The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, CA 90802-4275  
(310) 985-2674  

Date: April 7, 1995  
To: Presidents  
From: June M. Cooper  
Vice Chancellor  
Human Resources and Operations  

Subject: WORKSHOP - CONFLICT OF INTEREST  

In response to campus requests at the March 2nd Conflict of Interest workshop, the following items are attached to the Conflict of Interest Filing Officers’ copies of this memo:

- **CSU Disclosure Categories and Related Form 730 Schedules**  
  This attachment has been updated to indicate the potentially applicable Form 730 schedule filing requirements based upon CSU Disclosure Category.

- **A Guide to the Political Reform Act of 1974**  
  This pamphlet provides an overview of the conflict of interest provisions of the Political Reform Act.

- **Information Pertinent to the Reportability of Diversified Mutual Funds**  
  This documentation was provided by the Fair Political Practices Commission (FPPC) based upon a request for disclosure guidelines on mutual fund investments.

The FPPC is currently attempting to automate the Form 730 filing process. Campuses will be notified when this option is available. Please contact Theresa Hines in Human Resources Administration at (310) 985-2674 if you have any questions.

JMC/dth  
Attachment

Distribution:  
With Attachment: Conflict of Interest Filing Officers  
All Without Attachment:  
  - Vice Presidents, Academic Affairs  
  - Associate Vice Presidents/Deans, Faculty Affairs  
  - Vice Presidents, Administration  
  - Vice Presidents, Information Systems  
  - Vice Presidents/Deans of Students  
  - Business Managers  
  - Personnel Officers  
  - Payroll Supervisors  
  - General Counsel  
  - Chancellor’s Office Staff
CSU CONFLICT OF INTEREST
DISCLOSURE CATEGORIES and RELATED SCHEDULES

CATEGORY "1": [Schedules: B, C-1]
Interests in real property located in whole or in part within the master plan of the campus or which in the future foreseeably may be included in the master plan of the campus. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employee's service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University.

CATEGORY "2": [Schedules: B, C-1]
Interests in real property which within the last two years have been the subject of a lease or license with the campus for valuable consideration or have been otherwise made the subject of a contract with the campus for valuable consideration of which in the future foreseeably may be so leased, licensed, or otherwise made the subject of a contract with the campus. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University and the headquarters office.

CATEGORY "3": [Schedules: A, B, C-1, C-2, D, D-1, E, F, G, H-1, H-2, H-3]
Interests in real property and investments and business positions in business entities, and income from sources located in whole or in part within two miles of the campus or within two miles of any land owned or used by the campus. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University.

CATEGORY "4": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]
Investments and business positions in any business entity or income from any source, which, within the last two years, has contracted or in the future foreseeably may contract with the campus to provide supplies, materials, including books and periodicals, machinery, equipment, services or work of the type utilized by the campus. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University and the headquarters office or any or all of these.
CATEGORY "5":  [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the campus to provide supplies, materials, including books and periodicals, equipment, services or work of the type utilized by the school, department, or area for which the designated employee has decision-making authority or for which the designated employee participates in the making of the decision. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University and the headquarters office or any of all of these.

CATEGORY "6":  [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the campus to purchase agricultural commodities or other products which are sold by the campus. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service.

CATEGORY "7":  [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the campus to perform construction work within the estimated cost limitation provided in the first paragraph of Education Code Section 25205 or to perform services in connection with such construction work or which, within the last two years, has contracted or in the future foreseeably may contract as a subcontractor or supplier for such construction work or which, within the last two years, has contracted or in the future foreseeably may contract with a service contractor to perform services in connection with such construction work pursuant to a separate contract with the service contractor. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean each campus of the California State University and the headquarters office or any or all of these.

CATEGORY "8":  [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the California State University to perform construction work under the California State University Contract Law (Public Contract Code Section 10700 et seq.) or to perform services in connection with such construction work or which, within the last two years, has contracted or in the future foreseeably may contract as a subcontractor or supplier for such construction work or has contracted or in the future foreseeably may contract with a service contractor to perform services in connection with such construction work pursuant to a separate contract with the service contractor.
CATEGORY "9": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source in which, within the last two years, the campus has invested funds or which in the future the campus foreseeably many invest funds. For designated employees of a campus of the California State University, "the campus" shall mean the campus of the employees' service. For designated employees in the headquarters office, "the campus" shall mean the headquarters office.

CATEGORY "10": [Schedules: B, C-1]

Interests in real property which within the last two years have been the subject of a lease or license with the headquarters office for valuable consideration or otherwise have been made the subject of a contract with the headquarters office for valuable consideration or which in the future foreseeably may be so leased, licensed, or otherwise made the subject of a contract with the headquarters office.

CATEGORY "11": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the headquarters office to provide supplies, materials, including books and periodicals, machinery, equipment, services or work of the type utilized by the headquarters office.

CATEGORY "12": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the headquarters office to provide supplies, materials, including books and periodicals, machinery, equipment, services or work of the type utilized by the office, division, or area for which the designated employee has decision-making authority or for which the designated employee participates in the making of the decision.

CATEGORY "13": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the headquarters office to perform construction work within the estimated cost limitation provided in the first paragraph of Public Contract Code Section 10705 or to perform services in connection with such construction work or which, within the last two years, has contracted or in the future foreseeably may contract as a subcontractor or supplier for such construction work or which, within the last two years, has contracted or in the future foreseeably may contract with a service contractor to perform services in connection with such construction work pursuant to a separate contract with the service contractor.
CATEGORY "14": [Schedules: A, C-2, D, D-1, E, F, G, H-1, H-2, H-3]

Investments and business positions in any business entity or income from any source which, within the last two years, has contracted or in the future foreseeably may contract with the campus to provide supplies, materials, machinery, equipment, services or work where the contract has been reviewed or in the future foreseeably may be reviewed by the office, area, or division in the headquarters office to which the designated employee is assigned. "The campus" as used herein shall mean each campus of the California State University and the headquarters office or any or all of these.

CATEGORY "15": [Schedules: B, C-1]

Interests in real property which within the last two years have been the subject of a lease or license with the headquarters office for valuable consideration or otherwise have been made the subject of a contract with the headquarters office for valuable consideration or which in the future foreseeably may be so leased, licensed or otherwise made the subject of a contract with the headquarters office. "Headquarters office" as used in this category shall mean the office, section, or area of the headquarters office concerning which the designated employee has decision-making or decision-participating authority.

CATEGORY "16": [Schedules: Form 730U]

All investments in, income from, and business positions in, any private, nongovernmental entity which will be providing funds, or, in the case of a project completion statement, has provided funds, to support, in whole or in part, the research project for which the filer is the principal investigator. (The required disclosure shall be made on FPPC Form 730-U).

CATEGORY "17": [Schedules: on a case-by-case basis]

Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chancellor or President as appropriate 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 fully comply with the disclosure requirements in this category "17". 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 Chancellor or 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.