I. CALL TO ORDER

A. Call to Order

Ms. Pacheco called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

Dr. Sergio Guzman led the Pledge of Allegiance.

C. Roll Call

All Board members reported present with the exception of Vicky Santana who later arrived at 6:15 p.m.

D. Approval of Minutes – March 9, 2016

56. On motion of Ms. Garcia, seconded by Mr. Mendez, the
Board voted by unanimous vote of the four members present [Garcia, Mendez, Pacheco and Shapiro] to approve the minutes of March 9, 2016.

Student Trustee Advisory vote was aye.

E. Open Communication for Public Comment – No public comment.

F. Commendations
   - Office Appreciation – Accounting Office
   - Tenured Faculty
   - Faculty Achieving Academic Rank

Ms. Santana arrived at this point of the meeting.

BREAK

G. Presentations
   - Sabbatical Leave – Alyson Cartagena

Mr. Mendez left at this point of the meeting.

II. CONSENT AGENDA

57. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the following Consent Agenda.

Student Trustee Advisory vote was aye.

A. FINANCE & BUSINESS
   1. Finance and Business Reports
   2. Authorization for Out-of-State Travel and Conferences

Approved the following staff members and those members who could attend in the following educational conferences:

   Jeannie Liu and Janet Cha to participate at the Teachers of Accounting at Two Year Colleges (TACTYC) 2016 Conference in Denver, Colorado on May 19-21, 2016.

   John Frala to participate at the 2016 “The Road to Autonomous Vehicles” Conference Macomb Community College in Warren, MI on May 5-6, 2016.

   Don Mason to participate at the Emergency Management Higher Education Conference in Emmitsburg, MD on June 5-9, 2016.

The Board of Trustees approved the architectural services for design and construction documents for the Science Building renovation project with Westberg + White Architects for a fixed fee amount of $813,529.00 to be paid from the Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Architectural Services for Design and Construction Documents for Swing Space Modifications to Campus Inn – Westberg + White Architects**

The Board of Trustees approved the architectural services for design and construction documents for swing space modifications to the Campus Inn with Westberg + White Architects for a fixed fee amount of $83,000.00 to be paid from the Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Revenue Agreement with Southeast Los Angeles County Workforce Investment Board**

The Southeast Los Angeles County Workforce Investment Board (SELACO WIB) plans to contract with the Rio Hondo College Health Science and Nursing Division and the Deputy Sector Navigator – Health LA to provide a Personal Care Aid Course. The purpose of this program is to provide entry level training for 20-30 students leading to immediate employment for the course completers. It will also demonstrate the feasibility of the course as a career ladder entry point. This agreement will fund faculty cost for instruction, classroom and lab supplies. SELACO and the Deputy Sector Navigator – Health LA will provide recruitment, placement assistance, follow up data collection and additional support services.

SELACO WIB will pay the District’s $17,230.00 for its services.

The Board of Trustees approved the revenue agreement with Southeast Los Angeles County Workforce Investment Board as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Board Resolution #041316 – Western States Contracting Alliance Cooperative Program**

Western States Contracting Alliance (WSCA) is a cooperative between the purchasing directors of fifteen western states, including California, and allows public agencies to take advantage of contracts negotiated by the state. Public agencies may enter contracts with vendors contracting with California, and other participating states without further competitive bidding. (PCC 10298(a))
The Board of Trustees approved Board Resolution #041316 to participate in the Western States Contracting Alliance Cooperative Program.

7. **Amended – Revenue Agreement – NZK Productions, Inc.**

An agreement made between the NZK Production, Inc. and Rio Hondo Community College District for the use of the Rio Hondo College Fire Academy facilities located in Santa Fe Springs. The production company used the facilities on March 18, 2016 for filming purposes. The college will receive $1,000.00 revenue for a full day of filming for the use of the facility.

Amended: This item was approved on the 3-9-16 agenda. However, NZK Productions, Inc. indicated on their statement dated 3-9-16 that the college will now receive $1,350.00.

The Board of Trustees approved the agreement with NZK Production, Inc., for the use of the Fire Academy and authorized the Administration to execute appropriate documents on behalf of the District.

