

Board of Trustees

1 **BP 2712 CONFLICT OF INTEREST CODE**

2 **References:**

3 Government Code, Section 81000 et seq., 87200 and 87210;
4 Title 2, Section 18730;

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

6 The Political Reform Act (Government Code, Sections 81000 et seq.) requires state and
7 local government agencies to adopt and promulgate conflict of interest codes. The Fair
8 Political Practices Commission has adopted a regulation (Title 2, Section 18730), which
9 contains the terms of a standard conflict of interest code. After public notice and hearing,
10 it may be amended by the Fair Political Practices Commission to conform to amendments
11 in the Political Reform Act. Therefore, the terms of Title 2, Section 18730, and any
12 amendments to it duly adopted by the Fair Political Practices Commission, are hereby
13 incorporated into the conflict of interest code of this agency by reference. This regulation
14 and the attached Exhibits designating officials and employees and establishing economic
15 disclosure categories shall constitute the conflict of interest code of this agency.

16 **Place of Filing of Statements of Economic Interests**

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

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

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

28 **Disclosure Categories**

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

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

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

34 **B. Designated Employees**

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

36 A designated employee in this category shall disclose:

- 37 1. Interests in real property located within the jurisdiction of the District.
- 38 a. Persons are not required to disclose a residence, such as a home or
- 39 vacation cabin, used exclusively as a personal residence.
- 40 2. Business positions, investments, and income from persons and sources which
- 41 plan to do business, are currently doing business or have done business within
- 42 the jurisdiction of the District during the previous two (2) years.

43 **Category 2:** Designated employees whose duties involve contracting or
44 purchasing.

45 A designated employee in this category shall disclose:

- 46 1. Investments and business positions in business entities, income from sources
- 47 of the type which plan to do business, are currently doing business, or have
- 48 done business with the District or College within the previous two (2) years and
- 49 which provide services, supplies, materials, machinery or equipment of the type
- 50 utilized by the District.

51 **Category 3:** Designated employees whose decisions may affect real property
52 interests.

53 A designated employee in this category shall disclose:

- 54 1. Investments and business positions in business entities, income from sources
- 55 of the type which plan to do business, are currently doing business, or have
- 56 done business with the District or College within the previous two (2) years and
- 57 which engage in land development, construction or the acquisition, lease or
- 58 sale of real property, and all interests in real property located within the
- 59 jurisdiction of the District.

60 **Designated Officials and Employees**

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

64 **Officials Who Manage Public Investments**

65 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 College Relations, Public Affairs & Governmental Relations	2
Dean of Institutional Effectiveness, Research and Planning	2
Director of Purchasing and Contract Administration	2, 3
Director of Fiscal Services	2
Executive Director Foundation and Community Advancement	2
Director of Physical Plant and Construction Services	2, 3
Director of Information Technology	2
Dean of Student Support Services	2
Dean of Disabled Student Program and Services	2
Chief of Campus Police Services	2
Dean of Student Services	2
Dean of Admissions, Records & Services	2

66 **Consultants**

67 Consultants shall be included in the list of designated employees and shall disclose
68 pursuant to the broadest disclosure category in the Code subject to the following
69 limitation:

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

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

83 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007
Date Revised: October 27, 2010
Dates Reviewed: October 17, 2018; April 20, 2022