

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Douglas Treadway

DATE: March 5, 2008

SUBJECT: Approval of Amendment to Board Policy BP 2710 – Conflict of Interest

The designated positions listed on BP 2710 Conflict of Interest require the following amendments to the policy:

- The designated position, Vice President/Deputy Superintendent, Administration and Technology Services will be replaced with the position title of Vice President, Administrative Services.
- The designated position, Vice President/Deputy Superintendent, Instruction and Student Services will be replaced with the position title of Vice President/Deputy Superintendent, Academic Affairs.
- The designated position, Associate Vice President, Student Services will be replaced with the position title of Vice President, Student Development.
- The designated position, Director of College Relations will be replaced with the position title of Director of College Advancement. The description of the Director of College Advancement will be modified to include the following:

Member of the Management Team. Coordinates and implements marketing strategies to promote the College and its programs; responsible for public and media relations, and external and internal communications. Identifies, writes, prepares and supports grant proposals according to institutional guidelines, goals, and priorities. Disseminates information on funding sources and otherwise works with college staff to develop successful grant projects. Coordinates grants development for all units of the college district.

- The designated position, Director of Grants Development will be deleted, as the job description is now filled by the Director of College Relations.
- The following designated positions will be deleted:
 - Associate Vice President for Information Technology
 - Director of Information Services
 - Executive Director, Asset & Enterprise Management Services

RECOMMENDATION

The President/Superintendent recommends approval of the amendments to Board Policy BP 2710.