

## CONFLICT OF INTEREST

In accordance with Board Policy (BP) 1020, the procedures listed below should be followed by Governing Board members and designated District staff employees in complying with the District's Conflict of Interest Policy 1020.

### Incompatible Activities

Governing Board members and District employees shall not engage in any employment, activity, or enterprise that is inconsistent with, incompatible with, in conflict with, or inimical to their duties as an officer or employee of the District.

No District employee may engage in any activity, employment, or enterprise if it involves the following:

- (1) the use for private gain or advantage of their local agency time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of their local agency office or employment; or
- (2) receipt or acceptance by the officer or employee of any money or other consideration from anyone other than their local agency for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her their local agency employment or as a part of their duties as a local agency officer or employee; or
- (3) the performance of an act in other than their capacity as a local agency officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is they are employed; or
- (4) time demands that overlap or interfere with the employee's duties and/or responsibilities as a District employee. (Cal. Gov. Code § 1126)

### Location and Time of Filing of Disclosure Statements

Governing Board members and the District employees designated in Exhibit A hereto shall file their financial disclosure statements (e.g., Form 700) with the Chief Administrative Services Officer, in accordance with Exhibit B. The disclosure statements will be available for public inspection and reproduction upon request to the Chief Administrative Services Officer. (GC 81008) These statements will be retained on a Fair Political Practices Commission (FPPC) certified electronic filing system.

### Disclosure of Conflicts

If a Governing Board member or designated District employee has a disqualifying financial interest regarding a decision or proposal, this fact shall be disclosed and made part of the Governing Board's official minutes at the first meeting following the discovery of the conflict of interest.

In the case of an employee, this announcement shall be made in writing and submitted to the Governing Board through the Chancellor's Office.

A Governing Board member, upon identifying a conflict of interest, shall do all of the following prior to consideration of the matter:

- publicly identify the interest in detail sufficient to be understood by the public;
- recuse himself or herself themselves from discussing, deliberating, and/or voting on the matter; and
- during Board consideration of the matter, the conflicted Board member shall leave the room as to closed session matters, and leave the dais as to open session matters, until after the discussion, vote, and any other disposition of the matter is concluded. unless the matter is placed on the open session agenda reserved for uncontested matters. A Governing Board member may, however, discuss the issue as it relates to his/her personal interest during the time the general public speaks on the issue.

**Declaration**

Annually, each Governing Board member and designated employee shall submit to the District a signed declaration, set forth in Exhibit C hereto, which acknowledges compliance with this Code.

Historical Annotation:  
Adopted 6/11/13  
First Revision 5/13/14  
Second Revision 11/12/19  
Revised XX/XX/XX

Related Board Policy:  
Board Policy 1020

Related Procedures:  
Human Resources Procedure 1020.03

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

Designated Position	Assigned Disclosure Category
Governing Board Member	1
Chancellor	1
President	1
Executive Vice Chancellor	1
Vice Chancellor	1
Associate Vice Chancellor	1
<del>Associate Chief Facilities Planner</del>	<del>1</del>
Vice President	1
Academic/Student Services Manager	2
<del>Assistant Comptroller</del>	<del>2</del>
<del>Associate Chancellor</del>	<del>2</del>
Athletic Director	2
<del>Bond Budget Controls Manager</del>	<del>2</del>
<del>Buildings and Grounds Manager (3)</del>	<del>2</del>
Capital Projects Manager	2
<del>Central Services Manager</del>	<del>2</del>
<del>Chief Accountant</del>	<del>2</del>
Chief of Police	2
College Bookstore Manager	2
<del>Comptroller/Assistant Chief Financial Officer</del>	<del>2</del>
Contract Manager	2
Custodial Manager	2
Dean	2
Director of Administrative Information Systems	2
Director of Admissions and Records	2
<del>Director of Business Services (3)</del>	<del>2</del>
Director of Communications and Community Relations	2
<del>Director of Capital Construction Program Operations</del>	<del>2</del>
<del>Director of Construction Operations</del>	<del>2</del>

