

## Internal Board

### Administrative Rules and Procedures

#### 7051 Conflict of Interest Code Appendix

<b>DESIGNATED EMPLOYEES*</b>	<b>DISCLOSURE CATEGORIES</b>
Members of the Board of Trustees	All
Chancellor	All
President - Chabot College	All
President - Las Positas College	All
Vice Chancellor, Business Services	All
Vice Chancellor, Educational Services & Planning	All
Vice Chancellor, Human Resource Services and Organizational Development	All
Vice Chancellor, Facilities Planning & Management	All
Vice President of Academic Services	All
Vice President of Student Services	All
Vice President of Business Services	All
Director, Business Services	All
Budget Officer	2
District Executive Director of Economic Development and Contract Education	2
Marketing and Sales Manager – Contract Education	2
Project Director – Workplace Learning Resource Center	2
OSHA Training Center and Apprenticeship Programs Manager	2
Director, Maintenance and Operations	2
Chief Technology Officer	2
Assistant Director, Business Services	2
Manager, Bookstore	2
Manager, Purchasing and Warehouse Services	2
Consultant**	2

\* Includes Interim Assignments

\*\* The Chancellor may determine in writing that a paid consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and this is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the

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consultant'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.

### **DISCLOSURE CATEGORIES**

#### **Category 1**

A designated employee in this category shall disclose:

- a) Interests in real property.
- b) Investments and business positions in or income from sources which engage in building construction or design.
- c) Investments and business positions in or income from sources which engage in the acquisition or disposal of real property.

#### **Category 2**

A designated employee in this category shall disclose:

- a) Investments and business positions in or income from sources which manufacture or sell food items, supplies, books, machinery or employment of the type utilized by the administrative unit for which the designated employee is manager, director, or responsible.
- b) Investments and business income in or income from sources which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee is manager, director, or responsible