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4 **CONFLICT OF INTEREST**

5 A. General

6 In order to merit the respect and confidence of the public trust, the District is governed by  
7 the highest ideals of honesty and integrity in all public and personal relationships.  
8 Personal profit or any benefit obtained through misuse of public or personal relationships  
9 is dishonest and will not be tolerated. District faculty and staff should at no time, or under  
10 any circumstances, accept directly or indirectly, any form of gift, gratuity, honorarium,  
11 loan, favors or service, entertainment, prejudicial discounts, preferential treatment or  
12 other things of value or benefit, which might influence or appear to influence any  
13 business or operation of the District.

14 Outside professional, private financial interests or arrangements, or the receipt of benefits  
15 from third parties can create an actual or perceived appearance of impropriety. District  
16 faculty and staff must at all times avoid the appearance of unethical or compromising  
17 practices in relationships, actions and communications. In order to maintain the highest  
18 standard of ethical conduct, District faculty and staff with other professional or financial  
19 interests shall disclose them in compliance with applicable conflict of interest/conflict of  
20 commitment policies, and shall not engage in any activity or transaction which is in  
21 violation of those policies. It is the responsibility of each District faculty and staff member  
22 to remain free of financial interests and activities which are, or could be, detrimental or in  
23 conflict with the best interests of the District.

24 B. Designated Employees

25 Persons holding positions listed below are considered designated employees. It has  
26 been determined that these persons make or participate in the making of decisions which  
27 may have a foreseeable material effect on financial interest.

28 **Disclosure**  
29 **Categories**

30		
31	Board of Trustees	1,2,3,4,5,6
32	Chancellor	1,2,3,4,5,6
33	President, CHC	1,2,3,4,5,6
34	President, SBVC	1,2,3,4,5,6
35	Vice Chancellor Fiscal Services	1,2,3,4,5,6
36	Vice Chancellor Human Resources	6
37	Vice President of Instruction	5,6
38	Vice President of Student Services	5,6
39	Business Manager	1,4,5
40	Executive Director, Facilities and Planning	1,2,3,4
41	Director, Fiscal Services	1,4,5
42	Police Chief	5,6
43	Deans	6
44	Associate Deans	6
45	Cafeteria/Snack Bar Manager	6
46	Bookstore Manager	6
47	Director of Maintenance & Operations	2,3,6
48	Consultants*	1,2,3,4,5,6
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50 • Consultants are defined in Board Policy. The Chancellor may determine in writing that a  
51 particular consultant, although a "designated person," is hired to perform a range of duties  
52 that are limited in scope and thus is not required to comply with the disclosure requirements of  
53 one or more categories. Such determination shall include a description of the consultant's  
54 duties and, based upon that description, a statement of the extent of disclosure requirements.  
55 Nothing herein excuses any such consultant from any other provisions of the Conflict of  
56 Interest Code.

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58 C. Disclosure Categories

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60  
61 Category 1

62  
63 All investments and business positions and sources of income from business  
64 entities that do business with the District or own real property within the boundaries  
65 of the District, plan to do business or own real property within the boundaries of the  
66 District within the next year, or have done business with or owned real property  
67 within the boundaries of the District within the past two (2) years.

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69 Category 2

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71 All interest in real property which is located in whole or in part within, or not more  
72 than two (2) miles outside, the boundaries of the District.

73  
74 Category 3

75  
76 All investments and business positions in, and sources of income from, business  
77 entities that are engaged in land development, construction, or the acquisition or  
78 sale of real property within the jurisdiction of the District, plan to engage in such  
79 activities within the jurisdiction of the District within the next year, or have engaged  
80 in such activities within the jurisdiction of the District within the past two (2) years.

81  
82 Category 4

83  
84 All investments and business positions in, and sources of income from, business  
85 entities that are banking, savings and loan, or other financial institutions.

86  
87 Category 5

88  
89 All investments and business positions in, and sources of income from, business  
90 entities that provide services, supplies, materials, machinery, vehicles or equipment  
91 of a type purchased or leased by the District.

92  
93 Category 6

94  
95 All investments and business positions in, and sources of income from, business  
96 entities that provide services, supplies, materials, machinery, vehicles or equipment  
97 of a type purchased or leased by the Designated Employee's Department.

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100 D. Gifts and Honoraria

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102 1. Gifts

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104 No member of the Board or Designated Employee shall accept gifts with a total  
105 value of more than \$390.00 in a calendar year from any single source, if the

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member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

2. Honoraria

For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering. No member of the Board or Designated Employee shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Reference:

Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.  
California Code of Regulations, Title 2, § 18730 et seq.

Approved: March, 2008