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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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## Agenda

Regular Board Meeting  
Tuesday, February 19, 2013

Allan Hancock College  
Student Center, G106  
800 South College Drive, Santa Maria, CA 93454

Larry Lahr, President  
Gregory A. Pensa, Vice President  
Tim Bennett  
Bernard E. Jones  
Hilda Zacarias  
Steven T. Auclair, Student Trustee

- |  | <u>Page</u> | <u>Tent.<br/>Time</u> |
|--|-------------|-----------------------|
| 1. Call to Order   |             | 4:30 PM               |
| 2. Public Comment to Closed Session  |             |                       |
| <p>This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a <u>Request to Address the Board of Trustees</u> form and provide it to the superintendent/president <u>prior</u> to this part of the agenda.</p> |             |                       |
| 3. Adjourn to Closed Session   |             | 4:30 PM               |
| 3.A. Labor Negotiations (Govt. Code §54957.6)  |             |                       |
| 3.B. Potential Litigation, 1 case (Govt. Code §54956.9)  |             |                       |
| 3.C. Evaluation of the Interim Superintendent/President  |             |                       |
| 3.D. Discipline/Dismissal/Release of a Public Employee (one employee)<br>(Govt. Code 54957)  |             |                       |
| 4. Reconvene to Open Session   |             | 6:00 PM               |
| 5. Pledge of Allegiance  |             |                       |
| 6. Approval of Agenda as Presented   |             |                       |
| 7. Public Comment  |             |                       |

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda.

	<u>Page</u>	<u>Tent. Time</u>
Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.		
8. Presentation		6:20 PM
8.A. Safety Procedures Presentation		
Wes Maroney, director of public safety/interim chief of police, will give a presentation on campus safety procedures.		
9. Approval of Minutes from the January 15, 2013 board meeting.	8	
10. Consent Agenda		6:30 PM
Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.		
10.A. Register of Warrants Regular Payroll 1/31/13	16	
A recommendation to approve commercial warrants.		
10.B. Second Quarter Financial Report	100	
A recommendation to accept the second quarter financial report.		
10.C. Confirmation of Bank Accounts	105	
A recommendation to confirm the list of district bank accounts.		
10.D. Authorization to Declare District Property as Surplus	109	
A recommendation to declare the items listed to be surplus and authorize disposal through the appropriate procedures.		
10.E. Acceptance of Donations	110	
A recommendation to accept the monetary donation of \$5,000 from Zodiac Seat Shells and the donation of a used Panini press from the Olive Garden Restaurant.		

	<u>Page</u>	<u>Tent. Time</u>
10.F. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	111	
A recommendation to approve part-time faculty appointments, regular faculty overload, and special assignments/stipends		
10.G. Equivalency Certification for Faculty	127	
A recommendation to approve the equivalency certification for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in board policy 4105 and as restricted by the equivalency certification document.		
10.H. Academic Rank for Tenure Faculty	134	
A recommendation to approve academic rank designations under article 13.3 of the Agreement between the district and the Faculty Association of Allan Hancock College.		
10.I. New Community Services (Fee-Based) Education Courses	135	
A recommendation to approve the community services courses as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.		
10.J. Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	138	
A recommendation to approve the short-term, substitute and professional expert appointments exempt from classified service as presented.		
10.K. Appointments, Transfers, and Promotions of Classified Employees	141	
A recommendation to approve the promotion of Betsy Wilcox, admissions and records technician II, admissions and records, effective March 4, 2013.		
10.L. Out-of-Classification Assignments of Classified Employees	142	
A recommendation to approve the temporary out-of-classification assignments of Josephine Cabanas, transcript evaluator, admissions and records, retroactive to January 1, 2013 through January 31, 2013; and Marissa Djafrودي, buyer II, AHC bookstore, effective February 12, 2013 through June 30, 2013, or earlier per district need.		

	<u>Page</u>	<u>Tent. Time</u>
10.M. Coaching Appointment and Stipend	143	
A recommendation to approve the coaching appointment and stipend as presented, or earlier per district need.		
11. Oral Reports		6:25 PM
11.A. Superintendent/President's Report		
11.B. Board Member Reports		
11.C. Association Reports		6:40 PM
1) Faculty Association		
2) Academic Senate		
3) California School Employees Association		
4) Associated Student Body Government		
5) AHC Foundation		
6) Management Association		
7) Part-Time Faculty Association		
8) President Search Committee		
12. Action Items		7:10 PM
12.A. Resolution 13-01, Intention to Dedicate Easement; Fixing Time for Public Meeting	144	
A recommendation to adopt Resolution 13-01, intention to dedicate easement, and fix time for public meeting.		
12.B. Santa Maria Campus Energy Efficiency Project Notice of Completion	148	
A recommendation to approve filing the notice of completion for Staples and Associates for the Santa Maria Campus Energy Efficiency Project.		
12.C. One Stop Student Services Center, Bid 09-09, Change Order 26	149	
A recommendation to approve change order 26 to the contract with Solpac Construction Inc., dba Soltek Pacific Construction Company, and to authorize the vice president, facilities and operations to sign change order 26.		
12.D. Childcare Center Addition, Bid 11-01, Change Order 14	151	
A recommendation to approve change order 14 to the contract with Pacific Mountain Contractors, and to authorize the vice president, facilities and operations, to sign change order 14.		



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12.E. Public Safety Complex, Bid 11-02, Change Order 6	153	
A recommendation to approve change order 6 to the contract with Sinanian Development, Inc., and to authorize the vice president, facilities and operations, to sign change order 6.		
12.F. Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 4	155	
A recommendation to approve change order 4 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operations, to sign change order 4.		
12.G. Building D Repairs and Upgrades, Bid 13-03, Change Order 1	157	
A recommendation to approve change order 1 to the contract with Vernon Edwards Constructors, Inc., and to authorize the vice president, facilities and operations, to sign change order 1.		
12.H. Acceptance of Grants Approved	159	
A recommendation to accept funded proposals.		
12.I. Midterm Accreditation Report from Allan Hancock Joint Community College District to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges	160	
A recommendation that the board of trustees approve the Midterm Accreditation Report.		
12.J. Memorandum of Understanding with California School Employees Association Chapter #251	214	
A recommendation to approve the attached Memorandum of Understanding (MOU) effective October 15, 2012 between the District and the California School Employees Association Chapter #251, to revise Article 1/Recognition, list of authorized positions.		

	<u>Page</u>	<u>Tent. Time</u>
12.K. Vision Insurance Benefit for Management Employees and Physical Exam Dependent Coverage for Management and Confidential/Supervisory Employees	213	
<p>A recommendation to authorize the District to agree to pay a premium cost of up to \$5.67 per month for single coverage vision insurance through the District vision plan for the management group, effective March 1, 2013, under the same terms and conditions that were approved for classified bargaining unit employees on October 16, 2012, and were approved for the confidential/supervisory group on January 15, 2013; and to approve the use of physical exam funds for dependent coverage for both management and confidential/supervisory employees, effective March 1, 2013.</p>		
12.L. Reappointment of Faculty Members	221	
<p>A recommendation to approve for tenure Andrew Densmore, fire technology instructor, and Scia Maumausolo, physical education instructor, effective fall 2013; and approve third and fourth year appointments for Robert Mabry, machine technology instructor, and Alexandra Bell, health services coordinator/nurse.</p>		
12.M. Revised Classified Bargaining Unit and Confidential/Supervisory Job Descriptions	223	
<p>A recommendation to approve the revised classified bargaining unit job descriptions, pending ratification by CSEA, and approve the confidential/supervisory job descriptions as presented, including some salary range adjustments for these positions.</p>		
12.N. Termination of Nontenure-Track Faculty	247	
<p>A recommendation that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the dates herein designated; Yvon Frazier, Magdalena Ramos, Anita Rolon, and Anne Cremarosa effective June 30, 2013.</p>		
12.O. Request to Add Second Student to President's Search Committee	248	
<p>A recommendation that the board of trustees consider a request from Student Trustee Auclair to appoint a second student to the superintendent/president selection committee to serve as an alternate and to ensure student body participation during the presidential candidate finalist forum.</p>		

	<u>Page</u>	<u>Tent. Time</u>
13. Information Items		7:30 PM
13.A. Grant Proposals Submitted	250	
A report on grant proposals submitted.		
13.B. Citizens' Oversight Committee Annual Report	251	
The Oversight Committee chair will present the 2012 annual report.		
13.C. Employee Retirements and Resignations	252	
The Superintendent/President has accepted the retirement of Donald Graziano, effective March 31, 2013.		
13.D. Bond Measure I Status Report	253	
A status report on the bond measure I projects.		
13.E. District Monthly Financial Report	257	
A report on the year-to-date data for various funds.		
14. New Business		8:20 PM
15. Calendar	269	
16. Adjournment		8:30 PM

The next regular meeting of the Board of Trustees will be held on Tuesday, March 19, 2013. Closed session begins at 4:30 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



Elizabeth A. Miller, Ed.D.  
Secretary to the Board of Trustees

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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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Minutes  
Regular Board Meeting  
Tuesday, January 15, 2013

Larry Lahr, President  
Gregory A. Pensa, Vice President  
Tim Bennett  
Bernard E. Jones  
Hilda Zacarías  
Steven T. Auclair, Student Trustee

Allan Hancock College  
Student Center, G106  
800 South College Drive, Santa Maria, CA 93454

1. Tour of the new baseball field

Trustees Lahr, Pensa, Bennett and Jones toured the new baseball field. The field's architect and other district administrators joined the trustees.

2. Call to Order

Trustee Lahr called the meeting to order at 4:50 p.m. with the following trustees present:  
Tim Bennett, Bernard Jones, Larry Lahr, Greg Pensa, Hilda Zacarías

Trustees absent: None

3. Public Comment to Closed Session

No public comment was made.

4. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 4:50 p.m.

5. Reconvene to Open Session

Trustee Lahr reconvened the meeting to open session at 6:06 p.m. and announced that no action was taken in closed session.

6. Pledge of Allegiance

Trustee Jones led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Item 13B was pulled.

On a motion by Trustee Pensa, seconded by Trustee Bennett, the Board approved the agenda, as revised, on a roll-call vote as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Presentation

## 9.A. California Dream Act &amp; Federal Deferred Action for Childhood Arrivals (DACA)

Interim Vice President Rebecca Alarcio introduced CalSOAP Director, Diana Perez. Ms. Perez thanked the board of trustees for the opportunity to provide information on the California Dream Act and Deferred Action for Childhood Arrivals. She said Assembly Bill 540 gives students the opportunity to apply for and receive private scholarships administered by private schools. Assembly Bill 131 applies to current AB 540 college students and makes them eligible to apply for university grants and board of governor fee waivers. Assembly Bill 540 created the first state authorized benefit for undocumented students in California. The eligibility criteria requires the student to have attended a California high school for 3+ years, graduated from a California high school or its equivalent, enrolls in a public California college or university, files an affidavit with the institution stating that he/she has filed an application to legalize status or will file as soon as eligible. AB 540 students may be undocumented or U.S. citizens and not California residents. They must meet selective service requirements, maintain satisfactory academic progress, not owe a grant repayment or be in default on a student loan, not have earned a BA/BS degree, and not be incarcerated.

Ms. Perez explained the criteria for the Deferred Action for Childhood Arrivals (DACA). This provision allows eligible students to obtain a work permit, avoid deportation, obtain a social security number and a California driver's license. In order to be eligible for this, the individual must meet seven criteria. They must have arrived in the United States before their 16<sup>th</sup> birthday, attended school since 2007, be under 31 as of June 15, 2013, and four other qualifications. She went on to review the differences between the California Dream Act (financial assistance for post-secondary student) and DACA (employment authorization). She said that approximately 597 students have applied for the waiver at Hancock College. She gave estimates on how many students in the local school districts have applied and noted that a true impact will not be known until 2014. She reported that student services is implementing changes to assist the "dreamers." She concluded her report by saying that these particular students generate great hope and overwhelming enthusiasm as they see an opportunity to live outside the shadows.

10. Approval of Minutes from the December 10, 2012 board meeting.

Trustee Pensa noted a correction: Trustee Lahr adjourned the meeting.

On a motion by Trustee Jones, seconded by Trustee Pensa, the Board voted unanimously to approve the minutes, as corrected, for the December 10, 2012 board meeting.

11. Consent Agenda

On a motion by Trustee Pensa, seconded by Trustee Bennett, the Board approved the consent agenda on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Miller introduced Wes Maroney, as the new interim police chief. She explained that Kim Graham was asked to return to the city and take on a new assignment. She noted that he comes very highly recommended. Dr. Miller attended the nursing, fire and law enforcement graduations. She mentioned that an orientation was held with Trustee Zacarías.

12.B. Board Member Reports

Trustee Jones attended the graduations at Hancock College and enjoyed meeting the families of the graduates. He toured the new baseball field and was very impressed with it.

Trustee Bennett did not have a report.

Trustee Pensa did not have a report.

Trustee Zacarías attended orientation meetings and the swearing in ceremony of Chief Maroney. She proposed that the board of trustees hold regular office hours in the student center on a rotating basis. She would like to include a student in the board's retreat and asked the board to extend an invitation to students.

Student Trustee Auclair has been working on editing the student trustee board policy. He said he is not able to attend the special board meeting and will invite students to attend on his behalf. He supports Trustee Zacarías's proposal to hold office hours.

Trustee Lahr observed that it would be great to get student input. He noted that students are always welcomed to attend the open session part of the board meeting.

12.C. Association Reports

1) Academic Senate

No report was given.

## 2) California School Employees Association

Kelly Underwood reported that the union met with the negotiating team for only a half day and things are moving forward. She commended Vice President Hernandez for his effectiveness in handling issues. She said that twice this month, there have been items agreed upon and a month later, the agreement is forgotten. She asked the board to help get passed that. She noted that the intent behind the agreement matters. She said that based on an agreement, she took article 1 and 9 to her members for ratification. She understood that the human resources director is going to address MOUs as they come up and decide whether or not they are going to the board. As a delegate she brings agreements to her members and she hopes the board's delegate shares all agreements with them. She hopes that the board gets the full scope of negotiations. She congratulated new hires and promotions.

## 3) Associated Student Body Government

Student Trustee Auclair reported that the leadership class is almost full. He attributes this to Dr. Davis and the campus environment. ASBG is working on a full semester of events. He invited anyone on campus who can provide information on AB 540 to come to the leadership class and speak to the students.

## 4) AHC Foundation

Jeff Cotter provided the trustees with new foundation coffee cups. He mentioned that these new mugs and the contents will be gifts for foundation donors. He thanked Bill Hockensmith for his assistance in securing the cups.

## 5) Management Association

Paul Murphy mentioned that a part-time math instructor was recently hired and the college has lost five full-time instructors in the last few years. He noted that in the last three semesters, 11 part-time instructors have been hired and having enough full-time staff to mentor part-time staff is a tremendous challenge. He referred to an article in the *Chronicle of Higher Education* that published a study which determined that the optimal ratio for full-time faculty to administrators is three. He jokingly noted that if that formula was used at Hancock, there would be 45 administrators. He said there are currently 24.5 district funded administrators and a few others that are funded by grants. In 2001, Hancock College had 34 district funded administrators. Some might think that was too many then and 24.5 are too many now. He acknowledged that is a local and state perception. He referred to comments in newspapers that claim that "things would turn around if there were fewer high paid administrators." He thinks it's interesting that the accreditation commission's recommendations made to a local college was to fill vacant administrative positions and explained that the accreditation commission does not dictate how many administrators you must have, they recommend that you have an adequate number to support the institution's activities. He hopes that the public, college employees or elected officials, not jump to conclusions about the number of administrators needed. He noted that when you compare

administrative salaries to other colleges, sometimes a dean earns more than our vice president of instruction. He stressed that as we move forward and the resources become available, the college needs to ask what we want to do and how we fund it. We cut funding but do not give up things and manage to survive. As we move forward in developing a new strategic plan, he hopes that is included in the dialogue.

6) Part-Time Faculty Association

Danielle Blanchard took the opportunity to wish everyone a prosperous 2013. She mentioned that this year's bargaining round begins soon. She said the association received positive feedback on their website and now have a complete board. She added that they are certain Trustee Zacarías's presence will be positive for the entire board.

7) Faculty Association

Roger Hall agreed with Dr. Murphy, we are thin in all areas on campus. He understands it's an ongoing problem, primarily due to budget problems. He asked that the board look closely at Article 14. There are innovative ideas that streamline things and help faculty with no or minimal cost. He said that not having trained clerical support that's familiar with negotiations is an ongoing problem. He thanked Dr. Miller for allowing an earlier general meeting on All Staff day. He also thanked the board for discussing the search for a new superintendent/president in open session. He referred to a grievance related to faculty obligation number/load order. He believes the time line to resolve the grievance has been willfully violated. He said emails sent to the human resources director were ignored and slows down the process. He requested that the college abide by the negotiated timelines.

13. Action Items

13.A. Audit Report for Year Ending June 30, 2012

On a motion by Trustee Zacarías, seconded by Student Trustee Auclair, the recommendation that the board of trustees accept the audit report for the year ending June 30, 2012.

13.B. Nonresident Tuition Rate 2013-2014

This item was removed from the agenda.

13.C. Acceptance of Grants Approved

On a motion by Trustee Jones, seconded by Trustee Pensa, the board voted unanimously to accept funded proposals



13.D. Childcare Center Addition, Bid 11-01, Change Order 13

On a motion by Trustee Bennett, seconded by Trustee Jones, the board voted unanimously to approve change order 13 to the contract with Pacific Mountain Contractors, and to authorize the vice president, facilities and operations to sign change order 13.

13 E. Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 3

On a motion by Trustee Bennett, seconded by Trustee Zacarías, the board voted unanimously to approve change order 3 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operations, to sign change order 3.

13.F. VOIP Copper Cabling, Bid 12-01, Change Order 2

On a motion by Trustee Bennett, seconded by Trustee Pensa, the board voted unanimously to approve change order 2 to the contract with Quintron Systems, Inc., and to authorize the vice president, facilities and operations, to sign change order 2.

13 G. VOIP Copper Cabling, Bid 12-01, Notice of Completion

On a motion by Trustee Bennett, seconded by Trustee Jones, the board voted unanimously to approve filing the notice of completion for Quintron Systems, Inc. for VOIP Copper Cabling Project, Bid 12-01.

13 H. Superintendent/President Recruitment Budget and Position Announcement

On a motion by Trustee Jones, seconded by Student Trustee Auclair, the board voted unanimously to approve the establishment of a one-time budget of \$20,000 to cover the cost of advertising to recruit to fill the position of Superintendent/President, cover the cost of any potential candidate travel expenses if they are invited to an initial or final interview, as well as the content of the attached draft brochure, revised after the January 10, 2013 meeting, outlining the Opportunities, Challenges, Professional Characteristics, and Qualifications of candidates seeking to apply for this vacancy.

13.I. Vision Insurance Benefit for Supervisory/Confidential

On a motion by Trustee Pensa, seconded by Trustee Bennett, the board voted unanimously to authorize the District to agree to pay a premium cost of up to \$5.67 per month for single coverage vision insurance through the District vision plan, effective February 1, 2013, under the same terms and conditions that were approved for classified bargaining unit employees on October 16, 2012.

14. Information Items

14.A. Grant Proposals Submitted

Dr. Miller reviewed the grants submitted.

## 14.B. Fall 2012 Enrollment Update

Vice President Sanchez asked Dr. Pemberton to provide an update on the fall enrollment. Dr. Pemberton said that when the fall semester was planned there was a lot of uncertainty on whether or not Proposition 30 would pass so they planned it using flat enrollment. She reviewed the class sections comparison between fall 2011 and fall 2012. She said the six-week summer courses will start in June 2013. She added that the summer schedule is comparable to last summer's schedule.

## 14.C. 2013-14 Proposed State Budget

Dr. Miller reported that there are no proposed reductions as in previous years. She provided a small preview of the budget and touched on some items that directly impact the college. There will be no change in student fees. The governor has proposed a 3.6 percent increase in apportionments. At this point, it is still unclear how this will be distributed. It could be an allocation in growth, a restoration of funding to previous years or could be distributed as COLA. All the options have their own requirements. The funding increase would mean \$1.6 million to Hancock College. The governor also proposed \$179 million in deferral buy down. This refers to cash deferrals that have been in place for a number of years where you earn apportionment in one year and receive it in the next. This would reduce the amount owed to the college from 7.9 million to 6.2 million. There is also a recommendation for 133 million to recognize that anticipated redevelopment revenue is not materializing. We have been advised to expect a 6.7 percent in apportionment deficit at P1 certification. We used a deficit of 2.5 percent for our budget. Most representatives don't believe the 6.7 percent will hold. There are dollars proposed to increase matriculated student access to technology. There are proposed policy changes that include changing the census date for credit classes to provide larger apportionment for student enrollment at the end of the semester. This could have a great impact on resources. Another change is to limit state supported instruction to 90 units. Units beyond that would not be supported by state. Dr. Miller noted that this is the first year that significant reductions in funding have not been proposed.

## 14.D. Bond Measure I Status Report

Dr. Miller provided a status report on bond measure I projects.

## 14. E. District Monthly Financial Report

Dr. Miller presented a report on the year-to-date data for various funds and offered to respond to any questions

15. New Business

Trustee Lahr commented on the recent school shooting and asked for a presentation on the college's safety plan.

Trustee Lahr asked if there is a plan for south campus as staff moves to the Lompoc public safety complex.

Trustee Zacarías proposed holding an open hour, on a monthly basis, to give students and staff an opportunity to share concerns or information with a member of the board of trustees.

Student Trustee Auclair requested a report from President Search Committee.

16. Calendar

Dr. Miller reviewed the calendar of events.

17. Adjournment

Trustee Lahr adjourned the meeting at 8:38 p.m.



Elizabeth A. Miller, Ed.D.  
Secretary to the Board of Trustees

To: Board of Trustees		Date: February 19, 2013
From: Superintendent/President		
Subject: Register of Warrants		
Reason for Board Consideration	Item Number	Enclosures
CONSENT - ACTION	10.A.	Page 1 of 84

**BACKGROUND:**

The following warrants are submitted for board of trustees approval:

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 1,348,480.66	
REGULAR PAYROLL 1/31/13	3,060,004.89	
TOTAL GENERAL FUND		\$ 4,408,485.55
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	2,001.53	
REGULAR PAYROLL 1/31/13	37,791.40	
TOTAL CHILD DEVELOPMENT FUND		39,792.93
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	614,220.00	
TOTAL GO BOND CLEARING FUND		614,220.00
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	4,785,953.64	
TOTAL GO BOND BUILDING FUND		4,785,953.64
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	1,919.16	
TOTAL CAPITAL OUTLAY PROJECTS FUND		1,919.16
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECKS	110,970.00	
TOTAL SELF INSURANCE DENTAL FUND		110,970.00
STUDENT CENTER FEE TRUST FUND 9473		
INVOICE WARRANTS	0.00	
TOTAL STUDENT CENTER FEE TRUST FUND		0.00
SELF INSURANCE HEALTH FUND 9462		
INVOICE WARRANTS	3,999.06	
TOTAL SELF INSURANCE HEALTH FUND		3,999.06
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00
<b><u>GRAND TOTAL ALL FUNDS</u></b>		<b><u>\$ 9,965,340.34</u></b>

**RECOMMENDATION:**

It is recommended that the board of trustees approve commercial warrants 1827743 through 1828293 and check numbers 1267-1268 for a subtotal of \$6,867,544.05 , and payroll warrants in the amount of \$3,097,796.29, for a grand total of \$9,965,340.34.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
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## ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

1/31/2013

## FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$813,810.18
1200	Academic Salaries, regular schedule, non-instructional time	415,975.46
1300	Certificated Salaries other than regular schedule teaching	52,334.07
1400	Certificated Salaries other than contract non-teaching	72,839.81
3100	State Teachers Retirement	105,218.88
3300	Medicare	21,628.01
3400	Health and Welfare Benefits	206,148.61
3500	State Unemployment Insurance	14751.27
3600	Worker's Compensation Insurance	14,956.51
3700	State Teachers Retirement/Cash Balance Plan	1,958.07
3911	Academic Retirement Incentive	0.00
	SUB TOTAL	<u>\$1,719,620.87</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$812,363.22
2200	Classified Instructional Aide Salaries, regular schedule	56,814.63
2300	Classified Salaries, hourly	41,763.27
2300	Student Workers, regular	15,621.00
2400	Instructional Aides, hourly	16,693.68
2400	Student Workers, Tutors, Peer Counselors	2,579.33
3200	Public Employees Retirement	130,906.96
3300	Social Security/Medicare	60,933.25
3400	Health and Welfare Benefits	184,075.75
3500	State Unemployment Insurance	9046.86
3600	Worker's Compensation Insurance	9,336.07
4512	Uniform Allowance	250.00
8890	Income released for stale dated warrant	0.00
	SUB TOTAL	<u>\$1,340,384.02</u>
	<b>TOTAL FUND 9410</b>	<u><b>\$3,060,004.89</b></u>

## FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$20,379.34
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	3,558.47
2300	Classified Salaries, hourly	3,107.04
2300	Student Workers, regular	4,328.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,974.86
3200	Public Employees Retirement System (PERS)	102.44
3300	Social Security/Medicare	360.01
3400	Health and Welfare Benefits	3,386.22
3500	State Unemployment Insurance	267.42
3600	Worker's Compensation Insurance	327.60
3700	State Teachers Retirement/Cash Balance Plan	0.00
	SUB TOTAL	<u>\$37,791.40</u>
	<b>TOTAL FUND 9433</b>	<u><b>\$37,791.40</b></u>
	<b>TOTAL DISTRICT PAYROLL</b>	<u><b>3,097,796.29</b></u>

**Allan Hancock College  
Warrant Register**

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
AIRGAS USA LLC	HELIUM, DRY ICE,	60200311	4310	1,169.59		
				<u>1,169.59</u>		WA 00827743
ALLEN'S QUALITY PLUMBING	SERVICE CALL-PLUGGED A WATER	65110000	4520	3.24		
	LABOR CHARGES	65110000	5650	85.00		
				<u>88.24</u>		WA 00827744
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000	4640	2,352.00		
	CHARTER BUS SERVICE TO	64945000	4640	987.00		
	CHARTER BUS SERVICE TO	64945000	4640	1,854.00		
	CHARTER BUS SERVICE TO	64945000	4640	2,961.00		
				<u>8,154.00</u>		WA 00827745
APPLE COMPUTER	IPAD WITH WI-FI 32GB - BLACK,	60200311	6411	646.92		
	EWASTE FEE/RECYCLING FEE	60200311	5571	6.00		
	APPLE CARE+ FOR IPAD, PART	60200311	6411	99.00		
				<u>751.92</u>		WA 00827746
ASSESSMENT TECHNOLOGIES INSTITUTE	TEAS V COMPUTER FORM D -	12301026	4310	1,260.00		
	RN COMPREHENSIVE ASSESSMENT	12301023	4310	15,776.64		
	PN COMPREHENSIVE PREDICTOR	12301023	4310	252.00		
				<u>17,288.64</u>		WA 00827747
ASSOCIATION OF CA COMMUNITY	AssocCaCommCollAdmin2/20-22	60100300	5210	395.00		
				<u>395.00</u>		WA 00827748
BATTERY SYSTEMS - SANTA MARIA	BATTERIES, 12 VOLTS, 18 AMPS	69500001	4520	98.41		
				<u>98.41</u>		WA 00827749
BLICK ART MATERIALS	Proctor Ruler 6" 55730-1106	09011017	4310	153.96		
	Shipping	09011017	4310	8.95		
	COMPACT WALL RACK	10021007	4310	131.85		
				<u>294.76</u>		WA 00827750
BRACKETT, ASHLEY	BECOMING A TEACHER	60200311	5220	50.59		
				<u>50.59</u>		WA 00827751
BREEZE, THE	5.9" x 8.25" DISPLAY AD IN	67111000	5880	100.00		
				<u>100.00</u>		WA 00827752
BUCHER VASLIN	Delta E2 Destemmer and F2	01120001	6410	18,900.00		
				<u>18,900.00</u>		WA 00827753
CA ELECTRIC SUPPLY	PO#130166	65110000	4520	104.91		
	OPERATIONAL SUPPLIES	67873000	4520	388.88		
				<u>493.79</u>		WA 00827754

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CAL COAST MACHINERY INC	PARTS PER INVOICES:	65510000 4520	685.83		
	PARTS PER INVOICES:	65510000 4520	-385.88		
	PARTS PER INVOICES:	65510000 4520	418.87		
			<u>718.82</u>		WA 00827755
CAL EMA	19 FRO CERTIFICATES FOR	21335000 4311	80.00		
	19 FRO DECON CERTIFICATES	21335000 4311	80.00		
	19 FRO WMD CERTIFICATES	21335000 4311	80.00		
			<u>240.00</u>		WA 00827756
CAL-COAST REFRIGERATION	SERVICE CALL-MARKET FORGE	65110000 5650	166.50		
			<u>166.50</u>		WA 00827757
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	37.12		
	CAMPUSWIDE CANON COPIER	67710300 5640	18.38		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.92		
	CAMPUSWIDE CANON COPIER	67710300 5640	267.17		
	MAINTENANCE & SUPPLIES FOR	64710003 5640	16.50		
	MONTHLY MAINTENANCE	10071300 5640	26.95		
	MAINTENANCE & SUPPLIES FOR	64300002 5640	11.21		
	COPIER MAINTENANCE MONTHS	67760000 5640	3,294.00		
	COPY CHARGE \$.009/PER.	60200311 6410	10.95		
	CAMPUSWIDE CANON COPIER	67710300 5640	14.95		
	MAINTENANCE & SUPPLIES FOR	64710003 5640	18.88		
	CAMPUSWIDE CANON COPIER	67710300 5640	17.25		
	CAMPUSWIDE CANON COPIER	67710300 5640	179.52		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	MAINTENANCE AGREEMENT FOR	63450000 5640	10.11		
			<u>4,043.58</u>		WA 00827758
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	35.64		
			<u>35.64</u>		WA 00827759
CAPRICORN GROUP, THE	Supplies for Biology	04011007 4310	237.96		
			<u>237.96</u>		WA 00827760
CAROLINA BIOLOGICAL	Supplies for Biology	04011007 4310	17.01		
			<u>17.01</u>		WA 00827761
CARQUEST AUTO PARTS	Instructional Supplies to be	09481107 4310	14.69		
			<u>14.69</u>		WA 00827762
CARR'S BOOT SHOP	SAFETY BOOTS FOR EMPLOYEES	67720000 3920	115.51		
			125.00		
			<u>240.51</u>		WA 00827763
CENTRAL COAST BATTERIES	BATTERIES, TROJAN BS T30XHS	67772000 4520	1,905.12		
			FREIGHT CHARGES	67772000 4520	108.00
			<u>2,013.12</u>		WA 00827764

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CENTRAL COAST URGENTCARE	PHYSICALS, X-RAYS, TB	67300100 5821	235.00		
			<u>235.00</u>	WA	00827765
CITY OF LOMPOC	FALSE ALARM CALL 10/04/12	67775000 5590	61.70		
	FALSE ALARM CALL 10/05/12	67775000 5590	61.70		
			<u>123.40</u>	WA	00827766
CITY OF SANTA MARIA	SALARY/BENEFITS DIRECTOR	67775000 2131	14,462.64		
			<u>14,462.64</u>	WA	00827767
COAST CLUTCH & BRAKE SUPPLY	SUPPLIES PER INVOICES:	67772000 5650	23.51		
	SUPPLIES PER INVOICES:	67772000 5650	2.31		
	LABOR TO RESURFACE DRUM	67772000 5650	11.00		
	BRAKE SHOES, RELINED, 1 SET	69500001 4520	37.80		
			<u>74.62</u>	WA	00827768
COLOR CORRECT SOLUTIONS	CONSUMABLES FOR THE EPSON 7890	67760000 4520	236.16		
			<u>236.16</u>	WA	00827769
COMENITY-OSH COMMERCIAL SERVICES	INSTRUCTIONAL SUPPLIES	10021007 4310	30.13		
	Supplies for the Chemistry	19050007 4310	86.23		
	INSTRUCTIONAL SUPPLIES	10021007 4310	71.43		
	Supplies for Biology	04011007 4310	116.47		
	Supplies for Biology	04011007 4310	40.55		
	SUPPLIES FOR GROUNDS DEPT.	65510000 4520	47.74		
	SUPPLIES FOR MULTIMEDIA	61320000 4520	34.94		
	SUPPLIES FOR CUSTODIAL DEPT.	65311000 4520	31.51		
	For winery instructional	01120000 4311	85.85		
	HARDWARE SUPPLIES CHARGED	65110000 4520	86.39		
	HARDWARE SUPPLIES CHARGED	65110000 4520	11.87		
	HARDWARE SUPPLIES CHARGED	65110000 4520	12.95		
	HARDWARE SUPPLIES CHARGED	65110000 4520	15.97		
	HARDWARE SUPPLIES CHARGED	65110000 4520	35.60		
	HARDWARE SUPPLIES CHARGED	65110000 4520	17.26		
	HARDWARE SUPPLIES CHARGED	65110000 4520	9.91		
	HARDWARE SUPPLIES CHARGED	65110000 4520	12.40		
	HARDWARE SUPPLIES CHARGED	65110000 4520	35.05		
	HARDWARE SUPPLIES CHARGED	65110000 4520	30.55		
			<u>812.80</u>	WA	00827770
CULLIGAN/CENTRAL COAST WATER TREATMENT	MONTHLY TANK RENTAL FOR FY	04011100 5690	24.00		
			<u>24.00</u>	WA	00827771
CULLIGAN	Water delivery through	67300100 4710	21.72		
			<u>21.72</u>	WA	00827772



