

Conflict of Interest Code
of the

CERRITOS COMMUNITY COLLEGE DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

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. 18730), which contains the terms of a standard conflict of interest 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 into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

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

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

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

CERRITOS COMMUNITY COLLEGE DISTRICT

EXHIBIT "A"

DISCLOSURE CATEGORIES

A. Officials Who Manage Public Investments

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

- (a) Interests in real property located within the jurisdiction of the District. Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.
- (b) All business positions, investments, and income (gifts, loans and travel payments).

B. Designated Employees

Category 1: Designated employees whose duties are broad and indefinable.

A designated employee in this category shall disclose:

- (a) Interests in real property located within the jurisdiction of the District. Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.
- (b) All business positions, investments, and income (gifts, loans and travel payments) from persons and sources which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

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

A designated employee in this category shall disclose:

All investments and business positions in business entities, income (gifts, loans and travel payments) from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

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EXHIBIT "A" (Continued)

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

A designated employee in this category shall disclose:

All Investments and business positions in business entities, income (gifts, loans and travel payments) from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which engage in land development, construction or the acquisition, lease or sale of real property, and all interests in real property located within the jurisdiction of the District.

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Exhibit B

DESIGNATED OFFICIALS AND EMPLOYEES

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

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Members of the Board of Trustees

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Fiscal Services	2
Director of Information Technology	2
Director of Physical Plant & Construction Services	2, 3
Director of College Relations, Public Affair and Governmental Relations	2
Director of Purchasing and Contract Administration	2, 3
Executive Director of Foundation & Community Advancement	2
Superintendent/President	1
Vice President of Academic Affairs/Assistant Superintendent	1
Vice President of Business Services/Assistant Superintendent	1
Vice President of Human Resources/Assistant Superintendent	1
Vice President of Student Services/Assistant Superintendent	1

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EXHIBIT B (Continued)

Consultants/New Positions*

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent/President or his or her designee may determine in writing that a particular consultant or new position, 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 disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President or his or her designee’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 81001.)

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

EFFECTIVE DATE: 01/20/2016