WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Administrative Procedures
Chapter 2 – Board of Trustees

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AP 2105  ELECTION OF STUDENT TRUSTEES

Reference:
   Education Code Section 72023.5

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Chancellor of a petition signed by at least five (5) percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within thirty (30) business days of a regularly-scheduled election for student member.

Upon notice to the Chancellor that a vacancy has occurred, the Chancellor shall, within 30 days, call a special election. No special election will be called if the vacancy occurs within 30 business days of a regularly-scheduled election for student member. The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies.
VACANCIES ON THE BOARD

References:
   Education Code Sections 5090 et seq.;
   Government Code Sections 1770 and 6061

When the Board determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.
A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly-scheduled election for members of the Board of Trustees. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Date Approved: January 18, 2012
(This is a new procedure recommended by the Policy and Procedure Service)
AP 2310  REGULAR MEETINGS OF THE BOARD

References:
   Education Code Section 72000(d);
   Government Code Sections 54952.2, 54953 et seq., and 54961

The order of business at a regular meeting of the Board shall be:

1.0 Call to Order/Public Session
2.0 Closed Session
3.0 Public Session
4.0 Unfinished Business
5.0 College Programs and Services/Regular and Consent Agenda
6.0 Human Resources/Regular and Consent Agenda Business and
7.0 Business and Finance/Regular and Consent Agenda
8.0 Board
9.0 Information Reports

The Board President may modify the order of business at any time during a meeting of the Board if there is a request and no objection from a majority of the members present.

Regular Board meetings will be adjourned no later than 11:00 p.m.* unless there has been a majority vote of those Board members present to:

- Complete consideration of the item that was under discussion at 11:00 p.m., and/or
- Determine a time for adjournment in order to hear all urgent matters remaining on the agenda, and are before the Board for action.

*NOTE: The 11:00 p.m. time limit shall not be revised in this administrative procedure without first consulting with the full Board of Trustees.

All agenda items not heard before the Board adjourns will be continued to the following meeting and placed on that meeting’s agenda under “Unfinished Business.”

In order to facilitate the Board’s schedule, the Board President, or his/her designee to conduct the meeting, pursuant to District Policies and to Robert’s Rules of Order, shall have the following rules of authority related to the efficient conduct of Board meetings:
• To set a time limit for discussion of an agenda item prior to the Board’s vote.

• To limit the time for an individual Board member’s questions, discussion, and debate.

• To limit the number of times a Board member may speak to the motion on the floor.

• To adjourn the meeting:
  
  o Prior to 11:00 p.m., if all items on the agenda have been considered by the Board.
  
  o At 11:00 p.m.
  
  o After 11:00 p.m. at a time set by a majority vote of those trustees in attendance at the meeting.

Date Approved: January 18, 2012
(Replaces current WVMCCD Policies 1.8.13 and 1.8.14)
AP 2320 SPECIAL, EMERGENCY, AND ADJOURNED MEETINGS

References:
   Education Code Sections 72023.5 and 72129;
   Government Code Sections 54956 and 54956.5

Whenever a special meeting of the Board is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

1. Written notice to each member of the Board, including any Student Trustees.

2. Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

3. The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board in writing either prior to or at the time of the meeting.

4. Whenever an emergency meeting of the Board is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Date Approved: January 18, 2012
(This is a new procedure recommended by the Policy and Procedure Service)
AP 2340 AGENDAS

Reference:
Education Code Section 72121

Matters to be included on the agenda for Board action or deliberation must be submitted to the Chancellor at least eleven (11) working days in advance of the Regular Meeting, in accordance with the schedule published by the Chancellor’s Office. If the 11-day minimum is modified, the Board shall be notified.

Exceptions shall be made in extraordinary circumstances as determined by the Chancellor.

The meeting agenda shall be mailed to Board members no later than three (3) days prior to each meeting.