8. **Apprenticeship Instructors – Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund**

The District and the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund have entered into an apprenticeship agreement to provide instruction. The instructor(s) will be employed by the District, and the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund Program will provide for the instructor’s salary and benefits. The college is recommending the employment of the following for fiscal year 2016/2017:

- Mark Frankenberger

The Board of Trustees approved the employment of the Southern California Carpentry Joint Apprenticeship and Training Committee and/or Southwest Carpenters Training Fund instructors listed above and authorized the Administration to sign appropriate documents on behalf of the District.

9. **Substantial Completion of Bid #2042 – Asphalt Project to Renovate Parking Lot B – Terra Pave, Inc.**

The Board of Trustees approved the substantial completion of Bid #2042 – asphalt project to renovate parking lot B, and authorized the filing of Notice of Completion with the Los Angeles County Recorder.

10. **Substantial Completion of Regular and Routine Asphalt Maintenance Work at Main Campus and at the Santa Fe Springs Fire Academy – Terra Pave, Inc.**

The Board of Trustees approved the substantial completion of regular and routine asphalt maintenance work at main campus and at the Santa Fe Springs Fire Academy, and authorized the filing of Notice of Completion with the Los Angeles County Recorder.
11. **Student Fee Assessment for GO RIO Program**

The Board of Trustees authorized the ASRHC approved $9.00 GO RIO fee on all students and the $135.00 opt-in fee on voluntary part-time students to be included on the April 25-28, 2016 ASB election ballot.

12. **Alternative Fuels Vehicle Shelter – Additional DSA Fees for Review of Certification Documents**

The Board of Trustees approved the invoice for additional plan check fees from the Division of the State Architect for an amount not to exceed $217.79 from Bond Funds and authorized the filing of Notice of Completion with the Los Angeles County Recorder.

13. **Division of the State Architect Re-Examination Fees – Physical Education Complex Project**

The Board of Trustees approved the additional fees to the Division of the State Architect for opening and re-examination of closed files on the Physical Education Complex project for an amount not to exceed $500.00 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

14. **Division of the State Architect Re-Examination Fees – Baseball Field Scoreboard Project**

The Board of Trustees approved the additional fees to the Division of the State Architect for opening and re-examination of closed files on the Baseball Field Scoreboard project for an amount not to exceed $500.00 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

15. **Division of the State Architect Re-Examination Fees – HS 1-10 Relocatable Buildings Project**

The Board of Trustees approved the additional fees to the Division of the State Architect for opening and re-examination of closed files on the HS 1-10 Relocatable Buildings project for an amount not to exceed $500.00 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

16. **Memorandum of Understanding (MOU) with The California Department of Parks and Recreation – San Luis Obispo Coast District**

Rio Hondo Community College District will partner with The California Department of Parks and Recreation, San Luis Obispo Coast District, to provide students enrolled in the Wildland Fire Academy training opportunities in the management of park land.

The term will begin on May 1, 2016 and continue through April 30, 2021.
The Board of Trustees approved the MOU with The California Department of Parks and Recreation as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

17. Amendment #1 – Clinical Affiliation Agreement – California Hospital Medical Center

The Health Science & Nursing Department is requesting the continuation of services from California Hospital Medical Center to provide Rio Hondo Community College District Health Science & Nursing students with clinical experience. The affiliation allows students and instructors access to appropriate facilities for student to obtain practical learning experiences in the various departments of the health facility. The term of Amendment #1 is through December 31, 2016.

The Board of Trustees approved Amendment #1 - Clinical Affiliation Agreement with California Hospital Medical Center as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

18. Grading and Soil Preparation for the Soccer Field Renovation Restroom Building Project – Fast Track Construction Corporation

The Board of Trustees approved the proposal for grading and soils preparation from Fast Track Construction Corporation in the amount of $14,830.00 for the Soccer Field Restroom Building Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

19. Regular and Routine Asphalt Maintenance work at Main Campus – Golden State Paving Company, Inc.

The Board of Trustees approved an agreement with Golden State Paving Company Inc. for regular and routine asphalt maintenance work at main campus in the amount of $15,680.00 to be paid from the Bond/Parking Funds and authorized the Administration to execute appropriate documents on behalf of the District.

