

**DECLARATION OF CHIEF EXECUTIVE OFFICER**  
**Multi-County Agency Conflict of Interest Code for**  
**Antelope Valley Community College District**

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Name of Agency

The proposed conflict of interest code specifically includes each agency position that involves the making or participation in the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency's current programs and require disclosure of only foreseeable interests that may create a conflict of interest.

The agency has satisfied all of the requirements of Title 2, Division 6 of the California Code of Regulations Section 18750 preliminary to approval of the proposed code, including providing a comment period for both employees and the public.



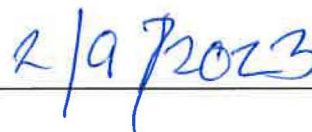
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Signature

Dr. Jennifer Zellet

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Printed Name



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Date

Superintendent/President

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Title

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE  
OF  
THE ANTELOPE VALLEY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN that the **Antelope Valley College District**, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on **February 14, 2023** and closing on **April 17, 2023**. All inquiries should be directed to the contact listed below.

The **Antelope Valley College District** proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include and is not limited to: changes in positions and other technical changes.

The proposed amendment and explanation of the reasons can be obtained from the agency's contact.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than **April 17, 2023**, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than **March 27, 2023**.

The **Antelope Valley Community College District** has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.
5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to: Patty McClure, Director, Board & Executive Services, at [pmcclure@avc.edu](mailto:pmcclure@avc.edu) or 661-722-6301.

**Conflict of Interest Code for  
Antelope Valley Community College District**

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, the standard code 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 Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Antelope Valley 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. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

**Conflict of Interest Code for  
Antelope Valley Community College District**

**Appendix A**

Disclosure Categories Category 1

~~A designated employee assigned to this category shall disclose:~~

- ~~a. Interests in real property within the boundaries of the District as well as real property within two miles of the property used or the potential site.~~
- ~~b. 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

~~A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which manufacture or sell food items, supplies, books, machinery or equipment of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.~~

Category 3

~~A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.~~

**Designated Employees**

**Disclosure Categories**

|  |                                       |
|--|---------------------------------------|
| Vice President Academic Affairs                              | <del>1, 2</del> —All                  |
| Vice President Student Services                              | <del>1, 2</del> All                   |
| Vice President Human Resources and Employee Relations        | <del>1, 2</del> All                   |
| <u>Vice President of Administrative Services</u>             | <del>1, 2</del>                       |
| <u>General Counsel</u>                                       | <del>1, 2</del> Executive Director of |
| <u>Business Services</u> —————All                            |                                       |
| Executive Director of Facilities                             | ———— <del>1, 2</del> All              |
| Executive Director of Information Technology Services        | ———— <del>3</del> 2, 3                |
| Executive Director of the Foundation                         | <del>1, 2</del> All                   |
| Executive Director of Marketing & Public Information         | ————2                                 |
| <u>Executive Director of Financial &amp; Fiscal Services</u> | <del>1, 2</del>                       |

**Conflict of Interest Code for  
Antelope Valley Community College District**

|                            |                 |
|----------------------------|-----------------|
| Deans                      | 3, <del>4</del> |
| <u>Associate Dean</u>      | <u>3</u>        |
| Consultants/New Employees* |                 |



**Conflict of Interest Code for  
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\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

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 are limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written 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 Superintendent’s/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.

Officials Who Manage

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Board of Trustees
- Superintendent/President
- ~~Executive Director of Business Services~~ Vice President of Administrative Services

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

~~7/5/05~~

~~Revised: 5/8/06~~

~~Revised: 9/10/07~~

~~Revised: 6/13/11~~

~~Revised: 3/10/14~~

~~Revised: 9/12/16~~

**Conflict of Interest Code for  
Antelope Valley Community College District**

Category 1. Designated positions assigned to this category must report:

- a. 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.
- b. 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. For the purposes of this category, a principal's department is their entire school.