

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2712 Conflict of Interest Code

References:

Political Reform Act of 1974 as amended

Fair Political Practices Commission (FPPC) Regulations, Title 2, Sections 18700 through 18756

The Board 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 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 FPPC Form 700 no later than April 1 of each year.

CONFLICT OF INTEREST CODE FOR THE 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. 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 District.

Designated employees (See Appendix A) shall file FPPC Form 700 with the District's Political Reform Act Filing Officer, the Secretary of the Board, who will make the forms available for public inspection and reproduction (Government Code Section 82019).

Once the completed Form 700 is received from the Board Members, District General Counsel, Chancellor, Vice Chancellor of Finance and Administrative Services, and Secretary of the Board, the Secretary of the Board shall make and retain a copy and forward the original of these forms to the Clerk of the Orange County Board of Supervisors as the Filing Officer for these designated positions. The individuals in these positions may also file their Form 700 online directly with the Clerk of the County of Orange, in which case the Secretary of the Board will obtain copies to be retained in the Board Office.

Statements for all other designated employees will be retained by the District's Filing Officer. The other designated employees do not need to file Form 700 with the Clerk of the County of Orange.

APPENDIX A

COAST COMMUNITY COLLEGE DISTRICT LIST OF DESIGNATED POSITIONS CONFLICT OF INTEREST CODE

| Designated Position | Disclosure Category |
|---|---------------------|
| Board Member (District) | OC-01 |
| Chancellor (District) | OC-01 |
| Chief Information Technology Officer (District) | OC-01 |
| Controller (District) | OC-01 |
| Director, Business Services (GWC, OCC, CCC) | OC-01 |
| Director, College Foundation (District, CCC, GWC) | OC-01 |
| Executive Director, Human Resources (District) | OC-01 |
| Executive Director, Fiscal Services (District) | OC-01 |
| General Counsel (District) | OC-01 |
| Manager, Purchasing Services (District) | OC-01 |
| President (CCC, GWC, OCC) | OC-01 |
| Senior Director, Facilities Planning (District) | OC-01 |
| Vice Chancellor, Educational Services and Technology (District) | OC-01 |
| Vice Chancellor, Finance and Administrative Services (District) | OC-01 |
| Vice Chancellor, Human Resources (District) | OC-01 |
| Vice President, Administrative Services (CCC, OCC, GWC) | OC-01 |
| Vice President, Instruction (CCC, GWC, OCC) | OC-01 |
| Vice President, Student Services (CCC, GWC, OCC) | OC-01 |
| Athletic Director (OCC, GWC) | OC-02 |
| Executive Director, College Advancement (OCC) | OC-01 |
| District Director, Grants and Educational Services (District) | OC-02 |
| Secretary of the Board | OC-02 |
| Director Chancellor's Office Operations and Government Relations (District) | OC-01 |
| Director, Financial Aid (CCC, GWC, OCC) | OC-01 |
| Director, Internal Audit Services (District) | OC-01 |
| District Budget & Grants Manager | OC-01 |
| Athletic Coach (GWC, OCC) | OC-02 |
| Instructional Food Services Manager (OCC) | OC-02 |
| Dean Kinesiology and Athletics (OCC) | OC-02 |
| Dean Math, Science, and Kinesiology (GWC) | OC-02 |
| General Manager/Instructional Food Services (OCC) | OC-01 |
| Director, Maintenance and Operations (CCC, GWC, OCC) | OC-02 |
| Buyer (District) | OC-05 |
| Deputy Chief IT Officer/ Chief Cyber Security Officer (District) | OC-08 |
| Director, IT Academic and Administrative Support (District) | OC-08 |
| Dean, Institutional Research, Planning and Effectiveness (OCC, GWC, CCC) | OC-13 |
| Consultant - who participates in making a governmental decision or who performs the same or substantially the same duties that would otherwise be performed by an individual holding a position as specified above | OC-30 |

APPENDIX B

COAST COMMUNITY COLLEGE DISTRICT

| Disclosure Category | Disclosure Description |
|----------------------------|---|
| OC-01 | 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). |
| OC-02 | All investments, business positions and sources of income (including gifts, loans and travel payments). |
| OC-05 | 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. |
| OC-08 | 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. |
| OC-13 | 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. |
| OC-30 | 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, set forth in FPPC Form 805, shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The completed Form 805 is a public record and shall be filed with the Form 700 and retained by the District’s Filing Officer for public inspection. |

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Revised 4/6/2011

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Revised 7/18/2018

Revised 6/17/2020

Revised 10/21/2020

Revised 5/18/2022

Revised 11/20/2024

Revised 3/5/2025