20. Division of the State Architect (DSA) Fees for Review of Construction Change Directives – El Monte Educational Center

The Board of Trustees approved the invoice for additional plan check fees from the Division of the State Architect for an amount not to exceed $917.73 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

21. Division of the State Architect (DSA) Fees for the Campus Inn Swing Space

The Board of Trustees approved the payment of a plan check fee to the Division of the State Architect in the amount of $15,850.00 for the Campus Inn Swing Space Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.
22. **Geotechnical and Testing Lab Inspection Services – For the Soccer Field Restroom Building Project – AMEC Foster Wheeler**

The Board of Trustees approved the proposal for the Geotechnical & Testing Lab Inspection Services from AMEC Foster Wheeler in the amount of $29,787.00 for the Soccer Field Restroom Building Project from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

23. **Soccer Field Renovation Restroom Building Project DSA Inspection Services – Tony Massadi Enterprises**

The Board of Trustees approved the proposal for the In-plant inspections services from Tony Massadi Enterprise in the amount of $5,600.00 for the Soccer Field Restroom Building Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

24. **Weapons Firing Range Agreement – Department of Motor Vehicles**

Rio Hondo College attempts to maximize the utilization of its Firing Range facilities by renting to outside agencies. The purpose of this Agreement is to allow Rio Hondo College to receive ongoing revenue from the Department of Motor Vehicles for the use of the Range. The rates charged are $400.00 per session (session is 8 hours) or $300.00 per half session (half session is 4 hours). These rates are subject to a 5% increase per year beginning January 1, 2017.

- Terms of agreement: July 1, 2016 through June 30, 2018

The Board of Trustees approved the agreement with the Department of Motor Vehicles for use of the Firing Range and authorized the Administration to execute appropriate documents on behalf of the District.

25. **Weapons Firing Range Agreement, Department of Homeland Security, U.S. Customs and Border Protection**

Rio Hondo College attempts to maximize the utilization of its Firing Range facilities by renting to outside agencies. The purpose of this Agreement is to allow Rio Hondo College to receive ongoing revenue for the use of the Range. The rates charged are $400.00 per session (session is 8 hours) or $300.00 per half session (half session is 4 hours). These rates are subject to a 5% increase per year beginning January 1, 2017.

- Department of Homeland Security – U.S. Customs and Border Protection, Los Angeles Field Office
- Terms of agreement: April 2016 through December 31, 2017

The Board of Trustees approved the agreement with the Department of Homeland Security, U.S. Customs and Border Protection, for use of the Firing Range authorized the Administration to execute appropriate documents on behalf of the District.
26. **Continuing Education**

a. Julissa M. Diaz – To present swimming classes for children 6 months and up. Dates of service: April 14, 2016 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

b. Veronica Holbrook – To present a class using “Google Drive for the High School Student.” Introduction to using Google Drive as a substitute for Office. Google Drive is accessible on any device with internet connection. You will be able to produce documents, create and share projects and get your homework done from anywhere. Learn how to use Google Drive as a cloud storage app for all file types; also use their productivity apps including Google Docs, Google Sheets, Google Slides, Google Forms and others. Dates of service: April 14, 2016 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

c. LeeAnne Krusemark – To present The Money Block workshops: Secrets to Financial Freedom – A plan of action to get out of debt, raise your credit, pay off your mortgage, become an active investor. Extreme couponing – Learn how to save money every day, where to find coupons, best coupon web sites, how to sort and store coupons. At Home Medical Insurance Billing or Medical Terminology – Learn at your own pace, in your own home. Dates of service: April 14, 2016 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

27. **Consultants**


b. Maria Dolores Alvidrez – To present/train/facilitate/recruit foster and Kinship Care Education Trainings/workshops/classes on various topics in English/Spanish such as: D-Rate Pre-Service, F-Rate Pre-Service; Recognizing Abuse; Preventing and Managing Allegations; AB12 Extended Foster Care; Cultural Diversity & Identity; Bullying; Grief & Loss; Gangs 101; Chemical and Substance Abuse; Behavior Management/Modification; Attachment Parenting; Conflict Management; Working with the System; Working with Birth Parents; Teen Pregnancy Prevention; Special Education (IEP); Caring for Children who Have Experienced Trauma; Permanency Planning; Caring for Young Adults; as well as other specialized topics in foster care/parenting and class/Curriculum translation as needed. Dates of service: May 1, 2016 – June 30, 2016. Cost not to exceed $5,000.00 from Foster Kinship Care Education (FKCE) Grant.

