

Attachment B –

Conflict of Interest Code for:

Grossmont-Cuyamaca Community College District



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

January 20, 2025

COSD CLERK OF THE BOARD
2025 JAN 22 PM 12:06

County of San Diego
Clerk of the Board of Supervisors
Attn: Jocelyn Porter
1600 Pacific Highway, Room 402
San Diego, CA 92101

Subject: Appendix to Administrative Procedure 2712 – Required Form 700 Filers

Dear Ms. Porter:

After consultation with the District Executive Council of the Grossmont-Cuyamaca Community College District (GCCCD) on January 17, 2025, I approved revisions to the District's Appendix to Administrative Procedure 2712. This appendix specifies the positions within GCCCD that are required to file Form 700 Statements of Economic Interest. The redlined and clean versions are included as Attachments A and B, respectively. Included as Attachment C is GCCCD's Board Policy 2410, which grants authority to the Chancellor to revise Administrative Procedures as deemed necessary.

I now respectfully request that the County of San Diego's Board of Supervisors approve the revisions set forth in Attachment A as follows:

- Remove the position title currently listed as:
Associate Vice Chancellor District Business Services
- Add the following new position title:
Associate Vice Chancellor of Facilities Planning, Public Safety, and Risk Management

In addition, please note that **Steven Crow** is currently serving in the position to be deleted, and will also be serving in the new position. Therefore, please treat this as a "position transfer" for Mr. Crow.

Please advise if there is any additional information you need from our District.

Sincerely,

Lynn Ceresino Neault
Chancellor

cc: Michael Williamson

Office of the Chancellor

APPENDIX TO AP 2712 CONFLICT OF INTEREST CODE

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICERS AND EMPLOYEES REQUIRED TO FILE DISCLOSURE STATEMENTS

COSD CLERK OF THE BOARD
2025 JAN 22 PM 12:06

- I. Governing Board Members; Chancellor; Vice Chancellor Business Services; Vice Chancellor Human Resources; President, Grossmont College; President, Cuyamaca College; ~~Associate Vice Chancellor District Business Services; Associate Vice Chancellor of Facilities Planning, Public Safety, and Risk Management~~; Associate Vice Chancellor Educational Support Services; Associate Vice Chancellor Technology; Associate Vice Chancellor Human Resources, Vice President, Academic Affairs, Grossmont College; Vice President, Instruction, Cuyamaca College; Vice President, Administrative Services, Grossmont College; Vice President, Administrative Services, Cuyamaca College; Vice President Student Services, Grossmont College; Vice President, Student Services, Cuyamaca College.

A. Income

Income sources located within the District, or doing business within the District, or planning to do business within the District, or which have done business within the District within the two years prior to filing.

B. Interests in Real Property

Any ownership, beneficial, or leasehold interest, or an option to acquire such an interest in, real property located in the District owned by the filer or his or her immediate family if the fair market value is \$1,000 or more.

C. Investments and Business Positions in Business Entities

1. Investments with a fair market value of \$1,000 or more in any business entity which are owned by the filer or his immediate family if the business entity has an interest in real property located within the District, or does business or plans to do business within the District, or has done business within the District within the two years prior to filing.
2. Business Positions Held.

- II. Sr. Director, Purchasing, Contracts & Ancillary Services; Sr. Director, Districtwide Facilities; Director, District/Campus Facilities, Operations, and Maintenance, Grossmont College; Director, District/Campus Facilities, Operations, and Maintenance, Cuyamaca College; Sr. Director, Fiscal Services.

A. Income sources from businesses which provide services, supplies, materials, machinery, or equipment of the type utilized by the District.

B. Investments and business positions in business entities, which provide services, supplies, materials, machinery, or equipment of the type utilized by the District and purchased or leased by the filer's department.