Date Approved: January 18, 2012
(Replaces current WVMCCD Policy 1.8.9)
AP 2410  BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:
Education Code Section 70902;
Accreditation Standard IV.B.1.b & e

The development of policy shall utilize an appropriate consultative process to ensure the full and adequate deliberation by all interested parties or their representatives. Such consultative process may involve administrators, faculty, staff, and students of the District. The Chancellor shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board shall be vested in the Chancellor.

Administrators have an on-going obligation to review and, when appropriate, recommend the revision of policy and procedures in their areas of responsibility. Specifically, the areas are as follows:

- Basic District Foundations/Board of Trustees  
  Chancellor
- District Governance and Administration  
  Chancellor
- Human Resources  
  Associate Vice Chancellor
- Educational Programs/Instructional Affairs  
  College Presidents
- Student Services  
  College Presidents
- Business Operations/Administrative Services  
  Vice Chancellor

Date Approved:  January 18, 2012
(Replaces current WVMCCD Policies 2.4.4, 2.4.5, and 2.4.8)
Subject to established administrative procedures, the Presidents of the Colleges are responsible to the Chancellor for the development of all aspects of the educational and student services program at their Colleges and for the administration and operations of the Colleges.
AP 2435 EVALUATION OF THE CHANCELLOR

Reference: 
Accreditation Standard IV.A

The Board shall require an annual formal evaluation for the Chancellor, Vice Chancellor, and College Presidents which includes the following:

- Input from the Academic, Classified, and Student Senates of each College;
- Input from Administrators and Staff reporting directly to the Evaluatee; and
- Input from three to five members of the community selected by the Evaluatee.

Date Approved: January 18, 2012

(Replaces current WVMCCD Policy 2.2.1)
AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References:
Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standard IV.A.2, IV.A.5

Academic Senate
An Academic Senate, organized under the provisions of the California Code of Regulations, Title 5 Sections 53200 et seq., may represent the faculty and make recommendations to the administration and the Board with respect to academic and professional matters, as long as the exercise of such functions does not conflict with lawful collective bargaining agreements.

The Board recognizes the AB 1725/Equivalency Committee to oversee the revision of AB 1725-related mandates.

- The membership of the AB 1725/Equivalency Committee shall be determined by mutual agreement of the involved parties (specifically the Academic Senates, the recognized faculty bargaining unit, the administration and the Chancellor’s Office) and will be defined in the Standing Rules of the Committee.

- The Committee will function under the participatory governance model in a collaborative and collegial environment.

- All AB 1725-related policies and revisions must be reviewed by the AB 1725/Equivalency Committee prior to being submitted to the Board for approval.

The District shall rely primarily upon the advice and judgment of the Academic Senate in all eleven areas identified in the California Code of Regulations, Title 5 Sections 53200 et seq.

- The recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will recommendations not be accepted. If a recommendation is not accepted, the Board or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.
**Classified Senate**
The District believes that participation of classified staff members is essential to effective participatory governance activities that occur at both the College and District levels. Inasmuch as the Board may establish minimum standards for governing procedures to ensure faculty, staff, and students the right to participate effectively in college governance and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, the Board has previously, and continues to, acknowledge its “recognition and support” of both Mission and West Valley College’s Classified Senates (June 4, 1992):

- Members of classified staff (exclusive of administrators) may be released from their duties to attend general meetings of the Classified Senate.

- Members of classified staff who are elected by their peers to serve either as Senators or Officers for the Classified Senate may be released from their duties to attend regularly-scheduled Classified Senate meetings.

- Members of Classified Staff, who are selected to represent their constituency on participatory governance councils, appropriate District or College committees, or at monthly Board meetings, may be released from their duties in order to attend regularly-scheduled meetings as needed to fulfill the terms of their participation.

- In order to ensure equitable fiscal support, effective participation for classified staff, and equitable implementation of this policy, guidelines shall be established to distinguish between participatory governance responsibilities and job-related responsibilities and to determine appropriate release time and fiscal support.

