

# Academic Senate Grossmont College

Monday, September 20, 2010  
11:00am – 12:20pm in Griffin Gate

## I. CALL TO ORDER

A. Public Comment – *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.*

B. Approval of Agenda

C. Approval of Minutes from August 30, 2010

## II. PRESIDENT'S REPORT

40 minutes

A. Announcements

B. Middle College High School presentation

C. Introduction to the Academic Senate – Senator Responsibilities

D. Part-Time Senator Elections

E. Evaluation Task Force

F. Disciplines List

## III. COMMITTEE REPORTS

NONE

## IV. ACTION ITEMS

10 minutes

A. Distinguished Faculty Process – (Attachment #1)

## V. INFORMATION ITEMS\*

20 minutes

A. Awards Process Timeline

B. BP/AP 3910 – Institutional Code of Ethics

\*The Academic Senate may move information items to action upon a 2/3 vote.

# Academic Senate Grossmont College

## Minutes of the Academic Senate – August 30, 2010

### MEETING ATTENDANCE:

X	Chris Hill (President)		James Foran (Culinary Arts)	X	Edda Temoche-Weldele (Foreign Lang)
	P.J. Ortmeier (AOJ)	X	Kathy Meyer (Dance) -Fall	X	Robert Henry (History)
	Lance Parr (AOJ)		David Mullen (Dance) - Spring	X	Devon Atchison (History-Sen Officer)
	Tina Young (AOJ)		George Gastil (P/T Senate Officer @large)	X	Angela Feres (History)
X	Jennifer Carmean (ASL)		David Milroy (Divisional Senator AHLGC)	X	Priscilla Rogers (Inter Bus)
	Jamie Gould (ASL)	X	Ann Bryan (Divisional Senator CTE/WD)	X	Patty Morrison (Library)
X	Israel Cardona (Behav Sci)		(Divisional Senator ESBS)	X	Julie Middlemas (Library)
X	Gregg Robinson (Behav Sci)		(Divisional Senator LR)	X	Jenny VandenEynden (Math)
X	Virginia Dudley (Bio Sci)	X	Mike Lambe (Divisional Senator)	X	Susan Working (Math)
X	Michael Golden (Bio Sci)		Jane Nolan (DSPS)	X	Ray Funk (Math)
X	Michele Perchez (Bio Sci)	X	Carl Fielden (DSPS)	X	Irene Palacios (Math)
X	Brian Keliher (Bus Admin)	X	Tim Cliffe (Earth Sci)	X	Shawn Hicks (Math)
	Nate Scharff (Bus Admin)		Judd Curran (Earth Sci)	X	Evan Wirig (Media Comm)
	Linda Snider (BOT)	X	Oralee Holder (English)		William Snead (Media Comm)
	Barb Gillespie (BOT)	X	Tony Ding (English)	X	Derek Cannon (Music)
	Andy Biondo (CVT)		Christopher Farquar (English)		Paul Kurokawa (Music)
X	Don Ridgway (CVT)	X	Sue Jensen (English)		Steve Baker (Music)
X	Jeff Lehman (Chemistry-Senate Officer)	X	Adelle Schmitt (English)		Joy Zozuk (Nursing) Diane Hellar
	Cary Willard (Chemistry)	X	Lisa Ledri-Aguilar (English)	X	Diane Gottschalk (Nursing)
X	Martin Larter (Chemistry)		Michelle Tucker (English)		Sharon Sykora (Nursing)
	Diana Vance (Chemistry)		Chuck Passentino (ESL)		Christine Vicino (Occ Therapy)
	Sheridan DeWolf (Child Dev)	X	Nancy Herzfeld-Pipkin (ESL)		June Yang (Phil/ Rel Studies)
X	Claudia Flores (Child Dev)	X	Barbara Loveless (ESL)		Ross Cohen (Physics)
	Joel Castellaw (Comm)		Jim Tolbert (EOPS)		Stephanie Plante (Physics, Astr. Ph Sc)
X	Jade Solan (Comm)	X	Sylvia Montejano (EOPS)	X	Shahrokh Shahrokhi (Polit Economy)
	Victoria Curran (Comm)	X	Laura Sim (Exer Sci/Well-Sen Officer)	X	Todd Myers (Polit Economy)
X	Janet Gelb (CSIS)	X	Beth Kelley (Exer Sci/Well)	X	Lorenda Seibold-Phalan (Resp Ther)
	Ronald Norman (CSIS)	X	Jim Symington (Exer Sci/Well)		Rebecca Handley (Resp Ther)
	Bonnie Schmiege (Counseling)	X	Randy Abshier (Exer Sci/Well)		Beth Duggan (Theatre Arts)
X	Mary Rider (Counseling)	X	Larry Larsen (Exer Sci/Well)	X	Craig Everett (Theatre Arts)
	Cruz Cerda (Counseling)	X	Yolanda E. Guerrero (Foreign Lang)	X	Pete Schmidt (Visual Arts & Humanities)
	Danny Martinez (Cross Cult Stud)	X	Virginia Young (Foreign Lang)		Gareth Davies-Morris (Visual Arts & Humanities)
X	Joe Orate (Culinary Arts)	X	Paul Vincent (Foreign Lang)	X	Jennifer Bennett (Visual Arts & Humanities)
				X	Malia Serrano (Visual Arts & Humanities)