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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CUSTOM COLORS & AUTOBODY INC	Instructional Supplies for	09482007 4310	430.48		
	Instructional Supplies for	09482007 4310	<u>107.41</u> 537.89	WA	00827773
DEMCO INC	SUPPLIES FOR LO LIBRARY	61201400 4520	<u>103.25</u> 103.25	WA	00827774
DENTSPLY RINN	XCP KIT W/OUT B WING HOLDER	12401000 4311	1,897.08		
	ESTIMATED SHIPPING COSTS	12401000 4311	<u>15.96</u> 1,913.04	WA	00827775
DEPARTMENT OF JUSTICE	FINGERPRINT CLEARANCE FOR	67300100 5820	352.00		
	FINGERPRINT CLEARANCE FOR	67300100 5820	<u>160.00</u> 512.00	WA	00827776
DIAZ, CYNTHIA	Irvine&FullertonFieldtrips	63300000 4640	<u>90.00</u> 90.00	WA	00827777
EWING IRRIGATION PRODUCTS INC	TURFACE MVP IN-FIELD	65510000 6120	475.18		
	TURFACE MOUND RED BRICKS,	65510000 6120	1,103.62		
	TURFACE MOUND CLAY RED,	65510000 6120	704.47		
	LANDSCAPING SUPPLIES CHARGED	65510000 4520	59.80		
	LANDSCAPING SUPPLIES CHARGED	65510000 4520	<u>211.85</u> 2,554.92	WA	00827778
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	5.14		
	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	21.24		
	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	<u>17.80</u> 44.18	WA	00827779
FENCE FACTORY	REPAIRS TO BARRIER FENCE ON	21055005 5650	389.23		
	LABOR	21055005 5650	<u>1,649.60</u> 2,038.83	WA	00827780
FISHER SCIENTIFIC	AP71 PH METER W/KIT WTRPRF,	60200311 6410	1,373.31		
	FUEL SURCHARGE	60200311 6410	6.05		
	MONO-SCOE SIGMA LABOMED;	60200311 6410	7,974.68		
	MONO-SCOE SIGMA LABOMED;	60200311 6410	<u>886.07</u> 10,240.11	WA	00827781
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000 4520	324.00		
	PAINT SUPPLIES	65110000 4520	4.36		
	PAINT SUPPLIES	65110000 4520	75.47		
	PAINT SUPPLIES	65110000 4520	91.07		
	PAINT SUPPLIES	65110000 4520	42.87		
	PAINT SUPPLIES	65110000 4520	<u>98.43</u> 636.20	WA	00827782

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
FREESTYLE PHOTOGRAPHIC SUPPLIES	shipping	10110000 4310	128.00		
	MARATHON PAPER DEVELOPER 20	10110000 4310	<u>579.11</u> 707.11	WA	00827783
GARDA CL WEST INC.	MONTHLY ARMORED CAR PICKUP	67211000 5112	<u>324.39</u> 324.39	WA	00827784
GAYLORD BROS	SHIPPING CHARGE	61201000 4520	<u>35.43</u> 35.43	WA	00827785
HAYWARD LUMBER INC	SUPPLIES FOR ACADEMY	21055000 4311	14.86		
	SUPPLIES FOR ACADEMY	21055000 4311	<u>68.14</u> 83.00	WA	00827786
HEREDIA, HORACIO	REIMBURSEMENT FOR EIGHT WHITE	10081007 4310	<u>217.12</u> 217.12	WA	00827787
INDUSTRIAL RADIATOR SERVICE INC	RADIATOR, CUS 2157-D, NEW	69500001 4520	<u>115.77</u> 115.77	WA	00827788
INTERNET SOFTWARE SCIENCES	ANNUAL SUPPORT/UPGRADES	67873100 5660	<u>3,000.00</u> 3,000.00	WA	00827789
INTO THE WIND	WINDBREAKER KITE REEL, ITEM	60200311 4310	295.00		
	1000' 300-LB DACRON, ITEM	60200311 4310	1,116.00		
	2-DAY SHIPPING	60200311 4310	<u>16.00</u> 1,427.00	WA	00827790
J B DEWAR	DIESEL CHARGES FOR	64945000 4610	904.86		
	DIESEL CHARGES FOR	64945000 4610	682.93		
	GASOLINE CHARGES FOR	67772000 4560	8,946.82		
	DIESEL CHARGES FOR	64945000 4610	<u>756.99</u> 11,291.60	WA	00827791
JAY CEE TROPHY CO INC	FIRE ACADEMY CADET	21335000 4311	<u>29.16</u> 29.16	WA	00827792
JUDICIAL DATA SYSTEMS CORPORATION	PROCESS PARKING CITATIONS	69500001 5112	<u>368.76</u> 368.76	WA	00827793
KATZ, DR NORM	OFFICER PRE-EMPLOYMENT	67775000 5821	<u>450.00</u> 450.00	WA	00827794
KELLY PAPER CO	PAPER CONSUMABLES FOR CAMPUS	67761000 4520	1,116.80		
	PAPER CONSUMABLES FOR CAMPUS	67761000 4520	1,186.22		
	PAPER CONSUMABLES FOR CAMPUS	67761000 4520	<u>1,256.90</u> 3,559.92	WA	00827795

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
KOEHLER PLUMBING INC	HVAC SHUTOFF VALVES	65110000 5650	70.20		
	LABOR CHARGES	65110000 5650	490.00		
			<u>560.20</u>	WA	00827796
LAU, MARGARET S	Mid-Winter Institute	03030014 5210	388.90		
	Various Local Mileage	03030014 5210	264.18		
			<u>653.08</u>	WA	00827797
LOMPOC PARKS RECREATION & URBAN FORESTRY DEPT	21581/21596 Intro to English	49308020 5630	900.00		
	Fall 2012 Facility Rental	49308020 5630	930.00		
			<u>1,830.00</u>	WA	00827798
LOS PADRES FIRE PROTECTION INC	FIRE EXTINGUISHER, AMEREX	65110000 4520	107.95		
			<u>107.95</u>	WA	00827799
LOSSING, TRAVIS	LogicWebCTRLTrainingWorkshop	65110000 5210	14.16		
			<u>14.16</u>	WA	00827800
LUQUE, ROBERT	VariousLocalMileage	60100400 5210	31.08		
			<u>31.08</u>	WA	00827801
MADLAND TOYOTA-LIFT INC	SERVICE/REPAIRS-TOYOTA	67700000 6413	1,138.52		
	LABOR/HAULING CHARGE	67700000 5650	886.00		
	LABOR CHARGES	67700000 5650	144.00		
	PREVENTATIVE MAINTENANCE	67700000 5650	9.18		
			<u>2,177.70</u>	WA	00827802
MARFRED INDUSTRIES	35"x1625' WHITE UNPRINTED	10021007 4310	669.60		
	FUEL SURCHARGE	10021007 4310	5.35		
			<u>674.95</u>	WA	00827803
MCGARRY, KATHY	VariousLocalMileage	30070000 5210	61.33		
	VariousLocalMileage	30070000 5210	43.29		
			<u>104.62</u>	WA	00827804
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	36.34		
			<u>36.34</u>	WA	00827805
NASCO MODESTO	FRACTION VIEWERS	49306011 4310	19.39		
	SHIPPING CHARGE	49306011 4310	8.00		
	KEYS TO MATH PROBLEM SOLVING	49306011 4310	9.18		
			<u>36.57</u>	WA	00827806
NICHOLS, JON	AutomatedLogicWebTrainingWrksh	65110000 5210	29.58		
			<u>29.58</u>	WA	00827807

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
NOBLE POWER EQUIPMENT	SUPPLIES PER INVOICES:	65510000 4520	134.78		
	HONDA LAWNMOWER, 21" SMART	65510000 6410	625.32		
	BID ASSIST DISCOUNT	65510000 6410	-63.72		
	SUPPLIES PER INVOICES:	65510000 4520	12.47		
	SUPPLIES PER INVOICES:	65510000 4520	-25.83		
			<u>683.02</u>	WA	00827808
OFFICE & ERGONOMIC SOLUTIONS INC.	BANANA KEYBOARD SYSTEM	67720000 6411	314.20		
			<u>314.20</u>	WA	00827809
			0.00		
			<u>0.00</u>	VM VD	WA 00827810
			0.00		
			<u>0.00</u>	VM VD	WA 00827811
OFFICE DEPOT INC	OPERATIONAL SUPPLIES	67211000 4520	187.34		
	Blue Ink pens	09011000 4520	18.14		
	CASIO FX-260 SOLAR	10000027 4310	75.60		
	Pack of 5 boxes of paper clips	15011207 4310	13.55		
	Blk toner cartridge	15011207 4310	26.73		
	Manila File Folders	15011207 4310	10.78		
	4" binder	15011207 4310	35.90		
	HP 61 XL Blk toner	15011207 4310	26.73		
	3" binder	15011207 4310	20.74		
	5" binder	15011207 4310	21.02		
	2" binder	15011207 4310	5.03		
	Heavy-duty hole punch	15011207 4310	80.55		
	OFFICE SUPPLIES 8/20-12/31/12	21050000 4520	51.04		
	OFFICE SUPPLIES 8/20-12/31/12	21050007 4310	43.20		
	OFFICE SUPPLIES	21335000 4520	26.25		
	SUPPLIES FOR STUDENTS	61100008 4311	333.03		
	SUPPLIES FOR LO LIBRARY	61201400 4520	390.75		
	SUPPLIES FOR LO LIBRARY	61201400 4520	6.34		
	OFFICE SUPPLIES	64900102 4520	52.32		
	OFFICE SUPPLIES	64900102 4520	25.54		
	OFFICE SUPPLIES JULY 2012 -	66100000 4520	19.68		
	OFFICE SUPPLIES FOR THE PERIOD	66240000 4520	41.02		
	OFFICE SUPPLIES FOR THE PERIOD	66240000 4520	7.24		
	OFFICE SUPPLIES, SEP-DEC 2012	67111000 4520	87.66		
	OFFICE SUPPLIES, SEP-DEC 2012	67111000 4520	95.21		
	OFFICE SUPPLIES	21330000 4520	53.99		
	OFFICE SUPPLIES	21330000 4520	5.99		
	OFFICE SUPPLIES, VALID 8/9/12	22000000 4520	74.17		
	Koss Ear Cushion	49308020 4310	161.73		
	Coby CX-CD248 Portable CD /	49308020 4310	126.33		
	OFFICE SUPPLIES FOR HSI STEM	60200311 4520	47.53		
	OFFICE SUPPLIES FOR HSI STEM	60200311 4520	65.73		
	HP 42A BLACK TONER CARTRIDGE	60200312 4310	145.07		
	HP 64X BLACK TONER CARTRIDGE	60200312 4310	268.00		
	OFFICE DEPOT BRAND MOBLE	64300002 4520	26.99		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	BINDER CLIPS 2"	64300202 4520	4.05		
	BINDER CLIPS 1 1/4"	64300202 4520	1.73		
	MINI BINDER CLIPS	64300202 4520	5.83		
	LARGE BINDER CLIPS 2"	64300202 4520	1.88		
	OFFICE DEPOT WALL CALENDAR	64300202 4520	7.00		
	CYBER ACOUSTICS ACM-70LB	49306011 4310	53.89		
	HP12A Ink Cart	09011000 4520	129.96		
	Blck Pens	17010000 4520	6.33		
	Correction tape	17010000 4520	8.37		
	HP02xl yllw ink cart	17010000 4520	27.82		
	HP96A Ink cart	17010000 4520	97.52		
	HP02xl Magenta Ink Cart	17010000 4520	13.92		
	Post its 1 1/2x2	17010000 4520	4.15		
	Post its 2x3	17010000 4520	21.16		
	Steno books	17010000 4520	18.27		
	Office Supplies through	67300100 4520	87.23		
	Office Supplies through	67300100 4520	28.51		
	MICROSOFT NATURAL ERGONOMIC	67720000 4514	27.04		
	OFFICE/OPERATIONAL	68101000 4520	6.40		
	OFFICE/OPERATIONAL	68101000 4520	333.43		
	Cartridge HP 27A for Auto Tech	09481100 4520	191.26		
	OFFICE SUPPLIES FOR LANGUAGE	11010000 4520	44.98		
	OFFICE SUPPLIES FOR LANGUAGE	11010000 4520	10.80		
	INSTRUCTIONAL SUPPLIES FOR	11010007 4310	35.27		
	INSTRUCTIONAL SUPPLIES FOR	11010007 4310	188.05		
	INSTRUCTIONAL SUPPLIES FOR	15000017 4310	66.78		
	FELLOWS #99 CI SHREDDER	21055005 6410	333.12		
	MONTHLY WALL CALENDAR	64300202 4520	20.61		
	2-COLOR DESK CALENDAR REFILL	64300202 4520	21.58		
	DESK PAD CALENDAR	64300202 4520	4.49		
	EXPO DRY ERASE MARKERS PACK	64300202 4520	9.07		
	CLOROX DISINFECTING WIPES	64300202 4520	5.10		
	PAPER MATE RETRACTABLE GEL	64300202 4520	7.78		
	PAPER MATE RETRACTABLE GEL	64300202 4520	7.78		
	OPERATING SUPPLIES OCTOBER -	67220000 4520	156.35		
	OPERATING SUPPLIES OCTOBER -	67220000 4520	46.40		
	EVOLUENT VERTICALMOUSE 4	67720000 4514	105.79		
	OPERATIONAL SUPPLIES	67873000 4520	150.09		
			<u>4,966.71</u>		WA 00827812
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT CARD	67710300 5892	8,276.38		
	WEB AND CASHIER CREDIT CARD	67710300 5892	370.88		
			<u>8,647.26</u>		WA 00827813
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	949.42		
	ELECTRICITY SERVICES	65700000 5520	159.04		
	ELECTRICITY SERVICES	68103000 5520	237.35		
	ELECTRICITY SERVICES	68103000 5520	39.76		
			<u>1,385.57</u>		WA 00827814
PAT'S AUTOMOTIVE	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	196.39		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	76.58		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	300.99		
	SMOG TESTING	67772000 5650	61.91		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	81.57		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
	SMOG TESTING	67772000 5650	49.95		
			<u>2,116.04</u>		WA 00827815
PIONEER VALLEY HIGH SCHOOL	HALF-PAGE DISPLAY AD IN PVHS	67111000 5880	125.00		
			<u>125.00</u>		WA 00827816
POLLON, JOSEPH	CareerTechEducConference	60200127 5210	188.70		
			<u>188.70</u>		WA 00827817
PORTABLE JOHNS INC	SERVICING OF PORTABLE TOILETS	68102000 5690	393.22		
	RENTAL OF PORTABLE TOILETS	68102000 5690	52.38		
			<u>445.60</u>		WA 00827818
PRAXAIR DISTRIBUTION INC	Instructional supplies to be	09565007 4310	47.32		
	Instructional supplies to be	09565007 4310	20.97		
			<u>68.29</u>		WA 00827819
PROCARE JANITORIAL SUPPLY	BURNISHER, LIGHTNING 20",	65311000 6410	1,102.66		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	3,922.32		
	BURNISHER, LIGHTNING 20",	65311000 6410	1,102.66		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	22.10		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				6,149.74		WA 00827820
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000	5730	79.50		
				79.50		WA 00827821
RADIO SHACK	SUPPLIES FOR MULTIMEDIA	61320000	4520	66.91		
	SUPPLIES FOR MULTIMEDIA	61320000	4520	67.46		
				134.37		WA 00827822
RAYS AUTO PARTS	BELT	69500001	4520	37.05		
				37.05		WA 00827823
RAYS AUTO PARTS	PARTS FOR VEHICLE REPAIRS	12502000	4520	23.55		
				23.55		WA 00827824
ROMBERGER, AMY	Various Local Mileage	60100400	5210	104.34		
	Various Local Mileage	60100400	5210	57.72		
				162.06		WA 00827825
SAFEWAY INC - VONS DIVISION	Supplies for Biology	04011007	4310	71.27		
				71.27		WA 00827826
SANTA MARIA SUPERIOR COURT	COURT PROCESSING OF 333	69500001	5790	4,162.50		
				4,162.50		WA 00827827
SENIOR, DAVID	Various Local Mileage	21330100	5210	840.83		
				840.83		WA 00827828
SMARDAN-HATCHER CO	PLUMBING SUPPLIES	65110000	4520	173.52		
				173.52		WA 00827829
SPIRE, PAUL	REIMBURSEMENT FOR SAFETY	67720000	3920	113.39		
				113.39		WA 00827830
SVM L.P.	GAS CARDS FOR CARE STUDENTS	64300002	7611	6,250.00		
	SHIPPING & HANDLING	64300002	7611	25.00		
				6,275.00		WA 00827831
TESTA CATERING	CATERING FOR BOARD OF TRUSTEE	66100000	4710	16.00		
				16.00		WA 00827832
TIMES PRESS RECORDER	ANNUAL SUBSCRIPTION RENEWAL	67111000	4520	21.00		
				21.00		WA 00827833
UNITED PARCEL SERVICE	UPS CHARGES	67700000	5870	54.65		
	UPS CHARGES	67700400	5870	20.00		
				74.65		WA 00827834

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
US BANK CORPORATE PAYMENT SYSTEM	TOWED ELECTRIC CARTS FROM	69500001	5790	80.00	
				<u>80.00</u>	WA 00827835
VTC ENTERPRISES	COLLECTION OF RECYCLED PAPER	65700000	5570	560.00	
	FEE AGREEMENT FOR FALL 2012.	49303120	5130	13,224.00	
	FEE AGREEMENT FOR FALL 2012.	49303120	5130	3,480.00	
	DELIVERY OF AHC CLASS	67111000	5112	362.52	
				<u>17,626.52</u>	WA 00827836
WESCO	Microscope Preventive	60100400	5650	2,865.00	
				<u>2,865.00</u>	WA 00827837
AVILA, DANIEL G	Physical Exam Fund Reimb	67900009	3420	81.40	
				<u>81.40</u>	WC 00827838
BARRETT, HOLLY	Physical Exam Fund Reimb	67900009	3420	227.72	
				<u>227.72</u>	WC 00827839
BLACKBURN, PAULETTE	Physical Exam Fund Reimb	67900009	3420	85.27	
				<u>85.27</u>	WC 00827840
BLANCHARD, PAMELA	Physical Exam Fund Reimb	67900009	3420	65.90	
				<u>65.90</u>	WC 00827841
DURAN, TERESA L	Physical Exam Fund Reimb	67900009	3420	16.99	
				<u>16.99</u>	WC 00827842
GRENNAN, HENRY	Physical Exam Fund Reimb	67900009	3420	361.47	
				<u>361.47</u>	WC 00827843
HOCKENSMITH, CHRISTINE	Physical Exam Fund Reimb	67900009	3420	349.75	
				<u>349.75</u>	WC 00827844
AQUA SYSTEMS	AQUA CLEAN 5 GA	33697017	4520	97.14	
	AQUA DRY 5 GA	33697017	4520	133.87	
				<u>231.01</u>	WE 00827845
OFFICE DEPOT INC	OFFICE SUPPLIES	33697000	4520	152.40	
	OFFICE SUPPLIES	33697000	4520	6.43	
	OFFICE SUPPLIES	33697000	4520	192.24	
				<u>351.07</u>	WE 00827846
ALLEN, SHELLY	SungardPublicSectorUsersConf	71730003	5210	81.94	
				<u>81.94</u>	WI 00827847
APPLE COMPUTER	MAC PRO 3.2 QUAD-CORE INTEL	71730002	6411	2,871.72	
	APPLECARE PROTECTION PLAN FOR	71730002	6411	199.00	
				<u>3,070.72</u>	WI 00827848



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Vendor Name	Description	Budget Code	Amount	Status	Warrant
ATLAS PERFORMANCE IND INC	Monthly Rental, Handicap Ramp	71710030 5690	305.00		
	Monthly Rental, Office Trailer	71710030 5690	1,875.00 <u>2,180.00</u>	WI	00827849
BANK OF SACRAMENTO	General Contractor	71710023 6212	35,762.85 <u>35,762.85</u>	WI	00827850
BLACKBURN, PAULETTE	OneSolutionConf	71730003 5210	75.00 <u>75.00</u>	WI	00827851
CANON BUSINESS SOLUTIONS INC	COST PER COPY (\$.012/ea), NOV	71730003 6410	5.62		
	COST PER COPY (\$.009) NOV 2012	71730003 6410	6.47 <u>12.09</u>	WI	00827852
COASTAL REPROGRAPHICS INC	Printing Services related to	71710023 4540	5.39 <u>5.39</u>	WI	00827853
CYBER COPY INC	On line plan room services	71720019 4540	715.80		
	On line plan room services	71720019 4540	13.26		
	On line plan room services	71720019 4540	458.23		
	On line plan room services	71720019 4540	412.98 <u>1,600.27</u>	WI	00827854
DELL MARKETING LP INC	STATE ENVIRONMENTAL FEE	71730002 6411	8.00		
	WARRANTY	71730002 6411	127.00		
	OPTIPLEX 790 DESKTOP BASE	71730002 6411	965.28		
	OPTIPLEX 790 MINITOWER BASE,	71730003 6411	812.98		
	WARRANTY	71730003 6411	127.00		
	ENVIRONMENTAL FEE	71730003 6411	24.00		
	DELL ULTRASHARP MONITOR	71730003 6411	720.09		
	Optiplex 790 Minitower Base,	71730003 6411	1,024.88		
	Environmental Fee	71730003 6411	8.00		
	Warranty	71730003 6411	127.00		
	DELL OPTIPLEX 790 DESKTOP BASE	71730002 6411	965.28		
	STATE ENVIRONMENTAL FEE	71730002 6411	8.00		
	WARRANTY	71730002 6411	127.00		
	OPTIPLEX 790 COMPUTER	71730002 6411	965.28		
	WARRANTY	71730002 6411	127.00		
ENVIRONMENTAL FEE	71730002 6411	8.00 <u>6,144.79</u>	WI	00827855	
DUMOND, STEVE	SungardPublicSectorUsersConf	71730003 5210	13.80 <u>13.80</u>	WI	00827856
FLINTCO PACIFIC INC.	General Contractor	71710023 6212	679,494.24		
	General Contractor design	71710022 6220	31,878.00 <u>711,372.24</u>	WI	00827857
			0.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			0.00	VM VD WI	00827858
HIGH-TECH ELECTRIC	Audio/Visual Integrating	71710005 5112	5,000.00		
	SHARP INPUT CARD PN-ZB01	71730003 6412	487.46		
	CHIEF LCD CUSTOM FLOOR STAND	71730003 6412	786.58		
	INSURED SHIPPING FOR ABOVE 3	71730003 6412	500.00		
	WOWZA STREAMING SERVER	71730003 5322	3,555.75		
	CAPPUCCINO SERVER PANDORA	71730003 6412	1,939.50		
	SHIPPING FOR LINE 6	71730003 6412	50.00		
	EXTRON TOUCHPANEL TLP710TV	71730003 6412	2,243.57		
	EXTRON IP LINK CONTROL	71730003 6412	743.69		
	EXTRON USB #SW4 PLUS	71730003 6412	618.70		
	EXTRON USB TX	71730003 6412	862.43		
	COMMSCOPE CABLE DROPS FOR	71730003 6412	467.78		
	TOSHIBA DVD VHS	71730003 6412	155.93		
	DENON BLURAY #DBP-1611 W/RS232	71730003 6412	857.59		
	SHURE WIRELESS MICROPHONE	71730003 6412	807.69		
	MAP EQUIPMENT SHELF FOR	71730003 6412	350.83		
	MAP EQUIPMENT SHELF 2u	71730003 6412	70.17		
	COMSUMABLES FOR INSTALL	71730003 6412	116.94		
	Audio/Visual Systems	71710030 5112	5,000.00		
	SHARP 70" HDTV LCED WITH	71730003 6412	5,793.50		
	EXTRON USB RX	71730003 6412	812.44		
	EXTRON HDMI SWITCHER #SW4	71730003 6412	481.21		
	EXTRON RGB+AUDIO RX #MTP RL	71730003 6412	574.95		
	EXTRON RGB+AUDIO TX #MTP T	71730003 6412	487.46		
	EXTRON CABBY CUBBY AND	71730003 6412	787.44		
	EXTRON HDMI AUDIO	71730003 6412	493.71		
	EXTRON ANNOTATOR 60-968-05,SO	71730003 6412	4,362.15		
	EXTRON LIVE STREAM. ENCODER	71730003 6412	4,493.39		
	EXTRON AUDIO SWITCHER #DMP64	71730003 6412	993.67		
	EQUIPMENT SHELVES FOR HAE100 &	71730003 6412	74.99		
	EXTRON CEILING SPEAKERS	71730003 6412	274.98		
	EXTRON AUDIO AMP #XPA1002	71730003 6412	431.22		
	EXTRON MISC. PATCH CABLES FOR	71730003 6412	467.78		
	EXTRON MISC. PATCH CABLES FOR	71730003 6412	701.68		
	SHIPPING ON ABOVE EXTRON	71730003 6412	75.00		
	MAP AV CABINET UNDER	71730003 6412	726.24		
	COMMSCOPE CAT6 CABLE DROPS	71730003 6412	467.78		
	SHIPPING FOR LINE 27-36	71730003 6412	125.00		
	PROFESSIONAL/TECHNICAL	71730003 5112	12,651.44		
			59,890.64	WI	00827859
METZLER, BRUCE A	CONTINUING DSA INSPECTION	71711917 6240	9,112.00		
	CONTINUING DSA INSPECTION	71710917 6240	4,488.00		
			13,600.00	WI	00827860
MLM PROJECT SERVICES INC	Annual Expedition Hosting	71710917 5560	205.92		
	Annual Expedition Hosting	71711917 5560	418.08		
	Annual Expedition Hosting	71710005 5560	702.00		
	Annual Expedition Hosting	71710030 5560	156.00		
	Annual Expedition Hosting	71710023 5560	468.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				1,950.00	WI	00827861
MVE INSTITUTIONAL INC	CONSTRUCTION & POST	71710030	6220	16,800.00		
	CONSTRUCTION & POST	71710005	6220	24,290.00		
				<u>41,090.00</u>	WI	00827862
PACIFIC-MOUNTAIN CONTRACTORS OF CALIFORNIA INC	General Contractor for the	71710030	6212	229,136.33		
				<u>229,136.33</u>	WI	00827863
QUINTRON SYSTEMS INC	General Contractor related to	71720037	6212	69,947.97		
				<u>69,947.97</u>	WI	00827864
ROUNTREE & ASSOCIATES	Division of State Architect	71710005	6240	15,075.00		
				<u>15,075.00</u>	WI	00827865
SEHI COMPUTER PRODUCTS INC	HP LASERJET PRO P1606DN	71730003	6411	203.15		
	FREIGHT	71730003	6411	5.99		
	6 FT USB AB DEVICE USBA TO	71730003	6411	8.64		
	BLACK PRINT CARTRIDGE FOR	71730003	6411	71.09		
				<u>288.87</u>	WI	00827866
SEYFERT, KELI	SungardPublicSectorsUsersConf	71730003	5210	84.14		
				<u>84.14</u>	WI	00827867
SINANIAN DEVELOPMENT INC	General Contractor for the	71710005	6212	1,042,078.29		
				<u>1,042,078.29</u>	WI	00827868
STRATA INFORMATION GROUP	Travel Expenses	71730002	5220	4,346.41		
	Professional Services	71730002	5112	41,137.50		
				<u>45,483.91</u>	WI	00827869
URS CORPORATION	Environmental monitoring	71710005	5112	143.23		
	Environmental monitoring	71710005	5112	774.30		
				<u>917.53</u>	WI	00827870
VASQUEZ, KAREN	SungardPublicSectorsUsersConf	71730003	5210	38.45		
				<u>38.45</u>	WI	00827871
ASSOCIATION OF CA COMMUNITY	ShellyAllenRegistration	67210600	5210	175.00		
				<u>175.00</u>	WA	00827872
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000	4520	6.69		
	HARDWARE SUPPLIES CHARGED	65110000	4520	50.73		
	HARDWARE SUPPLIES CHARGED	65110000	4520	14.25		

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	HARDWARE SUPPLIES CHARGED	65110000 4520	20.50		
	HARDWARE SUPPLIES CHARGED	65110000 4520	9.17		
			<u>101.34</u>	WA	00827873
GARCIA, ALBERT P	Various Local Mileage	61320000 5210	62.72		
			<u>62.72</u>	WA	00827874
HOYOS, JASON	RadarOperatorTraining	67775000 5210	35.00		
			<u>35.00</u>	WA	00827875
MUIR, DEREK	INDEPENDENT CONTRACT WORK	49306011 5110	200.00		
			<u>200.00</u>	WA	00827876
NEW READERS PRESS	SUBSCRIPTION ESL	49308007 4310	121.60		
	SHIPPING	49308007 4310	9.80		
	SUBSCRIPTION ESL	49308007 4310	121.60		
	SHIPPING	49308007 4310	9.80		
			<u>262.80</u>	WA	00827877
NEXT DAY SIGNS	SIGNS, STYRENE W/PHOTO GRAPHIC	65510000 4520	220.32		
			<u>220.32</u>	WA	00827878
OFFICE DEPOT INC	PURELL INSTANT HAND SANITIZER	64300002 4520	2.99		
	BOX PLAIN EVELOPES #10 WHITE	64300002 4520	7.44		
	SECURITY ENVELOPES #6	64300002 4520	7.12		
	WIRELESS DESKTOP 3000	69600000 4514	44.69		
	OPERATING SUPPLIES OCTOBER -	67220000 4520	26.94		
	PO131205 Cr Inv 631493819001	15011200 4311	-268.00		
	Office Supplies. Auth Sigs, A	60100400 4520	214.02		
	Office Supplies. Auth Sigs, A	60100400 4520	55.87		
	Office Supplies. Auth Sigs, A	60100400 4520	61.26		
	OFFICE SUPPLIES FOR SOLVANG.	60100800 4520	21.47		
	OFFICE SUPPLIES FOR SOLVANG.	60100800 4520	187.53		
	MAXWELL CA-4 BLAST AWAY	64300002 4520	17.23		
	XEROX MULITPURPOSE COLOR	64300002 4520	4.80		
			<u>383.36</u>	WA	00827879
OFFICE DEPOT INC	OFFICE SUPPLIES	60200127 4520	78.28		
			<u>78.28</u>	WA	00827880
OFFICE DEPOT INC	LETTER OPENER - MARTIN YALE	67220000 6410	231.03		
			<u>231.03</u>	WA	00827881
POSTAGE ONE	MAIL SORTING FEES FROM	67700000 5870	75.00		
			<u>75.00</u>	WA	00827882
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL FOR NONCREDIT	10091020 4311	24.05		
			<u>24.05</u>	WA	00827883
PROCARE JANITORIAL SUPPLY	GUADIAN LAUNDRY DETERGENT	08350000 4520	49.59		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			49.59	WA	00827884
PUBLIC BROADCASTING DISTRIBUTION LLC	MEDIA FOR THE SM LIBRARY	61201000 6320	586.61		
			586.61	WA	00827885
RABOBANK N.A.	SPRING 2013 REGISTRATION	67190000 8895	7,000.00		
			7,000.00	WA	00827886
RANCHO SANTA YNEZ MOBILE ESTATES	Fall 2012 Facility Rental	68101000 5630	100.00		
			100.00	WA	00827887
RANTZ, RICK	Various Local Mileage	68400500 5210	109.89		
	Various Local Mileage	60100400 5210	144.30		
			254.19	WA	00827888
RAYNE WATER CONDITIONING	HOT & COLD REVERSE	65700000 5690	428.70		
			428.70	WA	00827889
SANTA MARIA FORD	TEMPERATURE GAUGE FOR UNIT	69500001 4520	34.58		
	LABOR TO CHECK AND INSTALL	69500001 5650	237.50		
			272.08	WA	00827890
SARS SOFTWARE PRODUCTS INC	ANNUAL RENEWAL OF SARS.GRID	67873100 5660	2,700.00		
	ANNUAL RENEWAL OF SARS.TRAK	67873100 5660	1,350.00		
	ANNUAL RENEWAL OF SARS.MSGS,	67873100 5660	720.00		
			4,770.00	WA	00827891
SESAC INC	LICENSE AGREEMENT FOR	67710300 5320	569.33		
			569.33	WA	00827892
SIGN MEDIA INC	INSTRUCTOR POWERPOINT ASL	15000010 4310	34.95		
	SHIPPING	15000010 4310	6.00		
			40.95	WA	00827893
SIMS, NATHAN	Local Mileage	63102001 5210	28.86		
			28.86	WA	00827894
SPACE INFORMATION LABORATORIES INC	SERVICE AGREEMENT FOR	60200311 5112	674.93		
	SERVICE AGREEMENT FOR	60200311 5112	3,190.03		
	SERVICE AGREEMENT FOR FOCUS	60200312 5112	2,786.99		
			6,651.95	WA	00827895
ST. PATRICK'S OF TEXAS	P35 Vacuum Corker	01120001 6410	7,495.00		
	Shipping Charge	01120001 6410	488.00		
			7,983.00	WA	00827896