c. Lori Switanowski – To complete the planning and implementation of the program plan for Commercial Sexual Exploitation of Children (CSEC). In addition, to present/train Foster and Kinship Care Education Trainings/workshops/classes on Commercial Sexual Exploitation of children. Dates of service: April 14, 2016 – June 30, 2016. Cost not to
 exceed $1,650.00 from Commercial Sexual Exploitation of Children (CSEC) Grant.


e. Bishop Takes Queen LLC – The Board of Trustees approved on 12-9-15 in the amount of $21,800.00. Additional funds requested for additional footage in the amount not to exceed $5,000.00 to a total of $26,800.00 from 3SP Credit Grant.

f. Jose Millan, Jr. – To present an interactive presentation to engage and inspire with stories of non-traditional student success in education. Participants will learn from career changers and industry experts that have transitioned into the classroom. Student success stories will be highlighted. Date of service: Conference will be held in Sacramento, CA on April 20, 2016. Cost not to exceed $1,000.00 from Teacher Prep Pipeline (TPP) Grant.

B. PERSONNEL
1. Academic
   a. Employment

      Part time, Spring 2016

      Communications & Languages

      REILLY, Beverly

      Health Science & Nursing

      MALM, Emily

      Special Assignment, Spring 2016

      The following instructor will be paid a $1,000 stipend, paid out of Staff Development/FLEX funds, for the update and maintenance of the FLEX Reporter:

      KOUTROULIS, Mathew, Math & Sciences

      Hourly as Needed, 2015-2016

   PUBLIC SAFETY

   FLORES, Carlos

   MEJIA, Sergio

   VALLE, Felix
b. **Leave of Absence**

HOLCOMB, Dianne, full-time Counselor/Transfer Center Coordinator, in Counseling & Student Success, has requested an unpaid leave of absence for the last four weeks of the Spring 2016 semester.

c. **Resignation**

HERNANDEZ-GARCIA, Nellie, full-time Interim Counselor in Counseling & Student Success. Her last day of employment was March 31, 2016.

2. **Management and Confidential**

a. **Resignation**

ECHEVARRIA, Jesus, Interim, Manager of Mechanical and Electrical Services, Facilities Services. His last day of employment was March 9, 2016.

3. **Classified**

a. **Employment, 2015-2016**

   **Substitute**

   **Facilities Services**

   LOPEZ, Sandra, Custodian

   MADRID, John, General Maint. Worker

   RODRIGUEZ, Juan, Utility Worker

   SURIA, Mabys, Custodian

   **Human Resources**

   SALAZAR, Phillis, Clerk Typist II

   **Kinesiology, Dance and Athletics**

   FLORES, Alfonso, Athletic Trainer

   **Marketing and Communications**

   NUNEZ, María Elena, Clerk Typist III

   **Personal and Academic Support Services Program**

   FARFAN, Mark, Clerk Typist III

b. **Transfer/Increase in Assignment**

   The following employee is being hired in the designated capacity with dedicated funding through June 30, 2016. If continued funding should not be available, 60-day notice shall be served:
c. Recognition

SLAVICH, Patricia, Clerk Typist III, 25%, from Personal and Academic Support Services Program to Health Sciences and Nursing, 100%, effective March 14, 2016.

FIGUEROA, Johnny, Utility Worker, Facilities Services, effective March 2, 2016

d. Family Care and Medical Leave

GOMEZ, Roxanna, Clerk Typist III in Human Resources has requested a nine-week unpaid Family Care and Medical Leave, effective April 4, 2016.