### GUESTS:

- Jim Mahler, American Federation of Teachers (AFT)
- Beth Smith, Math Department Faculty, ASCCC Treasurer
- Kerry Kilber, Dean of Learning and Technical Resources
- Barbara Blanchard, Vice President, Academic Affairs

**RECORDER:** Rochelle Weiser

### I. CALL TO ORDER (11:05)

#### A. Public Comment

None

#### B. Approval of Agenda

A motion was made to approve the day's agenda.  
M/S/U Wirig/Holder

**C. Approval of Minutes from May 17, 2010**

A motion was made to approve the minutes from May 17, 2010. Chris noted there was a typing error to be corrected.

M/S/U Atchison/Morrison

**II. PRESIDENT'S REPORT**

**A. Announcements**

Chris began by announcing that room 65-660 would be the meeting place for the Academic Senate for the approximately the next 18 months. Chris then reviewed the Academic Senate Website and the information available there. Chris noted that the Sabbatical Leave process workshops would be coming up and that the senators would be receiving an e-mail from her and Mike Wangler, Cuyamaca College Academic Senate President, regarding the workshops.

Chris requested that the Senators please sign in, as well as review the sign-in sheet and forward any corrections to Rochelle.

Chris then reviewed the process for drop rosters. She noted that it was necessary to use the census drop roster first, but after it had been used the instructor drop roster will be available for additional roster corrections. A discussion followed regarding the waitlist process and the drop for non-payment process.

Chris announced that due to vandalism on campus gates will be installed sometime in the near future to prevent people from driving on campus during late night hours. The gates will be installed in three different areas; the entrance to the road that follows the perimeter of the college along I-125, the main avenue at the front of campus, and at the road that goes to the west side of the college. The gates will be closed between 11:00pm – 5:00am and during campus closures, holidays, emergencies, etc. Public Safety will coordinate the closures to accommodate off-campus field trips, athletic events, rehearsals and any special events. It was noted that the Public Safety dispatch office is available 24hours and that the office does have dispatch that is directly connected to El Cajon Police Department.

Chris announced that the deadline for Part-Time Faculty to complete their Professional Development hours has been extended to the 12<sup>th</sup> week of the semester. This allows more time and more opportunities for Part-Time Faculty to complete their hours. It was noted that the change applies to the current semester.

**B. Welcome New College Administrators**

Chris introduced and welcomed the new members of the college Administration: Kerry Kilber, the new Dean of Learning and Technical Resources and Barbara Blanchard, the new Vice President of Academic Affairs. She noted that Steve Baker, who had been acting Dean of Arts, Language and Communication, was now the permanent dean of the division. Barb expressed her appreciation for the help she received in becoming familiar with Grossmont College (GC). She noted she was impressed with both the program review process and the planning process and was excited to be part of GC.

**C. Introduction to the Academic Senate**

Chris began by asking the Senators to introduce themselves, briefly give the department they represent and if they are a new Senator or not. Chris then reviewed the handout that was given

to the new Senators, it included the following: the Senate's role and responsibilities, the "10 + 1", as well as Robert's Rules of Order, and other items to consider when the Senate meets. Chris then reviewed the composition of the Senate agenda and explained what each item on the agenda was and the typical procedure for each; updates, committee reports, items to be voted on, and information items.

