors of Los Angeles County.

23 The agency shall retain the originals of statements for all other Designated Positions  
24 named in the agency's conflict of interest code. All retained statements, original or copied,  
25 shall be available for public inspection and reproduction (Government Code, Section  
26 81008).

27 The Conflict of Interest Code and all amendments thereto shall be approved by the Board  
28 of Trustees of the agency.

29 **Disclosure Categories**

30 **A. Officials Who Manage Public Investments**

31 Subject to the provisions of Government Code, Sections 87200 through 87210, an  
32 official in this category shall disclose:

- 33 1. Interests in real property located within the jurisdiction of the District.  
34 2. Business positions, investments, and income (including gifts and loans).

35 **B. Designated Employees**

36 **Category 1:** Designated employees who duties are broad and indefinable.

37 A designated employee in this category shall disclose:

- 38 1. Interests in real property located within the boundaries of the District that are  
39 used by the District or are of the type that could be acquired by the District as  
40 well as real property within two miles of the property used or the proposed site.  
41 a. Persons are not required to disclose a residence, such as a home or  
42 vacation cabin, used exclusively as a personal residence.  
43 2. Business positions, investments, and income (including receipt of gifts, loans,  
44 and travel payments) from sources of the type that engage in acquisition or  
45 disposal of real property or are engaged in building construction or design for  
46 school districts.

47 **Category 2:** Designated employees whose duties involve contracting or  
48 purchasing.

49 A designated employee in this category shall disclose:

- 50 1. Investments and business positions in business entities and income (including  
51 receipt of gifts, loans, and travel payments) from sources that are contractors  
52 engaged in the performance of work, training, consulting, or services, or are  
53 sources that manufacture or sell supplies, instructional materials, machinery,  
54 equipment, or vehicles of the type utilized by the designated position's  
55 department.

56 **Category 3:** Designated employees whose decisions may affect real property  
57 interests.

58 A designated employee in this category shall disclose:

- 59 1. Investments and business positions in business entities and income (including  
60 receipts of gifts, loans, and travel payments) from sources that are contractors  
61 engaged in the performance of work, training, consulting, or services, or are  
62 sources that manufacture or sell supplies, instructional materials, machinery,  
63 equipment, or vehicles of the type utilized by the designated position's  
64 department.

65 **Designated Officials and Employees**

66 It has been determined that the following designated officials and employees make or  
67 participate in the making of decisions which may foreseeably have a material effect on  
68 financial interests.

69 **Officials Who Manage Public Investments**

70 Members of the Board of Trustees

## Designated Positions

## Disclosure Categories

President/Superintendent	1
Vice President of Academic Affairs/Assistant Superintendent	1
Vice President of Business Services/Assistant Superintendent	1
Vice President of Student Services/Assistant Superintendent	1
Vice President of Human Resources/Assistant Superintendent	1
Director of Public Relations and Communications	2
Director of Procurement and Contract Services	2, 3
Director of Fiscal Services	2
Executive Director Foundation and Institutional Advancement	2
Director of Physical Plant and Construction Services	2, 3
Director of Information Technology	2

### 71 **Consultants**

72 Consultants shall be included in the list of designated employees and shall disclose  
73 pursuant to the broadest disclosure category in the Code subject to the following  
74 limitation:

75 The President/Superintendent may determine in writing that a particular consultant,  
76 although a "designated position," is hired to perform a range of duties that is limited in  
77 scope and thus is not required to fully comply with the disclosure requirements described  
78 in this section. Such written determination shall include a description of the consultant's  
79 duties and, based upon that description, a statement of the extent of disclosure  
80 requirements. The President/Superintendent's determination is a public record and shall  
81 be retained for public inspection in the same manner and location as this Conflict of  
82 Interest Code.

83 In addition, individuals who, under contract, participate in decisions which affect financial  
84 interests by providing information, advice, recommendation, or counsel to CCCD which  
85 could affect a financial interest of the individual shall be required to file Statements of  
86 Economic Interests, unless they fall within the Political Reform Act's exceptions to the  
87 definition of consultant.

88 Office of Primary Responsibility: President/Superintendent

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**Date Adopted:** December 12, 2007

**Date Revised:** October 27, 2010; July 16, 2025

**Dates Reviewed:** October 17, 2018; April 20, 2022