

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

Board of Trustees

CHAPTER 2

**Conflict of Interest Code**

**AP 2712**

Reference: Government Code Sections 8100, et seq. and 81008; 2 Cal. Code of Regs. Sec. 18730.

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) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Victor Valley Community College District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements, the **District** shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All original statements will be retained by the **Fair Political Practices Commission**.

## APPENDIX A

### DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Assigned Disclosure Category</u>
Assistant Director, Auxiliary Services	3
Associate Director, Child Development Center	3
Associate Director, Financial Aid	3
Dean, Academic Programs	3
Dean, Instructional Programs- Humanities, Arts & Letters	3
Dean, Instructional Programs- Health Sciences & Public Safety	3
Dean, Instructional Programs- S.T.E.M.	3
Dean, Instructional Programs- Student & Workforce Development	3
Dean, Technology & Information Resources	3
Director, Admissions & Records	3
Director, Associate Degree Nursing Program	3
Director, Athletics	3
Director, Auxiliary Services	3
Director, Child Development Center	3
Director, DSPS / ADA Compliance	3
Director, EOPS / CARE	3
Director, Evening Ops, Instructional Programs	3
Director, Facilities Construction	1, 2
Director, Financial Aid	3, 4
Director, Fiscal Services	2
Director, Maintenance & Operations	1
Director, Marketing & Public Information	3
Director, Management Information Systems (MIS)	3
Director, Payroll & Benefits	3
Director, Special Grants Programs	2, 4
Director, Student Services	2, 4
Director, TRIO	2, 4
Executive Dean, Curriculum & Learning Resources	3
Executive Dean, Institutional Effectiveness	3
Executive Dean, Student Services	3
Executive Dean, Technology & Information Resources	3
Executive Vice President/ Deputy Superintendent	2
Executive Vice President of Instruction and Student Services	2
Facilities Project Manager	1, 2
Faculty Senate Members and Alternates	1, 2, 4
General Counsel	1, 2
Manager, Payroll	2, 4
Manager, Technical Operations	2, 4
Police Chief	2
Vice President, Human Resources	2
Vice President, Student Services	2

Revision Approved by College Council, 10/03/2012

Revision Approved by College Council, 05/19/2010

Approved by College Council, 05/03/2005

\*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent/President may determine in writing 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 requirements. The Superintendent/President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments:

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. Such positions are listed for informational purposes only:

Board of Trustee Members  
Superintendent/President  
Vice President, Administrative Services

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

Individuals holding designated positions must report their interests according to the following corresponding disclosure category (ies) to which their position has been assigned.

**Category 1:** Interests in real property located within the District or within two miles of the boundaries of the District or within two miles of any land owned or used by the District.

**Category 2:** Investments and business positions in business entities and sources of income (including gifts, loans, and travel payments) from entities that manufacture or sell supplies, books, vehicles, machinery, publishing and educational materials, insurance, equipment or services of the type utilized by the District, or are of the type to receive grants or other monies from or through the District.

**Category 3:** Investments and business positions in business entities and sources of income (including gifts, loans, and travel payments) from entities that manufacture or sell supplies, books, vehicles, machinery, publishing and educational materials, insurance, equipment or services of the type purchased or leased by the designated position's department.

**Category 4:** Investments and business positions in business entities and sources of income (including gifts, loans, and travel payments) from financial institutions, including, but not limited to, banks, savings and loans, or other financial institutions.