**Associated Student Body**
The District believes that participation in student government and activities enhances and enriches the student’s education.

The Colleges shall maintain organized, integrated, and financially responsible programs of student government and activities which conform to the education and administrative codes of the State of California.

The Board authorizes an Associated Student Body (ASB) organization to serve as the official governing organization of the associated students for each of its Colleges under Education Code 76060. Each such ASB shall have as its purpose the conduct of activities on behalf of the students at the College. All such activities shall be approved and regulated by an employee of the College so designated by the College President.

- Each ASB organization is governed by its College’s rules, policies and procedures as well as other appropriate laws and regulations. Especially significant is the Brown Act, which is applicable to the ASB organization and any of its standing committees. Each ASB organization shall utilize a Constitution and Bylaws ratified according to ASB policy. Constitutions and Bylaws must be in
compliance with College policies and procedures. The ASB President should ensure that proposed changes are presented to the College President prior to formal action sponsored by the ASB. All constitutional changes must be ratified by the College President.

- Each ASB organization shall encourage students to participate in participatory governance at the College and District levels. Inasmuch as the Board may establish minimum standards for governing procedures to ensure faculty, staff, and students the right to participate effectively in college governance and the opportunity to express their opinions at the campus level to ensure that these opinions are given every reasonable consideration, the Board recognizes the ASB organization at each College as the representative body of the students to offer opinions and make recommendations to the administration of the Colleges and the District as well as to the Board with regard to District and College policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on College and District committees, task forces, or other governance groups shall be made, after consultation with appropriate College representatives, by each ASB organization.

Date Approved: January 18, 2012
(Replaces current WVMCCD Policies 3.2.6, 3.3.4, and 5.15.1)
Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District’s own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.

- The public shall have an opportunity to respond to the exclusive representative’s or District’s initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board’s regular agenda. Public response shall be taken in accordance with the Board’s policies regarding speakers.

- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District’s initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District’s initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.

- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.

- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

- The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.

- The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Date Approved: January 18, 2012
(This is a new procedure recommended by the Policy and Procedure Service)
AP 2710  CONFLICT OF INTEREST

References:
  Government Code Sections 87105 and 87200-87210;
  Title 2 Sections 18700 et seq.; and as listed below

Incompatible Activities (Government Code Sections 1126 and 1099)
Board members and employees shall not engage in any employment or activity that is
inconsistent with, incompatible with, in conflict with or inimical to the Board members’
duties as officers of the District. A Board member shall not simultaneously hold two
public offices that are incompatible. When two offices are incompatible, a Board
member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)
Board members and employees shall not be financially interested in any contract made
by the Board or in any contract they make in their capacity as members of the Board or
as employees.

A Board member shall not be considered to be financially interested in a contract if
his/her interest meets the definitions contained in applicable law (Government Code
Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she
has only a remote interest in the contract and if the remote interest is disclosed during a
Board meeting and noted in the official board minutes. The affected Board member
shall not vote or debate on the matter or attempt to influence any other member of the
Board to enter into the contract. Remote interests are specified in Government Code
Section 1091(b); they include, but are not limited to, the interest of a parent in the
earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))
An employee of the District may not be sworn in as an elected or appointed member of
the Board unless and until he/she resigns as an employee. If the employee does not
resign, the employment will automatically terminate upon being sworn into office. This
provision does not apply to an individual who is usually employed in an occupation other
than teaching and who also is, at the time of election to the Board, employed part time
by the District to teach no more than one course per semester or quarter in the subject
matter of that individual’s occupation (Education Code Section 72103(b)).
Financial Interest in a Decision (Government Code Sections 87100 et seq.)
If a Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)
Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any
public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

**Representation** (Government Code Section 87406.3)
Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

**Undue Influence**
No employee of the District shall make, participate in making, or in any way attempt to use his/her position to influence a District decision in which he/she knows or has reason to know that he/she has a financial interest.

