

CONFLICT OF INTEREST

In accordance with Board Policy 1020, the procedures listed below should be followed by Governing Board members and designated District staff in complying with the District's conflict of interest policy.

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. (GC 81008) These statements will be retained in the office of the Vice Chancellor, Administrative Services.

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 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.

**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
Chief Facilities Planner	1
Associate Chief Facilities Planner	1
Vice President	1
Academic/Student Services Manager	2
Assistant Comptroller	2
Associate Chancellor	2
Athletic Director	2
Bond Budget Controls Manager	2
Buildings and Grounds Manager	2
Capital Projects Manager	2
Central Services Manager	2
Chief Accountant	2
College Bookstore Manager	2
Comptroller/Assistant Chief Financial Officer	2
Contract Manager	2
Custodial Manager	2
Dean	2
Director of Administrative Information Systems	2
Director of Admissions and Records	2
Director of Admissions, Records and Relations with Schools	2
Director of Business Services	2
Director of Communications and Community Relations	2

Designated Position	Assigned Disclosure Category
Director of Construction Operations	2
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 Environmental Health, Occupational Safety, & 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 Marketing and Communication	2
Director of Marketing and Media Design	2
Director of Payroll Services	2
Director of Police, Safety and Emergency 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
Facilities Project Manager	2
Fiscal Services Manager	2

Designated Position	Assigned Disclosure Category
Food Services Manager	2
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
Satellite Business Services Manager	2
Senior Academic/Student Services Manager	2
Senior Dean	2
Senior Foundation Director	2
Special Assistant to the Chancellor	2
Special Project Manager	2
Technology Applications Manager	2
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 the Form 700 is completed and submitted to the Chief Administrative Officer at the District Office.

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 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 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 the Conflict of Interest policy established by the Governing Board, and I 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;
- 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, I agree to comply with the District's Conflict of Interest policy.

Printed Name _____

Signature _____

Date _____