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
STATE MILITARY DEPARTMENT	FACILITY USE FOR TRAINING NOV	21055000 5630	305.73		
			<u>305.73</u>	WA	00827897
SUPERMEDIA LLC	PHONE DIRECTORY LISTING, SANTA	65700000 5540	24.25		
			<u>24.25</u>	WA	00827898
TEMPLE BETH EL	Fall 2012 Facility Rental	13030020 5630	320.00		
	21511 Jewelry, Sculpture &	10020020 5630	160.00		
			<u>480.00</u>	WA	00827899
UNITED PARCEL SERVICE	UPS CHARGES	67700400 5870	20.00		
	UPS CHARGES	67700000 5870	70.75		
	UPS CHARGES	67700400 5870	20.00		
	UPS CHARGES	67700000 5870	73.09		
			<u>183.84</u>	WA	00827900
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	12.77		
			<u>12.77</u>	WA	00827901
VIRCO INC	VIRCO #HCT4 CHAIR TRUCK, HAND	65311000 6410	263.54		
			<u>263.54</u>	WA	00827902
WARD'S NATURAL SCIENCE INC	Supplies for Biology	04011007 4310	113.28		
			<u>113.28</u>	WA	00827903
WEST COAST WATER SERVICES	MONTHLY WATER TREATMENT	65110400 5640	288.85		
			<u>288.85</u>	WA	00827904
WEST PAYMENT CENTER	Westlaw database charges	05010007 4310	194.00		
	TRG CA PR CIV Trails and	05010007 4310	210.12		
			<u>404.12</u>	WA	00827905
WILLIAMSON, LORI	MontereyAquar/SanFranciscoExpl	60200311 5210	201.95		
			<u>201.95</u>	WA	00827906
SEHI COMPUTER PRODUCTS INC	PROCURVE 2910AL-24G-POE SWITCH	71800002 6411	1,919.16		
			<u>1,919.16</u>	WB	00827907
			0.00		
			<u>0.00</u>	VM VD	WI 00827908
			0.00		
			<u>0.00</u>	VM VD	WI 00827909
COMMUNITY PLAYTHINGS	CLASSROOM HALF CIRCLE TABLE 64	71710031 6410	882.09		
	LOW 30" X 44" MULTITABLE A950	71710031 6410	270.51		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SCIENCE SET 2 W/DEEP AND	71710031 6410	1,994.06		
	CORNER SHELF 24" F673	71710031 6410	197.80		
	MEDIUM 30" X 30" MULTITABLE	71710031 6410	220.26		
	CLASSROOM HALF CIRCLE TBLE 64	71710031 6410	882.09		
	WOODCREST CHAIR 10" J710	71710031 6410	951.59		
	WOODCREST CHAIR 12" J712	71710031 6410	1,026.43		
	FIXED SHELF 4' X 24" F643	71710031 6410	400.95		
	ROCKING CHAIR J800	71710031 6410	245.92		
	FIXED SHELF 4' X 16" F613	71710031 6410	598.75		
	TRANSLUCENT BACK INSIDE SWEEP	71710031 6410	919.51		
	ROOMSCAPES POST 16" F752	71710031 6410	94.09		
	FILLER F751	71710031 6410	10.69		
	ROCKING CHAIR J800	71710031 6410	245.92		
	CHILDS ARMCHAIR CA BLUE J643	71710031 6410	737.75		
	CHILDS SOFA CA BLUE J653	71710031 6410	919.51		
	TEACHER CHAIR 12" J432	71710031 6410	1,334.36		
	ROUND WOODCREST TABLE 16" AND	71710031 6410	1,170.77		
	FIXED SHELF 5' X 32" F652	71710031 6410	620.14		
	ADJUSTABLE SHELF 2' X 24"	71710031 6410	272.65		
	ADJUSTABLE SHELF WITH DOORS 3'	71710031 6410	609.44		
	ROOMSCAPES POST 32" F754	71710031 6410	115.47		
	ROOMSCAPES POST 32" F754	71710031 6410	115.47		
	ROOMSCAPES POST 24" F753	71710031 6410	102.64		
	INTRO SET WITH STORAGE CHEST	71710031 6410	356.40		
	LIBRARY PANEL F747	71710031 6410	318.60		
	VILLAGE VEHICLE D610	71710031 6410	103.68		
	SIX MORE VILLAGERS D613	71710031 6410	97.20		
	CHANGING TABLE WITH STEPS 4"	71710031 6410	1,404.00		
	INTRODUCTORY SET UNIT BLOCKS	71710031 6410	243.00		
	INTRO SET WITH STORAGE CHEST	71710031 6410	356.40		
	ONE EACH RISER KIT C970	71710031 6410	712.80		
	WOODCREST CHAIR 10" J710	71710031 6410	951.59		
	WOODCREST CHAIR 12" J712	71710031 6410	513.22		
	TEACHER CHAIR 12" J432	71710031 6410	500.39		
	BENCH GLIDER CA BLUE J930	71710031 6410	1,828.33		
	ADJUSTABLE SHELF 3" X 24" F631	71710031 6410	336.80		
	FIXED SHELF 4" X 32" F645	71710031 6410	1,005.05		
	FIXED SHELF 4" X 24" F643	71710031 6410	1,202.85		
	WOODCREST CHAIR 10" J710	71710031 6410	190.32		
	RECTANGULAR WOODCREST TABLE	71710031 6410	582.71		
	LIBRARY RACK F775	71710031 6410	240.57		
	COMMUNITY GLIDER CA BLUE J910	71710031 6410	2,544.70		
	BENCH GLIDER CA BLUE J930	71710031 6410	1,828.33		
	ME-DO-IT CHAIR 5" J505	71710031 6410	235.22		
	ME-DO-IT CHAIR 6.5" J506	71710031 6410	248.05		
	BABY SHELF 3' X 16" F611	71710031 6410	1,069.20		
	CORNER SHELF 16" F671	71710031 6410	641.52		
	CORNER SHELF 24" F673	71710031 6410	791.21		
	FIXED SHELF 3' X 24" F661	71710031 6410	2,020.79		
	ROOMSCAPES POST 24" F753	71710031 6410	76.98		
	FIXED SHELF 5' X 32" F652	71710031 6410	620.14		
	TRANSLUCENT BACK SHELF 3' X	71710031 6410	336.80		
	ADJUSTABLE SHELF WITH DOORS 3'	71710031 6410	609.44		
	CLEAR COVER FOR SHELF F856	71710031 6410	116.64		





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	HP switches 2910AL-48G-POE 44X	71730004	6411	5,917.32		
	HP switches 2910AL-48G-POE 44X	71730004	6411	5,917.32		
	HP switches 2910AL-48G-POE 44X	71730004	6411	5,917.32		
	HP switches 2910AL-48G-POE 44X	71730004	6411	5,917.32		
				<u>90,653.67</u>	WI	00827913
POLARIS LIBRARY SYSTEMS	DATA SERVICES FOR THE NEW	71730003	5112	4,000.00		
				<u>4,000.00</u>	WI	00827914
PRESTOSPORTS INC	REDESIGN AND HOST AHC	71730003	5322	9,250.00		
				<u>9,250.00</u>	WI	00827915
SEHI COMPUTER PRODUCTS INC	PROCURVE SWITCH 2910AL-48G-POE	71710031	6411	3,429.00		
	PROCURVE SWITCH 2810-48 G US	71710031	6411	2,174.04		
	PROCURVE GIGABIT LX-LC	71710031	6411	1,237.68		
				<u>6,840.72</u>	WI	00827916
SUNGARD PUBLIC SECTOR INC	HR/PY Consulting and	71730003	5112	5,900.00		
				<u>5,900.00</u>	WI	00827917
TODAY'S CLASSROOM LLC	DIAPER STORAGE UNITS WITH 10	71710031	6410	727.19		
	EXTRA CLEAR TRAYS, PACK OF 10	71710031	6410	133.90		
	SHIPPING	71710031	6410	397.21		
				<u>1,258.30</u>	WI	00827918
TWB INSPECTIONS INC	Division of State Architect	71710030	6240	11,175.00		
				<u>11,175.00</u>	WI	00827919
US TOY CO/CONSTRUCTIVE PLAYTHINGS	RAINBO MAT PRIMARY WITH	71710031	6410	288.98		
				<u>288.98</u>	WI	00827920
WALTERS VENTURES INC.	DSA Inspection Services	71710023	6240	12,665.00		
	DSA Inspection Services	71720037	6240	2,107.50		
	AMENDMENT ONE INSPECTION	71720037	6240	1,080.00		
				<u>15,852.50</u>	WI	00827921
AD ASTRA INFO SYS	ASTRA SCHEDULE ANNUAL	67873100	5660	8,625.00		
				<u>8,625.00</u>	WA	00827922
ADVANCED DESIGN IN ASPHALT	PATCH HOLES IN ROADWAYS,	69500001	5650	900.00		
				<u>900.00</u>	WA	00827923
AHC - BOOKSTORE	INSTRUCTIONAL SUPPLIES	22000017	4310	15.12		
	OFFICE SUPPLIES	10000000	4520	10.79		
	ADMIN OFFICE SUPPLIES. AUTH	60100400	4520	39.07		
	INSTRUCTIONAL SUPPLIES	22000017	4310	21.60		
				<u>86.58</u>	WA	00827924

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
AHC-RCF	Due to Other Funds/RCF	0000010 9521	9,295.33		
			<u>9,295.33</u>	WA	00827925
ALDRIDGE CONCRETE COMPANY	INSTALL CONCRETE AROUND	65110000 5650	459.00		
	LABOR CHARGES	65110000 5650	482.00		
	REPLACE CONCRETE BETWEEN	65110000 5650	3,295.08		
	LABOR CHARGES	65110000 5650	4,192.00		
			<u>8,428.08</u>	WA	00827926
ALL AMERICAN SCREEN PRINTING	MEN'S TRACK GOLD SHIRTS	69611400 4520	161.78		
	SCREEN SETUP FEE	69611400 4520	7.56		
	WOMEN'S TRACK GOLD SHIRTS	69621500 4520	161.78		
			<u>331.12</u>	WA	00827927
AMAZON	BOOKS FOR LIBRARY	61201000 6310	296.83		
	BOOKS FOR LIBRARY	61201000 6310	44.00		
	BOOKS FOR LIBRARY	61201000 6310	249.45		
	BOOKS FOR LIBRARY	61201000 6310	157.50		
	BOOKS FOR LIBRARY	61201000 6310	219.11		
	BOOKS FOR LIBRARY	61201000 6310	64.26		
	BOOKS FOR LIBRARY	61201000 6310	45.40		
	BOOKS FOR LIBRARY	61201000 6310	16.15		
	BOOKS FOR LIBRARY	61201000 6310	43.20		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	29.00		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	24.91		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	53.21		
	BOOKS FOR LIBRARY	61201000 6310	42.68		
	BOOKS FOR LIBRARY	61201000 6310	86.42		
	BOOKS FOR LIBRARY	61201000 6310	54.00		
	BOOKS FOR LIBRARY	61201000 6310	102.86		
	BOOKS FOR LIBRARY	61201000 6310	128.70		
	BOOKS FOR LIBRARY	61201000 6310	54.00		
	BOOKS FOR LIBRARY	61201000 6310	-54.00		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	172.75		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	97.34		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	42.27		
			<u>1,970.04</u>	WA	00827928
AMERICAN EXPRESS CO	RWEIR5/17CHICAGO	60100201 5210	516.20		
	HZACARIAZI/25SACRAMENTO	66100000 5210	542.20		
			<u>1,058.40</u>	WA	00827929
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	2,961.00		
			<u>2,961.00</u>	WA	00827930
AMERIPRIDE VALLEY UNIFORM SERVICE	Laundry and Cleaning Services	09482000 5550	25.10		
	Laundry and Cleaning Services	09482000 5550	25.10		
	Laundry and Cleaning Services	09482000 5550	25.10		
	Laundry and Cleaning Services	09482000 5550	25.10		

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	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
	CG LAUNDERING AND CLEANING	67760000 5550	47.44		
	CG LAUNDERING AND CLEANING	67760000 5550	42.03		
	CG LAUNDERING AND CLEANING	67760000 5550	27.45		
	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
	CG LAUNDERING AND CLEANING	67760000 5550	49.05		
			<u>511.62</u>		WA 00827931
AQUA SERV ENGINEERS INC	WATER TREATMENT SERVICE	65110000 5640	212.00		
			<u>212.00</u>		WA 00827932
ARMSTRONG'S LOCK AND KEY	KEY/LOCK SUPPLIES	65110000 4520	28.60		
	KEY/LOCK SUPPLIES	65110000 4520	85.91		
			<u>114.51</u>		WA 00827933
ATLAS PERFORMANCE IND INC	MONTHLY RENT FOR OFFICE	71100000 5690	336.00		
	MONTHLY RENT FOR 3 METAL	71100000 5690	30.00		
	MONTHLY RENT FOR 24	71100000 5690	24.00		
			<u>390.00</u>		WA 00827934
B & H PHOTO-VIDEO	Manfrotto 014-38 Rapid Adapter	06122007 4310	20.30		
	SHIPPING	06122007 4310	3.99		
	CANON 430EX II SPEEDLITE TTL	10120001 6410	508.00		
	CANON EOS 7D CAM w/EF-S	06122002 6410	1,599.00		
	SANDISK EXTREME COMPACT	06122002 6410	47.95		
	CANON GADGET BAG #2400/REG	06122002 6410	29.99		
			<u>2,209.23</u>		WA 00827935
BATTERY SYSTEMS - SANTA MARIA	BATTERIES FOR FIRE PANEL IN	69500001 4520	98.64		
	BATTERIES, PS12350NBH	69500001 4520	325.44		
	BATTERY, UB1280/F1	69500001 4520	23.34		
			<u>447.42</u>		WA 00827936
BEST BUY	KINGSTON USB FLASH DRIVE 8GB	07010021 4311	4,808.16		
			<u>4,808.16</u>		WA 00827937
BLICK ART MATERIALS	#015 SILVER WHITE 1 OIL	10021007 4310	4.92		
			<u>4.92</u>		WA 00827938
CA DEPT OF PUBLIC HEALTH	REGISTRATION RENEWAL OF	12401000 5320	632.00		
			<u>632.00</u>		WA 00827939
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	239.84		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	121.50		
	ELECTRICAL SUPPLIES PER	65110000 4520	2,585.62		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	124.48		

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	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	289.85		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	64.09		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	34.77		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	268.21		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	307.80		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	29.12		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	41.10		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	874.35		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	99.32		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	729.00		
			<u>5,809.05</u>		WA 00827940
CALIFORNIA COMMUNITY COLLEGE	CCCAssocOccEdConf3/19-23Lau	03030014 5210	445.00		
			<u>445.00</u>		WA 00827941
CAMACHO, CARMEN S	Various Local Mileage	66100000 5210	41.96		
			<u>41.96</u>		WA 00827942
CAMPUS ALTERNATIVE, THE	CONTRACT TRAINING FOR	21333000 5130	29,223.00		
			<u>29,223.00</u>		WA 00827943
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	13.27		
	CAMPUSWIDE CANON COPIER	67710300 5640	23.07		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	COPY CHARGE \$.009/PER.	60200311 6410	7.67		
	CAMPUSWIDE CANON COPIER	67710300 5640	6.62		
	MAINTENANCE AGREEMENT FOR	63450000 5640	30.80		
	MONTHLY MAINTENANCE	10071300 5640	26.92		
			<u>216.02</u>		WA 00827944
CAROLINA BIOLOGICAL	Disposal Bags w/holder boc/100	04011000 4310	291.79		
	Freight	04011000 4310	15.10		
	Supplies for Biology	04011007 4310	323.20		
			<u>630.09</u>		WA 00827945
CARR'S BOOT SHOP	PO#130115	67720000 3920	113.08		
	PO#130115	67720000 3920	125.00		
			<u>238.08</u>		WA 00827946
CENTRAL CITY LEASING	VEHICLE LEASE MONTHLY	64945000 5680	768.07		
	VEHICLE LEASE MONTHLY	64945000 5680	768.07		
	VEHICLE LEASE MONTHLY	64945000 5680	762.18		
	VEHICLE LEASE MONTHLY	64945000 5680	762.18		
			<u>3,060.50</u>		WA 00827947
CENTRAL COAST URGENTCARE	PHYSICALS, X-RAYS, TB	67300100 5821	123.00		
			<u>123.00</u>		WA 00827948
CFS PRODUCTS INC	CLUTCH FOR THE IFS	67760000 4520	461.12		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	STITCHER WIRE B1000/2000 WIRE	67760000 4520	80.39		
	OVERNIGHT SHIPPING	67760000 4520	50.00		
			<u>591.51</u>	WA	00827949
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000 4560	612.12		
			<u>612.12</u>	WA	00827950
CHRONICLE OF HIGHER EDUCATION	Subscription renewal - 1 year,	67300100 4520	65.00		
			<u>65.00</u>	WA	00827951
CITY OF LOMPOC	FIRELINE CHARGE	65700400 5570	366.39		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	39.06		
	WATER SERVICES	65700400 5530	39.10		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	139.50		
	WATER SERVICES	65700400 5530	146.76		
	FIRELINE CHARGE	65700400 5570	366.39		
	COMMERCIAL LIGHT ELECTRIC	65700400 5520	8,785.06		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	111.60		
	WATER SERVICES	65700400 5530	155.01		
	FIRELINE CHARGE	65700400 5570	366.39		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	72.54		
	WATER SERVICES	65700400 5530	133.01		
	WATER SERVICES	65700400 5530	592.26		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	616.92		
			<u>11,929.99</u>	WA	00827952
CITY OF SANTA MARIA	SALARY/BENEFITS DIRECTOR	67775000 2131	21,980.21		
			<u>21,980.21</u>	WA	00827953
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	65700000 5530	2,260.15		
	WATER SERVICES AND DISPOSAL	68103000 5530	565.04		
	WATER SERVICES AND DISPOSAL	65700000 5530	4,009.34		
	WATER SERVICES AND DISPOSAL	68103000 5530	1,002.34		
	WATER SERVICES AND DISPOSAL	65700000 5530	5,084.47		
	WATER SERVICES AND DISPOSAL	68103000 5530	1,271.12		
	WATER SERVICES AND DISPOSAL	68103000 5530	14.98		
	WATER SERVICES AND DISPOSAL	65700000 5530	107.43		
	WATER SERVICES AND DISPOSAL	68103000 5530	26.86		
	WATER SERVICES AND DISPOSAL	65700000 5530	816.94		
	WATER SERVICES AND DISPOSAL	68103000 5530	204.23		
	DISPOSAL SITE LANDFILL	65700000 5570	77.16		
	WATER SERVICES AND DISPOSAL	65700000 5530	277.74		
	WATER SERVICES AND DISPOSAL	68103000 5530	69.44		
	WATER SERVICES AND DISPOSAL	65700000 5530	162.02		
	WATER SERVICES AND DISPOSAL	68103000 5530	40.50		
	WATER SERVICES AND DISPOSAL	65700000 5530	98.22		
	WATER SERVICES AND DISPOSAL	68103000 5530	24.55		
	WATER SERVICES AND DISPOSAL	65700000 5530	155.16		
	WATER SERVICES AND DISPOSAL	68103000 5530	38.79		
	WATER SERVICES AND DISPOSAL	65700000 5530	2,860.04		
	WATER SERVICES AND DISPOSAL	68103000 5530	715.01		

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	WATER SERVICES AND DISPOSAL	65700000 5530	61.93		
	WATER SERVICES AND DISPOSAL	68103000 5530	15.48		
	WATER SERVICES AND DISPOSAL	65700000 5530	59.92		
			20,018.86	WA	00827954
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300 5630	220.17		
			220.17	WA	00827955
COMCAST CABLE	MONTHLY RECURRING COSTS	65700000 5560	4,382.45		
	MONTHLY RECURRING COSTS	60100800 5560	1,095.61		
			5,478.06	WA	00827956
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000 4520	4.95		
	HARDWARE SUPPLIES CHARGED	65110000 4520	10.25		
			15.20	WA	00827957
CULLIGAN/CENTRAL COAST WATER TREATMENT	MONTHLY TANK RENTAL FOR FY	04011100 5690	24.00		
			24.00	WA	00827958
CULLIGAN	Water delivery through	67300100 4710	25.56		
			25.56	WA	00827959
DAL BELLO, DOMINIC	Reimbursement clocks	17010007 4310	28.93		
			28.93	WA	00827960
DELL MARKETING LP INC	OPTIPLEX 790 MINITOWER BASE	64642002 6411	1,024.88		
	WARRANTY	64642002 6411	127.00		
	STATE ENVIRONMENTAL FEE	64642002 5571	8.00		
			1,159.88	WA	00827961
ELECTRONIC PARTS SUPERMART	Instructional supplies to be	09340017 4310	162.38		
			162.38	WA	00827962
ENCORE GLASS INC.	750mL Burgundy Glass (Item	01120000 4311	1,209.32		
	Pallets	01120000 4311	30.00		
	Freight Charge	01120000 4311	155.00		
	Energy Surcharge	01120000 4311	18.59		
	Resale Charge	01120000 4311	92.77		
			1,505.68	WA	00827963
FAST UNDERCAR	PARTS FOR VEH. CLASS #103 AND	21055003 4520	61.23		
	PARTS FOR VEH. CLASS #103 AND	21055003 4520	-44.32		
	PARTS FOR VEH. CLASS #103 AND	21055003 4520	38.78		
	REMAN STARTER PER INVOICE	67772000 4520	52.44		
			108.13	WA	00827964
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	20.84		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	31.03		
				<u>51.87</u>	WA	00827965
FERGUSON ENTERPRISES INC	PLUMBING SUPPLIES	65110000	4520	236.06		
	PLUMBING SUPPLIES	65110000	4520	101.45		
	PLUMBING SUPPLIES	65110000	4520	71.88		
				<u>409.39</u>	WA	00827966
FINS AND CRITTERS	Supplies for Biology	04011007	4310	4.30		
	Supplies for Biology	04011007	4310	3.87		
				<u>8.17</u>	WA	00827967
FIRE EDUCATION COMPANY	CONTRACT TRAINING FOR	21333000	5130	43,299.00		
				<u>43,299.00</u>	WA	00827968
FISHER FLOORS INC	CARPET TILES, PHILADELPHIA	65110000	5650	3,810.24		
	RUBBER, BURKE, 4-INCH,	65110000	5650	586.44		
	LABOR CHARGES TO INSTALL	65110000	5650	1,591.00		
				<u>5,987.68</u>	WA	00827969
FISHER SCIENTIFIC	1-10ML NATRL GRD PIPETETIP 200	60200311	4310	394.83		
	1-10ML NATRL GRD PIPETETIP 200	60200311	4310	49.92		
	Vol Flask, 50mL, #10-202-1A	19050000	4311	703.08		
	Mg metal ribbon, S75532,	19050007	4310	40.44		
	Pasteur pipets, 13-678-20A,	19050000	4311	42.61		
	2.5L Nitric Acid, A200-212	19050007	4310	50.87		
	2.5L Hydrochloric Acid,	19050007	4310	39.79		
	100g Benzil, AC105411000	19050007	4310	21.43		
	Ethanol, 95%, S25309E	19050007	4310	84.82		
	1L Pet Ether, E139-1	19050007	4310	34.68		
	Fuel Surcharge	19050007	4310	6.04		
	500mL 2-methylcyclohexanol,	19050007	4310	97.98		
	25g silver sulfate, AA1141714	19050007	4310	105.88		
				<u>1,672.37</u>	WA	00827970
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000	4520	92.47		
	PAINT SUPPLIES	65110000	4520	24.08		
				<u>116.55</u>	WA	00827971
GARDA CL WEST INC.	MONTHLY ARMORED CAR PICKUP	67211000	5112	324.39		
				<u>324.39</u>	WA	00827972
GLENN BURDETTE PHILLIPS	DISTRICT & BOND AUDIT SERVICES	67710300	5710	2,175.00		
	DISTRICT & BOND AUDIT SERVICES	69901000	5710	5,875.00		
	DISTRICT & BOND AUDIT SERVICES	69801000	5710	2,400.00		
				<u>10,450.00</u>	WA	00827973
GLIDDEN PROFESSIONAL PAINT CENTER	PAINT SUPPLIES FOR GROUNDS	65510000	4520	79.67		
				<u>79.67</u>	WA	00827974

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
HARDY DIAGNOSTICS	Supplies for Biology	04011007	4310	167.79		
	Supplies for Biology	04011007	4310	63.50		
	Supplies for Biology	04011007	4310	175.41		
				<u>406.70</u>		WA 00827975
HAYWARD LUMBER INC	HARDWARE/LUMBER SUPPLIES	65110000	4520	21.77		
	HARDWARE/LUMBER SUPPLIES	65110000	4520	21.23		
	Office/Operational Supplies	67220000	4520	1.16		
	SUPPLIES FOR ACADEMY	21055000	4311	204.41		
				<u>248.57</u>		WA 00827976
HEALTH SERV ASSOC/CA COM COL	HlthServAssocAnnStConf2/26-3/1	64400002	5210	325.00		
				<u>325.00</u>		WA 00827977
HOUSE OF GLASS	GLASS, 18-1/4 X 20-1/4 GRAY,	65110000	4520	33.05		
				<u>33.05</u>		WA 00827978
IDEAL COMPUTER SOUTH	SUPPORT AGREEMENT EQUIPMENT	67873100	5640	907.70		
	SUPPORT AGREEMENT SOFTLINE	67873100	5660	300.00		
				<u>1,207.70</u>		WA 00827979
IWORX SYSTEMS INC	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
	ESTIMATED SHIPPING	60200312	6410	230.00		
	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
	ADVANCED HUMAN PHYSIOLOGY	60200312	6410	3,460.00		
			<u>20,990.00</u>		WA 00827980	
JOBEPHANT.COM INC	Recruitment advertising	59902000	5880	506.30		
				<u>506.30</u>		WA 00827981
LAERDAL MEDICAL CORPORATION	SIMPAD TRADE IN-US	12500001	6410	5.39		
	SIMPAD TRADE IN-US	12500001	6410	5.39		
	SIMPAD TRADE IN-US	12502003	6410	2,327.41		
	SIMPAD TRADE IN-US	12502003	6410	2,327.41		
	SHIPPING AND HANDLING	12502003	6410	15.13		
				<u>4,680.73</u>		WA 00827982
LAU, MARGARET S	Various Local Mileage	03030014	5210	265.29		
				<u>265.29</u>		WA 00827983
LAW ENFORCEMENT TARGETS INC	B-27CB CARDBOARD TARGET	21055000	4311	756.00		
	SHIPPING	21055000	4311	396.22		
	VTAC-P TARGET	21055000	4311	210.60		
	B-21E-ANT-A TARGET	21055000	4311	135.00		
				<u>1,497.82</u>		WA 00827984



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Vendor Name	Description	Budget Code	Amount	Status	Warrant
LEE CENTRAL COAST NEWSPAPERS	COMMERCIAL PRINTING OF SPRING	67111000 4540	1,740.08		
	COMMERCIAL PRINTING OF SPRING	64642002 4540	<u>462.92</u> 2,203.00	WA	00827985
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/12-6/30/13	67210600 5730	387.50		
			<u>387.50</u>	WA	00827986
LINCOLN EQUIPMENT INC	LIQUID CHLORINE EXPENSES	65110000 4520	<u>1,050.67</u> 1,050.67	WA	00827987
LOMBARDI, MARNA	Other Classified Benefits	67302000 3920	<u>175.55</u> 175.55	WA	00827988
LOZANO, MARIVEL	Other Classified Benefits	67302000 3920	<u>298.00</u> 298.00	WA	00827989
MAVERICK FARMING CO LLC	Vineyard hand work services.	01120001 5112	<u>402.45</u> 402.45	WA	00827990
METASOFT SYSTEMS INC	BIG FOUNDATION COMBO RENEWAL	60200312 5670	<u>4,995.00</u> 4,995.00	WA	00827991
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	36.34		
			<u>36.34</u>	WA	00827992
NEXTEL COMMUNICATIONS INC	NEXTEL CELL PHONE MONTHLY	67775000 5540	110.70		
	MONTHLY SERVICE FOR	21330000 5540	4.81		
	CELL PHONE MONTHLY SERVICE	65110000 5540	0.33		
	MONTHLY CELL USE	66240000 5540	0.51		
	NEXTEL SERVICE FOR ITS STAFF	67873000 5540	0.70		
	ANNUAL CELL PHONE RENEWAL	61320000 5540	1.91		
	CELL PHONE MONTHLY SERVICE	65110000 5540	<u>84.50</u> 203.46	WA	00827993
OFFICE DEPOT INC	OFFICE SUPPLIES, VALID 8/9/12	22000000 4520	16.15		
	OFFICE SUPPLIES, VALID 8/9/12	22000000 4520	147.84		
	OFFICE SUPPLIES FOR LANGUAGE	11010000 4520	30.02		
	PO131382 CR 11	49308020 4310	-71.16		
	HP 49A BLACK TONER CARTRIDGE	68111931 4520	69.45		
	HP 42A BLACK TONER CARTRIDGE	68111931 4520	290.11		
	LEXAR USB FLASH DRIVE 32GB	15000017 4310	<u>37.79</u> 520.20	WA	00827994
OFFICE DEPOT INC	INSTRUCTIONAL SUPPLIES, VALID	22000017 4310	<u>37.53</u> 37.53	WA	00827995
POLLON, JOSEPH	REIMBURSEMENT FOR LUNCH AT	60200133 5220	320.43		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			320.43		WA 00827996
PORTABLE JOHNS INC	SERVICING OF PORTABLE TOILETS	68102000 5690	393.22		
	SERVICES OF PORTABLE TOILETS	21055000 5690	18.00		
	SERVICES OF PORTABLE TOILETS	21055000 5690	18.00		
	RENTAL OF PORTABLE TOILETS	68102000 5690	52.38		
			<u>481.60</u>		WA 00827997
POSTMASTER	CFC FLYERS 2013 PASO ROBLES HS	64900006 5870	70.20		
			<u>70.20</u>		WA 00827998
POSTMASTER	CFC FLYERS 2013 NIPOMO HS	64900006 5870	36.50		
			<u>36.50</u>	M RV	WA 00827999
POSTMASTER	CFC FLYERS 2013 ARROYO GRANDE	64900006 5870	39.94		
			<u>39.94</u>	M RV	WA 00828000
PROCARE JANITORIAL SUPPLY	MAT, WATERHOG, 4X6, CLASSIC	65311000 4520	440.26		
	MAT, WATERHOG, 3X8, CLASSIC	65311000 4520	193.60		
	MAT, WATERHOG, 3X12, CLASSIC	65311000 4520	432.96		
	MAT, SUPERSCAPE, 3X5	65311000 4520	269.95		
	MAT, WATERHOG, 3X4 CLASSIC	65311000 4520	431.89		
			<u>1,768.66</u>		WA 00828001
RAYS AUTO PARTS	RADIATOR FAN ASSEMBLY FOR UNIT	69500001 4520	135.56		
			<u>135.56</u>		WA 00828002
RIVERSIDE COUNTY SHERIFF'S DEPARTMENT	DISPATCHUPDATECLASS2/3-6/13	67775000 5210	124.00		
			<u>124.00</u>		WA 00828003
SANTA MARIA FORD	LABOR TO REPAIR RIGHT REAR	69500001 5650	346.50		
	GLASS REAR DOOR	69500001 4520	137.66		
	RUN ASSEMBLY-GLASS	69500001 4520	485.68		
	RIVET - BLIND	69500001 4520	7.13		
	RIVET - BLIND	69500001 4520	3.11		
	MOULDING	69500001 4520	87.76		
	RETAINER	69500001 4520	5.05		
	LABOR TO REPLACE CLUSTER ASSY	69500001 5650	288.75		
	INSTRUMENT CLUSTER	69500001 4520	386.29		
	LESS INSURANCE	69500001 4520	-172.70		
	SWITCH	69500001 4520	66.42		
			<u>1,641.65</u>		WA 00828004
SANTA MARIA SUPERIOR COURT	NOV 2012 PROCESSING OF 330	69500001 5790	4,122.00		
			<u>4,122.00</u>		WA 00828005
SILVIA'S FINGERPRINT EXPRESS	FINGERPRINTS FOR STUDENT	67300100 5820	90.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	FINGERPRINT CLEARANCE FOR	67300100 5820	180.00		
			<u>270.00</u>	WA	00828006
SIMS PHYSICAL THERAPY INC	ANNUAL AGREEMENT BETWEEN	69610000 5112	9,945.60		
			<u>9,945.60</u>	WA	00828007
SISC III	MEDICAL PREMIUMS FOR SISC III	59900600 3440	420,389.00		
			<u>420,389.00</u>	WA	00828008
SMITH ELECTRIC SERVICE	ELECTRICAL WORK FOR M-300 PER LABOR CHARGES	65110000 4520 65110000 5650	2,694.30 1,791.38		
			<u>4,485.68</u>	WA	00828009
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	68103000 5510	537.25		
	GAS SUPPLY 7/1/12-6/30/13	65700000 5510	2,149.01		
			<u>2,686.26</u>	WA	00828010
SUNGARD PUBLIC SECTOR USERS GROUP ASSN INC	SUGA ANNUAL MEMBER FEES JAN 1	67873000 5310	195.00		
			<u>195.00</u>	WA	00828011
TOSHIBA BUSINESS SOLUTIONS	ESTUDIO 451c COPIER S/N#	67710300 5640	63.69		
	COPY ALLOWANCES FOR B&W AND	67710300 5640	232.78		
			<u>296.47</u>	WA	00828012
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	73.22		
	UPS CHARGES	67700400 5870	22.00		
			<u>95.22</u>	WA	00828013
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	154.02		
	TELEPHONE SERVICE	65700000 5540	14.16		
			<u>168.18</u>	WA	00828014
VERIZON SELECT SERVICES INC	LONG DISTANCE AND TOLL FREE	65700000 5540	308.34		
			<u>308.34</u>	WA	00828015
VIKING FENCE CO	FENCING TO ENCLOSE BULLPEN	65110000 4520	2,756.16		
	LABOR CHARGES	65110000 5650	2,800.00		
			<u>5,556.16</u>	WA	00828016
WARD'S NATURAL SCIENCE INC	Wieghing Dishes, #18-1454,	19050000 4311	48.34		
	Kimwipes, #15-1025	19050000 4311	80.92		
	Stir bars, 1"x 5/16", #18-1706	19050000 4311	52.61		
	Supplies for the Chemistry	19050007 4310	284.67		
	Supplies for the Chemistry	19050007 4310	302.73		
			<u>769.27</u>	WA	00828017

