

AP 3852 – Conflict of Interest Code

Conflict of Interest Code
Of the

SANTA CLARITA 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 Appendices (or 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 its Chancellor, Santa Clarita Community College District and President, College of the Canyons 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).

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EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

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.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income (including loans, gifts, and travel payments) from any Santa Clarita Community College District employee, representative or association of such employee and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee's spouse or other financial dependent.

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EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1, 2, 3
Chancellor, Santa Clarita Community College District and President, College of the Canyons	1, 2, 3
Special Assistant to the Chancellor	4
Assistant Superintendent/Vice President, Business	1, 2, 3
Assistant Superintendent/Vice President, Instruction	1, 2, 3
Deputy Chancellor	1, 2, 3
Assistant Superintendent/Vice President, Student Services	2, 3
Assistant Superintendent/Vice President, Human Resources	2, 3
Vice President, Public Information, Advocacy & External Relations	4
Assistant Superintendent/Vice President, Facilities Planning, Operations and Construction	1, 4, 5
Vice President, Canyon Country Campus & Grants Development	2, 3
Vice President, Technology	2, 3
Associate Vice President, Business Services	2, 3
Director, Contracts, Procurement and Risk Management Services	4
Dean, School of Visual & Performing Arts	4
Associate Vice President, Institutional Planning & Institutional Effectiveness	4
Dean, Physical Education, Kinesiology, Athletics & Athletics Director	4
Dean, School of Applied Technologies	4
Dean School of Business	4
Dean, School of Humanities	4

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EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Managing Director, Santa Clarita Performing Arts Center	4
Director, Technology Services	4
Director, Financial Aid	4
Director, Campus Safety	4
Director, Small Business Development Center (SBDC)	4
Executive Director, Employee Training Institute (ETI)	4
Deputy Sector Navigator (DSN) Advanced Manufacturing/Director, Center for Applied Competitive Technologies (CACT)	4
Dean, Career Technical Education	4
Vice President, Economic Development & Workforce Development	4
Dean, Educational Technology, Learning Resources, & Distance Learning	4
Dean, School of Social & Behavioral Sciences	4
Associate Vice President, Enrollment Services	2, 3
Dean, Continuing & Community Education	2, 3
Interim Associate Vice President, Academic Affairs	2, 3
Chief Operations Officer, COC Foundation/Director, University Center	2, 3
Dean, School of Mathematics, Science, & Health Professions	4
Associate Dean, School of Mathematics, Science, & Health Professions	4
Dean, School of Social & Behavioral Sciences	4
Associate Vice President, Enrollment Services	2, 3
Dean, Continuing & Community Education	2, 3

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EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director, Mathematics Engineering, Science Achievement Program (MESA)	4
Director, Disabled Students Programs & Services	4
Director, NSF/Title V Grants	4
Welding Professor	4
Director, EOPS/CARE	4
Interim Director, TEACH Program (50%)	4
NSF CREATE Renewable Energy Center and Special Projects Manager (55%)	4
Program Director, Center for Early Childhood Education and Director, Preschool Programs	4
Family Studies and Early Childhood Education Professor	4
Director, Student Health & Wellness	4
Assistant Director, Student Health & Wellness/Mental Health Programs	4
Deputy Sector Navigator (DSN), Information and Communications Technologies/Digital Media	4
Deputy Sector Navigator (DSN), Health	4
Technical Director, Performing Arts Center	4
Program Director, Early	4
Director, Student Development and Campus Activities	4
Director, Art Galleries	4
Director of Community Relations	4
Associate Athletics Director	4
Director, Advertising & Social Media	4

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EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director, Outreach & School Relations	4
Theatre Manager	4
Director, International Services & Programs	4
Director, Professional Development	4
Director, Human Resources Operations	4, 5
Director, Enterprises Systems	4
Human Resources Director, Recruitment & Employment Services	4
Director, Facilities	4
Director, District Publications and Reprographics	4
Director, Management Information Systems (MIS)	4
Dean, Career Services and Special Programs	4
Dean, Global Engagement	4
Associate Vice President, Student Services	4
*Consultants (e.g. Lawyers, Architects, Construction Managers) /New Positions	

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EXHIBIT "B" (Cont'd)

*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 Chancellor, Santa Clarita Community College District and President, College of the Canyons 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 Chancellor, Santa Clarita Community College District and President, College of the Canyons 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 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE: 10/28/2020