III. Consultants

The Chancellor shall determine whether a consultant makes a governmental decision as set forth in 2 Cal. Code of Regulations § 18700 or serves in a staff capacity with the District and in that capacity performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. The disclosure required of consultants shall be determined on a case-by-case basis by the Chancellor.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

COSD CLERK OF THE BOARD
2025 JAN 22 PM 3:42

District Executive Council

Charge: <https://intranet.gcccd.edu/dec/charge-and-composition.html>

MEETING NOTES

Friday, January 17, 2025 – 1:00–2:30 PM

Zoom Meeting - <https://gcccd-edu.zoom.us/j/89547163175>

Council Members

Name	Title	Attendance
Lynn Neault	Chair: Chancellor	<input checked="" type="checkbox"/>
Sahar Abushaban	Vice Chancellor Business Services	<input checked="" type="checkbox"/>
Linda Beam	Interim Vice Chancellor Human Resources	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor Educational Support Services	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Associate Vice Chancellor Technology	<input type="checkbox"/>
Denise Whisenhunt	Grossmont College President	<input checked="" type="checkbox"/>
Jessica Robinson	Cuyamaca College President	<input checked="" type="checkbox"/>
Vi Huynh	Grossmont College ASGC President	<input checked="" type="checkbox"/>
Brycen Brown	Cuyamaca College ASGCC President	<input type="checkbox"/>
Jim Mahler	American Federation of Teachers (AFT) Guild, Local 1931 Rep	<input checked="" type="checkbox"/>
Colleen Moreno	California School Employees Association (Chapter 707) Rep	<input checked="" type="checkbox"/>
Wayne Branker	Administrators Association Rep	<input type="checkbox"/>
Craig Leedham	Confidential Administrators Rep	<input checked="" type="checkbox"/>
Rosie Ibarra	Confidential Employees Rep	<input checked="" type="checkbox"/>
Perla Lopez	Grossmont College Academic Senate President	<input checked="" type="checkbox"/>
Karen Marrujo	Cuyamaca College Academic Senate President	<input checked="" type="checkbox"/>
Michele Martens	Grossmont College Classified Senate President	<input checked="" type="checkbox"/>
Rana Al-Shaikh	Cuyamaca College Classified Senate President	<input type="checkbox"/>
Guests:		
Sharon Sampson	Grossmont Academic Senate President-Elect	<input checked="" type="checkbox"/>
Meeting Recorder:		
Mike Williamson	Executive Assistant	<input checked="" type="checkbox"/>