Chris then reviewed some of the items that will be coming to the Senate in the coming year: continued work on BP/AP 4300-Instructional Field Trips, request for Committee participants, a Resolution of Appreciation for the college services that participated in the move to the modular village, pre-requisite requirements, SLO processes, and the elections for the President and Senate Officers were some of the items mentioned. Chris noted the election for the Academic Senate President would take place in October, this would allow the incoming President to shadow Chris until June when that person would take office. Chris noted that in the Spring the committee for the next accreditation self study would be forming in order to be trained and ready for the next site visit in 2013. One item discussed was the online instructor qualification process and procedures for online classes. It was noted that the Distance Education Subcommittee as well as TTLC would be working on these items prior to a discussion in the Senate.

#### **D. Part-Time Senator Elections**

Chris introduced the Part-Time Divisional Senators that were elected at the Division meetings during Flex week. They are; David Milroy, Arts, Languages and Communication; Ann Bryan, Career Technical Education/Workforce Development; Mike Lambe, Math, Natural Sciences, Exercise Science and Wellness. Chris explained that some confusion had occurred regarding the Part-Time election in the English, Social and Behavioral Science Department and that a discussion on the election would be taking place.

#### **E. Budget and Legislative Update**

Chris began by reviewing the Legislative Alert attachment; she noted that SB1440 in particular had advanced to be signed by the Governor. Chris noted that SB 1440 requires the CSU schools to accept community college transfer students who have completed a transfer degree in a junior status. Chris then reviewed the degree requirements. It was noted that it is not required that GC change any current degrees, but could be an additional degree to offer. Beth Smith noted that streamlining the transfer process is viewed as a positive for students. She reported that there is a large collaboration between the community colleges and the CSU system to work out the details of some common degree requirements. It is hoped that the details can be worked out at the state level to create continuity and ease in developing local degrees. It was noted that, with the current University Studies degree that GC offers, the CSU Transfer Degree should not be too difficult to put together. Chris noted that there would be continued discussion regarding this item and that it was an added benefit that Beth was involved in the talks with CSU.

Chris noted that the attachment included other Bills that were currently being reviewed by the legislature.

#### **F. Planning Process Update**

Chris asked the Senators to pick up the "P.I.E" wallet cards and to share the concept with their constituents; she explained that the process of Planning, Implementation, and Evaluation, is a concept that applies not only to the planning process, but is a reflection of what we do in teaching.

## **G. ESL Assessments**

Chris began by noting she would be having both Beth Smith and Mary Rider speak regarding the current ESL situation on campus and share some experiences from the classroom. Chris noted that a task force would be forming to help tackle the issues.

Mary began by reporting that 438 ESL assessments had been given over 7 sessions and that 95% of those tested were at a 70-80% level. Mary noted that there were probably many more ESL students who had not participated in the assessments. It was reported that El Cajon was one of the largest areas of Chaldean immigration in the United States.

Beth reported on the ESL situation in the classroom noting that, due to language barriers, the students are often disruptive during class by asking their friends for explanations and help. She noted she was grateful for the information Student Services was providing to the ESL students on classroom procedures and hoped that this could be expanded to help instructors as well. Beth noted that with the help of the task force, she would hope to see improvement in the classroom. Chris re-iterated the need for the task force to help with these issues and provide long term solutions.

It was also noted that it is expected that the El Cajon area will continue to have large numbers of immigrants from Iraq. It was reported that there had been some discussion and interest in the community of the development of off-campus, community sites to help the ESL students learn the language and advance their basic skills. These sites would be separate from GC and receive funding from other avenues; so as to not impact the funding GC receives.

## **III. COMMITTEE REPORTS**

None

## **IV. ACTION ITEMS**

None

## **V. INFORMATION ITEMS**

### **A. Distinguished Faculty Process**

Chris noted the Distinguished Faculty nomination form that was attached and asked that the Senators share it with their colleagues, as it would return as an action item.

### **B. Awards Process Timeline**

This item was deferred to the next Senate meeting to allow discussion of item C.

