

Glendale Community College District

2712

Administrative Regulation

CONFLICT OF INTEREST CODE

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

The Political Reform Act (Government 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 district by reference. This regulation designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code of this district.

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 district head, or designee. The district shall make and retain a copy of all statements filed by its Board Members and Superintendent/President and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The district shall retain the originals of statements for all other Designated Positions named in the district's conflict of interest code. All retained statements, original or copied, shall be made 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 interests 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 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.

Category 2

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

Category 3

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

Category 4

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

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**GLENDALE COMMUNITY COLLEGE DISTRICT
EXHIBIT "B"**

Designated Positions	Disclosure Categories
Board of Trustees, Members	1, 2, 3
Superintendent/President	1, 2, 3
Executive Vice President, Administrative Services	1, 2, 3
Vice President, Human Resources	2, 3
Vice President, Instructional Services	4
Vice President, Student Services	4
Administrative Dean, Continuing and Community Education	4
Associate Dean, Athletics	4
Associate Dean, Health Sciences	4
Chief Information Services Officer	4
Chief of Police	2, 3
Consultant/New Positions*	
Controller	2, 3
Coordinator, Faculty Development	4
Coordinator, Classified Development	4
Dean, Instructional Services	4
Dean, Library and Learning Support Services	4
Dean, Research, Planning and Grants	4
Dean, Student Affairs	4
Dean, Workforce Development	4
Director, Admissions and Records	4
Director, Business Services	4
Director, Communications and Community Relations	4
Director, Facilities	4
Manager, Maintenance & Operations	4
Manager, Performing Arts Production	4
Program Director, Professional Development Center	4
Program Manager III, DSPS Director	4

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**GLENDALE COMMUNITY COLLEGE DISTRICT
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 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 81008.)

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

References:

- Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503
- Title 2 Section 18730
- Accreditation Standard IV.C.11 (2014)

Board Policy:

None

See Board Policy and Administrative Regulation 2710

Adopted: (Unrecorded)

Revised: 10/16/91, 4/92, 7/93, 10/24/95, 10/16/02, 07/01/06, 02/17/09, 12/7/10, 12/6/11,
10/9/13, 05/12/15, 07/12/16, 8/14/18, 11/13/18, 03/10/20

Reviewed: 08/07/17