GRANILLO-TORRES, Dalma, A&R Assistant in Admissions and Records has requested a twelve-week Family Care and Medical Leave to be taken intermittently, effective April 5, 2016.

e. Retirement

TAI, Rene, Instructional Division Secretary, Behavioral and Social Sciences. Her last day of employment is July 11, 2016, with her first day of retirement being July 12, 2016.

f. Resignation

PAREDES, Sharon, Registration Clerk in Admissions & Records. Her last day of employment was April 7, 2016.

VILLA, Monica, Student Services Assistant in Counseling & Student Success. Her last day of employment is April 15, 2016.

4. Unrepresented, (AP 7130), 2015-2016

a. Employment

Non-credit

BALDON, Ashley, Continuing Ed. GOTHOLD, Stephan, Continuing Ed.

JAY, Lisa, Continuing Ed.

Hourly

Arts and Cultural

BECK, Jonathan, Model TEO, Choon Jee, Model

WRIGHT, Karen, Model

Counseling & Student Success

AYALA, Genevieve, Student Success Coach
C. ACADEMIC AFFAIRS

1. Curriculum Items

a. New Credit Course that is Part of an Existing Program

The following credit courses have been recommended for inclusion in our offerings and the catalog:

HIST 156: History of the Black American Experience I
(Behavioral & Social Sciences)
Degree Applicable; (3 Units)
Justification: This course is proposed as an addition to the AA-T in History, GS degree in Arts and Human Expression, GS Social Behavior and Self-Development, and GS degree in Social Sciences. It is also envisioned as an elective course in the proposed Social Justice degree.

HIST 157: History of the Black American Experience II
(Behavioral & Social Sciences)
Degree Applicable; (3 Units)
Justification: This course is proposed as an addition to the AA-T in History, GS degree in Arts and Human Expression, GS Social Behavior and Self-Development, and GS degree in Social Sciences. It is also envisioned as an elective course in the proposed Social Justice degree.

MUS 121: Gospel Choir
(Arts & Cultural Programs)
Degree Applicable; (2 Units)
Justification: This course is a skill building course; it enables students to improve their individual vocal abilities and expand their understanding of basic repertoire and stylistic fundamentals based on
the African-American gospel music tradition. This course is a necessary addition to the current choral program sequence to increase student exposure to a diverse music curriculum with plans to add as a general education elective for AA, CSU and UC.

**MUS 141: History of Rap Music and Hip Hop Culture**  
(Arts & Cultural Programs)  
Degree Applicable; (3 Units)  
**Justification:** This course will expand the breadth of knowledge in music history for an increasingly diverse student body by introducing and discussing this modern art form created by an historically underrepresented group (African-Americans). The course is intended to build upon the ideas presented in MUS 136 (History of Jazz), but the content will be accessible to any student whether or not they have taken the History of Jazz course. The plan is for this course to become a general education course for the AA as well as CSU and UC transfer programs. In addition, the course is planned to become a part of the General Studies AA with an Emphasis in Arts and Human Expression degree.

**SOC 325: Analysis of Social Change**  
(Behavioral & Social Sciences)  
Degree Applicable; (3 Units)  
**Justification:** This course will provide Junior-and/or Senior-level Automotive Technology Baccalaureate degree students high-level knowledge and skills that will enable them to advance their employment in the Vehicle After-Sales Field Operations Management spectrum. This course will also satisfy an upper division GE requirement and provide students with an understanding of how industry (both global and local) and Technology shape human behavior and interaction. Ultimately, this course will give students a clearer understanding of the lives and behaviors of their potential clients.

**b. Deletion from Curriculum**  
The following courses have been recommended for deletion from our curriculum effective Fall 2016:

- GEOL 058: Gems and Minerals
- GEOL 153: Earthquakes
- GEOL 257: Geology of California

### III. ACTION ITEMS

#### A. PRESIDENT'S OFFICE

1. **Revision of Board Policy 3200 (Final Adoption)**

   On motion of Ms. Shapiro, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the revision of Board Policy 3200, Accreditation for final adoption (See Attached).

   **Student Trustee Advisory vote was aye.**
2. **Distinguished Faculty Award**

59. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to designate Marie Eckstrom as the Distinguished Faculty Award recipient for 2016.

