

Sierra College

ADMINISTRATIVE PROCEDURE

AP 2712

Conflict of Interest Code

Date Adopted:	12/2/2003
Date Revised:	3/7/2025
Date Reviewed:	3/7/2025
References:	Government Code Sections 87103(e), 87200, 87300-87302, 89501, 89502, and 89503; Title 2, Section 18730

The Sierra College Conflict of Interest Code, stated below, was approved by the Fair Political Practices Commission (FPPC) effective February 16, 2025.

SIERRA JOINT COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST CODE

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 California Code of Regulations, Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's 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 by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Sierra Joint Community College District (District)**.

Individuals holding designated positions shall file their statements of economic interests 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**.

APPENDIX A
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Trustees	1, 2
District Superintendent/President	1, 2
Architects	3
Assistant Superintendent/Vice President, Administrative Services	1, 2
Assistant Superintendent/Vice President, Human Resources	3
Assistant Superintendent/Vice President, Instruction	1, 2
Assistant Superintendent/Vice President, Student Services	1, 2
All Associate Deans	3
Chief of Community Safety	3
Chief Technology Officer	3
All Deans	3
Deputy Director, Applications and Development	3
Deputy Director, Facilities Development & Construction Management	1, 2
Deputy Director, ITS Security and Cloud Architecture	3
Deputy Director, Technology Infrastructure and Operations	3
Deputy Title IX Coordinator, EEO and Employee Relations Investigator	3
Director, Budget and Financial Planning	1, 2
Director, EEO, Diversity and Title IX	3
Director, Enrollment Services – Admissions and Records	3
Director, Enrollment Services – Financial Aid	3
Director, Facilities Development and Construction Management	1, 2
Director, Finance	1, 2
Director, General Services	1, 2
Director, Human Resources	3
Director, Marketing and Community Relations	3
Director, Student Success	3
All Executive Deans	3
Manager, Applications Product	3
Manager, Finance	1, 2
Manager, Purchasing	1, 2
Manager, Technical Support Services	3
Procurement Contract Analyst	3
Program Director, Distance Learning	3
Program Director, Dual Enrollment	3
Program Director, Health Services	3
Program Director, Special Programs and Services	3
Program Manager/Director, Natural History Museum	3
Program Manager, Financial Aid	3
Program Manager, Transition to Independent Living Program	3
Project Manager, Marketing	3

Purchasing Coordinator	3
Safety and Emergency Preparedness Coordinator	3
Supervisor, Campus Operations	3
Supervisor, Facilities and Construction Contracts	1, 2
Supervisor, Plant Operation II	1, 2
Supervisor, Residence Housing	3
Consultants/New Positions	*

*Consultants/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 limitations:

The Superintendent/President may determine in writing that a particular consultant/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 fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's/new position's duties and, based on that description, a statement of the extent of the disclosure requirements. The Superintendent/President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Gov. Code Sec. 81008).

APPENDIX B
DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the proposed site.

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2

Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

Category 3

Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

See Board Policy 2710.

This is the last page of the conflict of interest code for the Sierra Joint Community College District,



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
Sierra Joint Community College District was approved on 1/17/25

This code will become effective on 2/16/2025

Sukhdip Brar
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Date: 2025.01.17 11:45:28
-0800

Sukhi K. Brar
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Fair Political Practices Commission