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
WESTBERG & WHITE INC	CONTRACT TO PROVIDE	66240000 5112	1,800.00 <u>1,800.00</u>	WA	00828018
WESTERN EXTERMINATOR CO	PEST CONTROL SERVICES,	65510000 5640	109.50 <u>109.50</u>	WA	00828019
WESTERN WAYS	Solvang Center Janitorial	60100800 5110	750.00 <u>750.00</u>	WA	00828020
XEROX CORPORATION	COPY CHARGES: EXCESS PRINTS OF	67710300 5640	905.89		
	XEROX PHASER 7760GX MONTHLY	67710300 5640	85.16		
	XEROX PHASER 7760DN MONTHLY	67710300 5640	58.00		
	COPY CHARGES: EXCESS PRINTS OF	67710300 5640	264.53 <u>1,313.58</u>	WA	00828021
ALLEN, SHELLY	Physical Exam Fund Reimb	67900009 3420	56.00 <u>56.00</u>	WC	00828022
BLANCHARD, PAMELA	Physical Exam Fund Reimb	67900009 3420	111.68		
	Physical Exam Fund Reimb	67900009 3420	129.38 <u>241.06</u>	WC	00828023
BROWN, ALEX	Physical Exam Fund Reimb	67900009 3420	72.38 <u>72.38</u>	WC	00828024
COSTELLO, HOLLY	Physical Exam Fund Reimb	67900009 3420	27.98 <u>27.98</u>	WC	00828025
FLORES-GALLARDO, LUIS	Physical Exam Fund Reimb	67900009 3420	132.22 <u>132.22</u>	WC	00828026
FORD, JANET	Physical Exam Fund Reimb	67900009 3420	98.95 <u>98.95</u>	WC	00828027
MCMILLAN, CHRISTINA	Physical Exam Fund Reimb	67900009 3420	444.95 <u>444.95</u>	WC	00828028
NEWTON, ROSE	Physical Exam Fund Reimb	67900009 3420	0.00		
	Physical Exam Fund Reimb	67900009 3420	194.03 <u>194.03</u>	WC	00828029
Olivera, Ageo	Physical Exam Fund Reimb	67900009 3420	91.48 <u>91.48</u>	WC	00828030
SMITH, REGINA	Physical Exam Fund Reimb	67900009 3420	209.69 <u>209.69</u>	WC	00828031
WETTER, KATHLEEN	Physical Exam Fund Reimb	67900009 3420	259.60		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			259.60	WC	00828032
BARNARD, AMBER R	Local Mileage-Foodmaxx	33697017 5210	5.00		
	Local Mileage-Foodbank	33697017 5210	5.55		
			10.55	WE	00828033
LAKESHORE LEARNING MATERIALS	WASHABLE BROAD-TIP	33697019 4520	75.54		
	LEARN-THE-ALPHABET RUBBING	33697019 4520	21.55		
	NUMBERS & COUNTING RUBBING	33697019 4520	18.31		
	FOAM LEAVES #RR380	33697019 4520	5.35		
	FREE SHIPPING	33697019 4520	-6.04		
			114.71	WE	00828034
SAVE MART SUPERMARKETS	FOOD SUPPLIES 9/25/12-12/14/12	33697017 4710	66.46		
			66.46	WE	00828035
SYSCO FOOD SERVICES OF VENTURA	FOOD SUPPLIES 12/1/12-12/30/12	33697017 4710	632.46		
	FOOD SUPPLIES 9/25/12-12/14/12	33697017 4710	325.33		
	FOOD SUPPLIES 12/1/12-12/30/12	33697017 4710	99.38		
			1,057.17	WE	00828036
3QC INC	Labor Compliance services	71710023 5112	3,196.52		
	Labor Compliance Services	71710005 5112	2,811.00		
	Labor Compliance Services	71710030 5112	2,312.00		
	ONGOING LABOR COMPLIANCE	71711917 5112	1,994.63		
	ONGOING LABOR COMPLIANCE	71710917 5112	982.43		
			11,296.58	WI	00828037
AMAZON	OTTERBOX 77-20235 COMMUTER	71730003 4514	83.97		
			83.97	WI	00828038
APPLE COMPUTER	IMAC 21.5 INCH QUOTE#	71730003 6411	1,240.92		
	eWASTE FEE/RECYCLING	71730003 6411	8.00		
	MACBOOK AIR 13INCH: 256 GB	71730003 6411	1,564.92		
	APPLECARE PROTECTION PLAN	71730003 6411	183.00		
	EWASTE FEE/ RECYCLING FEE	71730003 6411	6.00		
	PROTECTION PLAN	71730003 6411	119.00		
			3,121.84	WI	00828039
B & H PHOTO-VIDEO	SHARP 60" LED TV #LC60LE640U,	71730002 6412	1,298.48		
	CHIEF WALL MOUNT #XTMU239	71730002 6412	208.00		
			1,506.48	WI	00828040
BAKER, CONSTANCE	INDEPENDENT CONTRACT SERVICES	71730003 5110	1,000.00		
			1,000.00	WI	00828041
CANON BUSINESS SOLUTIONS INC	COST PER COPY(\$0.012/ea), NOV	71730003 6410	12.00		
			12.00	WI	00828042

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CYBER COPY INC	On line plan room services	71720019 4540	184.18		
	On line plan room services	71720019 4540	142.31		
			<u>326.49</u>	WI	00828043
DELL MARKETING LP INC	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	STATE ENVIRONMENTAL FEE	71730003 6411	16.00		
	OptiPlex 9010 AIO EPA	71730003 6411	985.60		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	OptiPlex 9010 AIO EPA	71730003 6411	985.62		
	State Environmental Fee.	71730003 6411	160.00		
	Warranty	71730003 6411	4,660.00		
	OPTIPLEX 790 SMALL FORM FACTOR	71730003 6411	757.91		
	OPTIPLEX 790 SMALL FORM FACTOR	71730003 6411	757.91		
	WARRANTY	71730003 6411	254.00		
	OPTIPLEX 9010 AIO EPA	71730003 6411	985.62		
	OPTIPLEX 9010 AIO EPA	71730003 6411	985.62		
	WARRANTY	71730003 6411	466.00		
			<u>28,755.44</u>	WI	00828044
DOVETAIL DECISION CONSULTANTS INC	CONSULTING SERVICES FOR PHASE	71710005 5112	1,880.99		
	CONSULTING SERVICES RELATED	71710031 5112	3,568.10		
			<u>5,449.09</u>	WI	00828045
EARTH SYSTEMS PACIFIC	Special Inspection Services	71710023 6240	5,452.50		
	Inspection and Testing related	71710030 6240	342.50		
	Inspection and Testing	71710005 6240	29,988.80		
			<u>35,783.80</u>	WI	00828046
EC WEST	OFFICE MASTER WORK STOOL	71710031 6410	359.64		
	OFFICE MASTER WORK STOOL	71710031 6410	719.28		
			<u>1,078.92</u>	WI	00828047
ENVIRONMENTS INC	ADVENTURE WAGON #410044	71710031 6410	155.30		
	SEE ME STAND MIRROR/BAR	71710031 6410	192.00		
	BIG BUBBLE MIRROR #145169	71710031 6410	369.90		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SNUGGLE NEST #145133	71710031 6410	297.50		
	DISCOUNT 16%	71710031 6410	-598.98		
	TODDLER HELMET #358001	71710031 6410	110.25		
	WALL MIRROR 24X48" #426085	71710031 6410	407.20		
	WALL MIRROR 24X48" #426085	71710031 6410	1,018.00		
	BUSY BUMPS #900269	71710031 6410	445.00		
	MELLOW MARSH #900659	71710031 6410	675.00		
			<u>3,071.17</u>	WI	00828048
GRAYBAR ELECTRIC	CAT 6 MOD 8 7FT BLUE	71710031 6410	135.27		
	CAT 6 MOD 8 9FT BLUE	71710031 6410	253.80		
	CAT 6 MOD 8 15FT BLUE	71710031 6410	201.69		
	CAT 6 MOD 8 25FT BLUE	71710031 6410	94.93		
	CAT 6 MOD 8 3FT RED	71710031 6410	34.02		
	CAT 6 MOD 8 9FT BLACK - PER	71710031 6410	203.04		
	CAT 6 MOD 8 5FT BLUE	71710031 6410	79.16		
	CAT 6 MOD 8 5FT RED	71710031 6410	118.75		
	7OUT SURGE/FAX CLAMSHELL	71710031 6410	175.48		
	7OUT SURGE/FAX LED CLAMSHELL	71710031 6410	71.15		
	SMART-UPS 1000VA LCD RM 2U	71710031 6410	602.09		
			<u>1,969.38</u>	WI	00828049
			0.00		
			<u>0.00</u>	VM VD WI	00828050
HIGH-TECH ELECTRIC	EXTRON, AVTRAC RETRO TRANS	71730002 6412	180.09		
	EXTRON, PCM 340 WHITE, 23"	71730002 6412	186.30		
	EXTRON, TWO RJ-45 FEMALE TO	71730002 6412	198.72		
	EXTRON, BLANK DOUBLE PLATE,	71730002 6412	37.26		
	EXTRON, BLANK SINGLE PLATE,	71730002 6412	49.68		
	SHIPPING COST	71730002 6412	95.00		
	EXTRON, AVTRAC 482R RUBBER	71730002 6412	776.25		
	MIS 608 D MEDIALINK SWITCHER	71730003 6412	2,856.99		
	MPA 152 AUDIO POWER AMP	71730003 6412	208.98		
	DVI DA2 TWO OUTPUT DVI	71730003 6412	292.55		
	MLC 226 IP DV+	71730003 6412	1,201.30		
	HDMI TRANSMITTER DTP HDMI 301	71730003 6412	336.12		
	RACKMOUNT BLANK PANEL 2U	71730003 6412	9.48		
	50 PC BAG OF THE HTX (BIT	71730003 6412	13.51		
	100 PC BAG OF THE HP	71730003 6412	18.19		
	VGA-A M-M MD/6	71730003 6412	24.90		
	VGA-A M-M MD/3	71730003 6412	18.67		
	VGA M-M MD/15	71730003 6412	22.41		
	VGA M-M MD/10	71730003 6412	18.67		
	ZIPCLIP 200 QTY 10 MOUNTING	71730003 6412	93.37		
	PCM 340 WHITE, 23" ADJUSTABLE	71730003 6412	186.73		
	SY VGAM-RGBHVF(PIGTAIL)	71730003 6412	64.73		
	SHIPPING	71730003 6412	558.15		
	EXTRON, AVTRAC 482R RUBBER	71730002 6412	776.25		
	EXTRON, AVTRAC RETRO TRANS	71730002 6412	180.09		
	EXTRON, ACMP 100 ANGLED	71730002 6412	55.89		
	EXTRON, PMP 18 18"/45CM, 1.5	71730002 6412	29.81		
	EXTRON, BLANK DOUBLE PLATE,	71730002 6412	24.84		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	EXTRON, BLANK SINGLE PLATE,	71730002 6412	62.10		
	EXTRON, TWO RJ-45 FEMALE TO	71730002 6412	198.72		
	SHIPPING	71730002 6412	100.00		
	HDMI RECEIVER HDMI RECEIVER	71730003 6412	336.12		
	MR 500 MUD RUG 5 GANG FOR MLC	71730003 6412	27.39		
	TWO USB A TO USB B F AAP	71730003 6412	87.14		
	3 RCA FEMALE TO FEMALE	71730003 6412	49.80		
	3 RCA FEMALE TO FEMALE	71730003 6412	37.35		
	ONE 15-PIN VGA WITH AUDIO AAP	71730003 6412	70.96		
	ONE HDMI FEMALE TO ONE HDMI	71730003 6412	99.59		
	RSU 129 1U 9.5" DEEP UNIVERSAL	71730003 6412	161.83		
	RSB 129 1U 9.5 DEEP BASIC RACK	71730003 6412	112.04		
	AAP 102 TWO-GANG MOUNTING	71730003 6412	68.47		
	AAP 100 LOW PROFILE MOUNTING	71730003 6412	37.35		
	RACKMOUNT BLANK PANEL 1U	71730003 6412	21.82		
	FF 220T PAIR CEILING - 2X2	71730003 6412	311.22		
	AVTRAC 482R RUBBER STRIP, W/AC	71730003 6412	778.05		
	AVTRAC RETRO TRANS TRANSITION	71730003 6412	180.51		
	BLANK DOUBLE PLATE	71730003 6412	12.45		
	BLANK SINGLE PLATE	71730003 6412	37.35		
	HDMIM-DVIDF HDMI MALE TO DVI-D	71730003 6412	149.39		
	TWO RJ-45 FEMALE TO PUNCH	71730003 6412	199.18		
	TWO RJ-45 FEMALE TO PUNCH	71730003 6412	199.18		
	CSR 6 CAPTIVE SCREW TO RCA	71730003 6412	129.47		
	COLOR-CODED GROUND ISOLATION	71730003 6412	14.94		
	HDMI PRO/3 3'(90CM) HIGH SPEED	71730003 6412	49.80		
	HDMI PRO/6 6'(1.8M) HIGH SPEED	71730003 6412	37.35		
	HDMI PRO/12 12'(3.6M) HIGH	71730003 6412	56.02		
			<u>12,140.52</u>	WI	00828051
IBI GROUP ARCHITECTURE PLANNING	AMENDMENT TWO - CONSTRUCTION	71710023 6213	21,358.00		
	AMENDMENT TWO - CONSTRUCTION	71710023 6213	29,090.00		
	Architectural and Construction	71720037 6220	5,670.00		
	Architectural and Construction	71720037 6220	6,827.50		
			<u>62,945.50</u>	WI	00828052
KITCHELL CEM INC	AMENDMENT TWO FOR	71711917 6213	28,666.62		
	AMENDMENT THREE FOR	71711917 6213	18,039.75		
	AMENDMENT THREE FOR	71710917 6213	8,885.25		
	PROJECT MANAGEMENT SERVICES	71710023 5112	16,094.00		
	AMENDMENT ONE ADDITIONAL PM	71710023 5112	2,376.00		
	CM SERVICES CONSTRUCTION	71710005 6213	58,841.50		
	AMENDMENT ONE PROJECT	71710005 5112	25,929.00		
	AMENDMENT ONE PROJECT	71711917 5112	8,177.35		
	AMENDMENT ONE PROJECT	71710917 5112	4,027.65		
	AMENDMENT FOUR EXPANDED PM	71711917 5112	2,188.22		
	AMENDMENT FOUR EXPANDED PM	71710917 5112	1,077.78		
	AMENDMENT TWO FOR	71710917 6213	14,119.38		
	AMENDMENT TWO ADDITIONAL	71710005 5112	3,662.00		
	CM SERVICES CONSTRUCTION	71710030 6213	12,850.00		
	AMENDMENT ONE PROJECT	71710030 5112	4,470.00		
	AMENDMENT THREE ADDITIONAL	71710030 5112	594.00		
	AMENDMENT TWO ADDITIONAL	71710030 6213	25,700.00		



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			235,698.50	WI	00828053
MARCU, KERRY	INDEPENDENT CONTRACT SERVICES	71730003 5110	1,425.00		
			1,425.00	WI	00828054
ONEUP INNOVATIONS INC	ZAK FLOOR PILLOW - SUEDE CAMEL	71710031 6410	800.00		
	ZAK FLOOR PILLOW - SUEDE OLIVE	71710031 6410	800.00		
	SHIPPING	71710031 6410	285.00		
			1,885.00	WI	00828055
ROUNTREE & ASSOCIATES	Division of State Architect	71710005 6240	13,230.00		
			13,230.00	WI	00828056
SINANIAN DEVELOPMENT INC	General Contractor for the	71710005 6212	623,071.03		
			623,071.03	WI	00828057
STRATA INFORMATION GROUP	Professional Services	71730002 5112	11,437.50		
	Travel Expenses	71730002 5220	1,259.44		
			12,696.94	WI	00828058
SUNBELT RENTALS	Light Tower Monthly Rental for	71710917 5690	213.84		
	Light Tower Monthly Rental for	71711917 5690	434.16		
			648.00	WI	00828059
VERIZON CALIFORNIA	Monthly Telephone Service(6	71710030 5540	38.88		
	Monthly Telephone Service(6	71710023 5540	116.63		
	Monthly Telephone Service(6	71710917 5540	51.32		
	Monthly Telephone Service(6	71710005 5540	174.94		
			381.77	WI	00828060
VERIZON CALIFORNIA	Monthly Telephone Service(6	71711917 5540	104.19		
			104.19	WI	00828061
VERIZON CALIFORNIA	Monthly Telephone Service(6	71710030 5540	5.88		
	Monthly Telephone Service(6	71710023 5540	17.63		
	Monthly Telephone Service(6	71711917 5540	15.75		
	Monthly Telephone Service(6	71710917 5540	7.76		
	Monthly Telephone Service(6	71710005 5540	26.44		
			73.46	WI	00828062
VERIZON CALIFORNIA	SERVICE CONNECTION CHARGES	71730004 5540	852.16		
			852.16	WI	00828063
VERIZON CALIFORNIA	SERVICE CONNECTION CHARGES	71730004 5540	3,232.63		
			3,232.63	WI	00828064
WESTBERG & WHITE INC	AMENDMENT FOUR (WD) - BLDG D	71720018 6220	2,450.00		
	AMENDMENT FOUR (WD) - BLDG D	71720018 6220	64.00		
	AMENDMENT FOUR (CONST) - BLDG	71720019 6220	736.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	AMENDMENT FIVE (CONST) -	71720019 6220	275.00		
	AMENDMENT FIVE (CONST) -	71720019 6220	1,350.00		
	Architectural Services	71720019 6220	6,387.23		
	CONSTRUCTION PHASE SERVICES	71720019 6220	5,322.80		
			<u>16,585.03</u>	WI	00828065
ADAMS, JOSEPH A.	LocalMileage-Grizzly/SantaYnez	64300202 5210	66.60		
			<u>66.60</u>	WA	00828066
B & H PHOTO-VIDEO	LTM LEATHER GLOVES	06122007 4310	84.75		
			<u>84.75</u>	WA	00828067
BUELLTON CHAMBER OF COMMERCE	BUELLTON CHAMBER OF	66200000 5310	150.00		
			<u>150.00</u>	WA	00828068
LOMBARDI, MARNA	Appreticeship Program	09000000 5210	26.64		
			<u>26.64</u>	WA	00828069
MACHADO, MICHELLE	LocalMileage-ArroyoGrandeHS	64900006 5210	9.82		
			<u>9.82</u>	WA	00828070
OFFICE DEPOT INC	PAPERMATE LIQUID PAPER	64642002 4520	14.69		
	AT-GLANCE CALENDAR	64642002 4520	12.44		
			<u>27.13</u>	WA	00828071
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT CARD	67710300 5892	18,948.62		
	WEB AND CASHIER CREDIT CARD	67710300 5892	983.59		
			<u>19,932.21</u>	WA	00828072
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	17.13		
	ELECTRICITY SERVICES	68103000 5520	4.28		
	ELECTRICITY SERVICES	65700000 5520	62.23		
	ELECTRICITY SERVICES	68103000 5520	15.56		
	ELECTRICITY SERVICES	65700000 5520	1,515.61		
	ELECTRICITY SERVICES	68103000 5520	378.90		
	ELECTRICITY SERVICES	65700000 5520	85.39		
	ELECTRICITY SERVICES	68103000 5520	21.35		
	ELECTRICITY SERVICES	65700000 5520	94.50		
	ELECTRICITY SERVICES	68103000 5520	23.63		
	ELECTRICITY SERVICES	65700000 5520	9.09		
	ELECTRICITY SERVICES	68103000 5520	2.27		
			<u>2,229.94</u>	WA	00828073
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	1,824.54		
	ELECTRICITY SERVICES	68103000 5520	456.14		
			<u>2,280.68</u>	WA	00828074
PAPER CONNECTION	CG COATED AND SPECIAL ORDER	67760000 4520	1,328.22		
	CG COATED AND SPECIAL ORDER	67760000 4520	223.04		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,551.26		WA 00828075
PETCO	SCIENCE LABS SUPPLIES FOR LVC.	60100407 4310	36.61		
			36.61		WA 00828076
POCKET NURSE ENTERPRISES INC	B.BRAUN 0.9 NaCL IV FLUID	12301007 4310	187.50		
	3M TEGADERM TRANSPARENT	12301007 4310	119.98		
	ESTIMATED SHIPPING COSTS	12301007 4310	40.50		
			347.98		WA 00828077
PRAXAIR DISTRIBUTION INC	CYLINDER DEMURRAGE RENTAL	65110000 4520	85.88		
			85.88		WA 00828078
PROCARE JANITORIAL SUPPLY	BUFFER, STORM 20"	65311000 6410	692.40		
	WAVEBRAKE COMBO MOPPING	65311000 4520	171.07		
	PUSH BROOM BLACK TAMPICO - 24"	65311000 4520	31.60		
	C-METAL TIP HDLE 60"X15"	65311000 4520	13.09		
	LARGE PLASTIC ANGLER BROOM	65311000 4520	19.42		
	VACUUM, SUPER QUARTER HEPA	65311000 6410	459.00		
	CLEANING CART W/ZIPPERED	65311000 4520	157.24		
	BUFFER, STORM 20' 175	65311000 6410	690.80		
	CARPET EXTRACTOR/SPOTTER,	65311000 6410	566.75		
	TRAN-SET CLEANING KIT	65311000 6410	205.19		
	FOLDING FLOOR SIGN "CAUTION	65311000 4520	42.09		
			3,048.65		WA 00828079
PROMAXIMA MANUFACTURING LTD	BLACK BUMPER PLATE 25LB	21050001 6410	70.00		
	BLACK BUMPER PLATE 35LB	21050001 6410	94.50		
	10 LB KETTLE BELL WITH HANDLE	21050001 6410	13.10		
	15LB BLACK KETTLE BELL WITH	21050001 6410	19.65		
	20LB KETTLE BELL WITH HANDLE	21050001 6410	26.50		
	BLACK BUMPER PLATE 10LB #11190	21050001 6410	30.00		
	25LB KETTLE BELL WITH HANDLE	21050001 6410	32.50		
	35LB KETTLE BELL WITH HANDLE	21050001 6410	46.00		
	45LB KETTLE BELL WITH HANDLE	21050001 6410	58.90		
	50LB KETTLE BELL WITH HANDLE	21050001 6410	65.40		
	500 LB OLYMPIC SET WITH /2000	21050001 6410	668.60		
	AC-MC MUSCLE CLAMP OLUMPIC	21050001 6410	70.00		
	SHIPPING	21050001 6410	565.00		
			1,760.15		WA 00828080
RANTZ, RICK	GetFocused, StayFocusedConf	68400500 5210	63.27		
			63.27		WA 00828081
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	31.82		
	PARTS/SUPPLIES	67772000 4520	25.79		
	PARTS/SUPPLIES	67772000 4520	198.43		
	PARTS/SUPPLIES	67772000 4520	55.50		
	PARTS/SUPPLIES	67772000 4520	59.29		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	PARTS/SUPPLIES	67772000 4520	33.48 <u>404.31</u>	WA	00828082
SAN LUIS OBISPO COUNTY CLERK-RECORDER	CONSOLIDATED GENERAL	66100000 5720	414.01 <u>414.01</u>	WA	00828083
SANTA BARBARA COUNTY LAW ENFORCEMENT CHIEFS	MEMBERSHIP DUES TO SANTA	67775000 5310	25.00 <u>25.00</u>	WA	00828084
SANTA BARBARA COUNTY	WRC PARTNER CHARGES (LEASE &	10000020 5630	1,466.54 <u>1,466.54</u>	WA	00828085
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	65700000 5510	8,252.94		
	GAS SUPPLY 7/1/12-6/30/13	68103000 5510	2,063.24 <u>10,316.18</u>	WA	00828086
STANLEY CONVERGENT SECURITY SOLUTIONS	BURGLAR ALARM MAINTENANCE	67775000 5590	50.88		
	BURGLAR ALARM MAINTENANCE	67775000 5590	142.00		
	BURGLAR ALARM MAINTENANCE	67775000 5590	115.54		
	BURGLAR ALARM MAINTENANCE	67775000 5590	164.30		
	BURGLAR ALARM MAINTENANCE	67775000 5590	1,355.38 <u>1,828.10</u>	WA	00828087
T & N ENTERPRISES	DOC FEE	65190001 6410	37.89		
	LICENSE FEE	65190001 6410	38.00		
	TRAILER, IRON PANTHER,	65190001 6410	4,438.25 <u>4,514.14</u>	WA	00828088
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	97.57		
	HVAC SUPPLIES	65110000 4520	10.00		
	HVAC SUPPLIES	65110000 4520	111.20		
	HVAC SUPPLIES	65110000 4520	171.07		
	HVAC SUPPLIES	65110000 4520	29.57 <u>419.41</u>	WA	00828089
US POSTAL SERVICE-HASLER	POSTAGE DEPOSIT TO HASLER FOR	67710300 5870	10,000.00 <u>10,000.00</u>	WA	00828090
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	158.47		
	TELEPHONE SERVICE	65700400 5540	136.22 <u>294.69</u>	WA	00828091
XEROX CORPORATION	XEROX PHASER 7400DX MONTHLY	67710300 5640	75.09		
	COPY CHARGES:	67710300 5640	127.99 <u>203.08</u>	WA	00828092
APPLE COMPUTER	IPOD TOUCH 8GB - BLACK	71730003 6411	4,288.45		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	APP FOR MACBOOK PRO	71730003 6411	239.00		
	APP FOR IMAC	71730003 6411	119.00		
	IPOD TOUCH 8GB - BLACK	71730003 6411	-428.85		
	IPOD TOUCH 8GB - BLACK	71730003 6411	429.84		
			4,647.44	WI	00828093
SEHI COMPUTER PRODUCTS INC	HP LASERJET PRO	71730003 6411	203.62		
	BLACK PRINT CARTRIDGE	71730003 6411	71.25		
	6FT USB AB DEVICE	71730003 6411	8.66		
	FREIGHT	71730003 6411	6.00		
			289.53	WI	00828094
US TOY CO/CONSTRUCTIVE PLAYTHINGS	PRESCHOOL TUMBLING MAT	71710031 6410	-7.00		
	TODDLER DRESS-UP STATION	71710031 6410	116.96		
	TCF-146 RAINBO MAT PROMARY W/V	71710031 6410	296.98		
	1" TWO-TONE DELUXE REST MAT	71710031 6410	35.90		
	CARPENTRY WORKBENCH	71710031 6410	296.99		
	2 IN 1 WOODEN WORKSHOP	71710031 6410	46.78		
	COLORED SEE THROUGH BLOCKS	71710031 6410	40.49		
	TWO-WAY BALANCE BEAM #CP-30	71710031 6410	89.99		
			917.09	WI	00828095
X-RITE INC	X-RITE COLOR MUNKI DESIGN	71730002 5322	806.50		
	Shipping	71730002 5322	10.35		
			816.85	WI	00828096
US DEPT-VETERANS AFFAIRS	H01099357 Return VA33	00000010 9190	17.00		
			17.00	WA	00828097
FIRST CITIZENS BANK	General Contractor for the One	71810017 6212	34,692.57		
	General Contractor for the One	71711917 6212	7,925.38		
	General Contractor for the One	71710917 6212	18,804.05		
			61,422.00	WH	00828098
SOLTEK PACIFIC	General Contractor for the One	71810017 6212	312,233.10		
	General Contractor for the One	71711917 6212	71,328.40		
	General Contractor for the One	71710917 6212	169,236.50		
			552,798.00	WH	00828099
3D RAPID PROTOTYPING	ZPRINTER 450 UPGRADE KIT	10300000 6421	1,147.50		
	ZPRINTER 450 UPGRADE KIT	10090000 6421	1,147.50		
	FREIGHT	10300000 6421	125.00		
	FREIGHT	10090000 6421	125.00		
			2,545.00	WA	00828100
A D EMBROIDERY	FLEX CAP & EMBROID, BLACK, S/M	69500001 4512	66.96		
	FLEX CAP & EMBROID, BLACK, S/M	69500001 4512	37.80		
			104.76	WA	00828101

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AHC - AUXILLIARY CORPORATION	GENERAL FUND ALLOCATION	10070000 7394	150,000.00		
			<u>150,000.00</u>	WA	00828102
			0.00		
			<u>0.00</u>	VM VD WA	00828103
AMAZON	BOOKS FOR LOMPOC LIBRARY	49306011 6310	144.27		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	175.76		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	140.09		
	MEDIA FOR SM LIBRARY	61201000 6320	143.13		
	MEDIA FOR SM LIBRARY	61201000 6320	22.37		
	Scissors, #B001BKHHGS	19050007 4310	20.23		
	3-ring 1" binder, #B00065V7Q2	19050007 4310	9.37		
	Chore boy copper scouring	19050007 4310	12.64		
	10 AMP VARIAC VARIABLE	60200311 4310	311.09		
	CONQUERING MATH ANXIETY	49306011 4310	232.34		
	EXAMEN DE EQUIVALENCIA DE LA	49306011 4310	16.28		
	WORKING WITH ALBEGRA TILES	49306011 4310	16.15		
	CLIFFSNOTES ALGEBRA I QUICK	49306011 4310	10.79		
	Kraft Wrapping Paper,	19050007 4310	28.68		
	File Folder Labels,	19050007 4310	12.90		
	BOOKS FOR SM LIBRARY	49306011 6310	37.08		
	BOOKS FOR SM LIBRARY	49306011 6310	139.39		
	BOOKS FOR SM LIBRARY	49306011 6310	48.60		
	BOOKS FOR LIBRARY	61201000 6310	-54.00		
	BOOKS FOR LOMPOC LIBRARY	49306011 6310	96.23		
	SHIPPING & HANDLING	60200311 4310	47.38		
	GANDHARAN BUDDHIST	22000017 4310	81.00		
	UNRIVALLED SPLENDOR: THE	22000017 4310	70.20		
	CLIFFSNOTES BASIC MATH & PRE-	49306011 4310	21.60		
	CLIFFSQUICK REVIEW MATH WORD	49306011 4310	51.95		
	CLIFFSNOTES ALGEBRA I QUICK	49306011 4310	43.16		
	CLIFFSNOTES ALGEBRA II QUICK	49306011 4310	43.16		
	GED MATHEMATICS:EXCERCISE	49306011 4310	9.37		
	CLIFFSNOTES ALGEBRA II QUICK	49306011 4310	10.79		
	GED MATH WORKBOOK (BARRON'S	49306011 4310	9.12		
	CLIFFSNOTES MATH REVIEW FOR	49306011 4310	17.15		
	CONQUERING MATH ANXIETY	49306011 4310	77.45		
	5-Piece Scissor Set,	19050007 4310	18.67		
	BOOKS FOR SM LIBRARY	49306011 6310	131.61		
	BOOKS FOR SM LIBRARY	49306011 6310	18.31		
	BOOKS FOR SM LIBRARY	49306011 6310	129.85		
	BOOKS FOR SM LIBRARY	49306011 6310	256.95		
	BOOKS FOR SM LIBRARY	49306011 6310	364.00		
	BOOKS FOR SM LIBRARY	49306011 6310	19.39		
	BOOKS FOR SM LIBRARY	49306011 6310	29.70		
			<u>3,014.20</u>	WA	00828104
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	987.00		
			<u>987.00</u>	WA	00828105

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
ARMSTRONG'S LOCK AND KEY	KEYS FOR GEM CAR #2	69500001 4520	32.48		
	SHIPPING AND HANDLING	69500001 4520	13.76		
	KEYS FOR GEM CAR #1	69500001 4520	32.47		
			<u>78.71</u>	WA	00828106
AT&T	AT&T PHONE DIRECTORY LISTING,	65700000 5540	7.88		
			<u>7.88</u>	WA	00828107
BENNIE, ROANNA	Milege - Ventura	60100201 5210	99.90		
			<u>99.90</u>	WA	00828108
CA ELECTRIC SUPPLY	po130166	65110000 4520	72.86		
	po130166	65110000 4520	103.47		
			<u>176.33</u>	WA	00828109
CAL COAST MACHINERY INC	V-BELT, #TCU22550 PER	65510000 4520	98.61		
	FREIGHT CHARGES	65510000 4520	8.00		
			<u>106.61</u>	WA	00828110
CANON BUSINESS SOLUTIONS INC	MAINTENANCE & SUPPLIES FOR	64710003 5640	9.69		
	MAINTENANCE & SUPPLIES FOR	64710003 5640	16.50		
	CAMPUSWIDE CANON COPIER	67710300 5640	32.56		
			<u>58.75</u>	WA	00828111
CASEY PRINTING	PRINTING OF SPRING 2013	67111000 4540	3,480.22		
	PRINTING OF SPRING 2013	64642002 4540	980.03		
	SALES TAX ON 500 CAMPUS COPIES	67111000 4540	23.44		
	PERIODICAL PERMIT BULK MAIL	67111000 4540	585.32		
	PERIODICAL BULK MAIL PREP OF	67111000 4540	230.00		
			<u>5,299.01</u>	WA	00828112
CCAR-GREENLINK	Annual Subscripton for S/P2	09481001 5322	199.00		
			<u>199.00</u>	WA	00828113
CITY OF SANTA MARIA	SALARY/BENEFITS DIRECTOR	67775000 2131	14,461.50		
			<u>14,461.50</u>	WA	00828114
COLUMBIA DENTOFORM CORP	TYPODONT TEETH BUNDLE	12401000 4311	420.48		
	ESTIMATED SHIPPING COSTS	12401000 4311	16.48		
			<u>436.96</u>	WA	00828115
CULLIGAN/CENTRAL COAST WATER TREATMENT	DI FILTER SYSTEM IN BLDG M	66240000 5690	90.00		
	DI FILTER SYSTEM IN BLDG M	66240000 5690	90.00		
	DI FILTER SYSTEM IN BLDG M	66240000 5690	90.00		
	DI FILTER SYSTEM IN BLDG M	66240000 5690	92.18		
			<u>362.18</u>	WA	00828116

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
DENTSPLY PROFESSIONAL	SEALANT (12/CASE) - 3101	12401000 4311	424.88		
	SEALANT (SINGLE KIT) - 310101	12401000 4311	35.40		
			<u>460.28</u>	WA	00828117
DEPARTMENT OF JUSTICE	FINGERPRINT CLEARANCE FOR	67300100 5820	480.00		
			<u>480.00</u>	WA	00828118
DIVERSIFIED IMAGING SUPPLY	COLOR DEVELOPER	10110000 4310	140.56		
	COLOR PHOTO CHEMICALS	10110007 4310	65.08		
	SHIPPING	10000017 4310	68.50		
			<u>274.14</u>	WA	00828119
EDITS	CAREER ASSESSMENT - THE	49301000 4311	67.46		
	CAREER ASSESSMENT -	49301000 4311	63.69		
	SHIPPING 10%	49301000 4311	8.00		
			<u>139.15</u>	WA	00828120
EXACTA DENTAL PRODUCTS	EXACTA BIS ACRYLINC MATERIAL	12401000 4311	1,938.21		
	ESTIMATED SHIPPING	12401000 4311	14.81		
			<u>1,953.02</u>	WA	00828121
FARM SUPPLY COMPANY	SAND BAG POLYPROPYLENE PER	65510000 4520	24.30		
	Office/Operational Supplies	67220000 4520	1.00		
			<u>25.30</u>	WA	00828122
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	15.44		
			<u>15.44</u>	WA	00828123
FISHER SCIENTIFIC	PPT ACURA 1-10 ML 1/CS,	60200311 6410	2,417.00		
	FUEL SURCHARGE	60200311 6410	0.00		
	Test Tubes, 16 x 150, #14-957G	19050000 4311	303.92		
			<u>2,720.92</u>	WA	00828124
FLINN SCIENTIFIC INC	Handwarmers, AP1933, Please	19050007 4310	85.52		
			<u>85.52</u>	WA	00828125
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000 4520	27.74		
	PAINT SUPPLIES	65110000 4520	67.02		
			<u>94.76</u>	WA	00828126
GARDA CL WEST INC.	MONTHLY ARMORED CAR PICKUP	67211000 5112	1.14		
			<u>1.14</u>	WA	00828127
GLIDDEN PROFESSIONAL PAINT CENTER	PAINTING SUPPLIES	65110000 4520	129.16		
			<u>129.16</u>	WA	00828128
GRAINGER	MAINTENANCE SUPPLIES	65110000 4520	490.70		
			<u>490.70</u>	WA	00828129