3. **Revision of Board Policies 2010, 3410, 3501, 6200 (First Reading)**

60. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve Board Policies 2010, 3410, 3501 and 6200 for first reading (See Attached).

IV. **INFORMATION ITEMS**

1. Building Program Update
2. Revision of Administrative Procedures 2712

V. **STAFF AND BOARD COMMENTS**

- **Board Development Reporting** – Ms. Pacheco reported on her recent attendance at the 43rd Annual National Conference-Collective Bargaining Conference in New York.

- **Action Items for Future Board Meetings** - None

VI. **CLOSED SESSION**

Ms. Pacheco recessed the meeting to Closed Session at 7:30. Upon returning from Closed Session, the following action was reported out:

*Pursuant to Section 54956.9(b):*
- **ANTICIPATED LITIGATION** – (1 Case)

*Pursuant to Section 54956.9(c):*
- **CONFERENCE WITH LEGAL COUNSEL** – Existing Litigation (2 Cases)

*Pursuant to Section 54957*
- **PUBLIC EMPLOYEE EMPLOYMENT**
  - **Full Time Automotive Instructor**

61. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Eric Olson as Full Time Automotive Instructor effective August 19, 2016.

  - **Full Time Mathematics Instructor (3 2 positions)**

62. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Gerson Montiel as Full Time Mathematics Instructor effective August 19, 2016.
63. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Erin Irwin as Full Time Mathematics Instructor effective August 19, 2016.

- Full Time Nursing Instructor (1 positions)
- Full Time Physics Instructor

- **Director Contract Management and Vendor Services**

64. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Felix Domingo Sarao as Director, Contract Management and Vendor Services.

- **Director, Grant Development & Management**

65. On motion of Ms. Garcia, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Michaela Brehm as Director, Grant Development and Management.

- Manager Mechanical & Electrical Services
- **Interim Project Manager – Teacher Preparation Pipeline**

66. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the employment of Maria Lea Martinez as Interim, Project Manager – Teacher Preparation Pipeline and Pathway.

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

67. On motion of Ms. Shapiro, seconded by Ms. Garcia, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to approve the expulsion of student with ID # 0000-59-8364

- **Evaluation of Public Employee**
  - Superintendent/President

*Pursuant to Section 54957.6:*

- **CONFERENCE WITH LABOR NEGOTIATOR**
  - Agency Negotiator: Teresa Dreyfuss
  - Employee Organization: CSEA, RHCFA

**VIII. ADJOURNMENT**

68. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of the four members present [Garcia, Pacheco and Shapiro and Santana] to adjourn the meeting at 9:05 and announced that the next regularly scheduled meeting would be held on Wednesday, May 11, 2016.
I. The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.

II. The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

III. The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

IV. The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.

V. The Board will designate the Superintendent/President as intermediary between the District and the Board of Trustees in the development of accreditation materials.

VI. All written draft accreditation materials authored by various campus constituents and the Board of Trustees shall be submitted to the Superintendent/President.

Final accreditation materials shall be available for review by the District and the Board of Trustees prior to submission to the relevant accreditation agencies.

VII. Source/Reference:

ACCJC Accreditation Eligibility Requirement 21, and
ACCJC Accreditation Standards I.C.12 and 13 (formerly Standard IV.B.1.i
Title 5 Section 51016
I. The Board of Trustees shall consist of five regular members elected by the qualified voters of the District and one student member duly elected by the student body. Regular members shall be elected by trustee area as defined in Board Policy 2100.

II. The Student Member of the Board of Trustees shall be included as a full member of the Board within limitations prescribed by Board Policy 2015 and State law.

III. Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

IV. Sources/References:
Former Board Policy 1000, Section 1;
Education Code section 72023, 72103, and 72104 72023.5, 72013;
ACCJC Accreditation Standard IV.C.5
This Board Policy is legally required.

I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent/President shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on because of his or her association with a person or group with one or more of these actual or perceived characteristics.

V. The District officers are responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Equal Employment Opportunity Officer, Affirmative Action Officer (Director of Human Resources), and District’s Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs).
VII. References:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
Education Code Sections 66250, et seq.; 72010, et seq.; 87100 et seq.; Title 5,
Sections 53000, et seq.; 59300 et seq.;
 Penal Code Section 422.55;
 Government Code 12926.1, 12940, et seq.;
 Assembly Bill 556 (AB 556)
 See Administration Procedure 3410.
This policy is legally required.