### **C. Endorsement of AFT-1931-sponsored candidates for Governing Board**

Chris began by reporting she had received an e-mail asking for her endorsement, as Academic Senate President, of the AFT-sponsored candidates for the GC Governing Board. Chris reported her initial reaction was that she felt that this was not an action the Senate should take and, upon consulting both former Senate presidents and the Senate Officers Committee, her opinion remained the same. She noted the main reason for this is that the Senate is defined as the body of the faculty that consults collegially with the administration and the Governing Board

and, in order to maintain this relationship effectively, the Senate should remain neutral in elections regarding the Board. Chris then shared that Gregg Robinson, a Grossmont AFT officer had requested that the discussion be placed on the agenda and asked Gregg to speak to the issue.

Gregg began by noting he wanted to bring this to the Senate to give the Senators the opportunity to discuss the issue. He noted he would not be asking for it to move to an action item today, as he wanted the Senators to have time to consider the issue. Gregg noted that although it appeared unusual for the Senate to consider an endorsement, he noted it is not unprecedented and there was nothing in the Senate Bylaws preventing such an endorsement. Greg then explained the importance of the upcoming board elections where two governing board seats are available with no incumbents running, giving the opportunity for the Senate to endorse a candidate that would be beneficial to the collegial process. Gregg reported that two of the candidates running come from a teaching background and understand the collegial consultation process and the impact it has on students. Chris noted that individually each Senator has the opportunity to endorse candidates both as an individual as well as through the AFT.

Chris then opened the discussion for the Senators input. Some items mentioned were: the concern was raised that if the Senate did not endorse a candidate that perhaps another candidate would be elected that was not as favorable to the collegial consultation process, individuals should have the choice to support candidates or not, and upon review of the Senate's roles and responsibilities and the 10 + 1, endorsement of a political candidate is not part of that charge, concern over how Senate is perceived and whether or not it is in the Senate's best interest to endorse candidates, the possibility of negative reactions if opposite candidate is elected; the Senate should stay a little bit above the political process, concern regarding the precedence endorsing a candidate sets. In closing, Gregg noted that it could be very beneficial to the Senate to have candidates on the Governing Board that are favorable to the Senate and the collegial consultation process. Chris noted that because of the need to maintain that effective working relationship the Senate should remain neutral and should not endorse any candidates. Chris asked if there were any additional questions or comments as this item was presented for information and discussion, and would otherwise not be returning for action.

Meeting Adjourned at 12:25 pm  
Next meeting is scheduled for September 20, 2010.

CH: rw

The Academic Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Attachment #1

**Nomination Form For the Distinguished Faculty Award**

For the nominator, please consult with the nominee and other faculty members, and respond to the following three questions below. The **deadline** for completion and submission to the campus selection committee is **4:00 p.m., \_\_\_\_\_, 20\_\_**. Attach a copy of nominee's up-to-date, complete curriculum vitae if available; it will be helpful to the Campus Selection Committee in their deliberations to select a recipient of the award.

Name of Nominee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Please provide answers to each of the following questions (there is no word limit on this section).

**1. In what way/s has the nominee contributed to excellence with respect to his/her profession and discipline?**

This could be articles in refereed journals or other publications; the acquisition of grants, awards, or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

**2. In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?**

Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.

**3. In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?**

The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in nominee's area of expertise, or donating time to service groups as a college representative.

\_\_\_\_\_  
First Nominator (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Brief supporting statement by second nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Second Nominator (please print)

**Brief supporting statement by third nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Third Nominator (please print)

**Verification:** Nominee is a full time tenured faculty member who has received an overall rating of 3.5 or higher on two consecutive Evaluation Summaries.

Year of the evaluations: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator providing verification:  
(Please print)

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

# Grossmont College Distinguished Faculty Award

## I. Statement of Purpose

It is an essential part of academic life to identify, encourage and reward excellence among the faculty. With respect to this end, Grossmont College will present an Annual Distinguished Faculty Award to a superior faculty member, selected by peers and publicly acclaimed.

## II. Eligibility

All full-time, tenured faculty members are eligible to receive the award. Classroom and non-classroom faculty will be eligible by the process described below.

