

## **Board of Trustees Agenda Item**

**Board Meeting Date:** August 2, 2010

**Title of Item:** Board Policy 9200 Conflict of Interest (1st reading)

### **Background and Analysis:**

Every two years the Fair Political Practices Commission requires public agencies to review their Conflict of Interest policy which includes a list of the designated positions within the reporting requirements for annual statements of economic interest. In 2010, significant changes to the district's policy were required to meet new requirements. The Santa Clara County Board of Supervisors reviewed and approved the revised policy. Since then no changes to the policy have been necessary.

The current board policy is presented for a first reading. Any changes to the policy must be submitted to the County Counsel's office by August 31, 2012.

**Recommendation:** Information only

Submitted by: Linda Thor
Additional contact names:
Is backup provided? Yes

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## **Conflict of Interest**

**9200**

The Political Reform Act, California 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, Title 2, California Code of Regulations, Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing. Therefore, the terms of Title 2, California Code of Regulations, section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, along with the Appendix, below, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Foothill-De Anza Community College District.

<b>Designated Position</b>
Trustee
Chancellor
President
Vice President
Associate Vice President
Vice Chancellor of Business Services
Vice Chancellor of Human Resources & Equal Opportunity
Vice Chancellor of Technology
Executive Director of Facilities, Operations & Construction Management
Director of Bond Management
Budget Director
Controller
Director of Purchasing & Material Services
Senior Buyer
Buyer
Director of Risk Management
Director of Bookstore
Director of Campus Center
Director of Human Resources
Executive Director of Foundation
Dean of Student Affairs and Activities
Dean of Learning Resources, De Anza
Dean of Language Arts, Foothill
Manager, Benefits
Consultant
Director of Flint Center

**Approved**

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DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

Trustee  
Chancellor  
President  
Vice President  
Vice Chancellor of Business Services  
Vice Chancellor of Human Resources & Equal Opportunity  
Vice Chancellor of Technology  
Associate Vice President  
Executive Director of Facilities, Operations & Construction Management  
Controller  
Budget Director  
Executive Director of Foundation  
Director of Flint Center

Designated persons in this category must report:

- (a) Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- (b) Investments or business positions in or income from sources which:
1. Are engaged in the acquisition or disposal of real property within the District;
  2. Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District or
  3. Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

Director of Purchasing & Material Services  
Senior Buyer  
Buyer  
Director of Bond Management  
Director of Bookstore  
Director of Campus Center  
Director of Human Resources  
Director of Risk Management  
Dean of Student Affairs and Activities  
Dean of Learning Resources, De Anza  
Dean of Language Arts, Foothill  
Manager, Benefits

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Designated persons in this category must report investments or business positions in or income from sources which:

- (a) Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- (b) Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a Central Services manager's department is the entire District and a campus manager's department is the entire campus.

3. Persons occupying the following positions are designated employees in Category 3:

Consultant

Consultants are designated employees or contractors who must disclose financial interests as determined on a case-by-case basis by the Chancellor or designee. Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chancellor or designee may determine, in writing, that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A "consultant" is an individual who, pursuant to a contract with the District makes a governmental decision whether to:

- (i) Approve a rate, rule, or regulation;
- (ii) Adopt or enforce a law;
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (iv) Authorize the district to enter into, modify, or renew a contract provided it is the type of contract that requires district approval;
- (v) Grant district approval to a contract that requires district approval and to which the district is a party, or to the specifications for such a contract;
- (vi) Grant district approval to a plan, design, report, study, or similar item;
- (vii) Adopt, or grant district approval of, District policies, standards, or guidelines.

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A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in regulation 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code.

Approved 2/18/03  
Revised 8/2/04, 8/28/06; 8/25/08; 10/20/08; 8/30/10

Approved