I. In order to secure the campus, the Superintendent/President shall establish procedures for security and access to District facilities.

II. Sources/References:
   34 Code of Federal Regulations Part 668.46 (b) (3)
   ACCJC Accreditation Standard III.B.1
   See Administrative Procedure 3501, titled Campus Security and Access
I. Each year, the Superintendent/President shall present a budget to the Board of Trustees, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for Board study.

II. Budget development shall meet the following criteria:

   A. The annual budget shall support the District’s Educational Master Plan.
   B. Assumptions upon which the budget is based are presented to the Board for review.
   C. A budget development calendar is provided to the Board by January 15 of each year for the upcoming year. The calendar includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
   D. The Board shall determine the appropriate level for the unrestricted general reserves.
   E. Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
   F. Budget projections address long term goals and commitments.

III. Planning/Fiscal Council

The Planning/Fiscal Council is responsible for ensuring broad campus participation in the development of recommendations concerning the budget made to the Superintendent/President. This committee shall adhere to the principles in Section II.

IV. Responsibilities

   A. The Board may meet at the beginning of and periodically throughout each budget cycle to discuss priorities and guidelines.
   B. The Vice President Finance and Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to be reviewed with the Superintendent/President, the President’s Cabinet and the
Planning/Fiscal Council. The recommendations will be sent out to PFC and Cabinet. Any comments or input shall be forwarded to the Vice President of Finance and Business for review with the Superintendent/President (PFC 9/7/04) prior to being presented to the Board of Trustees for action. Tentative and Adopted Budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.

C. Recommendations shall be prioritized by the Planning/Fiscal Council according to the Educational Master Plan.

V. Source/Reference

Education Code Section 70902(b) (5);
Title 5, 58300 et seq.
ACCJC Accreditation Standard III.D
I. Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section XXI referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

The Political Reform Act (Government Code Section 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. After public notice and hearing, it 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 Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this District by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this District.

II. Definitions - The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

III. Designated Employees - The persons holding positions listed in Section XXI are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

IV. Disclosure Categories - This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this District is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another District, if all of the following apply:

A. The geographical jurisdiction of this District is the same as or is wholly included within the jurisdiction of the other District;
B. The disclosure assigned in the code of the other District is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

C. The filing officer is the same for both agencies. 1 Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Section XXI specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those financial interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Section XXI. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he/she foreseeably can affect materially through the conduct of his/her office.

V. Statements of Economic Interests - Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the District or with the code reviewing body, as provided by the code reviewing body in the District's conflict of interest code. 2

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent/President or his or her designee. The District shall make and retain a copy of statements filed by its Members of the Board of Trustees and the Superintendent/President and forward the originals of such statements to the Executive Officer of the Board of Supervisors of Los Angeles County. The District shall retain the originals of statements for all other Designated Positions named in the District's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

VI. Statements of Economic Interests - Time of Filing.

A. Initial Statements. All designated employees employed by the District on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within thirty (30) days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within thirty (30) days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within thirty (30) days after assuming

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1 Designated employees who are required to file statements of economic interests under any other District's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and district statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government code section 81004.

2 See Government code section 81010 and 2 Cal. Code of Regs. Section 18115 for the statements and forward the originals to the filing officer.
the designated positions, or if subject to State Senate confirmation, thirty (30) days after being nominated or appointed.

C. Annual Statements. All designated employees shall file statements no later than April 1.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

VII. Statements for Persons Who Resign Prior to Assuming Office - Any person who resigns within twelve (12) months of initial appointment, or within thirty (30) days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

A. Any person who resigns a position within thirty (30) days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make or participate in the making of, or use the position to influence any decision of the District or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

VIII. Contents of and Period Covered by Statements of Economic Interests

A. Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property, and business positions held on the effective date of the code and income received during the twelve (12) months prior to the effective date of the code.

B. Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property, and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the twelve (12) months prior to the date of assuming office, or the date of being appointed or nominated, respectively.

C. Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income, and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

D. Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income, and business positions
held or received during the period between the closing date of the last statement filed and the date of leaving office.

IX. Manner of Reporting - Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the District, and shall contain the following information:

A. Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

B. Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

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3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
4 Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual’s spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
5 A designated employee’s income includes his or her community property interest in the income of his or her spouse but does not include a salary or reimbursement for expenses received from a state, local or federal government District.
3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer’s pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

D. Business Position Disclosure - When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee’s position with the business entity.

E. Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

X. Prohibition on Receipt of Honoraria

A. No member of a state board or commission, and no designated employee of a state or local government District, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to

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6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer’s spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customer of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.
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the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

B. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government code section 89506.

XI. Prohibition on Receipt of Gifts in Excess of $440

A. No member of a state board or commission, and no designated employee of a state or local government District, shall accept gifts with a total value of more than $440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

XII. Loans to Public Officials

A. No elected officer of a state or local government District shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government District in which the elected officer holds office or over which the elected officer’s District has direction and control.

B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government District in which the public official holds office or over which the public official’s District has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

C. No elected officer of a state or local government District shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government District to which that elected officer has been elected or over which that elected officer’s District has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender’s regular course of business on terms available to members of the public without regard to the elected officer’s official status.
D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government District to which that elected officer has been elected or over which that elected officer's District has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

E. This section shall not apply to the following:

1. Loans made to the campaign committee of an elected official or candidate for elective office;

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time;

4. Loans made, or offered in writing, before January 1, 1998.

XIII. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local government District shall, from the date of his/ her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer;

2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

3. Loans made, or offered in writing, before January 1, 1998.
C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

XIV. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a) The date the loan was made;
   b) The date the last payment of one hundred dollars ($100) or more was made on the loan;
   c) The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous twelve (12) months.

B. This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office;
2. A loan that would otherwise not be a gift as defined in this title;
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due;
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations;
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

XV. Disqualification - No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family, or on:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more:
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B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made;

D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management, or

E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $440 or more provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

XVI. Legally Required Participation - No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

XVII. Disqualification of State Officers and Employees - In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within twelve 12 months prior to the time when the official action is to be taken:

A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

XVIII. Disclosure of Disqualifying Interest - When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

XIX. Assistance of the Commission and Counsel - Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his/her District, provided that nothing in this section requires the attorney for the District to issue any formal or informal opinion.
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Board Reviewed: 5/17/06; 9/9/09; 12/14/11; 11/12/14

XX. Violations - This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 81015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or or Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 81003.

XXI. Designated Positions and Disclosure Requirements

A. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.: 

Public Officials Who Manage Public Investments - It has been determined that the positions shown below manage public investments and must make disclosure pursuant to Government Code Section 87200 et seq.: 

Members of the Board of Trustees 

B. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he/she is assigned.

1. Category 1: All investments and business positions in, and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years;

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

2. 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 boundaries of the District;

Persons in this category shall disclose all investments and business positions.

3. 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;
plan to engage in such activities within the jurisdiction of the District within the
next year; or have engaged in such activities within the jurisdiction of the
District within the past two (2) years;

Persons in this category shall disclose all income (including gifts, loans
and travel payments) and business positions.

4. 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:

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned to this disclosure category.

5. 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;

Individuals who perform under contract the duties of any designated position shall be required to file Statement of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District which could affect financial interest shall be required to file Statements of Economic Interest, unless they fall within the Political Reform Act’s exceptions to the definition of consultant. The level of disclosure shall be as determined by the Superintendent/President or his or her designee of the District.

6. 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;

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

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<tr>
<td>Consultants/New Positions*</td>
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</tbody>
</table>

*Consultants/New Positions are must be included in the list of designated positions employees and must disclose pursuant to the broadest disclosure category in the this code, subject to the following limitations: The Superintendent/President or his or her designee may determine in writing that a particular consultant or new position.
although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President or his or her 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 Section 81008.)

XXII. Sources/References
Government Code Sections 81000, 81004, 81008, 83114, 87100, 87200, 87450, 89501, 89503, 89506, 91003
Title 2, Section 18100, 18730