

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

510A



FROM: County Counsel

SUBMITTAL DATE: December 2, 2008

SUBJECT: Approval of the Conflict of Interest Code for the Riverside Community College District

RECOMMENDED MOTION: That the Board of Supervisors approve the amended Conflict of Interest Code submitted by the Riverside Community College District.

BACKGROUND: Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code, and the listing of designated positions for employees who must disclose along with the types of disclosure required, and make appropriate amendments to each as required.

The Riverside Community College District recently revised Appendix Exhibit "A" of its Conflict of Interest Code and has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised code and has found that it complies with statutory requirements. It is recommended that the Riverside Community College District's new revised code be approved and that the Clerk of the Board notify the Agency of the action taken.

B.T. Miller, Jr., Deputy County Counsel for
JOE S. RANK, County Counsel

C.E.O. RECOMMENDATION:

APPROVE

BY: Tina Grande

County Executive Office Signature

Policy
 Poli

Consent
 Consent

Department Recommendation:
Per Executive Office:

Prev. Agn. ref.

Dist.

AGENDA NO.

2.5

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Amended November 18, 2008)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701b), are NOT subject to the District's Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et. Seq.). [Regs. §18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments³

Members of the Board of Trustees

Chancellor

Vice Chancellor, Administration and Finance

Associate Vice Chancellor, Finance

Investment Consultants

³Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by §87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Accounting Services Manager	1, 2
Activity Director, Title V	6
Assistant Dean, Library & Learning Resources	6
Assistant Director, Admissions and Records	6
Assistant Director, Student Financial Services	6
Assistant Director, Operations	6
Assistant Director, RCC Foundation	6
Associate Dean, Early Childhood Education	6
Associate Dean, Grants	6
Associate Dean, School of Nursing	6
Associate Dean, Student Success	6
Associate Dean, Teacher Preparation and Education Programs	6
Associate Director, Grants	6
Associate Director, Institutional Research	6
Associate Vice Chancellor, Facilities Planning Design & Construction	1, 2
Associate Vice Chancellor, Information Services	6
Associate Vice Chancellor, Institutional Effectiveness	6
Associate Vice Chancellor, Instruction	6
Associate Vice Chancellor, Public Affairs & Institutional Advancement	6

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

Associate Vice Chancellor, Student Services/Operations	6
Budget Manager	5
Campus Administrative Support Center Manager	6
Capital Program Administrator	6
Chief of Police	6
Community Education Supervisor	6
Controller	1, 2
Custodial Manager	6
Dean of Academic Support	6
Dean, Admissions and Records	6
Dean, Disabled Student Programs and Services	6
Dean, Economic Development and Community Education	6
Dean of Education	6
Dean, Institutional Reporting and Academic Services	6
Dean Institutional Research	6
Dean of Instruction	6
Dean, Open Campus	6
Dean, Physical Education and Athletics	6
Dean/Principal, Gateway to College & RSA Charter School	6
Dean, Public Safety Education and Training	6

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

Dean, Riverside School for the Arts	6
Dean, School of Nursing	6
Dean, Student Financial Services	6
Dean, Student Services	6
Dean, Technology and Learning Resources	6
Director, Administrative Services	5
Director, Administrative Support Center	6
Director, Capitol Planning	1, 2
Director, Career & Technical Education Projects	6
Director, Center for Applied Competitive Technologies	6
Director, Center for International Students and Programs	6
Director, Center for International Trade and Development	1
Director, Communications and Web Development	6
Director, Contracts, Compliance & Legal Services/ Assistant to the Chancellor	1, 2
Director, Cooperative Title V	6
Director, Corporate and Business Development	6
Director, Distance Education	6
Director, Diversity, Equity and Compliance	6
Director, Diversity and Human Resources	6
Director, Facilities Operations and Maintenance	6
Director, Facilities Planning Design and Construction	1, 2

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Director, Fire Technology/Fire Academy Program	6
Director, Food Services	6
Director, Foster and Kinship Care Education Program	6
Director, Foster Youth Emancipation Program	6
Director, Grants	6
Director, Health Services	6
Director, Hospitality/Culinary Arts Program	6
Director, Internal Audits	6
Director, Law Enforcement Training Programs	6
Director, Middle College High School	6
Director, Plant Operations and Maintenance	6
Director, Procurement Assistance Center	6
Director, RCC Foundation and Alumni Affairs	6
Director, Software Development	6
Director, Sports Information/Athletic Event Supervisor	6
Director, Upward Bound Program	6
Director, Workforce Preparation Grants & Contracts	6
Early Childhood Education Center Manager	6
EOPS Director	6
Executive Assistant to the Chancellor and Chief of Staff	1
Executive Dean, Workforce Development and Student Support Programs	6
Facilities Manager, Grounds and Projects	6

