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**Administrative Regulation**  
Chapter 2 –Board of Trustees

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**AR 2712 CONFLICT OF INTEREST CODE**

Pursuant to Title 2 Section 18730 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 13 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.

**Section 2. Designated Employees**

**Place of Filing of Statements of Economic Interest**

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent/President or his/her designee. The agency shall make and retain a copy of all statements filed by Governing Board Members and its Superintendent/President and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's Conflict of Interest Code. All retained statements, original or copies, shall be available for public inspection and reproduction.

**Conflict of Interest Code Categories**

**Category 1:** Persons in this category shall disclose all interests 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 agency.

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.

- Category 2:** Persons in this category shall disclose all investments and business positions.
- Category 3:** Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.
- Category 4:** Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.
- Category 5:** Persons in this category shall disclose all investments, business positions and income, including gifts, loans and travel payments from persons, for-profit entities, non-profit entities and any other organization, if the source is of the type to receive grants or other monies from or through the Santa Monica Community College District.
- Category 6:** Persons in this category shall disclose all income (including loans, gifts, and travel payments) from any Santa Monica Community College District employee, any representative or association of such employee, and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

**Conflict of Interest Code Designated Positions**

<b>Designated Positions</b>	<b>Disclosure Categories</b>
Member of the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Campus Counsel	1, 2, 3
Executive Vice President	1, 2, 3
Vice President, Academic Affairs	2,3
Vice President, Business and Administration	1, 2, 3
Vice President, Enrollment Development	2,3
Vice President, Human Resources	2, 3
Vice President, Student Affairs	2, 3
Senior Director, Government Relations/Institutional Communications	2, 3
Dean, Academic Affairs	4
Dean, Counseling	4
Dean, Education Enterprise	2, 3
Dean, Enrollment Services	4
Dean, Equity, Pathways and Inclusion	4
Dean, Health and Well-Being	4
Dean, Human Resources	4,-6

Dean, International Education	4
Dean, Institutional Advancement/SMC Foundation Director	2, 3
Dean, Institutional Research	4
Dean, Noncredit and External Programs	2,3
Dean, Special Programs	4
Associate Dean, Financial Aid/Scholarships	2, 3
Associate Dean, Facilities Programming	4
Associate Dean, Health Sciences	4
Associate Dean, International Education	4
Associate Dean, On-Line Services Support	4
Associate Dean, Outreach Onboarding and Student Engagement	4
Associate Dean, Student Life	4
Chief of Police, Campus Police	4
Captain, Campus Police	4
Chief Director, Business Services	4
Chief Director, Information Technology	4
Controller	4
Director, Academic Computing	4
Director, Athletics	4
Director, Auxiliary Services	2, 3
Director, Facilities Finance	1, 4
Director, Facilities Planning	4
Director, Facilities Maintenance	4
Director, Facilities Operations	4
Director, Grants	4, 5
Director, International Development	4
Director, Human Resources	6
Director, Library and Information Services	4
Director, Management Information Services	4
Director, Network Services/	4
Director, Personnel Commission	4, 6
Director, Procurement, Contracts and Logistics	4
Director, Public Information	4
Director, Safety and Risk Management	2, 3
Director, Student Judicial Affairs	4
Director of Sustainability	2, 3
Disabled Students Program and Services Manager	4
Assistant Director, Athletics	4
Assistant Director, Safety and Risk Management	2, 3
Manager, Campus Store	4
Assistant Manager, Campus Store	4
Members of the Personnel Commission	4,6
Consultant/New Position*	

\*Consultants/New Position is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President or designee may determine in writing that a particular consultant, 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 duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President’s or 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 (Government Code Section 81008).

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

Also see BP 2200 Board Duties and Responsibilities, BP/AR 2710 Conflict of Interest, BP 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

**References:**

Government Code Sections 81008, 87103(e), 87300-87302, 89501, 89502, and 89503;  
Title 2 Section 18730

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*Reviewed and approved by Senior Staff: 7-25-2017*

*Updated by Senior Staff on 10-1-2024 pursuant to approval by the L.A. County Board of Supervisors on 12-20-2023*

*(Replaces SMC AR 2141, AR 2142, and AR 2143)*