## Allan Hancock College

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
GRAYBAR ELECTRIC	Operational Supplies	67873000 4520	490.92		
	Operational Supplies	67873000 4520	206.88		
			<u>697.80</u>	WA	00828130
HAYWARD LUMBER INC	HARDWARE/LUMBER SUPPLIES	65110000 4520	10.50		
			<u>10.50</u>	WA	00828131
HOME DEPOT	po#131332	09565000 4311	180.59		
	LADDER, EXTENSION, 24' FG	65110000 6410	279.72		
	LADDER, STEP, 6' FG	65110000 4520	104.76		
	SAVOGRAN TSP 4.5 LBS	65110000 4520	10.76		
	POWERCARE 2 CYCLE OIL, 6.4 OZ.	65511400 4520	59.82		
	POWERCARE BAR/CHAIN OIL	65511400 4520	11.82		
	Office/Operational Supplies	67220000 4520	20.00		
			<u>667.47</u>	WA	00828132
INSTITUTE OF BEAUTY CULTURE INC	TO COVER DSL LINE FEES	30070000 5560	112.19		
			<u>112.19</u>	WA	00828133
INTEGRATED INDUSTRIAL SUPPLY INC	BLUE NITRILE GLOVES POWDER	21055000 4311	115.07		
	BLUE NITRILE GLOVES POWDER	21055000 4311	115.08		
	BLUE NITRILE GLOVES POWDER	21055000 4311	57.54		
			<u>287.69</u>	WA	00828134
J B DEWAR	DIESEL CHARGES FOR	64945000 4610	212.53		
			<u>212.53</u>	WA	00828135
J B DEWAR	DIESEL FUEL CHARGES INCURRED	64945000 4610	83.41		
			<u>83.41</u>	WA	00828136
JAY CEE TROPHY CO INC	PLAQUES, TROPHIES AND BADGAES	21055000 4311	222.04		
	PLAQUES, TROPHIES AND BADGAES	21055000 4311	232.07		
			<u>454.11</u>	WA	00828137
KING, SCOTT	JointMathematicsMeetings	60200312 5210	2,069.09		
			<u>2,069.09</u>	WA	00828138
LAWTECH PUBLISHING CO LTD	SHIPPING	21055000 4311	120.00		
	UNABRIDGE CAL PENAL CODE	21055000 4311	2,207.09		
	UNABRIDGE VEHICLE CODE CA	21055000 4311	1,610.39		
			<u>3,937.48</u>	WA	00828139
LEWIS, ANGUS	MontereyAq/SFExploratorium	60200311 5210	207.95		
			<u>207.95</u>	WA	00828140
MAILFINANCE LLC	LEASE PAYMENT ON IM5000	67700000 5680	1,997.21		
			<u>1,997.21</u>	WA	00828141

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
MID STATE CONTAINERS	CONTAINER RENTAL FROM 7/01/12	65110000 5690	124.20		
	CONTAINER RENTAL FROM 7/01/12	65110000 5690	124.49		
	40' CONTAINER RENTAL FROM	65110000 5690	270.00		
	40' CONTAINER RENTAL FROM	65110000 5690	405.94		
			924.63		WA 00828142
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	6772000 5550	39.37		
			39.37		WA 00828143
MODERN FLEET LIQUIDATION	2002 CHEVROLET EXPRESS 3500	67710300 6410	7,576.41		
	DOCUMENT PROCESSING FEE	67710300 6410	59.54		
	EMISSIONS TESTING CHARGE	67710300 6410	54.13		
	SMOG CERTIFICATE	67710300 6410	8.25		
			7,698.33		WA 00828144
NEILSEN, ARDIS	AssnComm&ContEducWorkshop	68101000 5210	303.13		
			303.13		WA 00828145
OFFICE & ERGONOMIC SOLUTIONS INC.	BANANA KEYBOARD SYSTEM	67720000 6411	314.20		
			314.20		WA 00828146
			0.00		
			0.00	VM VD	WA 00828147
OFFICE DEPOT INC	OFFICE SUPPLIES JULY	66200000 4520	28.17		
	OPERATING SUPPLIES OCTOBER -	67220000 4520	15.14		
	OPERATING SUPPLIES OCTOBER -	67220000 4520	22.39		
	OFFICE SUPPLIES VALID	03030014 4520	124.62		
	OFFICE SUPPLIES - SEE ATTACHED	64900006 4520	202.27		
	MICROSOFT NATURAL ERGO	10000000 4514	27.11		
	PILOT EASY TOUCH BLUE PENS	10000000 4520	6.35		
	HP Printer Cartridge	63101000 4520	268.67		
	Wrist Key Chain	63101000 4520	37.22		
	Dry-Erase Erasers	63101000 4520	18.06		
	Paper Clips	17010000 4520	2.72		
	OPERATIONAL SUPPLIES	67873000 4520	17.06		
	AAA batteries	17010007 4310	84.18		
	Expo Markers	17010007 4310	6.15		
	13 pocket file	17010007 4310	3.03		
	Hole punch	17010007 4310	5.94		
	headphones	15011207 4310	69.24		
	3 pack cleaning duster	15011207 4310	8.48		
	Pack of eraser caps	15011207 4310	5.85		
	pencil cup	15011207 4310	6.45		
	pencil sharpener	15011207 4310	39.31		
	color ink cartridge for office	15011207 4310	28.28		
	toner cartridge for faculty	15011207 4310	68.30		
	OFFICE SUPPLIES 1/2-5/31/2013	22000010 4520	32.48		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	OFFICE SUPPLIES JULY	66200000 4520	4.20		
	OFFICE SUPPLIES JULY	66200000 4520	15.57		
	BLACK DYE INK OFFICE DEPOT	64510002 4520	63.21		
	ENVELOPES 10"X13" BX/100 ITEM	64510002 4520	7.05		
	BATTERIES ENERGIZER C PKG/4	64510002 4520	12.71		
	CORRECTION TAPE PAPER MATE	64510002 4520	6.28		
	DRY-ERASE CALENDAR SURFACE	64510002 4520	31.83		
	GLUE STICKS PKG/12 ITEM	64510002 4520	7.38		
	DOCUMENT PROTECTORS BX/50	64510002 4520	22.27		
	OFFICE SUPPLIES - SEE ATTACHED	64900006 4520	19.38		
	Purple Pens	17010000 4520	4.10		
	Bookends	17010000 4520	10.80		
	Parchment paper	17010000 4520	1.82		
	Double-sided tape	17010000 4520	6.48		
	HP02 Light Magenta Ink Cart	17010000 4520	18.90		
	HP02XL Magenta Ink Cartridge	17010000 4520	14.02		
	HP02 Blck Ink Cartridge	17010000 4520	34.21		
	1 1/4" Binder clips	17010000 4520	0.74		
	3/4" Binder Clips	17010000 4520	0.32		
	2" Binder clips	17010000 4520	1.88		
	9/16" Binder clips	17010000 4520	0.24		
	PANASONIC KX-FA136 BLACK	64300002 4520	34.82		
	LYSOL SANITIZING WIPES, LEMON	64300002 4520	8.98		
	Uni-ball colored pens	15011207 4310	11.11		
	Box of sheet protectors	15011207 4310	7.23		
	Box of heavy duty staples	15011207 4310	3.29		
	OPERATIONAL SUPPLIES	67220000 4520	10.98		
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	158.82		
	OFFICE SUPPLIES - SEE ATTACHED	64900006 4520	109.56		
	LEXAR JUMP DRIVE	10000000 4514	20.56		
	OPERATIONAL SUPPLIES	67211000 4520	1,043.46		
			<u>2,819.67</u>		WA 00828148
OTTER DISTRIBUTORS	MUSIC SUPPLIES FOR	68119520 4310	233.28		
	MUSIC SUPPLIES SHIPPING	68119520 4310	10.00		
			<u>243.28</u>		WA 00828149
P & G ORAL HEALTH	TOOTHBRUSHES ORAL-B	64400009 4530	206.09		
	DENTAL FLOSS ORAL-B COMPLETE	64400009 4530	224.12		
			<u>430.21</u>		WA 00828150
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	15,413.06		
	ELECTRICITY SERVICES	68103000 5520	3,853.26		
			<u>19,266.32</u>		WA 00828151
PATTERSON DENTAL SUPPLY INC	DEVELOPER & FIXER PERI 6/CASE	12401000 4310	112.58		
	SHIPPING COSTS	12401000 4310	10.25		
	DEVELOPER & FIXER PERI 6/CASE	12401007 4310	91.63		
			<u>214.46</u>		WA 00828152
PENFIELD & SMITH ENGINEERS INC	ENGINEERING AND CONSTRUCTION	69500003 6230	8,744.13		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ENGINEERING AND CONSTRUCTION	6950003 6230	1,697.50 <u>10,441.63</u>		WA 00828153
PERRY, MARY	MontereyAqua&SFExploratorium	60200311 5210	513.86 <u>513.86</u>		WA 00828154
PSYCHOLOGICAL ASSESSMENT RESOURCES INC	ASSESSMENT--SELF DIRECTED	49301000 4311	1,000.00		
	SHIPPING 8%	49301000 4311	80.00 <u>1,080.00</u>		WA 00828155
RAYS AUTO PARTS	OIL FILTER UNIT #26 - 1999	69500001 4520	20.02		
	HOOD LIFT SUPPORTS FOR UNIT	69500001 4520	51.21		
	BATTERY CHARGER	69500001 4520	51.95		
	BULB UNIT #26 - 1999 FORD	69500001 4520	17.50 <u>140.68</u>		WA 00828156
SANTA BARBARA COUNTY	WRC PARTNER CHARGES (LEASE &	10000020 5630	1,383.50 <u>1,383.50</u>		WA 00828157
SHAW, BETTIE	REIMBURSEMENT DRINKS FOR	60200133 5220	37.20 <u>37.20</u>		WA 00828158
SINCLAIR, COLLEEN	PROVIDE FACILITATION,	13051021 5110	500.00 <u>500.00</u>		WA 00828159
TEMPLETON UNIFORMS	CLOTH NAME TAG	69500001 4512	5.31		
	METAL NAME TAG	69500001 4512	8.52		
	SHORT SLEEVE UNIFORM SHIRT	69500001 4512	55.72		
	LONG SLEEVE UNIFORM SHIRT	69500001 4512	63.22		
	UNIFORM PANT	69500001 4512	68.59		
	UNIFORM JACKET	69500001 4512	235.95		
	ZIPPER	69500001 4512	21.45 <u>458.76</u>		WA 00828160
UNITED PARCEL SERVICE	UPS CHARGES	67700400 5870	22.00 <u>22.00</u>		WA 00828161
URETHANE SUPPLY COMPANY	R07-01-03-NT Polycarbonate	09482000 4310	17.52		
	RR04-01-02-RD Red Polyethylene	09482000 4310	7.12		
	R02-01-03-BK Polypropylene	09482000 4310	8.42		
	R01-01-03-NT Polyurethane	09482000 4310	10.37		
	R05-01-03-GY TPO Blended Gray	09482000 4310	10.37		
	FREIGHT	09482000 4310	9.61 <u>63.41</u>		WA 00828162
			0.00		
			<u>0.00</u>	VM VD	WA 00828163

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
US BANK CORPORATE PAYMENT SYSTEM	BARRACUDA, SPAM & VIRUS 1 YEAR	67873100 5640	699.00		
	NEWEGG, VIDEO CARDS,	67873000 4514	64.33		
	PURCHASES WITH CAL CARD	65110000 4520	147.76		
	PURCHASES WITH CAL CARD	67700000 4520	17.63		
	PURCHASES WITH CAL CARD	65510000 4520	1.86		
	PURCHASES WITH CAL CARD	67772000 4520	0.47		
	PURCHASES WITH CAL CARD	65110000 4520	1.53		
	PURCHASES WITH CAL CARD	67700000 4520	0.18		
	PURCHASES WITH CAL CARD	65510000 4520	0.05		
	PURCHASES WITH CAL CARD	67772000 4520	36.27		
	PURCHASES WITH CAL CARD	65110000 4520	118.46		
	PURCHASES WITH CAL CARD	67700000 4520	14.14		
	PURCHASES WITH CAL CARD	65510000 4520	3.92		
	PURCHASES WITH CAL CARD	67772000 4520	5.04		
	PURCHASES WITH CAL CARD	65110000 4520	16.46		
	PURCHASES WITH CAL CARD	67700000 4520	1.96		
	PURCHASES WITH CAL CARD	65510000 4520	0.54		
	PURCHASES WITH CAL CARD	67772000 4520	0.95		
	PURCHASES WITH CAL CARD	65110000 4520	3.12		
	PURCHASES WITH CAL CARD	67700000 4520	0.37		
	PURCHASES WITH CAL CARD	65510000 4520	0.10		
	SMART & FINAL - HOLIDAY	66200000 4710	69.76		
	VONS - BOARD MEETING	66100000 4710	5.49		
	OLIVE GARDEN - BOARD DINNER	66100000 4710	126.84		
	DOMINO'S - IEC PLANNING	66200000 4710	152.29		
	MICHAEL'S - REFUND FOR UNUSED	66200000 4520	-15.10		
	MICHAEL'S - REFUND FOR UNUSED	66200000 4520	-16.19		
	MICHAEL'S - TABLE PLACECARD	66100000 4710	21.59		
	BARRACUDA SHIPPING	67873100 5640	8.13		
	AMAZON.COM, 17 APPLE IPAD USB	67873000 4514	16.83		
	AMAZON.COM, APPLE IPOD	67873000 4514	16.99		
	AMAZON.COM, Shipping	67873000 4514	1.86		
	AMAZON.COM, 15 APPLE IPAD USB	67873000 4514	210.61		
	AMAZON.COM, Shipping	67873000 4514	7.26		
	PURCHASES WITH CAL CARD	67772000 4520	45.24		
	PURCHASES WITH CAL CARD	65510000 4520	4.88		
	PURCHASES WITH CAL CARD	67772000 4520	103.11		
	PURCHASES WITH CAL CARD	65110000 4520	336.76		
	PURCHASES WITH CAL CARD	67700000 4520	40.19		
	PURCHASES WITH CAL CARD	65510000 4520	11.13		
	PURCHASES WITH CAL CARD	67772000 4520	42.52		
	PURCHASES WITH CAL CARD	65110000 4520	138.88		
	PURCHASES WITH CAL CARD	67700000 4520	16.57		
	PURCHASES WITH CAL CARD	65510000 4520	4.60		
	PURCHASES WITH CAL CARD	67772000 4520	17.30		
	PURCHASES WITH CAL CARD	65110000 4520	56.51		
	PURCHASES WITH CAL CARD	67700000 4520	6.75		
	PURCHASES WITH CAL CARD	67772000 4520	9.15		
	PURCHASES WITH CAL CARD	65110000 4520	29.90		
	PURCHASES WITH CAL CARD	67700000 4520	3.57		
	PURCHASES WITH CAL CARD	65510000 4520	0.99		
	PURCHASES WITH CAL CARD	67772000 4520	2.62		
	PURCHASES WITH CAL CARD	65110000 4520	8.54		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	PURCHASES WITH CAL CARD	67700000 4520	1.02		
	PURCHASES WITH CAL CARD	65510000 4520	0.28		
	COMMUNITY COLLEGE LEAGUE OF	66100000 5210	295.00		
	AMTRAK TICKET -	66100000 5210	118.50		
	AMTRAK TICKET REFUND -	66100000 5210	-118.50		
	US FEDERAL CONTRACTOR	67220000 5320	599.00		
			<u>3,515.01</u>	WA	00828164
XEROX CORPORATION	CG XEROX 250 COLOR COPIER	67760000 5640	144.12		
	CG XEROX 250 COLOR COPIER	67760000 5640	126.24		
			<u>270.36</u>	WA	00828165
BISQUERA, BRADLEY	Physical Exam Fund Reimb	67900009 3420	31.99		
			<u>31.99</u>	WC	00828166
GARCIA, BEVERLY	Physical Exam Fund Reimb	67900009 3420	216.98		
			<u>216.98</u>	WC	00828167
SOLANO, CATHALEEN	Physical Exam Fund Reimb	67900009 3420	45.00		
			<u>45.00</u>	WC	00828168
COAST LINE DISTRIBUTING	FOOD SUPPLIES 7/18/12-8/9/12	33697017 4710	86.58		
	FOOD SUPPLIES 7/18/12-8/9/12	33697017 4710	3.50		
			<u>90.08</u>	WE	00828169
APPLE COMPUTER	APPLECARE PROTECTION PLAN	71730002 6411	1,912.00		
	BRENTHAVEN PROSTYLE II-XF	71730002 6411	863.57		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	MacBOOK PRO 15-INCH	71730002 6411	2,304.72		
	RECYCLING FEE	71730002 6411	64.00		
			<u>21,277.33</u>	WI	00828170
BARRETT, HOLLY	UserGroupMeeting	71730003 5210	8.80		
			<u>8.80</u>	WI	00828171
CANON BUSINESS SOLUTIONS INC	COST PER COPY (\$.009) NOV 2012	71730003 6410	9.01		
			<u>9.01</u>	WI	00828172
CDW GOVERNMENT INC	Logitech HD Pro Webcam C920	71730003 4514	1,075.43		
			<u>1,075.43</u>	WI	00828173
CITY OF SANTA MARIA	Water Meter Monthly Rental	71710030 5690	202.71		
	Water Meter Monthly Rental	71710023 5690	1,156.37		
			<u>1,359.08</u>	WI	00828174

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
EARTH SYSTEMS PACIFIC	AMENDMENT THREE FOR ONGOING	71711917 6240	5,144.26		
	AMENDMENT THREE FOR ONGOING	71710917 6240	2,533.74		
			<u>7,678.00</u>	WI	00828175
EC WEST	10" HIGH CYLINDER #BC CYL-10	71710031 6410	652.86		
	OFFICE MASTER BC FOOTRING	71710031 6410	344.09		
	INSTALLATION	71710031 6410	100.00		
		<u>1,096.95</u>	WI	00828176	
GOLDEN STATE AUDIO VIDEO INC.	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	PROJECTORS - 3200 LUMENS 20001	71730002 6412	1,021.47		
	SPARE LAMP FOR EPSON	71730002 6412	3,736.77		
		<u>15,994.41</u>	WI	00828177	
KRUEGER INTERNATIONAL INC	FCCC ADMINISTRATIVE CONTRACT	71710031 6410	-0.01		
	ROOM I-100 TO INCLUDE 4 LOBBY	71710031 6410	2,889.67		
	ROOM I-102 TO INCLUDE	71710031 6410	8,764.16		
	ROOM I-101 TO INCLUDE TASK	71710031 6410	3,467.82		
	ROOM I-103 TO INCLUDE STOOL,	71710031 6410	285.24		
	ROOM I-103A TO INCLUDE LATERAL	71710031 6410	3,408.81		
	ROOM I-100 SEATING PER LINE	71710031 6410	1,180.44		
	ROOM I-103A LATERAL FILES PER	71710031 6410	1,051.52		
	ROOM I-103A LATERAL FILES PER	71710031 6410	1,051.52		
	ROOM I-104 TABLE PER LINE ITEM	71710031 6410	1,178.71		
	ROOM I-110A DESK PER LINE	71710031 6410	1,054.78		
	ROOM I-110A DESK PER LINE ITEM	71710031 6410	1,092.79		
	ROOM I-111A DESK PER LINE ITEM	71710031 6410	1,241.50		
	ROOM I-111C ROCKING CHAIR PER	71710031 6410	1,405.56		
	ROOM I-113A DESK PER LINE ITEM	71710031 6410	1,241.50		
	ROOM I-113C ROCKING CHAIR PER	71710031 6410	1,405.56		
	ROOM I-104 TO INCLUDE TASK	71710031 6410	7,590.29		
	ROOM I-110A TO INCLUDE	71710031 6410	4,442.42		
	ROOM I-111A TO INCLUDE TASK	71710031 6410	2,512.64		
	ROOM I-111C TO INCLUDE	71710031 6410	483.16		
	ROOM I-113A TO INCLUDE TASK	71710031 6410	2,512.64		
	ROOM I-113C TO INCLUDE TABLE	71710031 6410	483.16		
	ROOM I-115 TO INCLUDE ADA	71710031 6410	27,704.40		
	ROOM I-100 LOVESEAT PER ITEM	71710031 6410	1,852.73		
	ROOM I-100 LOUNGE CHAIR PER	71710031 6410	1,088.04		
	ROOM I-100 PERIODICAL SHELVING	71710031 6410	1,960.20		
	ROOM I-100 SEATING PER LINE	71710031 6410	1,180.44		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ROOM I-100 SEATING PER LINE	71710031 6410	1,180.44		
	PROGRAMMING FEES FOR CUSTOM	71710031 6410	810.00		
			<u>84,520.13</u>	WI	00828178
QUINTRON SYSTEMS INC	General Contractor related to	71720037 6212	117,629.40		
			<u>117,629.40</u>	WI	00828179
US BANK CORPORATE PAYMENT SYSTEM	NENA, NATIONAL EMERGENCY	71730004 5320	225.00		
	2012 West SUGA Regional	71730003 5210	2,091.96		
			<u>2,316.96</u>	WI	00828180
ALLEN, SHELLY	AssnCACommCollegeAdminWrkshp	67210600 5210	541.57		
			<u>541.57</u>	WA	00828181
AUCLAIR, STEVEN	Local Mileage	66100000 5210	28.86		
			<u>28.86</u>	WA	00828182
BENNETT, TIM	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
	Local Mileage	66100000 5210	29.97		
			<u>269.97</u>	WA	00828183
BRANNON, TAMMY S	MontereyAquar&Exploratorium	60200311 5210	207.95		
			<u>207.95</u>	WA	00828184
JONES, BERNARD	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
	Local Mileage	66100000 5210	27.75		
			<u>267.75</u>	WA	00828185
JORSTAD, ROBERT	MontereyAquar&Exploratorium	60200311 5210	519.86		
			<u>519.86</u>	WA	00828186
LAHR, LARRY	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>240.00</u>	WA	00828187
LENNIHAN, ROBERT	MontereyAqual&Exploratorium	60200311 5210	519.86		
			<u>519.86</u>	WA	00828188
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	807.30		
	ELECTRICITY SERVICES	68103000 5520	201.83		
	ELECTRICITY SERVICES	68103000 5520	32.89		
	ELECTRICITY SERVICES	65700000 5520	131.57		
			<u>1,173.59</u>	WA	00828189
PAT'S AUTOMOTIVE	SMOG TESTING PER INVOICE	64945000 5650	49.95		
			<u>49.95</u>	WA	00828190
PENSA, GREGORY A	Local Mileage	66100000 5210	39.96		
			<u>39.96</u>	WA	00828191
PENSA, GREGORY A	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		



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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			240.00		WA 00828192
POSTMASTER	ANNUAL PERMIT FEE FOR	67700000 5870	250.00		
			250.00		WA 00828193
POSTMASTER	MAIL CFC FLYERS 2013-PVHS	64900006 5870	92.04		
			92.04	M RV	WA 00828194
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL FOR	10091020 4311	24.62		
			24.62		WA 00828195
SEYFERT, KELI	Enrollment Fee Reimb	67302000 3920	64.00		
			64.00		WA 00828196
SHAW HR CONSULTING INC	Consulting service for HR	67342000 5730	1,474.32		
			1,474.32		WA 00828197
ZACARIAS, HILDA	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			240.00		WA 00828198
SUNGARD PUBLIC SECTOR USERS GROUP ASSN INC	2012 West SUGA Regional	71730003 5210	525.00		
			525.00		WI 00828199
AHC-RCF	Due to Other Funds/RCF	00000010 9521	2,701.76		
			2,701.76		WA 00828200
AQUA SERV ENGINEERS INC	WATER TREATMENT SERVICE	65110000 5640	173.20		
			173.20		WA 00828201
BIO-RAD LABORATORIES	Transformation Kit,	04011000 4310	98.51		
	Crime Scene PCR DNA	04011000 4310	181.86		
	Molecular agarose, #161-3100	04011000 4310	50.23		
	Shipping charges	04011000 4310	32.26		
			362.86		WA 00828202
BRACKETT, ASHLEY	Local Mileage-Cal Poly	60200312 5210	41.17		
			41.17		WA 00828203
CANON BUSINESS SOLUTIONS INC	COPIER MAINTENANCE MONTHS	67760000 5640	3,160.90		
	COPIER MAINTENANCE MONTHS	67760000 5640	684.76		
			3,845.66		WA 00828204
CAPRICORN GROUP, THE	LEASED COPIERS:	67760000 5680	4,888.73		
			4,888.73		WA 00828205
CENTRAL COAST URGENTCARE	health & physicals, and tb	67300100 5821	415.00		
			415.00		WA 00828206

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CHANNING BETE COMPANY	DVD SET, HEARTSAVER First Aid	03030014 4310	162.38		
	DVD SET, HEARTSAVER First Aid	03030014 4310	162.38		
	SHIPPING AND HANDLING	03030014 4310	29.23		
			<u>353.99</u>	WA	00828207
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000 4560	253.34		
			<u>253.34</u>	WA	00828208
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	68103000 5530	77.29		
	WATER SERVICES AND DISPOSAL	65700000 5530	2,785.21		
	WATER SERVICES AND DISPOSAL	68103000 5530	696.30		
	WATER SERVICES AND DISPOSAL	65700000 5530	273.90		
	WATER SERVICES AND DISPOSAL	68103000 5530	68.47		
	WATER SERVICES AND DISPOSAL	68103000 5530	21.53		
	WATER SERVICES AND DISPOSAL	65700000 5530	185.14		
	WATER SERVICES AND DISPOSAL	68103000 5530	46.29		
	WATER SERVICES AND DISPOSAL	65700000 5530	59.55		
	WATER SERVICES AND DISPOSAL	65700000 5530	1,376.18		
	WATER SERVICES AND DISPOSAL	68103000 5530	344.05		
	WATER SERVICES AND DISPOSAL	65700000 5530	309.14		
	WATER SERVICES AND DISPOSAL	65700000 5530	165.87		
	WATER SERVICES AND DISPOSAL	68103000 5530	41.47		
	WATER SERVICES AND DISPOSAL	65700000 5530	86.22		
	WATER SERVICES AND DISPOSAL	68103000 5530	21.55		
	WATER SERVICES AND DISPOSAL	65700000 5530	86.14		
	WATER SERVICES AND DISPOSAL	68103000 5530	14.89		
	WATER SERVICES AND DISPOSAL	65700000 5530	57.54		
	WATER SERVICES AND DISPOSAL	68103000 5530	14.39		
WATER SERVICES AND DISPOSAL	65700000 5530	59.92			
WATER SERVICES AND DISPOSAL	68103000 5530	<u>14.98</u>			
			6,806.02	WA	00828209
COLUMBIA BUSINESS CENTER PARTNERS LP	LEASE OF 890 E. STOWELL	67710300 5630	26,300.00		
	MONTHLY IMPOUND EXPENSE	67710300 5630	<u>1,721.00</u>		
			28,021.00	WA	00828210
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300 5630	168.00		
			<u>168.00</u>	WA	00828211
COMCAST CABLE	MONTHLY RECURRING COSTS	65700000 5560	2,202.30		
	MONTHLY RECURRING COSTS	60100800 5560	<u>550.57</u>		
			2,752.87	WA	00828212
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000 4520	19.77		
	HARDWARE SUPPLIES CHARGED	65110000 4520	9.83		
	MATERIALS FIRE ACADEMY	21335000 4520	54.59		
	HARDWARE SUPPLIES CHARGED	65110000 4520	24.87		
	HARDWARE SUPPLIES CHARGED	65110000 4520	19.45		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	HARDWARE SUPPLIES CHARGED	65110000 4520	287.77		
	HARDWARE SUPPLIES CHARGED	65110000 4520	8.64		
	HARDWARE SUPPLIES CHARGED	65110000 4520	155.39		
	Supplies for Biology,	04011007 4310	17.94		
			<u>598.25</u>	WA	00828213
CRAIG SHAFER RECORDING SERVICES	VOICE RECORDING AND UPLOAD OF	67111000 5110	100.00		
	VOICE RECORDING AND UPLOAD OF	60100400 5110	100.00		
			<u>200.00</u>	WA	00828214
CULLIGAN/CENTRAL COAST WATER TREATMENT	FILTER EXCHANGES FOR CULLIGAN	04011100 5690	100.00		
			<u>100.00</u>	WA	00828215
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	22.22		
			<u>22.22</u>	WA	00828216
GONZALES, STEPHANIE M	Local Mileage	67220000 5210	16.65		
			<u>16.65</u>	WA	00828217
INSTITUTE OF BEAUTY CULTURE INC	AGREEMENT FOR COSMETOLOGY	30070000 5130	10,517.25		
	AGREEMENT FOR COSMETOLOGY	30070000 5630	10,517.25		
			<u>21,034.50</u>	WA	00828218
JUDICIAL DATA SYSTEMS CORPORATION	PROCESS PARKING CITATIONS	69500001 5112	118.60		
			<u>118.60</u>	WA	00828219
KNORR SYSTEMS INC	FREIGHT CHARGES (ESTIMATED)	65110000 6410	681.45		
	SWIMMING POOL COVER, T-STAR	65110000 6410	8,059.21		
			<u>8,740.66</u>	WA	00828220
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/12-6/30/13	67210600 5730	1,788.00		
			<u>1,788.00</u>	WA	00828221
LIFE WAY FELLOWSHIP	USE OF MEETING FACILITIES,	13051021 5630	2,193.90		
			<u>2,193.90</u>	WA	00828222
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	39.37		
	UNIFORM SERVICES/TOWELS	67772000 5550	39.37		
			<u>78.74</u>	WA	00828223
MUSEV, KRYSZYNA LIDIA	JointMathematicsMeetings	60200312 5210	783.00		
			<u>783.00</u>	WA	00828224
NASCO MODESTO	LIFE/FORM PITTING EDEMA	12033000 4310	110.36		
	MDF PULSE TIME TEACHING	12033000 4310	163.46		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ESTIMATED SHIPPING COSTS	12033000 4310	14.26		
			<u>288.08</u>	WA	00828225
OFFICE DEPOT INC	OFFICE SUPPLIES	60200127 4520	27.58		
	OPERATIONAL SUPPLIES	67220000 4520	129.86		
	ERASABLE/REVERSIBLE WALL	64642002 4520	-12.93		
	ERASABLE/REVERSIBLE WALL	64642002 4520	12.93		
	HP38A BLACK TONER-KAREN	64642002 4520	293.66		
			<u>451.10</u>	WA	00828226
PAPER CONNECTION	SPECIALITY PAPER CONSUMABLES	67760000 4520	1,805.51		
			<u>1,805.51</u>	WA	00828227
POSTAGE ONE	MAIL SORTING FEES FROM	67700000 5870	75.00		
			<u>75.00</u>	WA	00828228
PRAXAIR DISTRIBUTION INC	CYLINDER DEMURRAGE RENTAL	65110000 4520	88.74		
			<u>88.74</u>	WA	00828229
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000 4520	158.14		
	Maintenance Supplies for	65311400 4520	185.67		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	80.95		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	320.66		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	755.16		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	282.47		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	1,333.35		
	Maintenance Supplies for	65311400 4520	491.15		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	152.68		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	277.81		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	-261.90		
	Maintenance Supplies for	65311400 4520	209.36		
	Maintenance Supplies for	65311400 4520	671.58		
			<u>4,657.08</u>	WA	00828230
RADIATION DETECTION CO	RADIATION STUDENT BADGES	12401000 4311	161.25		
	ESTIMATED SHIPPING COSTS	12401000 4311	25.00		
			<u>186.25</u>	WA	00828231
ROBLES, CRISTINA	reimbursement for livescan for	64700000 5820	49.00		
			<u>49.00</u>	WA	00828232
SIGNS OF SUCCESS INC	SIGNS, AHC GO GREEN	65510000 6120	165.34		
			<u>165.34</u>	WA	00828233
SOLVANG PROPERTIES LLC	Monthly rental fee of \$2,000	60100800 5630	2,000.00		
			<u>2,000.00</u>	WA	00828234
STANLEY CONVERGENT SECURITY SOLUTIONS	SERVICE ON ALARM - REMOVED 2	67775000 5590	148.00		
			<u>148.00</u>	WA	00828235

