

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 3
General Institution

AP 3902 Gift Limits and Reporting

References:

California Code of Regulations, Title 2, Sections 18730, 18730.1, and 18930 et seq.

California Government Code Sections 87200 et seq.

https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/gift-fact-sheet/Local_Gift_Fact_Sheet_Final_2023.pdf

BP 2712 Conflict of Interest Code

BP 3820 and AP 3820 Gifts

An individual or business entity is considered to be doing business with the District, under the following conditions:

- Seeking the award of a contract or grant from the District; or has sought the award of a contract or grant from the District in the past twelve months.
- Engaging as a lobbyist or lobbyist firm, from the time of such engagement until twelve months after the award of the contract grant, permit, or other entitlement for use, which was the subject of the engagement.
- Having an existing contractual relationship with the District, until twelve months after the contractual obligations of all parties have been completed.

“Gifts” are as defined in the California Political Reform Act, and applicable regulations. Gifts valued more than \$50 from a single source generally must be reported, and for the 2023 and 2024 calendar years, gifts valued more than \$590 generally may not be accepted. As further illustrations, the following are not considered to be gifts as a matter of law:

- An inheritance.
- A personalized plaque or trophy valued at less than \$250.
- Bereavement offerings typically provided in memory of and concurrent with the passing of a spouse, parent, child, or sibling, or other relative.
- A prize awarded on the basis of chance in competition not related to the official status of the District trustee or employee.

A capital contribution to the District can be made in accordance with BP 3820 and AP 3820 Gifts.

The Vice Chancellor of Human Resources or designee shall ensure that training for District trustees and employees is provided in ethics, conflicts of interest, gifts, and related Board Policies and Administrative Procedures.

Any person wishing to make a report of noncompliance with Board Policy 3902 and this Administrative Procedure against any District trustee or employee may do so through the Office of Internal Audit or District Human Resources.

Ratified May 17, 2023