

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

433 A



FROM: County Counsel

SUBMITTAL DATE:
June 21, 2012

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

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

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

Departmental Concurrence

(Continued)

TAWNY V. LIEW, Deputy County Counsel
for PAMELA J. WALLS, County Counsel

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY:
Denise C. Harden

County Executive Office Signature

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 Consent Policy
 Consent Policy
 Per Exec. Ofc.:

Government Code Section 82011 identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county. A local government agency, as defined by Government Code Section 82041, includes a school district.

The Riverside Community College District recently revised the appendix to 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 appendix and has found that it complies with statutory requirements. It is recommended that the Board of Supervisors approve Riverside Community College District's Conflict of Interest Code as revised and that the Clerk of the Board notify the Agency of the action taken.

CONFLICT OF INTEREST CODE
OF
RIVERSIDE COMMUNITY COLLEGE DISTRICT

(Amended April 17, 2012)

The Political Reform Act of 1974 (Gov. Code §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, which can be incorporated by reference in an agency's code. After public notice and hearing the standard code 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 §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories shall, constitute the Conflict of Interest Code of the Riverside Community College District (the "District").

All Officials and designated positions shall file statements of economic interests with the General Counsel as the District's Filing Officer/Official. The General Counsel shall make and retain a copy of all statements filed by members of the Board of Trustees and the Chancellor and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The General Counsel shall retain the originals of the statements filed by all other designated positions and shall make all statements available for public inspection and reproduction during regular business hours. (Gov. Code §81008.)

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Amended April 17, 2012)

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 Conflict of Interest Code, but must file under Government Code Section 87200. [Regs. §18730(b)] 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

Investment Consultants

³Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission 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>
Academic Department Chairs	5
Accounting Services Manager	5
Assistant Dean, Cal Works and Special Funded Programs	5
Assistant Director, Student Financial Services	5
Assistant Director, Operations	5
Assistant Director, RCC Foundation	1
Assistant Manager, Food Services	5
Associate Dean, Career and Technical Education	5
Associate Dean, Early Childhood Education	5
Associate Dean, Grants and College Support Programs/Project Director	5
Associate Dean, School of Nursing	5
Associate Dean/Director, Service Learning	5
Associate Dean, Special Funded Programs	5
Associate Director, Grants	5
Associate Dean, Institutional Research	5
Associate Vice Chancellor, Facilities Planning & Development	2, 3, 5
Associate Vice Chancellor, Finance	1, 2
Associate Vice Chancellor, Information Services	5
Associate Vice Chancellor, Institutional Effectiveness	5
Associate Vice Chancellor, Educational Services	5

Associate Vice Chancellor, Strategic Communications and Relations	5
Budget Manager	4
Campus Administrative Support Center Supervisor	5
Chief of Police	5
Chief of Staff/Executive Assistant to the Chancellor	1, 2
Communications and Web Development Manager (STEM)	5
Community Education Supervisor	5
Controller	1
Coordinator, International Education	5
Custodial Manager	5
Dean, Academic Support	5
Dean, Counseling & Specially Funded Programs	5
Director, Disabled Student Programs and Services	5
Dean, Economic Development	5
Dean, Enrollment Services	5
Dean, Institutional Reporting and Academic Services	5
Dean, Institutional Research	5
Dean of Instruction	5
Dean, Physical Education and Athletics	5
Dean, Public Safety Education and Training	5
Dean, Riverside School for the Arts	5
Dean, School of Nursing	5
Dean, Student Financial Services	5

Dean, Student Support Services Grant	5
Dean, Student Services	5
Dean, Student Success/Project Director, Title V	5
Dean, Technology and Learning Resources	5
Dean, Technology & Instructional Support Services	5
Director, Administrative Support Center	5
Director, Capital Planning	1, 2
Director, Career & Technical Education Projects	5
Director, Center for International Students and Programs	5
Director, Community Learning in Partnership	5
Director, Construction	2, 3, 5
Director, Corporate and Business Development	5
Director, DSPS	5
Director, Distance Education/Open Campus	5
Director, Diversity, Equity and Compliance	5
Director, Diversity and Human Resources	5
Director, Enrollment Services	5
Director, EOPS	5
Director, Facilities Operations and Maintenance	3, 5
Director, Food Services	5
Director, Football Operations/Head Football Coach	5
Director, Foster and Kinship Care Education Program	5
Director, Grants	5
Director, Health Services	5

Director, Hospitality/Culinary Arts Program	5
Director, Internal Audits	5
Director, Law Enforcement Training Programs	5
Director, Middle College High School	5
Director, Pathways to Excellence	5
Director, Facilities	5
Director, Procurement Assistance Center	5
Director, Public Safety Education and Training	5
Director, RCC Foundation and Alumni Affairs	1,2
Director, Risk Management	5
Director, SSS Grant	5
Director, Software Development	5
Director, Sports Information/Athletic Event Supervisor	5
Director, Student Financial Services	5
Director, Title III STEM Grant	5
Director, Tri Tech Small Business Development Center	5
Director, Upward Bound Program	5
Director, Web Development	5
Director, Workforce Preparation Grants & Contracts	5
Executive Dean, Workforce and Resource Development	5
Facilities Manager, Grounds and Projects	5
Facilities Supervisor, Grounds and Utilization	5
General Counsel	1, 2
Health Services Supervisor	5

Instructional Media Center Manager	5
Instructor/Dean, Health Sciences Program	5
Maintenance Manager	4
Maintenance Mechanic (all specialties)	5
Manager, Cable Plant	5
Microcomputer Support Supervisor	5
Network Manager	5
Payroll Manager	5
President, Moreno Valley College	5
President, Norco College	5
President, Riverside City College	5
Producer /Artistic Director	5
Project Director, FIPSE Grant	5
Project Director, Gateway to College	5
Project Director, NSF National Center, Supply Chain Technology Education	5
Project Manager	4
Provost/Vice Chancellor, Educational Services	5
Purchasing Manager	4
Purchasing Specialist	4
Sergeant	5
Statewide Director, Center for International Trade Development	5
Vice Chancellor, Diversity & Human Resources	5
Vice President, Academic Affairs	5

Vice President, Business Services	1, 2
Vice President, Career and Technical Programs	5
Vice President, Student Services	5
Warehouse Supervisor	5
Consultant and new positions ⁴	
Board of Directors, RCCD Foundation	1, 2

⁴ Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chancellor, or designee, may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) 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 (Gov. Code Sec. 81008.)

EXHIBIT B

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that designated Positions 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 including gifts, loans and travel payments, that are located in, 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 business entities, and sources of income including gifts, loans and travel payments, 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 business entities, and sources of income including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the District.

Category 5: All investments and business positions in business entities, and sources of income including gifts, loans and travel payments, that provide services, products materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position's Department, Unit or Division.

FORM APPROVED COUNTY COUNSEL

BY:  6/21/12
TAWNY V. LIEU DATE