

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2712 Conflict of Interest Code

References:

Political Reform Act of 1974 as amended
Fair Political Practices Commission (FPPC) Regulations, Title 2, Sections 18700 through 18756

The Board has adopted the following Conflict of Interest Code in accordance with the Political Reform Act of 1974 as amended. Each even-numbered year prior to July 1, the Board shall review the Conflict of Interest Code. If changes are made to the Code, the Board shall submit the amended Conflict of Interest Code to the Orange County Board of Supervisors. If no changes are made, the Board shall so certify to the Board of Supervisors no later than October 1 of the same year. All Designated Employees shall file FPPC Form 700 no later than April 1 of each year.

CONFLICT OF INTEREST CODE FOR THE COAST COMMUNITY COLLEGE DISTRICT

The Political Reform Act (Government code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the District.

Designated employees (See Appendix A) shall file FPPC Form 700 with the District's Political Reform Act Filing Officer, the Secretary of the Board, who will make the forms available for public inspection and reproduction (Government Code Section 82008).

Upon receipt of the statements of the Board, District General Counsel, Chancellor, Vice Chancellor of Finance and Administrative Services, and Secretary of the Board, the District's Secretary of the Board shall make and retain a copy and forward the original of these forms to the Clerk of the Orange County Board of Supervisors as the Filing Officer for these designated positions.

Statements for all other designated employees will be retained by the District's Filing Officer.

APPENDIX A

**COAST COMMUNITY COLLEGE DISTRICT
LIST OF DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE**

Designated Position	Disclosure Category
Executive Director, Fiscal Services (District)	OC-01
Executive Director, Information Technology (District)	OC-01
Board Member (District)	OC-01
Chancellor (District)	OC-01
Controller (District)	OC-01
Executive Dean (GWC)	OC-01
Senior Director, Facilities Planning (District)	OC-01
Director, Financial Aid (CCC, GWC, OCC)	OC-01
Director, Business Services (GWC, OCC, CCC)	OC-01
Director, Internal Audit Services (District)	OC-01
Manager, Purchasing Services (District)	OC-01
Director, College Foundation (CCC, GWC)	OC-01
General Counsel (District)	OC-01
General Manager/Instructional Food Services (OCC)	OC-01
President (CCC, GWC, OCC)	OC-01
Director, Risk Services (District)	OC-01
Manager, Board Support Services/Board Secretary	OC-01
Director Chancellor's Office Operations and Government Relations (District)	OC-01
Student Trustee (District)	OC-01
Vice Chancellor, Educational Services and Technology (District)	OC-01
Vice Chancellor, Finance and Administrative Services (District)	OC-01
Vice Chancellor, Human Resources (District)	OC-01
Vice President, Student Services (CCC, GWC, OCC)	OC-01
Vice President, Instruction (CCC, GWC, OCC)	OC-01
Vice President, Administrative Services (CCC, OCC)	OC-01
Vice President, Student Life and Administrative Services (GWC)	OC-01
Athletic Coach (GWC, OCC)	OC-02
Athletic Director (OCC, GWC)	OC-02
Instructional Food Services Manager (OCC)	OC-02
Dean, Learning Resource Center, Health Education, and Kinesiology (GWC)	OC-02
Dean of Kinesiology and Athletics (OCC)	OC-02
Executive Director, College Advancement (OCC)	OC-02
Director, Community Education Services(GWC)	OC-02
Director, College and Community Services (OCC)	OC-02
Director, Maintenance and Operations (CCC, GWC, OCC)	OC-02
District Director, Grants & Educational Services (District)	OC-02
Buyer (District)	OC-05
Senior Director, IT Applications Development Services (District)	OC-08
Senior Director, IT Infrastructure & Systems (District)	OC-08

Designated Position	Disclosure Category
Senior Director, IT User Support Services (District)	OC-08
District Director, Public Affairs and Marketing (District)	OC-13
Dean, Institutional Research, Planning, and Effectiveness (OCC, GWC, CCC)	OC-13
District Director, Institutional Research, Planning, and Institutional Effectiveness (District)	OC-13
Consultant - who participates in making a governmental decision or who performs the same or substantially the same duties that would otherwise be performed by an individual holding a position as specified above	OC-30

**APPENDIX B
COAST COMMUNITY COLLEGE DISTRICT**

Disclosure Category	Disclosure Description
OC-01	All interests in real property in the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-05	All investments in, business positions with and income (including gifts, loans and travel payments), from sources that provide services, supplies, materials, machinery, equipment (including training and consulting services) of this type used by the District, as applicable.
OC-08	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that develop or provide computer hardware/software, voice data communications, or data processing goods, supplies, equipment or services (including training and consulting services) of this type used by the District, as applicable.
OC-13	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that produce or provide promotional items for public outreach programs; present, facilitate, market or otherwise act as agent for media relations with regard to public relations; provide printing, copying, or mail services; or provide training for or development of customer service representatives.
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Chancellor or designee may determine that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination, set forth in FPPC Form 805, shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The completed Form 805 is a public record and shall be filed with the Form 700 and retained by the District’s Filing Officer for public inspection.

Replaces Board Policy 040-11-1 Spring 2011
 Revised 03/07/01
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 Revised 11/20/02
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