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
STOKES, BRIAN	CACommCollAnthropologyTeachers	22000000 5210	133.25 <u>133.25</u>	WA	00828236
TESTA CATERING	TESTA CATERING - BOARD	66100000 4710	140.00 <u>140.00</u>	WA	00828237
TESTA'S CAMPUS CUISINE	TESTA FOOD CARD FOR CARE	64300002 7614	6,000.00 <u>6,000.00</u>	WA	00828238
TREUR, KRISTY J	Employee reimbursement for	03030014 4310	59.30 <u>59.30</u>	WA	00828239
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	76.18		
	UPS CHARGES	67700400 5870	22.00 <u>98.18</u>	WA	00828240
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	225.77		
	HVAC SUPPLIES	65110000 4520	-1.90		
	HVAC SUPPLIES	65110000 4520	9.53		
	HVAC SUPPLIES	65110000 4520	-0.09		
	HVAC SUPPLIES	65110000 4520	135.90		
	HVAC SUPPLIES	65110000 4520	-1.12		
	HVAC SUPPLIES	65110000 4520	331.23		
	HVAC SUPPLIES	65110000 4520	-3.06		
	HVAC SUPPLIES	65110000 4520	20.47 <u>716.73</u>	WA	00828241
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	12.74 <u>12.74</u>	WA	00828242
VTC ENTERPRISES	COLLECTION OF RECYCLED PAPER	65700000 5570	420.00 <u>420.00</u>	WA	00828243
WARD'S NATURAL SCIENCE INC	Supplies for the Chemistry	19050007 4310	102.74 <u>102.74</u>	WA	00828244
COSTELLO, HOLLY	Physical Exam Fund Reimb	67900009 3420	45.90 <u>45.90</u>	WC	00828245
JOHNSON, GERHARD	Physical Exam Fund Reimb	67900009 3420	86.00 <u>86.00</u>	WC	00828246
LANDEROS, GLORIA J	Physical Exam Fund Reimb	67900009 3420	115.45 <u>115.45</u>	WC	00828247
STORIE, PAMELA	Physical Exam Fund Reimb	67900009 3420	440.90 <u>440.90</u>	WC	00828248
AHC-RCF	Due to Other Funds/RCF	00000047 9521	602.60		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				602.60	WI	00828249
APPLE COMPUTER	MD511LL/A IPAD WITH RENTINA	71730003	6411	1,302.84		
				1,302.84	WI	00828250
ATLAS PERFORMANCE IND INC	Monthly Rental, Handicap Ramp	71710030	5690	305.00		
	Monthly Rental, Office Trailer	71710030	5690	1,875.00		
				2,180.00	WI	00828251
BANK OF SACRAMENTO	General Contractor	71710023	6212	20,570.94		
				20,570.94	WI	00828252
COASTAL REPROGRAPHICS INC	PRINTING SERVICES RELATED TO	71710005	4540	598.41		
	PRINTING SERVICES RELATED TO	71710917	4540	19.49		
	PRINTING SERVICES RELATED TO	71710917	4540	7.79		
				625.69	WI	00828253
DARREN M. SIMAS TRUCKING	BASE ROCK (LOAD) FOR	71710917	6211	408.48		
	TRUCKING/LABOR	71710917	6212	200.00		
				608.48	M RV WI	00828254
EARTH SYSTEMS PACIFIC	Inspection and Testing	71710917	6240	1,649.67		
	Inspection and Testing	71711917	6240	8,658.41		
	Inspection and Testing	71710917	6240	4,264.59		
	Inspection and Testing related	71710030	6240	841.50		
	Inspection and Testing	71711917	6240	3,349.33		
				18,763.50	WI	00828255
FLINTCO PACIFIC INC.	General Contractor design	71710022	6220	38,216.00		
	General Contractor	71710023	6212	390,847.81		
				429,063.81	WI	00828256
GOLDEN STATE AUDIO VIDEO INC.	EPSON PROJECTOR	71730003	6412	1,023.84		
	TOSHIBA DVD/VCR COMBO. PART#	71730003	6412	112.32		
	DA-LITE FLOATING MOUNTING	71730003	6412	84.24		
	SHIPPING & HANDLING	71730003	6412	175.00		
	PROJECTOR - 3200 LUMENS 2000	71730002	6412	1,023.84		
	PROJECTOR - 3200 LUMENS 2000	71730002	6412	1,023.84		
	SPARE LAMP FOR ESPON	71730002	6412	312.12		
	DALITE MODEL C HDTV FORMAT 58	71730002	6412	387.72		
	LCD LOC 11 PROJECTOR SPECIFIC	71730002	6412	117.72		
	TOSHIBA SDV296 VCR/DVD	71730002	6412	224.64		
	SPARE LAMP FOR EPSON	71730003	6412	312.12		
	PROJECTION	71730003	6412	970.92		
	PROJECTOR MOUNT FOR EPSON	71730003	6412	117.72		
	SPARE LAMP	71730002	6412	312.12		
	DALITE MODEL C HDTV FORMAT	71730002	6412	387.72		
	LCD LOC II PROJECTOR SPECIFIC	71730002	6412	117.72		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	TOSHIBA SDV296 VCR/DVD	71730002 6412	224.64		
	DALITE FLOATING BRACKET	71730002 6412	84.24		
	SHIPPING	71730002 6412	175.00		
	DALITE FLOATING BRACKET	71730002 6412	84.24		
	SHIPPING	71730002 6412	175.00		
			<u>7,446.72</u>	WI	00828257
HIGH-TECH ELECTRIC	17 TOUCHSCREEN WITH CERTIFIED	71730002 6411	642.60		
	INTELLITOUCH STYLUS SOFT TIP	71730002 6411	16.38		
	SHIPPING	71730002 6411	48.20		
	SPACEDEC MONITOR STAND	71730002 6412	90.72		
	SPACEDEC MONITOR STAND	71730002 6412	90.72		
	SHIPPING	71730002 6412	20.00		
	SHIPPING	71730002 6412	20.00		
	17"TOUCHSCREEN WITH CERTIFIED	71730002 6411	642.60		
	INTELLITOUCH STYLUS SOFT TIP	71730002 6411	16.38		
	SHIPPING	71730002 6411	48.20		
			<u>1,635.80</u>	WI	00828258
KITCHELL CEM INC	AMENDMENT THREE FOR	71711917 6213	18,039.75		
	AMENDMENT THREE FOR	71710917 6213	8,885.25		
	PROJECT MANAGEMENT SERVICES	71710023 5112	16,094.00		
	AMENDMENT ONE ADDITIONAL PM	71710023 5112	2,376.00		
	CM SERVICES CONSTRUCTION	71710005 6213	58,841.50		
	AMENDMENT ONE PROJECT	71711917 5112	8,177.35		
	AMENDMENT ONE PROJECT	71710917 5112	4,027.65		
	AMENDMENT FOUR EXPANDED PM	71711917 5112	2,188.22		
	AMENDMENT FOUR EXPANDED PM	71710917 5112	1,077.78		
	AMENDMENT TWO FOR	71710917 6213	14,119.38		
	AMENDMENT TWO FOR	71711917 6213	28,666.62		
	AMENDMENT ONE PROJECT	71710005 5112	25,929.00		
	AMENDMENT TWO ADDITIONAL	71710005 5112	3,662.00		
	CM SERVICES CONSTRUCTION	71710030 6213	12,850.00		
	AMENDMENT ONE PROJECT	71710030 5112	4,470.00		
	AMENDMENT THREE ADDITIONAL	71710030 5112	594.00		
	AMENDMENT TWO ADDITIONAL	71710030 6213	25,700.00		
			<u>235,698.50</u>	WI	00828259
KRUEGER INTERNATIONAL INC	700 SERIES 4-SHELF CABINET,	71710031 6410	942.51		
			<u>942.51</u>	WI	00828260
LAKESHORE LEARNING MATERIALS	LAKESHORE RAINBOW REST MATS,	71710031 6410	742.55		
	HEAVY-DUTY REST MAT SHEET	71710031 6410	565.50		
	CLASSIC BIRCH INFANT-TODDLER	71710031 6410	1,544.52		
	CLASSIC BIRCH 9" TRANSITION	71710031 6410	1,472.20		
	EASY-CLEAN SNAP-ON TRAY #RR840	71710031 6410	144.53		
	FIRST STEPS LOCKING SUPPLY	71710031 6410	824.43		
	LAKESHORE EASY STACK COT	71710031 6410	516.02		
	FIRST STEPS LOCKING SUPPLY	71710031 6410	412.22		
	COMFY CHAIR FOR TODDLERS,	71710031 6410	122.94		
	COMFY COUCH FOR TODDLERS,	71710031 6410	174.60		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			6,519.51	WI	00828261
METZLER, BRUCE A	DSA Inspection Services for	71710917 6240	4,039.20		
	CONTINUING DSA INSPECTION	71711917 6240	8,200.80		
			<u>12,240.00</u>	WI	00828262
MID STATE CONTAINERS	Monthly Rental - Storage	71720019 5690	135.00		
	Monthly Rental - Storage	71720019 5690	52.23		
	Drop off and Pick up Charge	71720019 5690	270.00		
	Monthly Rental - Storage	71720019 5690	135.31		
	Monthly Rental - Storage	71720019 5690	135.32		
	Monthly Rental - Storage	71710030 5690	40.30		
	Drop off and Pick up Charge	71710030 5690	250.00		
	Monthly Rental - Storage	71710030 5690	135.00		
	Monthly Rental - Storage	71710030 5690	135.00		
	Monthly Rental - Storage	71710030 5690	135.31		
			<u>1,423.47</u>	WI	00828263
PACIFIC GAS & ELECTRIC CO	Electrical Service related to	71710023 5520	517.42		
			<u>517.42</u>	WI	00828264
PACIFIC-MOUNTAIN CONTRACTORS OF CALIFORNIA INC	General Contractor for the	71710030 6212	216,127.76		
			<u>216,127.76</u>	WI	00828265
SEHI COMPUTER PRODUCTS INC	Black Printer Cartridge	71730002 6411	71.25		
	6Ft USB AB Cable	71730002 6411	8.66		
	FREIGHT	71730002 6411	6.00		
	HP LaserJet Pro P1606DN	71730002 6411	203.62		
			<u>289.53</u>	WI	00828266
			0.00		
			<u>0.00</u>	VM VD	WA 00828267
			0.00		
			<u>0.00</u>	VM VD	WA 00828268
			0.00		
			<u>0.00</u>	VM VD	WA 00828269
			0.00		
			<u>0.00</u>	VM VD	WA 00828270
			0.00		
			<u>0.00</u>	VM VD	WA 00828271
			0.00		



**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			0.00	VM VD WA	00828272
			0.00		
			0.00	VM VD WA	00828273
			0.00		
			0.00	VM VD WA	00828274
			0.00		
			0.00	VM VD WA	00828275
			0.00		
			0.00	VM VD WA	00828276
			0.00		
			0.00	VM VD WA	00828277
			0.00		
			0.00	VM VD WA	00828278
			0.00		
			0.00	VM VD WA	00828279
			0.00		
			0.00	VM VD WA	00828280
			0.00		
			0.00	VM VD WA	00828281
			0.00		
			0.00	VM VD WA	00828282
			0.00		
			0.00	VM VD WA	00828283
			0.00		
			0.00	VM VD WA	00828284
			0.00		
			0.00	VM VD WA	00828285
			0.00		

## Allan Hancock College

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			0.00	VM VD WA	00828286
			0.00		
			0.00	VM VD WA	00828287
			0.00		
			0.00	VM VD WA	00828288
			0.00		
			0.00	VM VD WA	00828289
			0.00		
			0.00	VM VD WA	00828290
CA STATE BD OF EQUALIZATION	ASSESSMENT - CAREER	49301000 4311	21.29		
	TIMELY LETTERING TEMPLATE	21055000 4311	12.40		
	FOOD FOR CASH FOR COLLEGE 2012	64900012 4710	0.37		
	EASTON SUPER NAC CL (4)	65311000 4520	159.36		
	Celebrate Diversity	60106069 4520	5.96		
	UPS for DeepFreeze server and	67731000 6411	26.35		
	Filter HEPA Fil18H020 16x18x3	09563000 4310	26.24		
	Filter Pleated Fil18P020	09563000 4310	7.28		
	ASSESSMENT--COP-AHS-025,	49301000 4311	0.18		
	ASSESSMENT--THE COP-PRG-100C,	49301000 4311	0.30		
	ASSESSMENT--COP-PRG-025-C,	49301000 4311	0.17		
	ASSESSMENTS--CAREER	49301000 4311	70.84		
	PURCHASES WITH CAL CARD	65110000 4520	0.77		
	PURCHASES WITH CAL CARD	67700000 4520	0.11		
	PURCHASES WITH CAL CARD	65510000 5210	0.09		
	PURCHASES WITH CAL CARD	65510000 4520	0.10		
	PURCHASES WITH CAL CARD	67772000 4520	0.01		
	PURCHASES WITH CAL CARD	65110000 4520	0.06		
	PURCHASES WITH CAL CARD	67700000 4520	0.01		
	PURCHASES WITH CAL CARD	65510000 5210	0.01		
	PURCHASES WITH CAL CARD	65510000 4520	0.01		
	PURCHASES WITH CAL CARD	67772000 4520	1.49		
	PURCHASES WITH CAL CARD	65510000 4520	1.35		
	PURCHASES WITH CAL CARD	67772000 4520	0.01		
	PURCHASES WITH CAL CARD	65110000 4520	0.06		
	PURCHASES WITH CAL CARD	67700000 4520	0.01		
	PURCHASES WITH CAL CARD	65510000 5210	0.01		
	PURCHASES WITH CAL CARD	65510000 4520	0.01		
	PURCHASES WITH CAL CARD	67772000 4520	2.51		
	PURCHASES WITH CAL CARD	65110000 4520	13.74		
	PURCHASES WITH CAL CARD	67700000 4520	1.92		
	PURCHASES WITH CAL CARD	65510000 5210	1.59		
	PURCHASES WITH CAL CARD	65510000 4520	1.84		
	ASSESSMENT - CAREER	49301000 4310	21.30		
	DESIGNER/RENDERWORKS 2012 LAB	10071300 5322	10.13		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	DESIGNER/RENDERWORKS 2012 LAB	67720001 5322	100.70		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.01		
	The Excellent Online	60106069 4520	4.94		
	Assessing General Education	60106069 4520	2.63		
	Empowering Online Learning:	60106069 4520	2.33		
	Assessing Student Learning	60106069 4520	2.32		
	Designing Effective Assessment	60106069 4520	2.69		
	Apple Keyboards (3)	67731000 4514	11.39		
	Apple Mice (2)	67731000 4514	7.60		
	Student Meals CSU Fullerton	64900015 4640	0.52		
	SENNHEISER EW112P G3 LAV SYS	06122002 6410	296.33		
	ASSESSMENT--THE COP-AHS-100,	49301000 4311	0.31		
	GASES ONLY, TO BE USED BY RAY	09565000 4311	0.58		
	ZACUTO Z FINDER EVF PRO	06122002 6410	408.00		
	Stopwatch ME-1234	19050000 4310	0.22		
	PURCHASES WITH CAL CARD	67772000 4520	0.14		
	PURCHASES WITH CAL CARD	65110000 4520	8.14		
	PURCHASES WITH CAL CARD	67700000 4520	1.14		
	PURCHASES WITH CAL CARD	65510000 5210	0.94		
	PURCHASES WITH CAL CARD	65510000 4520	1.09		
	PURCHASES WITH CAL CARD	67772000 4520	1.84		
	PURCHASES WITH CAL CARD	65110000 4520	10.07		
	PURCHASES WITH CAL CARD	67700000 4520	1.41		
	PURCHASES WITH CAL CARD	65510000 5210	1.16		
	PURCHASES WITH CAL CARD	65110000 4520	0.04		
	PURCHASES WITH CAL CARD	67700000 4520	0.01		
	PURCHASES WITH CAL CARD	65510000 4520	0.01		
	PURCHASES WITH CAL CARD	67772000 4520	0.03		
	PURCHASES WITH CAL CARD	65110000 4520	0.18		
	PURCHASES WITH CAL CARD	67700000 4520	0.02		
	HONEYWELL MS 9520 VOYAGER	60200311 4514	10.60		
	WIC 1T 1 PORT SERIAL CARD	09340000 4315	3.88		
	Camcorder Memory Card, Extreme	01040007 4310	3.80		
	PAPERBACK BOOK-WRITING TOOLS:	15000017 4310	0.59		
	PAPERBACK BOOK-IT WAS THE BEST	15000017 4310	0.70		
	Tongue Depressors, B0011Z82YO	19050000 4310	0.76		
	Alka Seltzer Tabs, B000RYJ780	19050000 4310	2.42		
	REFUELER 60 (FM-100)	09565001 6410	240.25		
	CONTINUOUS OPERATION/NEVER	09565001 6410	31.00		
	NG-130 NATURAL GAS CYLINDER	09565001 6410	182.90		
	VICTOR STYLE EXTRA PREHEAT	09565001 6410	7.17		
	GAS TRAINER PKG W/HAZARD	03030012 6410	456.86		
	LOW TO HIGH IMEDANCE	64230000 6412	1.60		
	AKG PERCEPTION WIRELESS	64230000 6412	16.75		
	Sm.Nitrile gloves,GNPR-SM-1M,	19050000 4311	1.13		
	Med nitrile gloves,GNPR-MED-1M	19050000 4311	0.85		
	Lg Nitrile Gloves,GNPR-L-1M	19050000 4311	0.28		
	XLg Nitrile gloves, GNPR-XL-1M	19050000 4311	0.28		
	INK CARTRIDGE FOR IM 5000	67700000 4520	0.85		
	VEHICLE RENTAL-9/29-10/4/12	64900006 5210	0.60		
	VEHICLE RENTAL: 9/23-9/24/12,	64900007 5210	0.22		
	LANDSCAPING SUPPLIES CHARGED	65510000 4520	0.40		
	PLUMBING SUPPLIES	65110000 4520	0.09		
	2" WIDE CLOTH BACKED TRAINING	21055000 4311	16.70		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	FILTER ELEMENT, #AP33330	65510000 4520	0.07		
	OIL FILTER, #LVA13038	65510000 4520	0.15		
	OIL FILTER, #RE519626	65510000 4520	0.03		
	FILTER ELEMENT, #RE533026	65510000 4520	0.07		
	TIMELY LETTERING TEMPLATE	21055000 4311	15.47		
	HANDLING FEE	21055000 4311	1.08		
	3/16 STEEL PYRAMID SPIKES	69611400 4520	0.20		
	3/8 STEEL PYRAMID SPIKES	69611400 4520	0.20		
	1/4 STEEL PYRAMID SPIKES	69611400 4520	0.12		
	1/2 STEEL PYRAMID SPIKES	69611400 4520	0.12		
	3/16 STEEL NEEDLE SPIKES	69611400 4520	0.08		
	3/8 STEEL NEEDLE SPIKES	69611400 4520	0.08		
	1/4 STEEL XMAS TREE SPIKES	69611400 4520	0.12		
	IRON SHOT 4K	69611400 4520	0.08		
	AUSSIE 2000 600 GM JAV 40 MM	69611400 4520	0.55		
	RED 3/8" X 2" VELCRO NAME TAGS	21335000 4311	2.82		
	YELLOW 3/8" X 2" VELCRO NAME	21335000 4311	8.48		
	Roland VR-5 Mixer & Recorder	60106068 6410	387.11		
	BATTERY PACK MX35C2-D	21055004 4520	9.92		
	BAG OF SAFER SEX THEME 1-1 1/2	64400002 4520	10.08		
	"AIDS AWARENESS" - GET TESTED	64400002 4520	7.73		
	PERIODONTAL CARE IN TODAYS	12041011 4310	16.97		
	TREATING THE MEDICALLY	12041011 4310	16.98		
	MINIMALLY INVASIVE	12041011 4310	14.64		
	EXCELLENCE IN DENTAL	12041011 4310	16.98		
	IDENTIFICATION AND	12041011 4310	13.87		
	IDENTIFICATION AND	12041011 4310	13.87		
	EFFICIENT DIAGNOSTIC DATA	12041011 4310	14.65		
	ORTHODONTICS FOR THE GP-DVD	12041011 4310	16.97		
	PERIODONTAL CARE IN TODAYS	12041011 4310	-16.97		
	TREATING THE MEDICALLY	12041011 4310	-16.98		
	IDENTIFICATION AND	12041011 4310	-13.87		
	IDENTIFICATION AND	12041011 4310	-13.87		
	EFFICIENT DIAGNOSTIC DATA	12041011 4310	-14.65		
	ORTHODONTICS FOR THE GP-DVD	12041011 4310	-16.97		
	MASTERING DIGITAL DENTAL	12041011 4310	23.17		
	MASTERING DIGITAL DENTAL	12041011 4310	-23.17		
	ORGANIC LIP BALM #108817	64400002 5880	19.18		
	GLOBAL DESIGN STRESS BALL	64400002 5880	13.37		
	SPLASH DRAWSTRING SPORTSPACK	64400002 5880	18.21		
	HAND SANITIZER - 1/2 OZ.	64400002 5880	19.18		
	RECYCLED BOTTLE PEN #110984	64400002 5880	15.12		
	ONLINE TEST - PN PREDICTOR	12301023 4310	41.23		
	PURCHASES WITH CAL CARD	67772000 4520	0.01		
	PURCHASES WITH CAL CARD	65510000 5210	0.02		
	PURCHASES WITH CAL CARD	65510000 4520	0.03		
	Discussion Based Online	60106069 4520	2.08		
	CISCO 2621 2 FIXED 10/100	09340000 4315	7.75		
	SCREW IN TEETH TYPODONT	12041011 6410	142.68		
	Snap Circuits Pro-500 for MESA	60100703 4310	4.69		
	SmartLab Inside Out The Human	60100703 4310	2.65		
	Gases only. To be used in the	09565000 4311	0.11		
	EXAM COPY FOR ASL COURSE S2013	15000010 4310	9.60		
	Federal Grants Management	60200200 4520	27.05		

## Allan Hancock College

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Books for ILO Assessment Day	60106076 4520	2.72		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.25		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.55		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.90		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.32		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.13		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	0.47		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.93		
	10x loupes, 17mm, #23220-10	19009000 4310	40.69		
	Assessing English Language	60106069 6310	7.19		
	CAPSULE, POLY BLACK 29.5, 100	01120000 4311	0.39		
	Cultural Validity in	60106069 6310	9.39		
	Authentic Assessment for	60106069 6310	6.58		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.07		
	FC INST MAIN 25 SEAT 12 MONTHS	67873002 5322	309.85		
	FC INST MAIN 5 SEAT 12 MONTHS	67873002 5322	38.67		
	VIRTUAL RN - ATI TEST - NCLEX	12030008 4310	38.75		
	GAS MIXER #VMX	09565001 4310	6.15		
	YELLOW 3/8"X2" VELCRO	21335000 4311	14.75		
	Supplies for Assessment Day	60106069 4520	3.65		
	Supplies for Assessment Day	60106071 4520	1.33		
	ROTATING WIRE MAGAZINE RACK	60200311 4520	4.73		
	BUS REPAIRS PER INVOICE #1160	64945000 4620	-1.97		
	NATURAL LIP BALM ITEM #108817	64400002 4520	14.76		
	STRESS BALL GLOBAL DESIGN	64400002 4520	7.27		
	HAND SANITIZER 1/2 OZ. ITEM	64400002 4520	15.81		
	FISRT AID KIT ESCAPE ITEM	64400002 4520	30.81		
	Supplies for Assessment Day	60106069 4520	12.63		
	Supplies for Assessment Day	60106071 4520	4.61		
	Supplies for Assessment Day	60106069 4520	11.77		
	Supplies for Assessment Day	60106071 4520	4.29		
	Books for ILO Assessment Day	60106076 4520	2.64		
	Lasko 1820 Pedestal Fan	60100241 4520	2.58		
	Supplies for Assessment Day	60106069 4520	1.04		
	Supplies for Assessment Day	60106071 4520	0.37		
	6 FT. TABLECLOTH + SET-UP,	60200311 4520	12.87		
	CARRYING CASE FOR 6FT.	60200311 4520	1.62		
	PO131325 ELECTR MS 7014 1/8	09565007 4310	0.40		
	MEDIA SUPPLIES FOR LO LIBRARY	61201400 6320	0.63		
	MEDIA SUPPLIES FOR LO LIBRARY	61201400 6320	0.37		
	Performing Qualitative	60106069 6310	7.36		
	Performing Qualitative	60106069 6310	14.73		
	CR3 STAND WITH MOUSER TRAY	64510000 4310	20.92		
	The Columbo 24" Blue Ocean	60106071 6410	98.81		
	ADULT ECONOMY WRISTBANDS -	60200127 4520	13.37		
	COLOR CHANGE FEE	60200127 4520	1.16		
	Books for ILO Assessment Day	60106076 4520	5.44		
	Books for ILO Assessment Day	60106076 4520	2.39		
	Books for ILO Assessment Day	67220000 4520	0.33		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	17.59		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	0.58		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	3.95		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.20		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	26.89		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.91		
	ECOPUS SUBMERSIBLE PUMP - 132	60200311 4310	16.54		
	PURCHASES WITH CAL CARD	67772000 4520	3.95		
	PURCHASES WITH CAL CARD	65110000 6413	5.58		
	PURCHASES WITH CAL CARD	65510000 4520	0.66		
	AMAZON.COM APPLE	67731000 4514	3.87		
	Book-"Dissociation and	21040000 4520	5.89		
	SCIENCE LAB SUPPLIES FOR LVC.	60100407 4310	1.16		
	SCIENCE LAB SUPPLIES FOR LVC.	60100407 4310	1.74		
	SCIENCE LAB SUPPLIES FOR LVC.	60100407 4310	2.97		
	SCIENCE LAB SUPPLIES FOR LVC.	60100407 4310	0.38		
	DRINK LESS SUGAR POSTER (W748)	12041011 4310	2.32		
	OSHA TRAINING FOR DENTAL	12041011 4310	15.69		
	FORMULARY IRON BLUE TONER	10110007 4310	0.08		
	TIFFEN FILTER UV HAZE #1-52mm	10110007 4310	0.12		
	PICTORICO PREM INKJET OHP	10110007 4310	0.44		
	U.S. FLAG SET:	21335000 4520	14.72		
	NINTH ANNUAL CAREER	64744101 4710	13.13		
	ONLINE TEAS V COMPTEER FORM C	12301023 4310	100.36		
	EMPIRE MINI APPLE BOX	06122002 4310	2.17		
	EMPIRE MINI APPLE BOX	06122002 4310	2.17		
	PRINTING OF AHC 2012-13	67111000 4540	248.39		
	UV COATING ON COVERS	67111000 4540	11.62		
	DRY ERASE MAGNETIC 24 RULER 9	09011017 4310	5.39		
	BOOKS FOR THE LIBRARY	49306006 6310	1.47		
	BOOKS FOR THE LIBRARY	49306006 6310	1.70		
	BOOKS FOR THE LIBRARY	49306006 6310	0.91		
	RESTRAINT, SX5622 SPIDER,	03030012 4310	0.35		
	OB KIT W/STAND SCALPEL KT500LF	03030012 4310	0.04		
	STRAP, POLYPRO, METAL - SX	03030012 4310	0.46		
	DRESSING, NON-ADHERING 3"X3" -	03030012 4310	0.11		
	SCIENCE LABS SUPPLIES FOR LVC.	60100407 4310	0.06		
	02 BAG, BREATHSAVER PLUS,	03030012 4310	0.98		
	BAG MASK, LAERDAL, ADULT - OM	03030012 4310	0.11		
	BAG MASK, LAERDAL, PED - OM	03030012 4310	0.11		
	REGULATOR, MERET, 2DISS, OG	03030012 4310	0.18		
	DIGITAL CAMERA	10120001 6410	10.08		
	O2 CYLINDER, ALUM OS 01T	03030012 4310	0.26		
	HOSE, GREEN PRESSURE, 6' - OL	03030012 4310	0.11		
	ASSESSMENTS--CAREER	49301000 4311	80.56		
	NEWEGG.COM, TYPE A TO MINI B	67731000 4514	0.04		
	AMAZON, COMPUTER CPU	67731000 4514	6.80		
	AMAZON, TYPE A TO MINI B USB	67731000 4514	0.28		
	MOTOR, 1.5 HP, 1725 RPM	65110000 6413	1.75		
	RUN CAP, 25/370, PART #37250H	65110000 6413	0.02		
	SHEAVE, PART #S102812385700	65110000 6413	0.04		
	BOOKS FOR LIBRARY	61201000 6310	11.38		
	BOOKS FOR LIBRARY	61201000 6310	10.37		
	BOOKS FOR LIBRARY	61201000 6310	9.45		
	BOOKS FOR LIBRARY	61201000 6310	3.84		
	Books for ILO Assessment Day	60106076 4520	8.39		
	Books for ILO Assessment Day	60106076 4520	2.17		
	BOOKS FOR SM LIBRARY	61201000 6310	2.89		
	Books for ILO Assessment Day	60106076 4520	10.85		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	CUSTOM BATTER'S DECAL'S	69610300 4520	6.50		
	TIMELY T-700 LETTERING	21055000 4311	13.64		
	HANDLING FEE (TAXABLE)	21055000 4311	0.89		
	ASSESSMENT--SELF DIRECTED	49301000 4311	73.78		
	MISC. PARTS FOR INSTRUCTION	09563000 4310	4.77		
	PC82C-WHITE SCRUB JACKET -	12041011 4310	2.48		
	CABLE CHUCKING SCREW, ITEM	65110000 4520	0.62		
	PIGTAIL FOR 3/4" CABLE, ITEM	65110000 4520	2.48		
	CAGE FOR 3/4" CABLE W/HUB ASSY	65110000 6410	23.41		
	PURCHASES WITH CAL CARD	65110000 4520	0.01		
	PURCHASES WITH CAL CARD	65110000 4520	0.81		
	WW Grid Chart 250522	17010007 4310	6.90		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	0.77		
	PURCHASE OF INSTRUCTIONAL	61201007 4310	8.76		
	PURCHASE OF INSTRUCTIONAL	61201000 4310	17.60		
	CORK, FIRST GRADE (BOX OF 500)	01120000 4311	2.70		
	TEETH - #19 DO PREP	12401000 4311	14.28		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	0.69		
	KHOMO POLYURETHANE SMART	60200311 4520	3.56		
	CAPSULE, POLY BLACK 29.5, 1000	01120000 4311	0.37		
	GN10 GOOSE NECK	09565001 4310	3.66		
	GN12 GOOSE NECK	09565001 4310	4.03		
	MFN20 TIPS	09565001 4310	5.08		
	PAIR OF NYLON SPANDEX PANTS	21055000 4311	0.60		
	RED 3/8"x2" VELCRO NAME TAGS	21335000 4311	4.92		
	MENOTEK FLEXIBLE BLUETOOTH	60200311 4514	1.70		
	OTTERBOX DEFENDER SERIES FOR	60200311 4514	4.22		
	Books for Library	60106071 6310	4.53		
	Books for Library	60106071 6310	3.21		
	Books for Library	60106071 6310	32.39		
	BIKE RACK, EVEREST SERIES	65110000 6410	96.10		
	MOUNTING OPTION: SURFACE	65110000 6410	3.72		
	SEXT UP KIDS DVD F12248D2	22000017 4310	11.63		
	ASSESSMENT--SELF DIRECTED	49301000 4311	19.04		
	PURCHASES WITH CAL CARD	65110000 4520	2.60		
	NEWEGG.COM USB WIRELESS	67731000 4514	0.30		
	THE ADA PRACTICAL GUIDE TO	12041011 4310	15.70		
	DVD-BASIC TRAINING: INTRO TO	12041011 4310	14.53		
	DVD-TOOTHFLIX PERIODONTAL	12041011 4310	40.61		
	PERIODONTAL (GUM) DISEASE	12041011 4310	4.06		
	FOREND TUBE ASSEMBLY 767000741	21055004 4311	5.34		
	FOREND TUBE ASSEMBLY W/SLIDE	21055004 4311	3.77		
	CARRIER ASSEMBLY 767102185	21055004 4311	2.49		
	SLIDE ASSEMBLY 767000612	21055004 4311	1.38		
	37/40MM CLEANING KIT 234000068	21055004 4311	1.78		
	MLE PISTOL CLEANING KITS 9MM	21055004 4311	6.18		
	AR 15 GAS TUBE CLEANERS	21055004 4311	2.59		
	AR 15 RECEIVER CLEANING KIT	21055004 4311	1.13		
	AR 15 BOLT CARBON SCRAPER	21055004 4311	1.78		
	AR 15 BOLT RADIUS SCRAPER	21055004 4311	0.93		
	AR 15 LUG RECESS CLEANING TOOL	21055004 4311	1.75		
	FORMULARY VAN DYKE BROWN	10110007 4310	0.47		
	TIFFEN FILTER UV HAZE #1 -77mm	10110007 4310	0.16		
	FORMULARY CLASSIC GUM	10110007 4310	0.15		

## Allan Hancock College

## Warrant Register

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	FORMULARY CYANTYPE POWDER	10110007 4310	0.10		
	CANON EOS 7D W/LENS	06122002 6410	137.87		
	CANON GADGET BAG	06122002 6410	2.43		
	CANON LP-E6 BATTERY PACK	06122002 6410	4.57		
	SANDISK EXTREME COMPACT	06122002 6410	4.65		
	TIFFEN/72MM PROTECTOR	06122002 6410	6.83		
	EQUISOFT NATEF TASK ASSISTANT	09481001 5322	38.73		
	BACKBOARD, SW 5850-YEL BASE	03030012 4310	0.97		
	DEMAND VALVE, LSP OD 063RLH	03030012 6410	1.15		
	DIGITAL CAMERA	10120001 6410	10.07		
	MASK, REUSABLE CUFFED, ADULT	03030012 4310	0.18		
	SANDISK 16GB ULTRA CF	10120001 6410	0.15		
	HEAD IMMOB, SY1429 MORRISON	03030012 4310	0.68		
	NOVA 190 AW BLACK SHOULDER	10120001 6410	0.30		
	72mm UV PROTECTOR FILTER	10120001 6410	0.06		
	SERVICE CALL ON GENERATOR,	65110000 4520	0.46		
	SELENIUM HL4750-SLF 2"	60200311 4310	11.20		
	HOSE, GREEN PRESSURE, 6' - OL	03030012 4310	-0.11		
	DEMAND VALVE, LSP OD 063RLH	03030012 6410	-1.15		
	MASK, REUSABLE CUFFED, ADULT	03030012 4310	-0.18		
	BOOKS FOR LIBRARY	61201000 6310	0.94		
	BOOKS FOR LIBRARY	61201000 6310	4.00		
	PANTS BLOUSING BANDS	21055000 4311	0.49		
	NEWEGG.COM, COMPUTER MEMORY	67731000 4514	0.22		
	NEWEGG.COM, COMPUTER CPU	67731000 4514	0.30		
	BOOKS FOR LIBRARY	61201000 6310	0.92		
	BOOKS FOR LIBRARY	61201000 6310	10.06		
	BOOKS FOR LIBRARY	61201000 6310	0.90		
	PURCHASES WITH CAL CARD	65110000 4520	105.33		
	Books for ILO Assessment Day	60106076 4520	5.59		
	Books for ILO Assessment Day	60106076 4520	3.87		
	Books for ILO Assessment Day	60106076 4520	7.74		
	DRUG IDENTIFICATION BIBLE -	69500001 4520	3.10		
	CUSTOM TOOL BOXES 10 X 8 X 42"	09481001 6410	13.50		
	CUSTOM TOOL BOXES 10 X 8 X 42"	09481001 6410	13.50		
	DISPOSABLE UNDERPADS - 100/PK	12301023 4310	1.04		
	FINGERNAIL CLIPPERS -	12301023 4310	0.40		
	DISPOSABLE WASHCLOTH	12301023 4310	0.23		
	INSTABATH WIPES -	12301023 4310	1.27		
	HAND SCRUB BRUSH - 03-74-3389	12301023 4310	0.93		
	HAND SCRUB BRUSH W/4% CHG -	12301023 4310	1.24		
	RING CUTTER 6.5 - 08-56-472	12301023 4310	1.20		
	SPLINTER FORCEPS -08-56-482	12301023 4310	0.29		
	UNIFORM AND EQUIPMENT FOR A.	67775000 4512	2.92		
	PC82C-WHITE LADIES SCRUB	12041011 4310	2.48		
	PC82C-WHITE LADIES SCRUB	12041011 4310	2.48		
	L7551-WHITE MENS SCRUB JACKET	12041011 4310	3.71		
	EMBROIDERY: BOOK ANTIGUA	12041011 4310	3.10		
	CONSUMABLES FOR THE ABDICK	67760000 4520	50.51		
	CABLE, LEFT WOUND, 3/4" X 75'	65110000 4520	22.86		
	DROP HEAD W/LEADWIRE, 1/2"	65110000 4520	2.87		
	RETRIEVER WIRE, ITEM #SCE341	65110000 4520	1.86		
	PURCHASES WITH CAL CARD	65110000 4520	30.10		
	CAS PROFESSIONAL STANDARDS	64642002 4520	23.25		