## III. Criteria

The recipient of the Annual Distinguished Faculty Award should represent the very best our profession has to offer. Each recipient, **in addition to fulfilling all of the job requirements of a full-time faculty member, must also go beyond these duties. Furthermore, each recipient will also show a sustained commitment to excellence:**

- (a) **in teaching, or in the performance of other assigned duties;**
- (b) as a faculty member who has contributed to his/her discipline;
- (c) through an active and involved role in campus affairs; and
- (d) by involvement in the community as a representative of the college.

## IV. The Award

The announcement of the award shall be made at the general faculty meeting during the Fall Professional Development Week. A medallion appropriate to the occasion will be inscribed and presented at that time. The recipient of the award will also receive a stipend of \$500. A letter noting the award shall be signed by the President and forwarded to the Personnel Office for inclusion in the recipient's file. The recipient may be introduced to the Governing Board for recognition by mutual agreement of the recipient and the President.

## V. Procedure and Decision Rules for Selection

Section 1 - **Annually (and by a timeline determined annually by Senate Officer Committee), any faculty member may initiate nomination of any full-time tenured faculty member by submitting his/her name to the respective dean/director of the nominee.** This nomination shall be made with respect to the criteria in Part III above.

Section 2 - **The Dean/Director will provide the nominator with an electronic copy of the nomination packet and** will review the nominee's two most recent evaluations to validate the nominee's commitment to excellence in the classroom or in the carrying out of other assigned duties. More specifically, on the nominees' Evaluation Summary, the overall rating must be 3.5 or higher on two consecutive evaluations. If the nominee's evaluation is based on the forms in use prior to 1991-92, the overall ratings must be 75% excellent.

Section 3 - Upon verification of excellence in performing assigned duties by the Dean/Director, the nominator shall submit a statement of the nominee's qualifications. This statement may include a curriculum vitae and shall include responses to the three questions below.

- 1. In what way/s has the nominee contributed to excellence with respect to his/her discipline?** This could be articles in refereed, journals or other publications; the acquisition of grants, awards; or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

2. **In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?** Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.
3. **In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?** The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in area of expertise, or by donating time to service groups as a college representative.

Section 4 – The nominator will submit the official nomination form, with all required signatures and supporting statements to the Campus Selection Committee by the appropriate due date. If possible, curriculum vitae should also be included.

~~Section 5 – The DSC shall be convened by the division dean or appropriate administrator and shall review the qualifications of the nominees. With the Dean/Director acting as a non-voting facilitator, the chairs and coordinators comprising the DSC shall, by casting secret ballots, select one individual. The nominee receiving the largest number of votes shall be the division finalist; that name shall be forwarded to the Campus Selection Committee (see section 7) by the designated deadline, along with a completed application form and curriculum vitae, if the latter is available.~~

Section 5 - For the purpose of selection, faculty in the L.R.C., Counseling, and Special Services shall be considered as a single "division" described in section 5 above. The Vice-President of Student Services shall assume the duties of the Division Dean.

Section 6 - The Academic Senate shall annually form a Campus Selection Committee (CSC). The CSC shall include the President of the Senate (or designee), who will act as a non-voting chair, and one **faculty member** from each division, including one **faculty member** from the "division" described in Section 6 above. This slate shall be presented to the Senate as the CSC.

Section 7 - The Campus Selection Committee is to review the nominations and select the single recipient for the award. The finalist who receives the largest number of votes shall be the Distinguished Faculty. That name shall be forwarded to the **Academic Senate President**.

Section 8 - The name of the Distinguished Faculty shall not be made public but will be forwarded to the **Academic Senate President** who will notify the **college president**, awardee and the other finalists.

#### **VI. Concerning Year- long Recognition:**

- The Distinguished Faculty person from the previous year shall be present (if possible) and play a role in recognizing the current recipient during the president's address of Fall Professional Development Week.
- During the Spring Recognition, the **Academic Senate President or designee** will have an opportunity to commend the recipient.
- The recipient shall serve as an ambassador for the college ~~with released time, if funds are available.~~
- A photograph of the recipient shall be displayed in the L.R.C. and recognized in suitable media.
- The recipient's name shall be posted in the commencement printed program, and he/she shall have special seating at Commencement.