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Agenda Item	Documents
A. Tuesday, January 21, 2025, Governing Board Regular Meeting Docket	<ul style="list-style-type: none">• Item 10.1 Amendments to 2024-2025 CCAP Agreements:<ul style="list-style-type: none">○ Jim Mahler requested that the full agreements be removed from the previously approved agenda item to avoid confusion with members of the public. The Chancellor agreed to amend the agenda item and stated she would announce the change at the Board meeting on Tuesday.
B. New Health and Safety Committee – Revisited	<ul style="list-style-type: none">• Steven Crow, Interim AVC of Facilities Planning, Public Safety, and Risk Management, will convene the first meeting in February.• The meetings will be held monthly for now, subject to change as needed.• Regular updates will be provided to DEC, Presidents' Cabinets, and Chancellor's Cabinet.• The structure and composition of the membership is still being finalized based upon feedback at the last DEC meeting.• Michele Martens inquired whether the agendas and minutes from the committee would be housed on the internet or intranet. It was clarified that this committee, like other operational committees, will be moved to the internet.• This committee is an important part of moving forward with a new public safety model.• Sahar Abushaban noted that the records from the work done previously by the Public Safety Task Force are available for review.• Perla Lopez wants to share the charge and composition with the Academic Senate. The Chancellor noted that if there are suggestions for revisions, to bring them forward.• It was clarified that all positions in the composition are currently existing positions.• Michele Martens would like to also share the charge and composition with the Classified Senate.• Sahar will work with Steve Crow to revise the charge and composition, and will send out to DEC.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Agenda Item	Documents
<p>C. Summary of Parking Program Costs and Revenue (Sahar)</p> <ul style="list-style-type: none">• 8-Year Summary	<ul style="list-style-type: none">• There are still concerns about charging for parking beginning in fall 2025.• Sahar shared an analysis on parking revenues and expenditures (see attachment).• The deficit shown in the attachment for 2025-2026 would need to be made up with unrestricted general funds.• It was reported that all other districts in our region are charging parking fees.• Karen Marrujo suggested we get creative with parking fines to better support students. Ticketing students makes in-person attendance less attractive. Perhaps not charging for parking will set us apart.• The group discussion included the following suggestions:<ul style="list-style-type: none">○ Giving a warning for first offenses.○ Making it part of the process of paying a fine that the payee receives a parking permit.○ Providing parking permits to part-time students at a reduced cost.○ Giving warnings, but not promoting that practice, as students will then not buy a permit until they get a warning first.○ Waiting until the third week of classes before beginning to issue parking tickets.○ Increasing the visibility of parking enforcement officers.○ Posting physical signs and electronic notices letting students know when ticketing will begin.○ Allowing for further discussion of this subject at DBC.• Denise Whisenhunt shared concerns that costly damages from poorly maintained roads and parking lots may result if parking revenues are not available for doing maintenance and repairs.• Vi Huynh noted concerns that parking fees may result in loss of enrollment for in-person courses. Students will try to take online courses instead, which has an impact on campus engagement. He reported that the Associated Students have been working to get students involved on campus.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Agenda Item	Documents
	<ul style="list-style-type: none">• Michele Martens expressed concerns about students experiencing delays receiving financial aid, noting they may face challenges paying for a parking permit and/or fines.
D. Governor's Proposed 2025-2026 Budget	<ul style="list-style-type: none">• The budget reflects the Governor's goal of budget stability.• A COLA of 2.43% is projected.• It is too early to estimate revenues accurately due to SCFF hold harmless ending; however, we estimate approximately \$3 million of additional revenue.• A COLA is planned for some categorical programs.• The statewide bond fund passed, which will provide matching funds for the Gym Replacement Project at Grossmont.• There is a big push in the state to increase growth funding since so many colleges have unfunded growth. GCCCD is not one of them.
E. Governance Council Updates (Standing Item)	
<ul style="list-style-type: none">• IEPI Update	<ul style="list-style-type: none">• The Governance Handbook is still under review.• The Student Government Governance Retreat coming up.
<ul style="list-style-type: none">• Districtwide Budget Council (DBC)	<ul style="list-style-type: none">• There was no report, as DBC has not met yet this year.
<ul style="list-style-type: none">• Human Resources Advisory Council (HRAC)	<ul style="list-style-type: none">• HRAC met on 12/11 to finalize its charge, which will be uploaded to the District website.• Changes to Title IX BP/APs were discussed. Ongoing litigation, as well as the change in presidential administration, will likely result in further changes to Title IX.• There was robust dialogue concerning a draft revision to AP 2710 Conflict of Interest involving outside employment. The discussion is expected to continue at the next meeting.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Agenda Item	Documents
	<ul style="list-style-type: none">• Discussed DEIA language for job descriptions, as required by evaluations requirements.• A new employee orientation was held last week, which is part of the EEO Plan.• A mandatory HR training for managers and supervisors will take place on 1/22.• Classified Professional Development Day was scheduled for 6/12/25.• Presidents Robinson and Whisenhunt are grateful for the upcoming training. Having everyone together is a very good opportunity to work together and to make sure all are on the same page and speaking the same language.
<ul style="list-style-type: none">• Student and Institutional Success Council (SISC)	<ul style="list-style-type: none">• There was no report.
<ul style="list-style-type: none">• Technology Planning & Policy Council (TPPC)	<ul style="list-style-type: none">• There was no report.
<p>F. Board Policies and Administrative Procedures</p> <p>FIRST READS</p> <ul style="list-style-type: none">• AP 2712 Appendix to AP 2712 Conflict of Interest Code – to reflect organizational modifications<ul style="list-style-type: none">○ Removes position: Associate Vice Chancellor District Business Services.○ Adds position: Associate Vice Chancellor of Facilities Planning, Public Safety, and Risk Management. <p>SECOND READ</p> <p>None</p>	<ul style="list-style-type: none">• Appendix to AP 2712 was reviewed, and will be revised accordingly. Notice of the job title changes will be sent to the County Board of Supervisors.

