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CONFLICT OF INTEREST

5 A. General

6 In order to merit the respect and confidence of the public trust, the District is governed by
7 the highest ideals of honesty and integrity in all public and personal relationships.
8 Personal profit or any benefit obtained through misuse of public or personal relationships
9 is dishonest and will not be tolerated. District faculty and staff should at no time, or under
10 any circumstances, accept directly or indirectly, any form of gift, gratuity, honorarium,
11 loan, favors or service, entertainment, prejudicial discounts, preferential treatment or
12 other things of value or benefit, which might influence or appear to influence any
13 business or operation of the District.

14 Outside professional, private financial interests or arrangements, or the receipt of benefits
15 from third parties can create an actual or perceived appearance of impropriety. District
16 faculty and staff must at all times avoid the appearance of unethical or compromising
17 practices in relationships, actions and communications. In order to maintain the highest
18 standard of ethical conduct, District faculty and staff with other professional or financial
19 interests shall disclose them in compliance with applicable conflict of interest/conflict of
20 commitment policies, and shall not engage in any activity or transaction which is in
21 violation of those policies. It is the responsibility of each District faculty and staff member
22 to remain free of financial interests and activities which are, or could be, detrimental or in
23 conflict with the best interests of the District.

24 B. Designated Employees

25 Persons holding positions listed below are considered designated employees. It has
26 been determined that these persons make or participate in the making of decisions which
27 may have a foreseeable material effect on financial interest.

28		Disclosure
29		<u>Categories</u>
30		
31	Board of Trustees	1
32	Chancellor	1
33	President, CHC	1
34	President, SBVC	1
35	President & General Manager, KVCR TV/FM	1
36	Vice Chancellor Fiscal Services	1
37	Vice Chancellor Human Resources	1
38	Vice President of Instruction	1
39	Vice President of Student Services	1
40	Vice President of Administrative Services	1
41	Retirement Board Authority	1
42	Business Manager	2
43	Executive Director, TESS	2
44	Executive Director, EDCT	2,4
45	Executive Director, Facilities & Planning	2
46	Director, Human Resources	2
47	Director, Fiscal Services	2
48	Director, District Computing Services	2

49	Citizens Bond Oversight Committee Members	2
50	Police Chief	3
51	Deans	3
52	Associate Deans	3
53	Cafeteria/Snack Bar Manager	3
54	Director, Bookstore	3
55	Director of Maintenance & Operations	3
56	Consultants/New Positions*	

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58 *Consultants are defined in Board Policy. The Chancellor may determine in writing that a
59 particular consultant, although a "designated person," is hired to perform a range of duties
60 that are limited in scope and thus is not required to comply with the disclosure requirements
61 of one or more categories. Such determination shall include a description of the consultant's
62 duties and, based upon that description, a statement of the extent of disclosure
63 requirements. The Chancellor determination is public record and shall be retained for public
64 inspection in the same manner and location as this conflict of interest code. (Gov. Code
65 81008). Nothing herein excuses any such consultant from any other provisions of the
66 Conflict of Interest Code.

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68 C. Disclosure Categories

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71 Category 1

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73 All investments and business positions and sources of income from business
74 (including gifts, loans, and travel payments), and interests in real property.

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76 Category 2

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78 Investments and business positions in business entities, and sources of income
79 (including gifts, loans, and travel payments) of the type which contract with the San
80 Bernardino Community College District to provide services, supplies, materials,
81 machinery or equipment utilized by the District.

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83 Category 3

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85 Investments and business positions in business entities (including gifts, loans, and
86 travel payments) of the type which contract with the designated position's
87 department to provide services, supplies, materials, machinery or equipment utilized
88 by the department.

89 Category 4

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91 All investments and business positions in, and sources of income (including gifts,
92 and travel payments) from a business entity or nonprofit organization, if the source
93 is of the type to receive grants or other monies from or through the San Bernardino
94 Community College District

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98 D. Gifts and Honoraria

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100 1. Gifts

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102 If the member or employee would be required to report the receipt to report the
103 receipt of income or gifts from that sources on his or her statement of economic

104 interests no member of the Board or Designated Employee shall accept gifts with a
105 total value of more than \$390.00 in a calendar year from any single source
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107 2. Honoraria
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109 For purposes of the application of this section, an honorarium is a payment received
110 for making a speech, publishing an article, or attending any public or private
111 conference, convention, meeting, social event, meal or similar gathering. If the
112 member or employee would be required to report the receipt of income or gifts from
113 that source on his or her statement of economic interests no member of the Board
114 or Designated Employee shall accept any honorarium from any source.
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117 Reference:

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119 Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.
120 California Code of Regulations, Title 2, § 18730 et seq.
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