**Conflicts Caused by Outside Employment, Activities, Enterprises**
Outside employment, activities, or enterprises are prohibited if it involves:

- The use for private gain or advantage of the District or College names; District time, facilities, equipment or supplies; or the prestige or influence of the District.

- The receipt or acceptance of any money or other consideration from anyone other than the District for the performance of an act which the employee, if not performing such an act, would be required or expected to render in the regular course or hours of his/her employment, or as a part of his/her duties as a District employee.

- The performance of an act in other than his/her capacity as a District employee which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee of the District.

- Time demands as would render performance of his/her duties as a District employee less efficient.
Disciplinary Action
Violations may result in disciplinary action in accordance with applicable District policies, collectively-negotiated agreements, the Education Code, and the Government Code.

Date Approved: January 18, 2012
(Replaces current WVMCCD Policies 2.15.2, 2.15.3, and 2.15.4)
AP 2712 CONFLICT OF INTEREST CODE

References:
Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730

The Political Reform Act, Government Code Sections 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 California Code of Regulations Section 18730, which contains the terms of a standard conflict-of-interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the conflict-of-interest code of the West Valley-Mission Community College District (District).

Individuals holding designated positions shall file their statements with the District, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the District.
## Designated Positions

<table>
<thead>
<tr>
<th>Designated Positions</th>
<th>Disclosure Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Manager</td>
<td>2</td>
</tr>
<tr>
<td>Assessment Coordinator</td>
<td>2</td>
</tr>
<tr>
<td>Associate Vice Chancellor of Human Resources and Advancement</td>
<td>2</td>
</tr>
<tr>
<td>Board of Trustees Members</td>
<td>1</td>
</tr>
<tr>
<td>Business Management, Development Specialist – Career Pathways</td>
<td>2</td>
</tr>
<tr>
<td>Chancellor</td>
<td>1</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>2</td>
</tr>
<tr>
<td>Coordinator or Director (Academic Employee)</td>
<td>2</td>
</tr>
<tr>
<td>Coordinator of Student Health Services</td>
<td>2</td>
</tr>
<tr>
<td>Dean of Advancement</td>
<td>2,3</td>
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<tr>
<td>Dean of Career Education and Workforce Development</td>
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<tr>
<td>Dean of Information Technology and Services</td>
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<tr>
<td>Dean of Instruction</td>
<td>2</td>
</tr>
<tr>
<td>Dean of Student Support Services</td>
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<tr>
<td>Director of Athletics</td>
<td>1</td>
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<tr>
<td>Director of Child Development Center</td>
<td>2</td>
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<tr>
<td>Director of EOPS/DISC</td>
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</tr>
<tr>
<td>Director of Enrollment/Admissions &amp; Records and Assessment/Testing Center</td>
<td>2</td>
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<tr>
<td>Director of Extended Opportunity Program and Services</td>
<td>2</td>
</tr>
<tr>
<td>Director of Facilities Construction (Measure H)</td>
<td>1</td>
</tr>
<tr>
<td>Director of Fiscal Services</td>
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<tr>
<td>Director of General Services</td>
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<tr>
<td>Director of Human Resources</td>
<td>2</td>
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<tr>
<td>Director of Information Systems</td>
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<tr>
<td>Director of LVN to RN</td>
<td>2,3</td>
</tr>
<tr>
<td>Director of Marketing, Public Relations, and Graphic Design Services</td>
<td>2</td>
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<tr>
<td>Director of Research, Planning and Institutional Effectiveness</td>
<td>2,3</td>
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<tr>
<td>Director of Student Enrollment and Financial Services</td>
<td>2</td>
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<tr>
<td>Division Chair</td>
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<tr>
<td>Educational Dean, Instruction</td>
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<tr>
<td>Educational Dean, Instruction - Business, Computing Technology &amp; Services</td>
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<tr>
<td>Educational Dean, Instruction - Liberal Studies &amp; Language Arts</td>
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<tr>
<td>Educational Dean, Instruction - Student Support</td>
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</tr>
<tr>
<td>Educational Dean, Instruction - Mathematics, Sciences and Workforce Development</td>
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</tr>
</tbody>
</table>
APPENDIX A