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Food Services Manager	6
General Counsel	1, 2
Health Services Supervisor	6
Instructional Media Center Manager	6
Instructor/Dean, Health Sciences Program	6
Maintenance Manager	6
Manager, Payroll	6
Microcomputer Support Supervisor	6
Network Manager	6
President, Moreno Valley Campus	1, 2
President, Norco Campus	1, 2
President, Riverside City College	1, 2
Producing/Artistic Director	1
Project Director, Title V	6
Project Manager	6
Purchasing Manager	5
Purchasing Specialist	5
Statewide Director, Center for International Trade Development	6
Student Services Supervisor	6
Supervisor/Sergeant, Safety and Police	6
Title V, Grant Coordinator	6
Tri Tech Small Business Development Center Director	6

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Trio Director	6
Vice Chancellor, Academic Affairs	6
Vice Chancellor, Diversity & Human Resources	6
Vice Chancellor, Student Services and Operations	6
Vice President, Academic Affairs	6
Vice President, Business Services	1, 2
Vice President, Career and Technical Programs	6
Vice President, Educational Services	6
Vice President, Student Services	6
Warehouse Supervisor	6
Consultant ⁴	

⁴ Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code 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 that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's, or 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.

EXHIBIT B

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside the jurisdiction of the District.

Category 3: All investments and business positions in, and sources of income from business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in, and sources of income from business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department, Unit or Division.

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Amended November 18, 2008)

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Investment Consultants

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DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

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4faculty.org Project Manager	6
Accounting Services Manager	1, 2
Activity Director, Hispanic Serving Institutions Title V	6
Assistant Custodial Manager	6
Assistant Dean, Library & Learning Resources	6
Assistant Director, Admissions and Records	6
Assistant Director, Student Financial Services	6
Assistant Director, Operations	6
Assistant Director, RCC Foundation	6
Assistant Grounds Manager	6
Associate Dean, Academic Innovative Programs/Occupational Ed.	6
Associate Dean, College Program Support	6
Associate Dean, Early Childhood Education	6
Associate Dean, Early Childhood Programs Education	6
Associate Dean, Governmental Relations, Grants and Contracts	6
Associate Dean, Student Success	6
Associate Dean, Teacher Preparation and Education Programs	6
Associate Director, Grants and Contract Services	6
Associate Director, Institutional Research	6
Associate Vice Chancellor, Facilities Planning Design & Construction	1, 2

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Associate Vice Chancellor, Information Services	6
Associate Vice Chancellor, Institutional Effectiveness	6
Associate Vice Chancellor, Instruction	6
Associate Vice Chancellor, Public Affairs & Institutional Advancement	6
Associate Vice Chancellor, Student Services/Operations	6
Auxiliary Business Services Manager	1, 2
Budget Manager	5
Campaign Manager	6
Campus Administrative Support Center Manager	6
Capital Program Administrator	6
Community Education Supervisor	6
Construction Program Manager	3, 6
Custodial Manager	6
Dean of Academic Support	6
Dean of Education	6
Dean of Instruction	6
Dean/Principal, Gateway to College & RSA Charter School	6
Dean, Public Safety Education and Training	6
Dean, Riverside School for of the Arts	6
Dean, Student Services	6
Dean, Technology & Economic Development and Community Education	6
Director, Administrative Services	5

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

Director, Administrative Support Center	6
Director, Capitol Planning	1, 2
Director, Career & Technical Education Projects	6
Director, Center for Applied Competitive Technologies	6
Director, Center for International Students and Programs	6
Director, Center for International Trade and Development	1
Director/Chief of College Safety and Police	6
Director, Communications and Web Development	6
Director, Contracts, Compliance & Legal Services/ Assistant to the Chancellor	1, 2
Director, Cooperative Title V	6
Dean, Riverside School for the Arts	6
Director, Corporate and Business Development	6
Director, Design And Construction	1, 2
Director, Distance Education	6
Director, Diversity and Human Resources	6
Director, Facilities Operations and Maintenance	6
Director, Facilities Planning Design and Construction	1, 2
Director, Fire Technology/Fire Academy Program	6
Director, Foster and Kinship Care Education Program	6
Director, Foster Youth Emancipation Program	6
Director, Gear Up	6
Director, Grants and Contract Services	6