- Monetary Awards:
  - The College President will assume the responsibility of seeking the funding for the stipend.
  - The check will either be made out to the recipient of the award or to another group, charity, or department if the recipient so designates.
  - ~~If Staff Development funding is available, and if the recipient so desires, he/she will be sent to the annual NISOD conference.~~

## **VII. Review and Approval of Process**

This process has been reviewed and approved by the President of Grossmont College and its Academic Senate.

**Attachment #2**

**NEW BP AND AP**

**BP 3910 Institutional Code of Ethics**

Accreditation Standard III A.1.d.

Reference:

Adoption Date:

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Grossmont-Cuyamaca Community College District upholds an institutional code of professional ethics.

The Chancellor shall establish appropriate administrative procedures in furtherance of the District's expectation and requirement of ethical conduct by employees in carrying out their duties for the benefit of the institution and the public in compliance with all applicable laws, policies, rules, and regulations.

**AP 3910 Institutional Code of Ethics**

Accreditation Standard III A.1.d.

Reference:

Issued:

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1. **Statement of Purpose:** Grossmont-Cuyamaca Community College District (hereinafter "District") recognizes its responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in Board Policy. To that end the District is committed to public accountability and transparency.
2. **Applicability:** The Institutional Code of Ethics applies to all employees of the District.
3. **Responsibilities:** Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students.
4. **Standards of Conduct:** Employees of the District shall conform their conduct to the following standards:
  - a. **Use of District Resources:** District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District's resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District's resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.

b. Relationship with Vendors

1. Employees of the District, who have a financial interest in a firm under consideration for business transactions with the District, must disclose the relationship to appropriate District personnel. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District's legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.
2. Under no circumstances may a person described in section 4.b.1. approve relationship with, order or authorize purchase from, or approve or make payments to an affiliated firm or person on behalf of the District. For the purposes of this paragraph, the terms "person" and "affiliated person" includes an individual's immediate family members, spouse, and others living within such individual's household.

c. Conflict of Interest: Executive administrative personnel and other designated personnel subject to the provisions of the Political Reform Act of 1974 as set forth in Government Code Section 18000 have additional responsibilities with reference to contracts and financial decisions made by the District as described in applicable conflict of interest laws, which include the following:

1. Contractual Conflicts: Executive administrative personnel and other designated personnel are prohibited from having a controlling financial interest in any contract made by the District or in any contract entered into in their official capacity. As such, they are prohibited from making, participating in making or in any way attempting to use their official positions to influence a District decision when it is foreseeable that their personal financial interests may be affected by those decisions. If an executive administrator or other designated person determines that he or she has a conflict of interest at some point in the contract-making process, this determination shall be disclosed and he or she shall immediately disengage from the contract process.
2. Obligation to Resolve Conflicts: Executive administrative personnel and other designated personnel have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.
3. Disqualification: When a conflict of interest exists, an executive administrator or other designated person who has declared or who has been found to have a conflict of interest in a matter shall refrain from participating in consideration of the matter.

d. Gratuities

1. No employee of the District shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a District matter. In addition, employees of the District are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed in his/her official capacity with the District.
2. The provision of section 4.d.1 does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by employees of the District in their official capacity.

e. Maintenance of Accurate Accounts and Records

1. The accounts and records of the District are maintained in a manner that provides for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction.
  2. To the extent not required for daily operating transactions (e.g., petty cash transactions), all District funds must be retained in the appropriate District accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
  3. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty, and access to such data shall be closely controlled.
  4. Employees of the District who improperly access District accounts and records or who improperly convert these records and accounts for their own personal purpose or for the personal purpose of another, or who wrongfully disclose such records or accounts will be subject to appropriate sanctions by the District.
- f. Maintenance of Confidentiality: Employees of the District who may have access to confidential information relating to students, job applicants, employees, and other information of a sensitive nature are expected to take appropriate measures to safeguard confidential or sensitive information and not disclose such information except in the course of their official duties to those who have a legitimate business need to know.

**5. Employment Practices and Public Relations**

- a. Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities. No employee of the District shall engage in any employment practice that is a violation of law or District policy, or use his or her position to intimidate subordinate employees or exact personal favors or things of value (for which a fair market price has not been paid) from subordinate employees. Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionalism, and civility.