

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Business Operations

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**BP 2712 Conflict of Interest Code**

Replaces CCCD Policy 040-11-1, Spring 2011

Revised 03/07/01  
Revised 02/20/02  
Revised 11/20/02  
Revised 3/1/2006  
Revised 8/20/2008  
Revised 7/21/2010  
Revised 4/6/2011  
Revised 5/20/15

The Board of Trustees 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 of Trustees 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 annual statements of economic interests no later than April 1 of each year.

Political Reform Act of 1974 as amended  
Fair Political Practices Commission

**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. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. 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 Coast Community College District.

Designated employees (See Appendix A) shall file statements of economic interests with the Coast Community College District's Political Reform Act Filing Officer, the Secretary of the Board of Trustees, who will make the statements available for public inspection and reproduction (Government Code Section 82008).

Upon receipt of the statements of the Board of Trustees, District General Counsel, Chancellor, Vice Chancellor of Finance and Administrative Services, and Secretary of the Board, the Coast Community College District's Secretary of the Board shall make and retain a copy and forward the original of these statements 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 Coast Community College District's Filing Officer.

**APPENDIX A**

**COAST COMMUNITY COLLEGE DISTRICT  
LIST OF DESIGNATED POSITIONS  
CONFLICT OF INTEREST CODE  
Revised May 20, 2015**

<b>Designated Position</b>	<b>Disclosure Category</b>
<b>Associate Dean, Instruction, Distance Learning &amp; Professional Development (CCC)</b>	<b>OC-01</b>
<b>Administrative Director, Fiscal Affairs</b>	<b>OC-01</b>
<b>District Director Information Technology</b>	<b>OC-01</b>
<b>Administrative Director, Human Resources</b>	<b>OC-01</b>
<b>Board Member</b>	<b>OC-01</b>
<b>Chancellor</b>	<b>OC-01</b>
<b>Dean, Career and Technical Education (OCC, GWC)</b>	<b>OC-01</b>
<b>Senior Director, District Facilities</b>	<b>OC-01</b>
<b>Director, Financial Aid (District, CCC, GWC, OCC)</b>	<b>OC-01</b>
<b>Director, Fiscal Services (CCC, GWC, OCC)</b>	<b>OC-01</b>
<b>Director of Internal Audit Services</b>	<b>OC-01</b>
<b>Purchasing/Accounts Payable Manager</b>	<b>OC-01</b>
<b>Foundation Director (CCC, GWC)</b>	<b>OC-01</b>
<b>General Counsel</b>	<b>OC-01</b>
<b>General Manager/Instructional Food Services (OCC)</b>	<b>OC-01</b>
<b>President (CCC, GWC, OCC)</b>	<b>OC-01</b>
<b>District Director, Risk Services</b>	<b>OC-01</b>
<b>District Director of the Office of the BOT/Secretary of the Board</b>	<b>OC-01</b>
<b>Student Trustee</b>	<b>OC-01</b>
<b>Vice President, Administrative Services (CCC, OCC)</b>	<b>OC-01</b>
<b>Vice Chancellor, Educational Services and Technology</b>	<b>OC-01</b>
<b>Vice Chancellor, Finance and Administrative Services</b>	<b>OC-01</b>
<b>Vice Chancellor, Human Resources</b>	<b>OC-01</b>
<b>Vice President, Student Services (CCC, OCC)</b>	<b>OC-01</b>
<b>Athletic Coach (GWC, OCC)</b>	<b>OC-02</b>
<b>Instructional Food Services Manager (OCC)</b>	<b>OC-02</b>
<b>Dean, Learning Resource Center (GWC)</b>	<b>OC-02</b>
<b>Dean, Health Ed, Kinesiology, Athletics &amp; Nursing (GWC)</b>	<b>OC-02</b>
<b>Dean of Kinesiology Athletics (OCC)</b>	<b>OC-02</b>
<b>Vice President of Student Life and Administrative Services (GWC)</b>	<b>OC-02</b>
<b>Executive Director, College Advancement (OCC)</b>	<b>OC-02</b>
<b>Director, Community Education (GWC)</b>	<b>OC-02</b>
<b>Director of Maintenance and Operations (CCC, GWC, OCC)</b>	<b>OC-02</b>

<b>Vice President, Instruction (CCC, OCC)</b>	<b>OC-02</b>
<b>Vice President, Instruction &amp; Student Learning (GWC)</b>	<b>OC-02</b>
<b>District Director, Grants &amp; Educational Services</b>	<b>OC-02</b>
<b>Buyer I</b>	<b>OC-05</b>
<b>Buyer II</b>	<b>OC-05</b>
<b>Senior Director Applications/Software Support &amp; Development</b>	<b>OC-08</b>
<b>Senior Director Infrastructure &amp; Systems</b>	<b>OC-08</b>
<b>Senior Director User Support &amp; Help Desk</b>	<b>OC-08</b>
<b>District Director, Public Affairs, Marketing and Government Relations</b>	<b>OC-13</b>
<b>Executive Dean, Military Education, Corporate Training &amp; Business Development (CCC)</b>	<b>OC-13</b>
<b>Administrative Director, Institutional Effectiveness &amp; Planning (OCC, GWC, CCC)</b>	<b>OC-13</b>
<b>District Director, Research, Planning &amp; Institutional Effectiveness</b>	<b>OC-13</b>
<b>Consultant</b>	<b>OC-30</b>

**APPENDIX B**

**COAST COMMUNITY COLLEGE DISTRICT**

<b>Disclosure Category</b>	<b>Disclosure Description</b>
<b>OC-01</b>	<b>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).</b>
<b>OC-02</b>	<b>All investments, business positions and sources of income (including gifts, loans and travel payments).</b>
<b>OC-05</b>	<b>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.</b>
<b>OC-08</b>	<b>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.</b>
<b>OC-13</b>	<b>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.</b>
<b>OC-30</b>	<b>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 shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.</b>