Next Meeting Date:
Monday, February 10, 2025 – 1:00-2:30 PM – Grossmont College – Griffin Gate

Conflict of Interest Code for:

Grossmont Union High School District



COMMITTED TO EXCELLENCE
SINCE 1920

- GOVERNING BOARD MEMBERS

SCOTT ECKERT

CHRIS FITE

JIM KELLY

ROBERT SHIELD

DR. GARY C. WOODS

- SUPERINTENDENT

MIKE FOWLER

January 24, 2025

Clerk of the Board of Supervisors
County Administration Center
1600 Pacific Highway, Fourth Floor, Room 402
San Diego, California 92101

COSD ASSESSMENT APPEALS
2025 JAN 24 PM4:05

Dear Clerk of the Board of Supervisors,

Attached is a copy of the Grossmont Union High School District (GUHSD) Governing Board approval for amending GUHSD's Conflict of Interest Code (COI).

Please forward the revised COI to the County Board of Supervisors for approval.

Thank you,

Monica Osterloh

Monica Osterloh
Executive Assistant II, Business Services



COSD ASSESSMENT APPEALS
2025 JAN 24 PM4:03

Grossmont Union High School District

Agenda Item Details

Meeting	Jan 23, 2025 - Regular Governing Board Meeting
Category	N. Action Items - Governing Board
Subject	2. Approval of First Reading and Option to Waive Second Reading of Board Bylaw Exhibit E 9270: Conflict of Interest
Access	Public
Type	Action, Policy Revision/Update - 1st Read
Recommended Action	Approval of First Reading and to Waive Second Reading of Board Bylaw Exhibit E 9270: Conflict of Interest

Public Content

GUHSD Board Bylaw 9270 and Exhibit 9270 comprise the District's Conflict of Interest Code. Exhibit 9270 specifies which District positions must file a Statement of Economic Interests Form 700.

All local government agencies are required to review their Conflict of Interest Code on a regular basis to determine if it is accurate or if the code must be amended.

After reviewing the code and exhibit, staff recommends updating Board Bylaw 9270 Exhibit 9270 to reflect current GUHSD positions.

 [Proposed Revisions to Exhibit 9270 - Conflict of Interest.pdf \(167 KB\)](#)

Executive Content

Motion & Voting

Approval of First Reading and to Waive Second Reading of Board Bylaw Exhibit E 9270: Conflict of Interest

Motion by Jim Kelly, second by Chris Fite.

Final Resolution: Motion Carried

Yes: Rob Shield, Gary Woods, Jim Kelly, Chris Fite, Scott Eckert



COSI ASSESSMENT APPEALS
2025 JAN 24 PM4:04

Book Board Policy Manual
Section 9000 Board Bylaws
Title Copy of Conflict Of Interest
Code 9270 E
Status
Adopted March 2, 2000
Last Revised January 23, 2025

**Exhibit
Conflict Of Interest**

E 9270
Board Bylaws

Appendix I

Designated Positions	Disclosure Categories
Assistant Superintendent, Business Services	1
Assistant Superintendent, Educational Services	1
Assistant Superintendent, Human Resources	1
Asst. Superintendent, Educational Services	1
CBOC-Citizen's Bond Oversight Committee	1
Deputy Superintendent, Business Services	1
Director, Purchasing	1
Director, School Safety	2,3
Director I, Adult Education	2,3
Director I, College & Career Readiness	2,3
Director I, Human Resources	2,3
Director I, Learning & Innovation	2,3
Director I, Special Education	2,3
Director I, Student and Family Engagement, Learning and Innovation	2, 3
Director 1, Student Support Services & Alternative Education	2,3
District Superintendent	1
Executive Director, Communications	2,3
Executive Director, Educational Technology Services	1
Executive Director, Facilities Management	1
Executive Director, Fiscal Services	1
Governing Board	1
Internal Auditor	1

Appendix II

Designated Positions	Disclosure Categories
Administrative Coordinators	4,6
Assistant Principals	4,6
Benefit Services Coordinator	2,3

