

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

820  
A



**FROM:** County Counsel

**SUBMITTAL DATE:**  
January 6, 2015

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

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Conflict of Interest Code submitted by Riverside Community College District; and
2. Direct the Clerk of the Board to notify Riverside Community College District of the action taken.

**BACKGROUND:**

**Summary**

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.

Department Concurrence

GREGORY P. PRIAMOS  
County Counsel

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	
SOURCE OF FUNDS: N/A				Budget Adjustment: N/A	
				For Fiscal Year: N/A	

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Denise C. Harden

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: 7/3/12; 2.22

District: 1

Agenda Number:

**2-17**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Riverside Community College District**

**DATE: January 6, 2015**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

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 Riverside Community College District.

Riverside Community College District recently amended its Conflict of Interest Code (appendix) and has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised Conflict of Interest Code and has found that it complies with statutory requirements. A copy of Riverside Community College District's Conflict of Interest Code (appendix) as revised is attached.

It is recommended that the Board of Supervisors approve Riverside Community College District's Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**Impact on Citizens and Businesses**

N/A.

APPENDIX  
CONFLICT OF INTEREST CODE  
OF THE  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
(Amended November 18, 2014)

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 investments<sup>3</sup>

Members of the Board of Trustees

Chancellor

Vice Chancellor, Business and Financial Services

Investment Consultants

FORM APPROVED COUNTY COUNSEL  
BY: L. Alexandra Fong 1/6/15  
L. ALEXANDRA FONG DATE

<sup>3</sup>Individuals 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, RCCD Foundation	1
Assistant Manager, Food Services	5
Associate Dean, Academic Support	5
Associate Dean, Career and Technical Education	5
Associate Dean, Career and Technical Education /Project Director NSF	5
Associate Dean, Grants and College Support Programs/Project Director	5
Associate Dean, Public Safety Education & Training	5
Associate Dean, Special Funded Programs	5
Associate Vice Chancellor, Economic Development	5
Associate Vice Chancellor, Educational Services	5
Associate Vice Chancellor, Technology and Learning Services	5
Associate Vice Chancellor, Strategic Communications and Relations	5
Campus Administrative Support Center Supervisor	5
Chief of Police	5
Chief of Staff and Facilities Development	1, 2
Controller	1

Custodial Manager	5
Dean, Educational Services	5
Dean, Enrollment Services	5
Dean, Grants	5
Dean, Institutional Effectiveness	5
Dean, Institutional Research and Strategic Planning	5
Dean of Instruction (all)	5
Dean, Public Safety Education and Training	5
Dean, School of Nursing	5
Dean, Special Funded Programs	5
Dean, Student Life	5
Dean, Student Services	5
Dean, Technology and Learning Resources	5
Director, Administrative Support Center	5
Director, Athletics	5
Director, Career & Technical Education Projects	5
Director, Center for International Trade Development	5
Director, Center for Social Justice & Civil Liberties	5
Director, Corporate and Business Development	5
Director, Disabled Student Programs and Services	5
Director, Distance Education	5
Director, Diversity, Equity and Compliance	5
Director, Diversity and Human Resources	5

Director, Enrollment Services	5
Director, Facilities	5
Director, Facilities Maintenance and Operations	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, Middle College High School	5
Director, Pathways to Excellence	5
Director, Procurement Assistance Center	5
Director, RCCD Foundation and Alumni Affairs	1, 2
Director, Risk Management	5
Director, Software Development	5
Director, Student Financial Services	5
Director, Student Support Services Grant	5
Director, Title III STEM Grant	5
Director, Tri Tech Small Business Development Center	5
Director, Upward Bound Program	5
Director, Upward Bound – Math & Science	5
Director, Web Applications	5
Director, Workforce Preparation Grants & Contracts	5
Executive Director, Hospitality/Culinary Arts Program	5

Facilities Development Director	2, 3, 5
General Counsel	1, 2
Health Services Supervisor	5
Instructional Media Center Manager	5
Maintenance Manager	4
Maintenance Mechanic (all specialties)	5
Manager, District Safety and Emergency Planning	5
Manager, Facilities, Grounds & Utilization	5
Manager, Technology Support Services	5
Network Manager	5
Outreach Services Supervisor	5
Payroll Manager	5
President, Moreno Valley College	5
President, Norco College	5
President, Riverside City College	5
Project Director, Gateway to College	5
Project Manager	4
Purchasing Manager	4
Purchasing Specialist	4
Sergeant	5
Service Desk Manager	5
Statewide Director, Center for International Trade Development	5
Vice Chancellor, Diversity & Human Resources	5

Vice Chancellor, Educational Services	5
Vice President, Academic Affairs	5
Vice President, Business Services	1, 2
Vice President, Student Services	5
Warehouse Supervisor	5
Consultant and new positions <sup>4</sup>	
Board of Directors, RCCD Foundation	1, 2

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<sup>4</sup> 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.

RESOLUTION NO. 21-14/15

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

WHEREAS, 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") on November 15, 2005, in compliance with the Act, and which was last Amended in 2012 ; 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

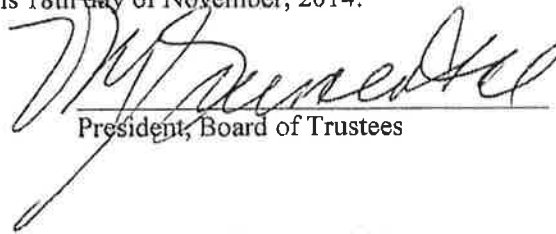
WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Trustees, the proposed amended appendix was made available to each affected designated employee and publicly posted for review; and

WHEREAS, a public meeting was held on the proposed amended Appendix at a regular meeting of the Board of Trustees on November 18, 2014, at which all present were given an opportunity to be heard on the proposed amended appendix.

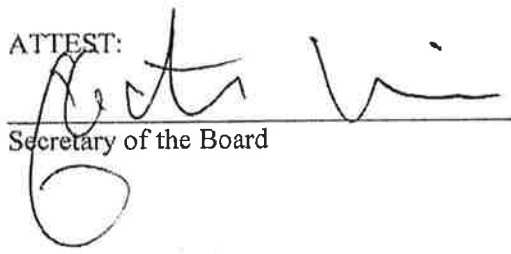
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District that the Board of Trustees does hereby adopt the proposed amended appendix, a copy of which is attached hereto and shall be on file with the District's General Counsel, as the District's Filing Officer, and made available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended appendix shall be submitted to the Clerk of the Board for Riverside County to be placed on a Riverside County Board of Supervisors agenda for approval and said appendix shall become effective the day after the Board of Supervisors approves the proposed amended Code as submitted.

APPROVED AND ADOPTED this 18th day of November, 2014.

  
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President, Board of Trustees

ATTEST:

  
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Secretary of the Board