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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	3.87		
	TABLE TOP LECTERN	49308007 4310	6.20		
	Conquering the Content: A	60106069 4520	1.61		
	Creating a Sense of Presence	60106069 4520	1.65		
	The Dyslexic Advantage:	60106069 4520	1.15		
	Teaching and Learning at a	60106069 4520	3.93		
	Lens - 145-0024-00a	09563000 4311	0.58		
	Mirror Assembly -	09563000 4311	0.32		
	GASES ONLY, TO BE USED BY RAY	09565000 4311	1.07		
	CYLINDER RENTAL FOR NONCREDIT	10091020 4311	0.07		
	Instructional Supplies/Gases	09482000 4310	0.09		
	GASES ONLY, TO BE USED BY RAY	09565000 4311	0.93		
	MORE FABRIC SAVVY BY SANDRA	10000020 4310	1.47		
	500mL Triton x-100, B004IASGQI	19050000 4310	4.04		
	FOUNDCOLLEGE 5 CH STUDENT	64300002 4520	2.58		
	FOUNDCOLL 5 CH INSTR MATERIAL	64300002 4520	4.13		
	FOUNDCOLLEGE 5 CH STUDENT	64300202 4520	2.58		
	RHAPHIOLEPIS 'CLARA', #5	65510000 6120	0.72		
	BERBERIS 'ATRPURPURPEA', #5	65510000 6120	0.36		
	LAGERSTROEMIA, #5	65510000 6120	0.24		
	LANTANA MONTEVIDENSIS, #1	65510000 6120	0.11		
	10% DISCOUNT	03030014 4310	-0.01		
	BLA12 Mounting Pattern for	60106069 4520	5.33		
	BOOKS FOR SM LIBRARY	61201000 6310	21.91		
	Books for ILO Assessment Day	60106076 4520	18.11		
	BOOKS FOR SM LIBRARY	61201000 6310	12.20		
	BOOKS FOR SM LIBRARY	61201000 6310	3.22		
	BOOKS FOR SM LIBRARY	61201000 6310	33.18		
	THE LAST LECTURE BOOK -	21055000 4311	54.10		
	Handprint Bunny Keepsake Craft	13051021 4310	2.01		
	Yellow Star Single Roll	13051021 4310	0.39		
	Glider Assortment	13051021 4310	0.62		
	Sensational Photo Frames &	13051021 4310	1.18		
	Design Your Own Colorful	13051021 4310	1.08		
	12 Flower Foam Frames Craft	13051021 4310	0.57		
	Pencil Assortment	13051021 4310	1.08		
	Smooth Cut Preschool Scissors	13051021 4310	0.82		
	Sales Tax Correction PO121904	01120001 6411	-143.38		
	ASSESSMENT - COP-AHS-100	49301000 4311	0.31		
	ASSESSMENT - COP-PRG-100C	49301000 4311	0.30		
	ENCYCLOPEDIA OF SEWING	10000020 4310	0.97		
	ME AND MY SEWING MACHINE BY	10000020 4310	1.21		
	THE NEW COMPLETE GUIDE TO	10000020 4310	1.77		
	THE SEWING BIBLE BY RUTH	10000020 4310	1.98		
	THE SEWING MACHINE	10000020 4310	0.89		
	BOOKS FOR LIBRARY	61201000 6310	0.43		
	BOOKS FOR LIBRARY	61201000 6310	6.91		
	BOOKS FOR THE LIBRARY	49306006 6310	13.99		
	BOOKS FOR THE LIBRARY	49306006 6310	10.16		
	BOOKS FOR THE LIBRARY	49306006 6310	13.48		
	BOOKS FOR THE LIBRARY	49306006 6310	9.21		
	BOOKS FOR THE LIBRARY	49306006 6310	1.39		
	BOOKS FOR THE LIBRARY	49306006 6310	15.41		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.37		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	5.73		
	Wireless Receiver:	60106068 6410	119.93		
	Sales Tax Payable	67761000 9511	3,001.26		
	Misc Operating Expenses	67220000 5790	0.11		
	EXACTA BIS ACRYLIC MATERIAL	12401000 4311	162.64		
	PLANTS PER INVOICES:	65510000 6120	3.98		
	BOOKS FOR LIBRARY	61201000 6310	1.08		
	BOOKS FOR LIBRARY	61201000 6310	11.81		
	BOOKS FOR LIBRARY	61201000 6310	8.67		
	BOOKS FOR LIBRARY	61201000 6310	32.12		
	PORTABLE BLEACHER - MODELBRB	21055005 6410	90.60		
	ROSCOLUX 26 - LIGHT RED; ITEM	60200311 6410	0.52		
	ROSCOLUX 389 - CHROMA GREEN;	60200311 6410	0.51		
	ROSCOLUX 2007 - STORARO BLUE;	60200311 6410	0.52		
	ETC S4 jr. 26 FIXTURE - #426J	60200311 6410	48.69		
	NSI/LEVITON D4DMX-MD5 DIMMER	60200311 6410	13.00		
	The Post-American World:	60106069 4520	1.38		
	100% Online Student Success	60106069 4520	2.57		
	Empowering Online Learning:	60106069 4520	2.33		
	Schools that Learn	60106069 4520	1.81		
	Grown Up Digital: How the Net	60106069 4520	1.27		
	Teachers Discovering Computers	60106069 4520	7.91		
	Teaching Online: A Practical	60106069 4520	2.84		
	Getting the Most from Online	60106069 4520	1.92		
	CERT KIT PRO 1 BP	12500007 4310	58.06		
	ETHNOLOGUE: LANGUAGES OF THE	22000017 4310	8.00		
	CARBON DIOXIDE LIQUID EXPENSES	65110000 4520	0.98		
	Instructional supplies to be	09565007 4310	0.26		
	MARATHON PAPER DEV. 20 LITER	10000000 4310	1.35		
	FOUNDCOLL 5 CH INSTR MATERIAL	64300202 4520	4.13		
	FOUNDCOLLEGE 5 CH STUDENT	64710003 4520	2.58		
	FOUNDCOLL 5 CH INSTR MATERIAL	64710003 4520	4.14		
	C-ALL PLUMBING SEWER CLEANER	65110000 4520	131.91		
	Disposable mouth pieces,	04011000 4310	0.36		
	COURSE COMPLETION CARDS;5-PK;	03030014 4310	0.15		
	BL25004 4 INCH AVANT GARDE	60106069 4520	56.86		
	BOOKS FOR SM LIBRARY	61201000 6310	2.32		
	BOOKS FOR SM LIBRARY	61201000 6310	10.65		
	BOOKS FOR SM LIBRARY	61201000 6310	2.61		
	BOOKS FOR SM LIBRARY	61201000 6310	20.85		
	BOOKS FOR SM LIBRARY	61201000 6310	33.25		
	Bright Round Baskets	13051021 4310	0.47		
	Winner Yo-Yos	13051021 4310	0.46		
	Jump Ropes	13051021 4310	0.47		
	Chinese Character Folding Fans	13051021 4310	0.27		
	Funky Heart Rubbing Plates	13051021 4310	0.40		
	Bright Punch Balls	13051021 4310	0.93		
	Mega Novelty Jewelry	13051021 4310	2.33		
	Guitar your own Music Guitars	13051021 4310	0.77		
	Gray's Dissection Guide for	04010014 4310	3.51		
	BOARD GAME "SET"; FOR SUMMER	60200311 4310	3.99		
	LOW TEMP MINI GLUE GUN	60200311 4310	2.80		
	4" CLEAR GLUE STICKS - 25PK	60200311 4310	0.40		
	EAGLE CLAW CLIP-ON BOBBERS	60200311 4310	0.21		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	BOOKS FOR LIBRARY	61201000 6310	12.91		
	Sales Tax Payable	67710310 9511	374.69		
	PLANTS PER INVOICES:	65510000 6120	1.52		
	BOOKS FOR LIBRARY	61201000 6310	13.76		
	Cisco 7500 Series AC power	19050000 4310	5.81		
	SPLASH DRAWSTRING SPORTPACK	64400002 5880	9.11		
	BOOKS FOR THE LIBRARY	61201000 6310	1.05		
	BOOKS FOR THE LIBRARY	61201000 6310	3.72		
	BOOKS FOR THE LIBRARY	61201000 6310	2.56		
	EXCEL 2000 WHEELCHAIR - REM.	12032002 6410	19.90		
	BOOKS FOR THE LIBRARY	61201000 6310	16.75		
	LOMPOC LIBRARY BOOKS	61201400 6310	1.20		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.70		
	LIBRARY MEDIA	61201000 6320	1.53		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	15.93		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	13.17		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.07		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	4.74		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	7.17		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.32		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	16.12		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	6.38		
	PEARSTONE 3-PIN XLR MALE TO	61320000 4310	5.10		
	MACKIE PREMIUM 14-CHANNEL	61320000 6412	34.49		
	BASSWOOD BRIDGE PCK MID8650	17010007 4310	10.69		
	GRIP PINS MID587	17010007 4310	1.82		
	EASY CUTTER MID1128	17010007 4310	3.24		
	1/16 X 1/2 X 24 BASSWOOD	17010007 4310	2.50		
	MK3 OC CANNISTERS	21055000 4311	34.69		
	UNIVERSAL GUN GREASE	21055000 4311	0.88		
	PISTOL CLEANING KITS	21055000 4311	24.73		
	BATTERY PACK MX38H2-D	21055004 4520	22.01		
	BATTERY PACK MX35C2-D	21055004 4520	9.92		
	BATTERY PACK M340C2-D	21055004 4520	22.48		
	SUPPLIES (STENCILS/PAINT)	65511400 4520	0.14		
	TOOL GRABBER PER RECEIPT	65511400 4520	0.02		
	Cardboard Mouthpieces 100/pk	04011000 4311	0.17		
	PURCHASES WITH CAL CARD	65110000 4520	5.68		
	PURCHASES WITH CAL CARD	65510000 4520	1.11		
	PURCHASES WITH CAL CARD	67772000 4520	0.38		
	SHIPPING AND HANDLING	21335000 4520	0.16		
	ILFORD MULTIGRADE MGIV FB FIK	10110007 4310	1.16		
	ARISTA DRY MOUNT TISSUE	10110007 4310	0.48		
	ILFORD HARMAN SELENIUM	10110007 4310	0.21		
	ARISTA PREMIUM HYPO WASH 32oz	10110007 4310	0.19		
	KODAK HC110 FILM DEVELOPER	10110007 4310	0.44		
	Lunches for All Staff Day	60106075 4710	10.00		
	BULLETPROOF VESTS	67775013 4512	3.07		
	ITUNES, ORDER#MGYLFN0723,	67873000 5322	0.77		
	ROLLER SHADE MOTORIZED	65110000 6410	1.62		
	WEATHER BALLOONS, 200 GRAMS,	60200311 4310	7.20		
	WEATHER BALLOON, 300 GRAMS,	60200311 4310	64.80		
	HD Webcam, camera stand &	63101000 4520	36.00		
	Purchase gases used in	01120000 4311	0.11		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Electr MS 7014 1/8 FW47 part #	09565007 4310	0.40		
	Electr MS 7018M 1/8 Part #	09565007 4310	0.38		
	Electr MS 6010 1/8 FW5P+ Part	09565007 4310	0.45		
	STUDIO SEWING SKILLS DVD	13030021 4310	0.20		
	STAPLE	13030021 4310	0.02		
	PATTERN NOTCHER 1/16" X 1/	13030021 4310	0.08		
	CUTTING MAT KIT	13030021 4310	0.39		
	PATTERN HOOK 6PCS SINGLE	13030021 4310	0.04		
	SLEEVE CURVE RULER	13030021 4310	0.04		
	FRENCH CURVE SET 8 PC C-TH	13030021 4310	0.07		
	FRENCH CURVE SET 3 PIECE	13030021 4310	0.04		
	BOOKS FOR SM LIBRARY	61201000 6310	52.47		
	BOOKS FOR SM LIBRARY	61201000 6310	23.47		
	BOOKS FOR SM LIBRARY	61201000 6310	28.21		
	BOOKS FOR SM LIBRARY	61201000 6310	42.66		
	BOOKS FOR SM LIBRARY	61201000 6310	11.61		
	GAS CAN, 1-1/4 GAL.	65510000 4520	0.05		
	END - S PART FOR POLICE UNIT	69500001 4520	0.16		
	SEAL AS FOR POLICE UNIT H-4	69500001 4520	0.02		
	WRAP TRAILER W/PROVIDED	03030012 4520	3.06		
	PURCHASES WITH CAL CARD	65110000 4520	2.60		
	HANDBOOK OF NORTH AMERICAN	61201000 6310	5.85		
	HANDBOOK OF NORTH AMERICAN	61201000 6310	4.85		
	PURCHASES WITH CAL CARD	65110000 4520	11.40		
	PURCHASES WITH CAL CARD	65110000 5210	0.76		
	PURCHASES WITH CAL CARD	65110000 4520	-0.04		
	Newegg.com, GIG SWITCH AND 2	67731000 4514	0.37		
	C10 ABBE REFRACTOMETER	60200311 6410	58.00		
	GASTRAINER STUDENT UNIT PER	03030012 6410	112.48		
	FIXED ASSET TAGS #78445	67710400 4520	35.63		
	CDC GUIDELINES: FROM POLICY TO	12041011 4310	4.73		
	15% discount prepay discount	62110000 4520	-39.20		
	DOD Coupon	62110000 4520	-11.62		
	diploma stock	62100000 4520	261.33		
	BOOKS FOR SM LIBRARY	61201000 6310	0.93		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	13.86		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	8.84		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	12.95		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	34.90		
	VEHICLE LEASE MONTHLY	64945000 5680	-1.76		
	VEHICLE LEASE MONTHLY	64945000 5680	-1.76		
	VEHICLE LEASE MONTHLY	64945000 5680	-1.77		
	VEHICLE LEASE MONTHLY	64945000 5680	-1.77		
	ROOF REPAIRS-BLDG. O	65110000 5650	0.93		
	LOCK, SCHLAGE	65110000 6413	11.88		
	PRACTI-MIC-K ORAL MEDICATION -	12302007 4310	0.10		
	PRACTI-LOTEN ORAL MEDICATION -	12302007 4310	0.20		
	CD PACK MODULE - PRACTI	12302007 4310	0.41		
	SHORT RESET TRIGGER GROUP TO	21055004 4520	12.40		
	P220 TRIGGER GROUP	21055004 4520	2.48		
	STBK-12 MUNSELL COLOR TREE	10090000 6410	28.40		
	STBK-12MUNSELL COLOR TREE	10300000 6410	28.40		
	BOOKS FOR LIBRARY	61201000 6310	1.14		
	HAND SANITIZER - FOAMING -	12301023 4310	1.88		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SINGLE DIGIT 48 CARD GAME	60200311 4310	4.24		
	BORGAS COMPLETE 5DVD SET	22000017 4310	3.77		
	NFPA mini labels, B0089OY9K1	19050000 4310	4.25		
	GED English Test Battery	63101000 4311	110.40		
	GED Spanish Test Battery	63101000 4311	44.16		
	English Demographic Forms	63101000 4311	1.60		
	Eng Writing Ans. Sheets	63101000 4311	0.80		
	Eng Math Ans. Sheets	63101000 4311	0.80		
	Eng SS,SC,Rdg. Ans. Sheets	63101000 4311	1.20		
	Span Writing Ans. Sheets	63101000 4311	0.40		
	Span Math Ans. Sheets	63101000 4311	0.40		
	Span SS,SSC,Rdg. Ans. Sheets	63101000 4311	0.40		
	Test Center ID Sheets	63101000 4311	0.48		
	SUPPLIES PER RECEIPTS:	65511400 4520	0.13		
	GLIDER FOR LS HDSTS	69610800 4520	1.58		
	MIC BOOM HOLDER LS	69610800 4520	1.00		
	HEADSET PLASTIC EAR COVER	69610800 4520	0.62		
	MIC ASSEMBLY KIT	69610800 4520	1.96		
	LOUIS HEADSET STIRRUP	69610800 4520	2.76		
	LIGHTED GRADUATION LAMP	12032002 4550	3.50		
	WESTCOTT 5-in-1 COLLAPSIBLE	10110007 4310	15.48		
	LABEL HOLDERS SELF-	61201000 4520	0.67		
	PURCHASES WITH CAL CARD	65110000 4520	7.58		
	PURCHASES WITH CAL CARD	65510000 4520	7.78		
	PURCHASES WITH CAL CARD	65510000 5690	1.81		
	PURCHASES WITH CAL CARD	65311000 4520	0.02		
	PURCHASES WITH CAL CARD	65510000 5690	0.03		
	SBEC e-book order w/ CTEA	05064001 4310	161.73		
	APPLE ITUNES, OS X LION SERVER	67731000 5322	3.87		
	NEWEGG.COM, 32GB FLASH DRIVES	67731000 6411	1.20		
	AMAZON.COM, DATA PROJECTOR	67873000 4520	9.69		
	BOOKS FOR SM LIBRARY	61201000 6310	22.35		
	BOOKS FOR SM LIBRARY	61201000 6310	28.89		
	BOOKS FOR SM LIBRARY	61201000 6310	27.27		
	BOOKS FOR SM LIBRARY	61201000 6310	12.35		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	0.90		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	15.78		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	14.32		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	2.61		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	2.67		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	0.90		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	0.81		
	LX900 Refurbished Wine Label	01120001 6411	143.38		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	3.59		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	8.59		
	Instructional supplies to be	09565007 4310	0.02		
	GASES ONLY, TO BE USED BY RAY	09565000 4311	0.68		
	PO121068 OUTER & INNER 220 PIN	21055004 4520	11.63		
	DARWIN HEAD WITH BENCH MOUNT	12041011 6410	267.53		
	DVD: CULTURAL COMPETENCE IN	22000017 4310	12.32		
	2011 GUIDE ACCREDITED	63100000 4520	3.84		
	STARTER SET 500 BAC CARDS,	64400002 4520	0.50		
	THE POCKET CONSOLE DMX BASIC;	60200311 6410	21.91		
	DATASURE 5-PIN DMX CABLE B/G	60200311 6410	3.92		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	RECYCLED BOTTLE PEN	64400002 5880	40.30		
	911 EMERG. COMM MANUAL	21055000 4311	40.27		
	custom transcripts	62110000 4520	17.67		
	BOOKS FOR THE LIBRARY	61201000 6310	30.73		
	BOOKS FOR THE LIBRARY	61201000 6310	1.22		
	BOOKS FOR THE LIBRARY	61201000 6310	1.73		
	BOOKS FOR THE LIBRARY	61201000 6310	13.51		
	POMMEL CUSHION RELEASE - SIT	12032002 4310	8.51		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.40		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	3.57		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	0.88		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.61		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	2.39		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.94		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	18.15		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	3.00		
	SCIENCE NIGHT INSTRUCTIONAL	60200311 4310	1.70		
	ESCOPE PRO REPLACEMENT	09481100 4310	3.26		
	PREP SET (TEETH) 4 RDA	12401000 4311	25.43		
	FULL COVERAGE PREP #8	12401000 4311	7.25		
	FULL COVERAGE PREP #29	12401000 4311	7.25		
	VENEER PREP #7 (1860P07	12401000 4311	7.25		
	TYPODONT TEETH BUNDLE	12401000 4311	36.19		
	SHOTGUN DUMMIE RDS	21055000 4311	12.25		
	handling charge	04011000 4311	0.78		
	USB 2.0 HIGH GAIN WIRELESS	09481100 4315	0.38		
	PF-1 PRONG FEET	21335000 4520	23.87		
	ARISTA LIQUID FILM DEVELOPER	10110007 4310	1.32		
	VARTA CR2 3-VOLT LITHIUM	10110007 4310	0.78		
	DELTA GRAY CARDS 8" X 10"	10110007 4310	0.28		
	LEGACYPRO SEPIA TONER TO MAKE	10110007 4310	0.12		
	HOUSING BOLT FOR 05 FORD,UNIT	69500001 4520	0.02		
	BRAKE PAD FOR 2005 FORD, UNIT	69500001 4520	0.40		
	BRAKE PAD FOR 05 FORD, UNIT	69500001 4520	0.10		
	LENS CAP 58mm SNAP-ON	10110007 4310	0.04		
	MARATHON PAPER DEVELOPER	10110007 4310	2.02		
	WEBLY ZAP ANKLE	69620500 4520	1.12		
	WEBLY ZAP ANKLE	69620500 4520	0.08		
	REORDER OF 2 4XL PANTS	69610800 4520	10.40		
	REORDER OF #39 1 #98 3XL	69610800 4520	10.40		
	REORDER OF #50 XL #983 3XL	69610800 4520	10.40		
	DRILL BIT, #9 UNIBIT	65110000 4520	0.11		
	WERNER QUICK-CLICK LADDER	65110000 4520	0.11		
	AFM SHEAR COUNTER BALANCE	09481100 4310	7.60		
	SHIPPING	09481100 4310	0.29		
	BULLETPROOF VESTS	69500001 4512	3.08		
	NEWEGG.COM, ORDER 104601819,	67873000 4514	1.62		
	ROLLER SHADE MOTORIZED	65110000 6410	2.71		
	WIRE MS 70S6 035 44# SP PLB	67772000 4520	0.24		
	CONCRETE MAGI-PATCH, 50#	65110000 4520	1.12		
	Gases only. To be used in the	09565000 4311	1.64		
	Gases only. To be used in the	09565000 4311	1.21		
	Wire Wheel 4 x 020 x 5/8 Knot	09565007 4310	0.04		
	ARISTA LIQUID FILM DEVELOPER	10110000 4310	0.49		

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2013 to 1/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	MARKING PAPER 60" X 500 FT	13030021 4310	0.35		
	9" SCISSORS WITH TITANIUM	13030021 4310	0.04		
	LONG REACH STAPLER	13030021 4310	0.12		
	LOOP TURNER LONG	13030021 4310	0.01		
	AWL	13030021 4310	0.01		
	EYELET & SNAP	13030021 4310	0.05		
	SHIPPING	13030021 4310	0.25		
	Books for ILO Assessment Day	60106076 4520	31.20		
	Books for ILO Assessment Day	60106076 4520	11.18		
	Books for ILO Assessment Day	60106076 4520	2.64		
	Books for ILO Assessment Day	60106076 4520	54.55		
	Books for ILO Assessment Day	60106076 4520	7.74		
	BOOKS FOR SM LIBRARY	61201000 6310	3.99		
	BOOKS FOR SM LIBRARY	61201000 6310	3.11		
	BOOKS FOR SM LIBRARY	61201000 6310	95.34		
	AUTOCUT 25-2	65510000 4520	0.07		
	ROD N/S FOR POLICE UNIT H-4	69500001 4520	0.13		
	HUB ASSEMBLY N/S FOR PATROL	69500001 4520	0.48		
	ROD FOR POLICE UNIT,H-4	69500001 4520	0.12		
	PURCHASES WITH CAL CARD	65110000 4520	0.34		
	PURCHASES WITH CAL CARD	65110000 4520	8.92		
	HANDBOOK OF NORTH AMERICAN	61201000 6310	4.96		
	PURCHASES WITH CAL CARD	65110000 5650	1.76		
	PURCHASES WITH CAL CARD	65510000 4520	1.99		
	PURCHASES WITH CAL CARD	65110000 4520	-0.80		
	PURCHASES WITH CAL CARD	65110000 4520	0.61		
	PURCHASES WITH CAL CARD	65110000 5210	0.04		
	PURCHASES WITH CAL CARD	65110000 5650	0.10		
	PURCHASES WITH CAL CARD	65510000 4520	0.10		
	Camtasia Studio/Snagit Bundle	60106068 5322	30.85		
	GASTRAINER STUDENT UNIT PER	03030012 6410	112.48		
	OSAP DENTAL INFECTION CONTROL	12041011 4310	5.81		
	PRACTI-MINI	12302007 4310	0.37		
	PRACTI-PHENERGN MINI AMPULE -	12302007 4310	0.13		
	PRACTI-DILAUD MINI AMPULE -	12302007 4310	0.12		
	ONE PIECE GRIP ASSEMBLY FOR	21055004 4520	15.48		
	RECOIL SPRINGS SCHEDULED	21055004 4520	18.60		
	MAINSPRINGS	21055004 4520	1.16		
	SEAR SPRING	21055004 4520	2.33		
	FRONT SIGHT CONTRAST	21055004 4520	2.79		
	FIRING PIN POSITION PIN	21055004 4520	9.30		
	HAMMER REST SPRING	21055004 4520	2.32		
	EXTRACTOR	21055004 4520	2.95		
	Instructional supplies to be	09565007 4310	0.13		
	INTOUS 4 GRIP PEN WACO	10300007 4315	0.94		
	INTOUS 4 MOUSE	10300007 4315	0.15		
	Ultrachrome HDR Ink Cartridge	10300007 4310	0.33		
	USB2 A TO B CABLE 15FT	10300007 4315	0.02		
	ECOPLUS SUBMERSIBLE PUMP - 132	60200311 4310	22.67		
	One touch Ultra Blue test	04011000 4311	11.03		
	STORM OVER EUROPE: THE HUNS	22000017 4310	7.92		
	END OF ROME, THE BIRTH OF	22000017 4310	7.92		
	ARISTA EDU VC RC PEARL	10110007 4310	0.75		
	EPSON ULTRA PREMIUM	10110007 4310	0.75		

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2013 to 1/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ARISTA LIQUID FILM DEVELOPER	10110007 4310	0.74		
	FOLDING TABLE, LIFETIME,	65311000 4520	37.74		
	FOLDING TABLE, LIFETIME,	65311000 4520	198.16		
	DOOR BASE CABINET, DVR-3622	65110000 6410	0.75		
	EPOXY RESIN TOP, DVR-7529,	65110000 6410	0.69		
	SUPPLIES PER RECEIPTS:	65511400 4520	0.22		
	SERVICE WIRELS SERVICE	69610800 4520	6.38		
	LIGHTED GRADUATION LAMP	12032002 4550	1.36		
	LABEL HOLDERS SELF-	61201000 4520	0.65		
	PURCHASES WITH CAL CARD	65311000 4520	1.28		
	PURCHASES WITH CAL CARD	65110000 4520	0.13		
	PURCHASES WITH CAL CARD	65510000 4520	0.13		
	BOOKS FOR SM LIBRARY	61201000 6310	36.87		
	BOOKS FOR SM LIBRARY	61201000 6310	2.19		
	BOOKS FOR SM LIBRARY	61201000 6310	4.54		
	BOOKS FOR SM LIBRARY	61201000 6310	15.88		
	BOOKS FOR SM LIBRARY	61201000 6310	13.21		
	BOOKS FOR SM LIBRARY	61201000 6310	12.61		
	LEADERSHIP CHALLENGE 4TH	21055000 4311	22.82		
	BOOKS FOR SM LIBRARY	61201000 6310	11.73		
	BOOKS FOR SM LIBRARY	61201000 6310	0.40		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	3.27		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	0.69		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	13.59		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	1.76		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	2.78		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	11.52		
	PURCHASE OF BOOKS FOR LIBRARY	61201000 6310	1.02		
	Disposable electrodes,	04011000 4310	5.81		
	ELKO/WIKO BULB ESJ 85W 82V	10110007 4310	0.66		
	TIFFEN FILTER SKYLIGHT 1A-58mm	10110007 4310	0.07		
	EPSON VIVID LIGHT MAGENTA INK	10110007 4310	0.65		
	EPSON LIGHT BLACK INK	10110007 4310	0.06		
	EPSON VIVID MAGENTA INK MODEL	10110007 4310	0.32		
	EPSON YELLOW INK CARTRIDGE	10110007 4310	0.45		
	EPSON MATTE BLACK INK	10110007 4310	0.13		
	EPSON LIGHT CYAN INK CARTRIDGE	10110007 4310	0.38		
	EPSON LIGHT LIGHT BLACK INK	10110007 4310	0.26		
	EPSON CYAN INK CARTRIDGE	10110007 4310	0.44		
	LENS CAP 58mm SNAP-ON	10110007 4310	0.06		
	Books for Library	60106071 6310	31.93		
	Books for Library	60106071 6310	31.12		
	Books for Library	60106071 6310	2.17		
	WOMENS BASELINE 4"-Black GAME	69621600 4520	18.08		
	WOMEN'S SUPER TOUCH WHITE	69621600 4520	9.99		
	HAMMOCK BALL CART BLACK	69621600 4520	11.62		
	TANDEM TSANTENNAE SPORT	69621600 4520	5.81		
	PART FOR CG CUTTER-	67760000 4520	1.97		
	PART FOR CG CUTTER-	67760000 4520	7.89		
	PART OF CG CUTTER-	67760000 4520	7.89		
	CALIF. ED CODE 2012	60100100 4520	5.04		
	CRIME SCENE TEMPLATES	21055000 4311	24.72		
	MINI GRAB STACK LEAD 39 RED	17010000 4520	0.17		
	MINI STACK LEAD 39 BLACK 21857	17010000 4520	0.18		



**Allan Hancock College  
Warrant Register**

Check Dates from 1/1/2013 to 1/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ALLIG PLUG RED (5) 181415	17010000 4520	0.25		
	ALLIG PLUG BLK (5) 181413	17010000 4520	0.24		
	WIRE JUMPER KIT 350EA 22 AWG	17010000 4520	0.43		
	WIRE JUMPER REFILL 19290 22	17010000 4520	0.17		
	CONSTRUCTION OF TOOL BOX	09481001 6410	13.50		
	CONSTRUCTION OF TOOL BOX	09481001 6410	13.50		
	ITEM #840811; 10 DAY MOD SOLAR	60200311 4310	2.01		
	ITEM #280205; 10 DAY MOD	60200311 4310	2.01		
	ITEM #970098; WD BALSA	60200311 4310	0.77		
	ITEM #841236; SOLAR CAR KIT	60200311 4310	1.36		
	ITEM #840987; SOLAR RACER II	60200311 4310	28.14		
	BUTTERMINTS USA FLAG 120	64400002 4520	0.80		
	DUBBLE BUBBLE AMERICAN FLAG	64400002 4520	0.68		
	RED CURLING RIBBON ITEM	64400002 4520	0.30		
	USA FLAG MAGNETS ITEM	64400002 4520	0.64		
	ROYAL BLUE CURLING RIBBON	64400002 4520	0.30		
	SMALL CLEAR BASKET BAGS ITEM	64400002 4520	0.84		
	USA FLAGS ITEM #IN-35/154 144	64400002 4520	0.36		
	SPINDLE PAPER ROLL, M400 FOR	69500001 4520	0.11		
	CG WHITE COPY	67760000 4520	2.78		
	CG WHITE COPY	67760000 4520	2.78		
	Gases only. To be used in the	09565000 4311	1.60		
	SHEET MUSIC FOR JAZZ BAND	10042007 4310	0.78		
	MUSIC SUPPLIES FOR CONCERT	68119520 4310	0.17		
	COPY PAPER, 8 1/2 X 11",	67700000 4520	11.12		
	C.D.I. CURB ADAPTOR FROM	65110000 6410	9.86		
	AIR HANDLER, 5 TON SINGLE	65110000 6410	13.09		
	AIR HANDLER, 5 TON SINGLE	65110000 6410	13.09		
	AFFINITY ECONOMIZER DOWN	65110000 6410	4.63		
	DORAN PLASTIC STORAGE TANK (2	10110007 4310	2.08		
	MANFROTTO 200PL QUICK RELEASE	10110007 4310	2.55		
	MANFROTTO 501PL SLIDING QUICK	06122007 4310	9.18		
	COBALT CARBONATE	10021007 4310	0.61		
	2XL PRO WAVEMASTER BLACK	08350017 4310	53.28		
	Supplies for Biology	04011007 4310	0.39		
	TIFFEN FILTER SKYLIGHT 1A-58mm	10110007 4310	0.15		
	US LAND & NATURAL RESOURCES	22000017 4310	12.79		
	Pinnacle 70S-6 035 44	09565007 4310	0.20		
	Hazardous material Charge	09565007 4310	0.01		
	APC UPS BATTERY	67731000 4514	0.20		
	MACBOOK MEMORY UPGRADE	67731000 6411	3.96		
	COMPUTER POWER CONNECTOR	67731000 4514	0.02		
	PLANTORNICS HEADSET FOR LAP	67873000 4520	1.00		
	FILSTAR XP M CANISTER FILTER -	60200311 6410	7.77		
	AQUA EURO .1 HP MAX CHILL	60200311 6410	28.71		
	DELUXE MULTI-FUNCTION	64400002 5880	33.48		
	B&H FKW LAMP (300W, 120V)	06122007 4310	7.18		
	IMPACT ESR LAMP	06122007 4310	4.40		
	SCHLAGE EVEREST-C,EVEREST,	65110000 4520	0.18		
	LOCK, SCHLAGE,RHODES LEVER,	65110000 6211	0.56		
	LOCK, SCHLAGE, RHODES LEVER,	65110000 6211	1.13		
	LCN DOOR CLOSER,RW/PA ALUM	65110000 6211	1.76		
	Router w/2fixed FE, 2 open WIC	09340017 4315	16.00		
	1 Port Serial WIC Card WIC-1T	09340017 4315	16.00		

