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CONFLICT OF INTEREST CODE

ADOPT: APRIL 8, 1985

REVISED: SEPTEMBER 30, 1994

REVISED: APRIL 16, 1996

REVISED: DECEMBER 8, 1998

REVISED: NOVEMBER 14, 2000

REVISED: FEBRUARY 13, 2001

REVISED: JANUARY 14, 2003

REVISED: DECEMBER 12, 2006

REVIEWED: OCTOBER 14, 2008

GOVERNMENT CODE: 87300

2 CAL. ADM.

CODE OF REGULATIONS: 18730

- I. 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. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached exhibits in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Sonoma County Junior College District.

Designated employees shall file their statements with the Sonoma County Junior College District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008) Statements for all designated employees will be retained by the Sonoma County Junior College District.

EXHIBIT A

DESIGNATED POSITIONS

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit "B".

Members of the Board of Trustees
 Superintendent/President
 Vice President/Business Services
 Vice President/Executive Dean of Instruction/Petaluma Campus
 Consultants*

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Vice President of Business Services may determine in writing 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 comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Vice President'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.

- II. Persons occupying the following positions are designated employees and must disclose financial interests in Category 1 of Exhibit "B".

Vice President/Administrative Services/Assistant Superintendent

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of Exhibit "B".

Coordinator, Resource Center

Dean I's

Dean II's

Dean III's

Department Chairpersons

Director, Bookstore

Director, Computing Services

Director, Early Childhood Education

Director, Economic and Workforce Development

Director, EOPS (Extended Opportunities, Programs and Services/CARE)

Director, Facilities Operations

Director, Fiscal Services

Director, Purchasing and Graphic Services

Director, Redwood Empire Small Business Development

Director, Student Affairs and New Student Programs

Director, Summer Repertory Theatre

Director, Occupational Education and Services

Director, Adult and Continuing Education

Directors, Public Safety

Executive Director, Foundation

Manager, Buildings and Equipment Maintenance

Manager, Finance and Operations/Foundation

Manager, Grounds and Recycling

Manager, Media Services

Manager, Public Relations

Manager, Shone Farm

Vice President /Academic Affairs/Assistant Superintendent

Vice President/Student Services/Assistant Superintendent

- IV. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 2 of Exhibit "B".

Manager, Custodial Services/AM

Supervisor, Custodial Services/PM

EXHIBIT B

DISCLOSURE CATEGORIES

Category 1

- (a) Interests in real property* which is located whole or in part
- (1) within the boundaries of the District,
 - (2) within two miles of the boundaries of the District, or
 - (3) within two miles of any land owned or used by the District, including any leasehold

beneficial or ownership interest or option to acquire such interest in real property.

- (b) Investments** in business entities or income*** including gifts, loans, and travel payments, from sources which, within the previous two-year period, engaged in or may engage in building construction or design within the District.
- (c) Investments** in business entities or income*** including gifts, loans, and travel payments, from sources engaged in the acquisition or disposal of real property within the jurisdiction.

Category 2

Investments** and business positions in business entities or income*** including gifts, loans, and travel payments, from sources which manufacture or sell supplies, books, machinery, or equipment of the type utilized by the department for which the designated employee is Manager or Director.

Category 3

Investments** and business positions in business entities or income*** including gifts, loans, and travel payments, from sources which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director.

KEY:

*Interests in real property of an individual include a business entity's share of interests in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly or indirectly, or beneficial, a ten percent interest or greater.

**(A) Investments include:

- (1) Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership interest or other ownership interest;
- (2) A pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater

(B) Investment does not include:

- (1) A time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency;
- (2) Assets whose fair market value is less than \$2,000 during the entire reporting period.

***No source of income is reportable unless the income received by or promised to the public official aggregates \$500 in value (\$360 if a gift) during the preceding 12-month reporting period.