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

Director, Hospitality/Culinary Arts Program	6
Director, Internal Audits	6
Director, Law Enforcement Training Programs	6
Director, Middle College High School	6
Director, Plant Operations and Maintenance	6
Director, Procurement Assistance Center	6
Director, RCC Foundation and Alumni Affairs	6
Director, Software Development	6
Director, Upward Bound Program	6
Director, Workforce Preparation Grants & Contracts	6
Distriet Associate Dean, School of Nursing	6
Distriet Controller	1, 2
Distriet Dean Institutional Research	6
Distriet Dean, Admissions and Records	6
Distriet Dean, Disabled Student Programs and Services	6
Distriet Dean, Occupational Education	6
Distriet Dean, Open Campus	6
Distriet Dean, Physical Education and Athletics	6
Distriet Dean, School of Nursing	6
Distriet Dean, Student Financial Services	6
Distriet Dean, Workforce Development	6
Distriet Dean/Director, Institutional Reporting and Academic Services	6

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

District Director, Diversity, Equity and Compliance	6
District Director, Health Services	6
District Director, Sports Information/Athletic Event Supervisor	6
EOPS Director	6
Early Childhood Education Center Manager	6
Executive Assistant to the Chancellor and Chief of Staff	1
Executive Dean, Technology and Learning Resources	6
Executive Dean, Workforce Development and Student Support Programs	6
Facilities Manager, Grounds and Projects	6
Food Services Manager	6
General Counsel	1, 2
Health Services Supervisor	6
Human Resources Administrative Manager	6
Instructional Media Center Manager	6
Instructor/Dean, Health Sciences Program	6
International Trade Specialist	6
Library Learning Resources Administrative Manager	6
Maintenance Manager	6
Maintenance Site Manager	6
Manager, Payroll	6
Microcomputer Support Supervisor	6
Network Manager	6

DESIGNATED EMPLOYEES'
TITLE/FUNCTION

DISCLOSURE CATEGORY
ASSIGNED

Outcomes Assessment Specialist	6
President, Moreno Valley Campus	1, 2
President, Norco Campus	1, 2
President, Riverside City College	1, 2
Producing/Artistic Director	1
Project Director, Title V Developing Hispanic Service Institutions Grant	6
Project Director, Gateway to College	6
Project Manager	6
Purchasing Manager	5
Purchasing Specialist	5
Statewide Director, Center for International Trade Development	6
Student Services Supervisor	6
Supervisor/Sergeant, Safety and Police	6
Talent Search Director	6
Title V, Grant Coordinator	6
Tri Tech Small Business Development Center Director	6
Trio Director	6
Vice Chancellor, Academic Affairs	6
Vice Chancellor, Diversity & Human Resources	6
Vice Chancellor, Student Services and Operations	6
Vice President, Academic Affairs	6
Vice President, Business Services	1, 2

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Vice President, Career and Technical Programs	6
Vice President, Educational Services	6
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Warehouse Supervisor	6
Consultant ⁴	

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RESOLUTION NO. 08-08/09

RESOLUTION OF THE BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT ADOPTING AN AMENDED
APPENDIX OF THE CONFLICT OF INTEREST CODE PURSUANT TO
THE POLITICAL REFORM ACT OF 1974

WHEREAS, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Riverside Community College District ("District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Trustees adopted a Conflict of Interest Code (the "Code") which was amended on December 12, 2006, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the Appendix of the District's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

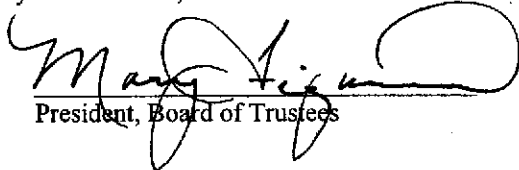
WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Trustees of the District, the proposed amended Appendix was provided each affected designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Appendix at a regular meeting of the Board of Trustees on November 18, 2008, at which all present were given an opportunity to be heard on the proposed amended Appendix.

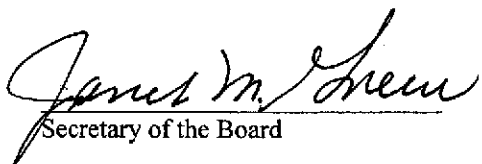
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District that the Board of Trustees does hereby adopt the proposed amended Appendix of the Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Director, Contracts, Compliance and Legal Services, as the District's Filing Officer, and available to the public for inspection and copying;

BE IT FURTHER RESOLVED that the said amended Appendix shall be submitted to the Board of Supervisors of the County of Riverside for approval and said Appendix shall become effective 30 days after the Board of Supervisors approves the proposed amended Appendix as submitted.

APPROVED AND ADOPTED this 18th day of November, 2008.


President, Board of Trustees

ATTEST:


Secretary of the Board