DESIGNATED POSITIONS (continued)

<table>
<thead>
<tr>
<th>Designated Positions</th>
<th>Disclosure Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director of Facilities, Construction and Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Fiscal Manager, Facilities Construction</td>
<td>2</td>
</tr>
<tr>
<td>Grant Manager Development Specialist (FKCE)</td>
<td>2</td>
</tr>
<tr>
<td>Instructor/Coordinator for the Disabled</td>
<td>2</td>
</tr>
<tr>
<td>Land Corporation, Board of Directors</td>
<td>1</td>
</tr>
<tr>
<td>Land Corporation Executive Director/Project Manager</td>
<td>1</td>
</tr>
<tr>
<td>Manager of Facilities</td>
<td>2</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
</tr>
<tr>
<td>Program Manager</td>
<td>2</td>
</tr>
<tr>
<td>Project Director, ACCESS</td>
<td>2, 3</td>
</tr>
<tr>
<td>Reentry Program Coordinator</td>
<td>2</td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>1</td>
</tr>
<tr>
<td>Vice President of Administrative Services</td>
<td>1</td>
</tr>
<tr>
<td>Vice President of Instruction</td>
<td>1</td>
</tr>
<tr>
<td>Vice President of Student Services</td>
<td>1</td>
</tr>
<tr>
<td>Consultants/New Positions</td>
<td>*</td>
</tr>
</tbody>
</table>

*Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’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.)
APPENDIX B
DISCLOSURE CATEGORIES

Category 1

A designated position in this category shall disclose:

a) Interests in real property which are located in whole or in part within two miles of the jurisdictional boundaries of the District.

b) Investments in, business positions in business entities, and all sources of income, (including gifts, loans, and travel payments) from entities of the type that engage in building construction or design.

c) Investments in, business positions in business entities, and all sources of income (including receipt of loans, gifts, and travel payments) of the type that regularly engage in the acquisition, disposal, or development of real property within the District.

d) Investments in, business positions in business entities, and all sources of income (including gifts, loans, and travel payments) of the type that engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment utilized by the District.

e) Investments in, business positions in business entities, and all sources of income (including receipt of loans, gifts, and travel payments) that are contractors engaged in the performance of work or services of the type utilized by the District.

Category 2

A designated position in this category shall disclose investments in, income (including gifts, loans, and travel payments) from, and business positions in any business entity of the type that engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings, equipment, or contracts in the type of work or services utilized by the Department for which the designated position is manager or director.

Category 3

A designated position in this category shall disclose investments, positions in business entities and income, including gifts, loans and travel payments, from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the District.
NOTE: This concludes the District’s official Conflict of Interest Code. The following is essentially verbatim from Title 2 Sections 18730 et seq. The number system reflects the system used in the code. This information is included for convenience and reference.

Section 4. 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 agency, as provided by the code-reviewing body in the agency’s conflict of interest code.¹ The Executive Assistant to the Board of Trustees maintains all forms filed. The assistants to the college presidents, Vice Chancellor and Associate Vice Chancellor are responsible for collecting the statements of covered employees in their areas and forwarding them to the Chancellor’s Office according to published deadlines.

Section 5. Statements of Economic Interests

Time of Filing

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code-reviewing body, shall file statements within 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 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 30 days after assuming the designated positions, or if subject to State Senate confirmation, 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 30 days after leaving office.

Section 6. 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 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

¹ See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
confirmation or appointment, on the date of nomination, and income received during the 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.
Date Approved: January 18, 2012
(Replaces current WVMCCD Policy 2.15.1)
From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District’s mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of AP 2710 titled Conflict of Interest, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

Date Approved: January 18, 2012
(This is a new procedure recommended by the Policy and Procedure Service)