

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

304A



FROM: County Counsel

SUBMITTAL DATE:
January 13, 2011

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

RECOMMENDED MOTION: That the Board of Supervisors approve: 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.

(Continued)

Departmental Concurrence

L. ALEXANDRA FONG, 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

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: February 1, 2011
xc: Co.Co., Dist., COB

Kecia Harper-Ihem
Clerk of the Board

By: Deputy

2.9

Dept Recomm.:

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.

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Amended November 16, 2010)

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

Controller

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>
Academic Department Chairs	5, 6
Accounting Services Manager	1, 4
Activity Director, CCRAA Hispanic Serving Institution	6
Assistant Dean, Cal Works and Special Funded Programs	6
Assistant Director, Student Financial Services	6
Assistant Director, Operations	6
Assistant Director, RCC Foundation	1, 4, 6
Assistant Manager, Food Services	6
Associate Dean, Career and Technical Education	6
Associate Dean, Early Childhood Education	6
Associate Dean, Grants	6
Associate Dean, Grants and College Support Programs	6
Associate Dean, Library	6
Associate Dean, School of Nursing	6
Associate Dean/Director, Service Learning	6
Associate Dean, Special Funded Programs	6
Associate Director, Grants	6
Associate Dean, Institutional Research	6
Associate Vice Chancellor, Facilities Planning Design & Construction	1, 2, 3, 5, 6
Associate Vice Chancellor, Information Services	6

Associate Vice Chancellor, Institutional Effectiveness	6
Associate Vice Chancellor, Educational Services	6
Associate Vice Chancellor, Strategic Communications and Relations	6
Campus Administrative Support Center Supervisor	5, 6
Capital Program Administrator	1, 2, 3, 5, 6
Chief of Police	6
Chief of Staff/ Executive Assistant to the Chancellor	1, 3, 4, 5, 6
Communications and Web Development Manager (STEM)	6
Community Education Supervisor	6
Coordinator, International Education	6
Custodial Manager	5, 6
Dean, Academic Support	6
Dean, Admissions and Records	6
Dean, Counseling & Specially Funded Programs	6
Dean, Disabled Student Programs and Services	6
Dean, Economic Development	6
Dean, Health Science Programs	6
Dean, Institutional Reporting and Academic Services	6
Dean, Institutional Research	6
Dean of Instruction	6
Dean of Instruction, Nursing	6
Dean, Physical Education and Athletics	5, 6
Dean, Public Safety Education and Training	6

Dean, Riverside School for the Arts	6
Dean, Student Financial Services	6
Dean, Student Services	6
Dean, Student Success/Project Director, Title V	6
Dean, Technology and Learning Resources	6
Director, Administrative Services	5, 6
Director, Administrative Support Center	5, 6
Director, Budget	5
Director, Capital Planning	1, 2, 3, 5, 6
Director, Career & Technical Education Projects	6
Director, Center for International Students and Programs	6
Director, Community Learning in Partnership	5, 6
Director, Corporate and Business Development	5, 6
Director, Distance Education/Open Campus	6
Director, Diversity, Equity and Compliance	6
Director, Diversity and Human Resources	6
Director, Enrollment Services	6
Director, EOPS	6
Director, Facilities Operations and Maintenance	3, 5, 6
Director, Food Services	5, 6
Director, Football Operations/Head Football Coach	5, 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	3, 5, 6
Director, Procurement Assistance Center	6
Director, Public Safety Education and Training	6
Director, RCC Foundation and Alumni Affairs	1, 4, 6
Director, Software Development	6
Director, Sports Information/Athletic Event Supervisor	6
Director, Student Financial Services	6
Director, Upward Bound Program	6
Director, Web Development	6
Director, Workforce Preparation Grants & Contracts	6
Early Childhood Education Center Manager	6
Executive Dean, Workforce and Resource Development	6
Facilities Manager, Grounds and Projects	3, 5, 6
Facilities Supervisor, Grounds and Utilization	3, 5, 6
Food Services Manager	5, 6
General Counsel	1, 2, 3, 4, 5, 6
Health Services Supervisor	6
Instructional Media Center Manager	6

Instructor/Dean, Health Sciences Program	6
Maintenance Manager	3, 5, 6
Maintenance Mechanic (all specialties)	3, 5, 6
Manager, Cable Plant	5, 6
Manager, Payroll	6
Microcomputer Support Supervisor	5, 6
Network Manager	5, 6
President, Moreno Valley College	1, 2, 3, 5, 6
President, Norco College	1, 2, 3, 5, 6
President, Riverside City College	1, 2, 3, 5, 6
Producer /Artistic Director	1, 5, 6
Project Director, Developing Hispanic Serving Institutions	5, 6
Project Director, Gateway to College	6
Project Manager	3, 5, 6
Purchasing Manager	1, 2, 3, 5, 6
Purchasing Specialist	1, 2, 5, 6
Sergeant	6
Statewide Director, Center for International Trade Development	6
Student Services Supervisor	6
Trio Director	6
Tri Tech Small Business Development Center Director	6
Vice Chancellor, Diversity & Human Resources	1, 2, 3, 5, 6
Vice Chancellor, Educational Services	1, 2, 3, 5, 6

Vice President, Academic Affairs	6
Vice President, Business Services	1, 2, 3, 5, 6
Vice President, Career and Technical Programs	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.

FORM APPROVED COUNTY COUNSEL
BY: LA FONG 4/13/11
L. ALEXANDRA FONG DATE