Buyers	3
*Contract Consultants	2,3
Coordinator, Testing & Accountability	2,3
Director, Food Services & Warehouse	2,3
Director, Maintenance & Operations	2,3
Director, Research and Evaluation	2,3
Director, Risk Management and Compliance	2,3,5
Director, Technical Services	2,3
Director, Transportation	2,3
Director II, Academic Intervention / Alternative Programs	2,3
Director II, Accountability, State and Federal Programs	2,3
Director II, Adult Education	4,6
Director II, College and Career Readiness	2,3
Director II, ELL Ed Programs	2,3
Director II, Extended Curricular Programs	2,3
Director II, Instructional Technology	2,3
Director II/Principal, Home Choice	2,3
Director II, Special Education	2,3
Director II, Student Support Services	2,3
Director II, Title I, Categorical Programs/Grants	2,3
Manager, Fiscal Services	1
Manager, Payroll	2,3
Manager, School Facilities	4,6
Operations Manager, Maintenance & Operations	4,6
Principals	4,6
Senior Project Manager, Planning & Construction	1

* Contract consultants who make or participate in the making of decisions which may foreseeably have a material effect on the economic interests of the District. Such contract consultants shall disclose pursuant to the disclosure requirements in this code subject to the following limitations:

The Superintendent may determine in writing that a particular consultant, although a 'designated position,' is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent'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

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned. Please see FPPC Form 700 instructions for more detailed information.

Disclosure Category 1

Interests in real property located, excluding personal residence, within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from all sources.

Disclosure Category 2

Interests in real property, excluding personal residence, located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that are of the type to request an entitlement to use agency property or facilities, including, but not limited to:

1. A license
2. Utility permit
3. Station vendor permit.

Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- None at time of update

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 categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Exhibit GROSSMONT UNION HIGH SCHOOL DISTRICT

version: March 2, 2000 La Mesa, California

revised: April 19, 2012

revised: May 8, 2012

revised: September 13, 2018

revised: September 13, 2022

revised: May 9, 2023

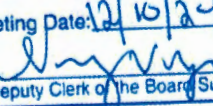
revised: November 14, 2023

revised: January 23, 2025

Conflict of Interest Code:

Public Safety Group

County of San Diego Departments	Designated Positions	Disclosure Categories
Public Safety Group Amended 2024	Deputy Chief Administrative Officer, PSG Chief Operations Officer, PSG Group Finance Director Group Human Resources Director Group Information Director Assistant Group Finance Director CAO Group Analyst HR Manager Group Program Manager Program Coordinator Group Communications Officer Administrator, Justice Systems Integration Administrative Analyst III Finance Officer Program Director of Prevention, Diversion, and Re-Entry Consultant	All All All All All All All All All All All All All All All All All All Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Deputy Chief Administrative Officer 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 fully comply with disclosure requirements described in this Section. Such written determination shall include a description of consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Deputy Chief Administrative Officer's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest

Approved and/or authorized by the
Board of Supervisors of the County of San Diego.
Meeting Date: 12/16/24 Minute Order No. 24
By:  Date: 12/18/24
Deputy Clerk of the Board Supervisors

County of San Diego Departments	Designated Positions	Disclosure Categories
Public Safety Group Amended 2/3/2025	Deputy Chief Administrative Officer, PSG Chief Operations Officer, PSG Group Finance Director Group Human Resources Director Group Information Technology Manager Assistant Group Finance Director CAO Group Analyst HR Manager Group Program Manager Program Coordinator Group Communications Officer Administrator, Justice Systems Integration Administrative Analyst III Finance Officer Program Director of Prevention, Diversion, and Re-Entry Consultant	All All All All All All All All All All All All All All All All Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Deputy Chief Administrative Officer 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 fully comply with disclosure requirements described in this Section. Such written determination shall include a description of consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Deputy Chief Administrative Officer's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest COSD CLERK OF THE BOARD 2025 FEB 5 PM 12:56

County of San Diego Departments	Designated Positions	Disclosure Categories
Public Safety Group Amended 2/3/2025	Deputy Chief Administrative Officer, PSG Chief Operations Officer, PSG Group Finance Director Group Human Resources Director Group Information Technology Manager Assistant Group Finance Director CAO Group Analyst HR Manager Group Program Manager Program Coordinator Group Communications Officer Administrator, Justice Systems Integration Administrative Analyst III Finance Officer Program Director of Prevention, Diversion, and Re-Entry Consultant	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Deputy Chief Administrative Officer 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 fully comply with disclosure requirements described in this Section. Such written determination shall include a description of consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Deputy Chief Administrative Officer's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest</p>

COSD CLERK OF THE BOARD
 2025 FEB 5 AM 10:56