Designated Position	Assigned Disclosure Category
Director of Construction Program Controls	2
Director of District Finance Services	2
Director of District Research	2
Director of Early Childhood Laboratory School	2
Director of Risk Management	2
Director of Facilities and Construction	2
Director of Facilities Services	2
Director of Facilities Support	2
Director of Financial Aid	2
Director of Fiscal Services	2
Director of Human Resources	2
Director of Information Technology	2
Director of Instructional Support	2
Director of Internal Audit Services	2
Director of International Education	2
Director of Library Services	2
Director of Maintenance and Operations	2
Director of Marketing and Communication	2
Director of Marketing and Media Design	2
Director of Payroll Services	2
Director of Public Safety and Related Programs	2
Director of Purchasing and Contract Services	1
Director of Special Programs and Services	2
Director of Student Programs and Services	2
Director of Student Services	2
District Design Director	2
Executive Dean	2
Executive Foundation Director	2
Energy and Sustainability Manager	2
Facilities Project Manager	2
Fiscal Services Manager	2
Food Services Manager	2

Designated Position	Assigned Disclosure Category
Foundation Director	2
Human Resources Operations Manager	2
Human Resources Support Services Manager	2
Information Security Officer	2
Manager of Accounting Services	2
Manager of Disability Support Services	2
Network Technology Manager	2
Program Manager	2
<del>Satellite Business Services Manager</del>	<del>2</del>
Senior Academic/Student Services Manager	2
Senior Dean	2
<del>Senior Foundation Director</del>	<del>2</del>
Special Assistant to the Chancellor	2
<del>Special Project Manager</del>	<del>2</del>
<del>Technology Applications Manager</del>	<del>2</del>
Technology Systems Manager	2
Consultant	*See Exhibit B

## **DISCLOSURE CATEGORIES**

### **Designated Positions in Category 1 shall disclose:**

All interests in real property which is located in whole or in part within the boundaries of the District, as well as investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, from persons or entities that provide, or who are likely to provide, goods or services to the District, or who seek or who are likely to seek any contract or other entitlement from the District.

### **Designated Positions in Category 2 shall disclose:**

All investments, business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities that manufacture, sell or provide, or who are likely to provide, work, services, materials, commodities, supplies, books, machinery, vehicles, or equipment utilized by the department for which the designated position has discretionary authority.

### **Consultants**

Consultants shall be included in the list of designated employees and shall disclose pursuant to Category 1 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 limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of disclosure requirements. The Chancellor or designee's determination is a public record and shall be retained for public inspection.

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
CONFLICT OF INTEREST DECLARATION**

*This form is to be completed by each Governing Board member and designated District manager annually when assuming office and submitted to the Chief Administrative Services Officer.*

I declare that as a member of the Governing Board or designated Contra Costa Community College District (CCCCD) manager, I am aware of the legal requirements imposed on me to disclose business and professional relationships that could affect decision-making and agree to abstain from participating in any matter when I have a disqualifying conflict of interest. By the following, I declare that:

- I will disclose whether I am related by blood or marriage to any member of the Governing Board, or to an employee of the CCCCCD;
- I will disclose any contract, agreement, or business arrangement that I, or any member of my immediate family (persons related by blood, marriage or legal procedure, including registered domestic partners, parents, children, spouses, siblings, first cousins, and in-laws of any of the aforementioned, uncles, aunts, nieces, nephews, grandparents and grandchildren), may have with the CCCCCD, either directly or indirectly through a corporation, partnership, or other business entity;
- I will disclose if I have conflicting outside employment, in accordance with BP 1020;
- I will disclose whether any person who has a business relationship with, or a financial interest in, any business that I own, operate, manage, or am employed by, also has a contract, agreement, or business arrangement with the CCCCCD;
- I have read Board Policy 1020, the Conflict of Interest and AP 1020.01, Conflict of Interest, policy established by the Governing Board, and understand that, in the public's view, a conflict of interest may exist if I, or any member of my immediate family, does business with, or proposes to do business with, any entity that does business with the CCCCCD; and I agree to abide by the requirements in the Conflict of Interest Policy and Procedures;
- I understand that a conflict of interest, or the appearance of a conflict of interest, may exist if anyone with a family, business, or professional relationship with me does business or proposes to do business with the CCCCCD; and
- I understand that any of these conflicts shall be fully disclosed in writing to the Governing Board as soon as the conflict is discovered.

By my signature signing below, I acknowledge that I have read the Conflict of Interest Policy and associated Administrative Procedure, and agree to comply with both the District's Conflict of Interest Policy and Procedure.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_