

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

Title: STATEMENT OF ECONOMIC INTEREST	Number: AP 1.19
Legal Authority: California Government Code Sections 1091, 1091.5, 87302 and 87313 Title 2, California Code of Regulations Section 18730 Form 700	Page: 1 of 2

- A. Persons holding positions listed below in Table 1.19 Designated Positions are determined to be positions in which individuals make or participate in the making of decisions which may have a foreseeable material effect on financial interest as specified under Government Code Section 87302

<i>Table 1.19</i>	
<i>Designated Positions</i>	
<i>Designated Positions</i>	<i>Disclosure Categories</i>
Members of the Board of Trustees	1
Chancellor	1
President	1
Vice Chancellor, Finance and Administration	1
Vice Chancellor, Academic Affairs	2
Vice Chancellor, Student Development	2
Associate Vice-Chancellors	2
Chief Financial Officer	1
Deans	2
Associate Deans	2
All Directors	2
Associate Directors	2
General Counsel	2
Deputy General Counsel	2
Consultant*	1

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1. Persons in Disclosure Category 1 shall annually complete all forms provided in the Political Reform Act Form 700 package.
2. Persons in Disclosure Category 2 shall disclose in the Political Reform Act Form 700 Package all interests in real property, investments in any business entity and income from any source which leases, rents or operates from within the jurisdiction of the San Francisco Community College District, or which may plan to do so in the future, or which has done so within two years prior to any time period covered by a statement of economic interest, and their status as a director, officer, partner, trustee, employee or holder of any management position in any such business. Also, 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 or subordinate departments.
3. *Consultant shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the Code subject to the following limitation: Consultants are deemed to not make or participate in the making of governmental decisions and therefore have no obligation to file Statements of Economic Interest unless the Chancellor, on a case by case basis, makes a determination that a specific consultant does in fact make or participate in the making of governmental decisions. Such determination shall include a description of the 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.

- B. The Chancellor will administer this procedure and ensure that each of the above named positions annually file a Statement of Economic Interest Form 700 as is required by law.
- C. If a person does have an economic interest in a matter which they normally participate in, or make, a decision, they shall recuse themselves from any participation in the matter. A Board of Trustees member shall also abstain from any vote in the matter.

Approved by Chancellor:	Recommended by: General Counsel
Date:	Date: 6/25/15