**Allan Hancock College  
Warrant Register**

Check Dates from 1/1/2013 to 1/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Back to back serial cables	09340017 4315	3.20		
	PRINTFILE ARCHIVAL NEGATIVE	10110007 4310	0.97		
	ASSESSMENT - SELF-DIRECTED	49301000 4311	46.11		
	AVENGER STAND A2033FCB	06122002 4310	24.65		
	MATTHEWS FULL APPLE BOX	06122002 4310	2.57		
	BED BATH & BEYOND - TABLE	66200000 4520	0.09		
	RANCHO NIPOMO - BOARD OF	66100000 4710	0.75		
	PAYPAL, WINCLONE 3 (TO IMAGE	67873000 5322	8.00		
	AMAZON.COM, CANLESS	67873000 4514	6.40		
	AMAZON.COM, TWO APPLE USB	67873000 4514	0.99		
	AMAZON.COM, TWO MINI	67873000 4514	0.96		
	CARBON DIOXIDE LIQUID EXPENSES	65110000 4520	0.99		
	CASIO SCIENTIFIC CALCULATORS	10000027 4310	16.66		
	MICROSOFT LIFECHAT LX-3000	10000027 4310	10.58		
	MICROSOFT LIFECHAT LX-3000	10000027 4310	5.29		
	MICROSOFT LIFECHAT LX-3000	49308036 4310	61.71		
	MICROSOFT LIFECHAT LX-3000	10000027 4310	1.76		
	MICROSOFT LIFECHAT LX-3000	49308036 4310	44.08		
	THERMOSTAT, T1800 PER QUOTE	65110000 4520	2.04		
	AMERICAN COLLEGE HEALTH	64400002 4520	15.35		
	GASES ONLY, TO BE USED BY RAY	09565000 4311	0.09		
	CARBON DIOXIDE LIQUID EXPENSES	65110000 4520	0.98		
	Wire - ER70 S6 44 lb. spools	09565000 4311	1.22		
	Supplies for the Chemistry	19050007 4310	0.04		
	PLASTER SAND #33 PER INVOICE	65510000 4520	1.01		
	For vineyard instructional	01120000 4311	0.23		
			<u>14,158.02</u>		WA 00828291
CA STATE BD OF EQUALIZATION	Carnation Home Fashions	33697009 4520	1.54		
	o Rubbermaid o - Step-On	33697000 4520	11.09		
	54" L Blind in White Size:	33697000 4520	16.34		
	Sterilite 66-Quart See-Through	33697009 4520	3.89		
	Sterilite 66-Quart See-Through	33697009 4520	3.89		
	Maytex Micro Fiber Window	33697009 4520	2.55		
	3M 1060-RED Scotch Red Duct	33697009 4520	0.62		
	Dreambaby Sliding Locks, 3	33697009 4520	0.85		
	Zenith 502A 40" TwistTight	33697009 4520	1.33		
	Maytex Micro Fiber Window	33697009 4520	1.55		
	Pearl White 33 Qt. Rubbermaid	33697009 4520	4.28		
	Rubbermaid 284187-WHT Step-On	33697009 4520	7.72		
	Waterhog Classic Door Mat,	33697000 4520	6.28		
	Levolor Kirsch A7004213315	33697009 4520	1.43		
	Duck 1115499 Laminate Adhesive	33697009 4520	1.59		
	10-Roll Kraft Tape Dispenser	33697009 4520	1.39		
	1" x 60 Yards 10 Pack of	33697009 4520	1.79		
	Safety First Cabinet Flex-Lock	33697009 4520	5.56		
	Safety 1st Adjustable	33697009 4520	2.78		
	Mommy's Helper Outlet Plugs 36	33697009 4520	0.37		
	Brita 42432 Pitcher	33697009 4520	1.39		
	Brita 42556 Grand 80-Ounce	33697009 4520	2.25		
			<u>80.48</u>		WE 00828292

**Allan Hancock College  
Warrant Register**

Check Dates from 1/1/2013 to 1/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
CA STATE BD OF EQUALIZATION	HANDYCAM CAMRECORDERS	71730003 6412	69.13		
	USB CHARGING BOARD DS-IP-PP16	71730003 6410	110.05		
	Laptop Security Cart 36Bay	71730002 6411	146.86		
	PROXIM 3 YR 24X7 ENH SERVPAK	71730004 6411	100.33		
	Concrete Sand related to the	71710030 6211	2.88		
	WESTERN DIGITAL MY PASSPORT	71730002 4514	20.15		
	Elmo TT-02RX	71730002 6412	127.64		
	DUAL UHF-R RECEIVER 470-530	71730003 6410	165.87		
	LAPTOP CART W/CHARGER #CRT	71730003 6411	127.82		
	ZAGGFOLIO CARBON WITH SILVER	71730003 4514	15.50		
	DROBO FS 5-BAY HARD DRIVE	71730002 6411	37.90		
	WESTERN DIGITAL 2TB CAVIAR	71730003 6411	32.54		
	MATHTALK/SCIENTIFIC NOTEBOOK	71730003 5322	104.63		
	SONY PROJECTOR -	71730003 6412	150.00		
	CISCO 4500 48-PORT 1000BASE-LX	71730004 6411	379.75		
	ELMO TT-02RX TFACHER TOOL/REG	71730002 6412	170.19		
	MICRO BODYPACK TRANSMITTER	71730003 6410	96.62		
	MICRO BODYPACK TRANSMITTER	71730003 6410	96.62		
	SEALY SOYBEAN SERENITY	71710031 6410	95.98		
	ELMO TT12 DIGITAL INTERACTIVE	71730002 6412	368.90		
	RACK MOUNT MUSIC ON HOLD	71730004 6410	127.88		
	OTTERBOX 77-20235 COMMUTER	71730003 4514	8.20		
	OTTERBOX 77-20235 COMMUTER	71730003 4514	6.57		
	ZAGGFOLIO CARBON WITH SILVER	71730003 4514	77.49		
			<u>2,639.50</u>		

WI 00828293

**Warrant Register**

Check Dates from 1/1/2013 to 1/31/2013

## Fund and Reversal Summary

**Totals By Fund:**

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Total for Fund 9410	1,348,480.66
Total for Fund 9421	0.00
Total for Fund 9433	2,001.53
Total for Fund 9441	1,919.16
Total for Fund 9446	614,220.00
Total for Fund 9447	4,785,953.64
Total for Fund 9462	3,999.06
Total for Fund 9463	0.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

**Reversals:**

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Total for Fund 9410	168.48
Total for Fund 9421	0.00
Total for Fund 9433	0.00
Total for Fund 9441	0.00
Total for Fund 9446	0.00
Total for Fund 9447	608.48
Total for Fund 9462	0.00
Total for Fund 9463	0.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

## Allan Hancock College

## RCF Check Register

Checks dated: 10/1/2012 - 11/30/2012

Check Date	Ck ID	Check #	Payee ID	Payee Name	Type	Status	Amount
10/1/2012	RC	00013822	E03434	CHAVEZ, HOLLY NOLAN	MW	CX	192.74
10/1/2012	RC	00013823	V10984	CSU NORTHRIDGE	MW	CX	130.00
10/1/2012	RC	00013824	V18758	SHERATON PASADENA HOTEL	MW	CX	130.07
10/4/2012	RC	00013825	V23030	ENGINEERING LIAISON COUNCIL	MW	CX	85.00
10/4/2012	RC	00013826	V22536	RADISSON SUITES HOTEL BUENA PA	MW	CX	268.96
10/4/2012	RC	00013827	V22689	SAN DIEGO CONTINUING EDUCATION	MW	CX	49.00
10/5/2012	RC	00013828	V22969	HR WEB ADVISOR	MW	CX	299.00
10/11/2012	RC	00013829	H01071451	Vargas, Viviana	MW	CX	35.00
10/11/2012	RC	00013830	V23031	RIPPEDSHEETS.COM	MW	CX	233.86
10/16/2012	RC	00013831	V22963	NATIONAL COUNCIL FOR WORKFORCE	MW	CX	615.00
10/18/2012	RC	00013832	V14092	HOME DEPOT	MW	CX	646.92
10/25/2012	RC	00013833	V05527	ACADEMIC SENATE FOR	MW	CX	75.00
10/25/2012	RC	00013834	V23048	CENTRO BINACIONAL PARA EL	MW	CX	75.00
10/25/2012	RC	00013835	V16650	HOSTELLING INTERNATIONAL	MW	CX	875.52
10/26/2012	RC	00013836	H20015058	Perez, Caesar	MW	CX	695.00
10/26/2012	RC	00013837	V19275	CASFAA	MW	CX	425.00
10/26/2012	RC	00013838	V22863	DOUBLETREE BY HILTON HOTEL	MW	CX	288.79
10/26/2012	RC	00013839	E01839	PARISI, ROBERT	MW	CX	95.20
11/9/2012	RC	00013840	V23065	BUONO'S AUTHENTIC PIZZERIA	MW	IS	137.17
11/9/2012	RC	00013841	V21260	CPRS DISTRICT VIII	MW	IS	185.00
11/9/2012	RC	00013842	V19880	SOCIETY OF MANUFACTURING ENGIN	MW	IS	830.00
11/13/2012	RC	00013843	H20024461	Armenta, Shanice S	MW	IS	7.00
11/13/2012	RC	00013844	H20013810	Barber, Kyle	MW	CX	31.00
11/13/2012	RC	00013845	H20009380	Gallegos, Anthony	MW	CX	600.00
11/13/2012	RC	00013846	H00753734	Guzman-Herrera, Talmai	MW	CX	29.00
11/13/2012	RC	00013847	H20035012	Klostermann, Eirhardt	MW	CX	45.00
11/13/2012	RC	00013848	H20021277	Oseguera, Jovita	MW	IS	694.00
11/15/2012	RC	00013849	V22192	TESTA CATERING	MW	IS	253.00
11/26/2012	RC	00013850	V22721	CA DEPARTMENT OF JUSTICE	MW	IS	1,293.00
11/28/2012	RC	00013851	V23074	VENTURA COUNTY CRIMINAL JUSTIC	MW	IS	50.00
11/29/2012	RC	00013852	V14957	MARCO POLO'S PIZZA	MW	IS	123.50
<b>Total:</b>							9,492.73
<b>Reversals:</b>							0.00
<b>Grand Total:</b>							9,492.73

## Allan Hancock College

## RCF Check Register

Checks dated: 12/1/2012 - 12/31/2012

Check Date	Ck ID	Check #	Payee ID	Payee Name	Type	Status	Amount
12/5/2012	RC	00013853	V23089	CENTRAL COAST LEAN SUMMIT	MW	IS	298.00
12/6/2012	RC	00013854	E03485	BARRETT, HOLLY	MW	CX	91.20
12/6/2012	RC	00013855	V05757	DUMOND, STEVEN	MW	CX	91.20
12/6/2012	RC	00013856	E01173	VASQUEZ, KAREN	MW	CX	283.00
12/12/2012	RC	00013857	V23105	MONTEREY PLAZA HOTEL & SPA	MW	CX	2,345.52
12/20/2012	RC	00013858	V13607	COSTCO WHOLESALE MEMBERSHIP	MW	CX	10.00
12/20/2012	RC	00013859	V10262	AHC - FACULTY ASSOCIATION	MW	IS	50.00
12/20/2012	RC	00013860	V00717	SANTA MARIA FIRE DEPT	MW	IS	137.20
<b>Total:</b>							<b>3,306.12</b>
<b>Reversals:</b>							<b>0.00</b>
<b>Grand Total:</b>							<b>3,306.12</b>

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
FEBRUARY 19, 2013

## MANUAL CHECK

Date	Vendor	P.O.	Description	PACS	Amount	Total	Check No.
1/3/13	Ca Schools Dental Coalition	None	Administrative Adjustments	67100061-8896	55,485.00	55,485.00	1267
1/22/13	Ca Schools Dental Coalition	None	Administrative Adjustments	67100061-8896	55,485.00	55,485.00	1268

## ACRONYMS

Acronym	Name
3D Rapid Prototyping	Three Dimensional
AT&T	American Telephone & Telegraph
Cal-EMA	California Emergency Management Agency
CASFAA	California State Financial Aid Association
CCAR-Greenlink	Coordinating Committee for Automotive Repair
CDW Government Inc	Computer Discount Warehouse Government Inc
CFS Products Inc	Copy Finishing Systems Products Inc
Comenity-OSH Commercial Services	Orchard Supply Hardware Commercial Services
CPRS District VIII	California State Parks Society District VIII
CSU Northridge	California State University of Northridge
EC West	Electronic Classroom West
HR Web Advisor	Human Resources Web Advisor
IBI Group Architecture	Irwin Beinhaker International Group
MVE Institutional	McLand, Vasquez, Emsick Institutional Inc
NASCO Modesto	National Agricultural Science Company
P & G Oral Health	Procter and Gamble Oral Health
SARS Software Products Inc	Scheduling and Reporting Software Products
SESAC INC	Society of European Stage Authors and Composer
SISC	Self Insured Schools of California
SVM LP	Store Valued Marketing Limited Partnership
T & N Enterprises	Terry and Nancy Enterprises
TWB Inspections Inc	Tom W Barton Inspections Inc
URS Corporation	United Research Service Corporation
US Bank Corporate Payment System	United States Bank Corporate Payment System
VTC Enterprises	Vocational Training Center Enterprises
WESCO	Western Scientific Company Inc

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Second Quarter Financial Status Report		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.B.	Enclosures:  Page 1 of 5

**BACKGROUND:**

The second quarter financial status report is a routine report which must be submitted to the State Chancellor's Office on a quarterly basis. It is used by that office to monitor the financial health of a district both as to cash flow and fiscal solvency.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

It is recommended that the board of trustees accept the second quarter financial status report, a routine report that monitors the financial health of the district, to be submitted to the State Chancellor's Office.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (610) ALLAN HANCOCK

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	50,059,000	49,938,233	47,642,900	44,587,137
A.2	Other Financing Sources (Object 8900)	109,881	44,616	77,735	1,321,510
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>50,168,881</b>	<b>49,982,849</b>	<b>47,720,635</b>	<b>45,908,647</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,438,549	46,921,463	44,887,473	44,682,280
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,802,180	4,737,228	3,099,269	1,592,293
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>50,240,729</b>	<b>51,658,691</b>	<b>47,986,742</b>	<b>46,274,573</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-71,848</b>	<b>-1,675,842</b>	<b>-266,107</b>	<b>-365,926</b>
D.	<b>Fund Balance, Beginning</b>	<b>4,443,152</b>	<b>4,371,304</b>	<b>4,876,450</b>	<b>4,610,343</b>
D.1	Prior Year Adjustments + (-)	0	2,180,988	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>4,443,152</b>	<b>6,552,292</b>	<b>4,876,450</b>	<b>4,610,343</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>4,371,304</b>	<b>4,876,450</b>	<b>4,610,343</b>	<b>4,244,417</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.7%	9.4%	9.6%	9.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	10,001	10,121	9,258	9,350
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		12,262,127	14,144,145	11,809,215
H.2	Cash, borrowed funds only		2,145,000	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>13,027,192</b>	<b>14,407,127</b>	<b>14,144,145</b>	<b>11,809,215</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,487,134	44,587,137	22,848,903	51.2%
I.2	Other Financing Sources (Object 8900)	1,288,249	1,321,510	1,334,372	101%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>45,775,383</b>	<b>45,908,647</b>	<b>24,183,275</b>	<b>52.7%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	44,164,240	44,682,280	21,630,137	48.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,585,496	1,592,293	1,063,257	66.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>45,749,736</b>	<b>46,274,573</b>	<b>22,693,394</b>	<b>49%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>25,647</b>	<b>-365,926</b>	<b>1,489,881</b>	
L.	Adjusted Fund Balance, Beginning	4,610,343	4,610,343	4,610,343	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>4,635,990</b>	<b>4,244,417</b>	<b>6,100,224</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	9.2%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? YES  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District is closely monitoring the cash flow impact resulting from withheld RDA payments and the June 2013 distribution of Proposition 30 funding.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA**

**CHANGE THE PERIOD**

**Fiscal Year: 2012-2013**

**Quarter Ended: (Q2) Dec 31, 2012**

District: (610) ALLAN HANCOCK

Your Quarterly Data is Certified for this quarter.

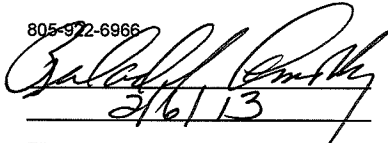
**Chief Business Officer**

**CBO Name:** Richard Carmody

**CBO Phone:** 805-922-6966

**CBO Signature:**

**Date Signed:**



2/6/13

**District Contact Person**

**Name:** Shelly Allen

**Title:** Budget Analyst

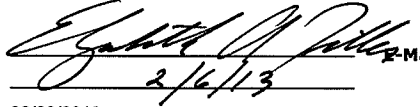
**Telephone:** 805-922-6966

**Chief Executive Officer Name:** Elizabeth A. Miller

**Fax:** 805-928-7905

**CEO Signature:**

**Date Signed:**



2/6/13

**E-Mail:** [sallen@hancockcollege.edu](mailto:sallen@hancockcollege.edu)

**Electronic Cert Date:** 02/06/2013

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
GENERAL FUND  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2012

	UNRESTRICTED BUDGET	Rounded to the Nearest UNRESTRICTED ACTUAL	Dollar RESTRICTED BUDGET	RESTRICTED ACTUAL	TOTAL BUDGET	TOTAL ACTUAL
	=====	=====	=====	=====	=====	=====
<b>REVENUES:</b>						
Federal	25,200	640	4,106,277	898,363	4,131,477	899,003
State	29,141,898	11,930,137	4,270,698	2,154,832	33,412,596	14,084,969
Local	15,420,039	10,918,127	1,271,166	1,143,347	16,691,205	12,061,474
Total Revenues	<u>44,587,137</u>	<u>22,848,903</u>	<u>9,648,140</u>	<u>4,196,543</u>	<u>54,235,277</u>	<u>27,045,446</u>
<b>EXPENDITURES:</b>						
Academic salaries	17,812,841	9,803,839	1,526,001	653,017	19,338,842	10,456,856
Classified salaries	10,623,149	4,974,255	2,944,013	1,155,410	13,567,161	6,129,665
Employee benefits	8,896,883	4,020,715	1,048,223	451,210	9,945,106	4,471,925
Supplies and materials	1,225,131	356,476	870,221	175,931	2,095,353	532,408
Contracted services	5,918,434	2,386,191	1,477,406	411,582	7,395,840	2,797,773
Capital outlay	205,842	88,662	1,326,338	293,370	1,532,180	382,032
Total Expenditures	<u>44,682,280</u>	<u>21,630,137</u>	<u>9,192,201</u>	<u>3,140,521</u>	<u>53,874,482</u>	<u>24,770,658</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	(95,143)	1,218,766	455,939	1,056,021	360,796	2,274,788
<b>OTH FIN SRCS (USES):</b>						
Operating Transfers IN	1,321,510	1,334,372	114,846	31,092	1,436,356	1,365,464
Operating Transfers OUT	1,592,293	1,063,257	1,987,230	1,355,082	3,579,523	2,418,339
Total Oth Fin Srces (Uses)	<u>(270,783)</u>	<u>271,116</u>	<u>(1,872,384)</u>	<u>(1,323,991)</u>	<u>(2,143,167)</u>	<u>(1,052,875)</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES</b>	<u>(365,927)</u>	<u>1,489,882</u>	<u>(1,416,445)</u>	<u>(267,969)</u>	<u>(1,782,371)</u>	<u>1,221,913</u>
<b>FUND BALANCE:</b>						
Fund balance, July 1	4,610,343	4,610,343	6,098,004	6,098,005	10,708,347	10,708,348
Current balance	<u>4,244,416</u>	<u>6,100,226</u>	<u>4,681,559</u>	<u>5,830,036</u>	<u>8,925,976</u>	<u>11,930,261</u>



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Confirmation of Bank Accounts		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.C.	Enclosures: Page 1 of 4

BACKGROUND:

The California Community Colleges Budget and Accounting Manual recommends that all district-authorized separate bank accounts be presented annually to the board of trustees for its review and confirmation of need. A list of bank accounts and their status is attached for this purpose.

FISCAL IMPACT:

None.

RECOMMENDATION:

It is recommended that the board of trustees confirm the list of district bank accounts.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
---	--------------------

106  
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
 DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2012
<b><u>General Fund</u></b>			
Rabobank, N.A. 1105193601	Revolving Cash Account Business Checking Account Prepayments and purchasing of services and materials	0.05%	\$ 37,400.31
Rabobank, N.A. 2501955511	Clearing Account - Credit Card	0%	\$ 1,314,180.23
Rabobank, N.A. 2501955512	Clearing Account - Checking MM	0.06%	\$ 399,535.10
Rabobank, N.A. 2501955513	Clearing Account - Checking	0.06%	\$ 117.51
Rabobank, N.A. 8071123617	Student Refund Clearing Account	0%	\$ 15,009.00
Rabobank, N.A. 1156880711	Traffic Fines Account	0%	\$ 17,400.00
<b><u>Dental Self-Insurance</u></b>			
Bank of America 1447-7-50060	Dental Self-Insurance Business Checking Account Deposit of monthly premiums	0.15%	\$ 952,095.83
<b><u>Student Financial Aid</u></b>			
Wells Fargo Bank 2679785556	AHC - Cal - Grants Business checking account	0.01%	\$ 2,769.72
Wells Fargo Bank 0638-036954	AHC - EOPS Business checking account Deposit of state aid and distribution to students EOPS program	0%	\$ 12,880.15
<b><u>Student Representation Fee Trust Fund</u></b>			
Rabobank, N.A. 152530773	ACJCCD-Student Rep Fee Trust Fd. Money Market savings account	0.05%	\$ 16,367.26
<b><u>District Trust Fund</u></b>			
S. B. Bank & Trust 100512276	AHJCCD-District Trust Fund Certificate of Deposit	0.35%	\$ 16,026.86
S. B. Bank & Trust 568683	AHJCCD-District Trust Fund Certificate of Deposit	0.20%	\$ 15,422.04

ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2012
<b><i>AHC Auxiliary Programs Corporation</i></b>			
<b><u>Bookstore Fund</u></b>			
Rabobank, N.A. 0152513178	Bookstore - Checking Business Checking Account Vendor and payroll payments	0%	\$ 3,051.88
Rabobank, N.A. 0152516673	Bookstore - Credit Card	0%	\$ 15,034.78
Rabobank, N.A. 0152513186	Money Market Account	0%	\$ 466,055.99
<b><u>PCPA Fund</u></b>			
Rabobank, N.A. 152514506	PCPA/AHC Auxiliary Programs Credit card and Solvang deposit		\$ 165,438.09
<b><u>Associated Students Trust Fund</u></b>			
Rabobank, N.A. 152513291	Assoc Std Body-Money market Money Market Account - Deposit and clearing of cash transactions	0.05%	\$ 79,335.89
Rabobank, N.A. 152513283	Assoc. Student Body-checking Business checking vendor payments	0%	\$ 9,319.58
Rabobank, N.A. 152530781	AHJCCD District Trust - Business Savings Money Market account	0.06%	\$ 642,496.66
<b><u>Student Clubs Agency Fund</u></b>			
Rabobank, N.A. 152530749	AHJCCD-Std Clubs Agency Trust Money Market account and clearing of cash transactions	0.05%	\$ 22,651.54
<b><u>Foundation</u></b>			
Coast Hills Basic Shares 5303003312	Foundation Share Account	0%	\$ 5.00
Morgan Stanley Active Assets 223014954009	Foundation Checking Account	0.02%	\$ 40,709.76
Rabobank, N.A. 6988534314	Foundation Checking	0%	\$ 53,558.28

ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2012
Rabobank, N.A. 1112151901	Foundation Credit Card	0% \$	8,371.78
Coast Hills Federal Credit Union 5303005143	Foundation Certificate of Deposit	0.50% \$	100,501.19
Pacific Western Bank Formerly Los Padres Bank 142940	Foundation Certificate of Deposit	0.60% \$	101,467.57
Santa Barbara Bank & Trust 103063566	Foundation Certificate of Deposit	0.70% \$	- Closed 1/24/2012
Community Bank of Santa Maria 1032553	Foundation Certificate of Deposit	0.50% \$	100,165.86 Opened 2/23/12





To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Authorization to Declare District Property as Surplus		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.D.	Enclosures:  Page 1 of 1

**BACKGROUND:**

Education Code Section 81450 allows for the sale, at auction, of district property not required for school purposes. In order to include items for auction, the governing board must first declare the items to be surplus. Below is a list of district property to be declared surplus and subsequently sold at auction. District personnel have determined that these items can no longer be used by district programs. This process is utilized to ensure that the college does not dispose of any item that still has value to the district.

Lot #	Description	Quantity	Condition	AHC ID#	Serial #/VIN #
655	2003 Chevrolet Astro Van	1 each	Poor	M #12	1GNDM19X63B135012
656	Star Trac Elliptical Machine, Model 6230 SinTPO	3 each	Poor	715147, 715148, 715150	6270107903, 6270107897, 6270107915
657	Precor Elliptical Machine, Model EFX	1 each	Poor	711673	
658	Star Trac Treadmill, Pro 7631-SUSAPO	2 each	Poor	715067	AP70220212, AP70220207
659	Matrix Treadmill	1 each	Poor		
660	Vision Fitness Bike, R2600 1-1RT	1 each	Poor		

**FISCAL IMPACT:**

Total proceeds are dependent on the auction participation level.

**RECOMMENDATION:**

It is recommended that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
---	--------------------



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Acceptance of Donations		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.E.	Enclosures: Page 1 of 1

**BACKGROUND:**

Zodiac Seat Shells of Santa Maria has donated \$5,000 to the industrial technology department in support of the machining and manufacturing technology program.

The Olive Garden Restaurant in Santa Maria has donated a used Panini press to the applied social sciences department for use in the culinary arts program.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

It is recommended that the board of trustees accept the monetary donation of \$5,000 from Zodiac Seat Shells and the donation of a used Panini press from the Olive Garden Restaurant.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
---	--------------------



AGENDA ITEM

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.F.	Enclosures: Page 1 of 16

BACKGROUND:

Credit and noncredit instruction and noninstructional assignments for part-time faculty and overload and special assignments/stipends for regular full-time faculty are recommended for the time periods designated on the attached list, as per the California Education Code, Section 87482.5.

FISCAL IMPACT:

Budgeted for the 2012-2013 fiscal year.

RECOMMENDATION:

It is recommended that the board of trustees approve the attached list of part-time faculty appointments and regular faculty overload and special assignments/stipends.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
---	--------------------

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ACCOUNTING</b>				
Owen, Glenn	40077	ACCT 140	Managerial Accounting	.200
<b>AGRIBUSINESS</b>				
Koch, Alfredo	REASSIGNED		Agribusiness Coordinator	.127
<b>ART</b>				
Hood, John	40664	ART 101	Art Appreciation	.136
Navar, Gabriel	40045	ART 101	Art Appreciation	.136
<b>ANTHROPOLOGY</b>				
Stokes, Brian	40106	ANTH 102	Intro to Cultural Anthropology	.176
Stokes, Brian	40101	ANTH 101	Intro to Physical Anthropology	.200
<b>AUTO BODY</b>				
Mason, Eric	40016	AB 353	Auto Body – Repair	.104
<b>AUTOMOTIVE TECHNOLOGY</b>				
McGuire, Patrick	40321	AT 334	Automotive Machining	.356
<b>BIOLOGY</b>				
Brannon, Tammy	40337	BIOL 132	Marine Biology	.034
Perry, Mary	40328	BIOL 124	Human Anatomy	.105
Wise, Ashley	40055`	BIOL 100	Introductory Biology	.032
<b>BUSINESS</b>				
Bryant, Robert	40350	BUS 303	Sales and Marketing	.067
Bryant, Robert	40341	BUS 102	Marketing	.200
Bryant, Robert	40340	BUS 102	Marketing	.200
Bryant, Robert	40706	BUS 106	Small Business Management	.200
Comstock, Marie	40349	BUS 302	Essentials of Management	.200
Cremaresa, Anne	40798	BUS 366	Promoting a Small Business	.033
Cremaresa, Anne	41800	BUS 160	Business Communications	.200
<b>CHEMISTRY</b>				
Nouri, Dustin	40654	CHEM 120	Introductory Chemistry	.105
O'Neill, Stephen	40651	CHEM 120	Introductory Chemistry	.082
O'Neill, Stephen	40471	CHEM 120	Introductory Chemistry	.376
Philbin, Donald	40650	CHEM 110	Chemistry and Society	.282
Philbin, Donald	40653	CHEM 120	Introductory Chemistry	.376
<b>COMPUTER BUSINESS INFORMATION SYSTEMS</b>				
Derry, Jody	41204	CBIS 371	Intro to Excel	.067
Montanez-Rodriguez	40708	CBIS 101	Computer Concepts & Apps	.200
Warrick, Margaret	41165	CBIS 373	Intro to Windows	.067
Warrick, Margaret	41691	CBIS 373	Intro to Windows	.067

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>COMPUTER BUSINESS OFFICE TECHNOLOGY</b>				
Derry, Jody	40649	CBOT 337	Presentation Design – PowerPoint	.133
Derry, Jody	41166	CBOT 100	Keyboarding	.067
Derry, Jody	41217	CBOT 100	Keyboarding	.067
Derry, Jody	41168	CBOT 100	Keyboarding	.067
Warrick, Margaret	41167	CBOT 100	Keyboarding	.067
<b>COMPUTER SCIENCE</b>				
Wagner, Michael	41148	CS 102	Intro to Computing with HTML	.134
Wagner, Michael	41152	CS 112	Fundamentals of Programming 2	.267
<b>DANCE</b>				
McMahon, Dianne	41779	DANC 171	Dance Composition/Choreography	.265
McMahon, Dianne	REASSIGNED		Dance Coordinator	.400
Nazarenko, Larissa	40511	DANC 120	Beginning Ballet	.026
Nazarenko, Larissa	41911	DANC 111	Intermediate Modern Dance	.050
<b>DENTAL ASSISTING</b>				
Johnson, Kathleen	41929	DA 325	Clinical Dental Procedures	.065
Johnson, Kathleen	REASSIGNED		Dental Assisting Coordinator	.400
<b>DRAMA</b>				
DeLaurier, Roger	REASSIGNED		Professional Acting Coordinator	.277
Dempsey, Michael	REASSIGNED		Technical Theatre Coordinator	.072
<b>EARLY CHILDHOOD STUDIES</b>				
Caddell, Alice	40560	ECS 100	Child Growth and Development	.200
Demchak, Karan	40624	ECS 102	Child Health, Safety & Nutrition	.200
Frazier, Yvon	40630	ECS 115	Caring for Infants & Toddlers	.200
Frazier, Yvon	40619	ECS 101	Child, Family & Community	.200
Ramos, Magdalena	41277	ECS 311	Creating Learning Materials	.042
Ramos, Magdalena	40764	ECS 114	Parent/Child Relationships	.200
<b>ECONOMICS</b>				
Elliott, Herbert	40648	ECON 121	Business Economics	.200
Elliott, Herbert	40647	ECON 102	Principles of Micro-Economics	.200
Elliott, Herbert	40646	ECON 102	Principles of Macro-Economics	.200
<b>EMERGENCY MEDICAL SERVICES</b>				
Messina, Michael	40389	EMS 102	First Aid & Safety	.159
Messina, Michael	REASSIGNED		EMS Coordinator	.400
Vandermolen, Thomas	41904	EMS 302	EMS Academy 1B (Advanced)	.070
<b>ENGLISH</b>				
Adams, Kathryn	40447	ENGL 101	Freshman Comp: Exposition	.280
Adams, Kathryn	42018	ENGL 514	Writing Skills 4	.288
Cain, Denize	41153	ENGL 103	Critical Thinking & Composition	.028

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<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
Farley, Susan	REASSIGNED		Developmental Engl/Reading Coord.	.119
Garcia-Martinez, M.	40443	ENGL 101	Freshman Comp: Exposition	.080
Jozwiak, Jennifer	40433	ENGL 101	Freshman Comp: Exposition	.100
Kappen, Karin	40437	ENGL 101	Freshman Comp: Exposition	.104
Mosson, Leslie	ASSIGNED		Writing Center	.048
Nunez, Christina	40457	ENGL 103	Critical Thinking & Composition	.176
Raybould-Rodgers, J	40856	ENGL 513	Writing Skills 3	.053
Read, James	40847	ENGL 146	British Lit 1800 to Present	.062
Read, James	40438	ENGL 101	Freshman Comp: Exposition	.288
Senior, Robert	40455	ENGL 102	Freshman Comp: Literature	.222
<b>ENGLISH AS A SECOND LANGUAGE</b>				
Phelan, George	41179	ESL 562	Connect with English 1	.120
<b>ENTREPRENEURSHIP</b>				
Cremaresa, Anne	41365	ENTR 103	New Venture Laboratory	.243
Cremaresa, Anne	40880	ENTR 101	Intro to Entrepreneurship	.200
<b>FILM</b>				
Hite, Christopher	REASSIGNED		Film Coordinator	.090
Webb, Timothy	40592	FILM 101	Film Art & Communication	.074
Webb, Timothy	40593	FILM 101	Film Art & Communication	.255
<b>FIRE TECHNOLOGY</b>				
Densmore, Andrew	41943	FT 308	Firefighter 1 Academy 1B	.059
Densmore, Andrew	REASSIGNED		Fire Academy Coordinator	.600
Senior, David	REASSIGNED		Fire Technology Coordinator	.033
Senior, David	40884	FT 107	Apparatus & Equipment	.200
<b>GRAPHICS</b>				
Ward, Nancy	40141	GRPH 113	Digital Illustration	.167
<b>HEALTH EDUCATION</b>				
Bates, Sheri	40163	HED 100	Health and Wellness	.200
Bates, Sheri	40169	HED 100	Health and Wellness	.200
Caminada, Rinaldo	40177	HED 100	Health and Wellness	.149
Dutra, Kristopher	40178	HED 100	Health and Wellness	.101
Maumausolo, Scia	40689	HED 100	Health and Wellness	.152
<b>HISTORY</b>				
Hall, Roger	40217	HIST 108	U S History 1877 to Present	.200
Hall, Roger	40212	HIST 107	U S History to 1877	.200
<b>HUMAN SERVICES</b>				
Lovern, John	40248	HUSV 105	Practicum Seminar	.133
Lovern, John	REASSIGNED		Human Services Coordinator	.300

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ITALIAN</b>				
Maceri, Domenico	40364	ITAL 102	Elementary Italian	.268
Maceri, Domenico	40360	ITAL 101	Elementary Italian	.392
<b>MATHEMATIC</b>				
Chung, Eui	40420	MATH 182	Calculus 2	.144
Dal Bello, Dominic	REASSIGNED		Basic Skills/Math Coordinator	.200
King, Scott	40496	MATH 331	Algebra 2	.054
King, Scott	40402	MATH 131	College Algebra	.288
Landeros, Martin	40479	MATH 311	Algebra 1	.200
Mitchem, Jon	42005	MATH 184	Linear Algebra/Diff Equations	.198
Mitchem, Jon	40478	MATH 311	Algebra 1	.288
Musev, Krystyna	40405	MATH 131	College Algebra	.056
Tait, Karen	40374	MATH 100	Nature of Modern Mathematics	.163
West, Elizabeth	40488	MATH 311	Algebra 1	.108
West, Elizabeth	REASSIGNED		Basic Skills/Math Coordinator	.100
Wong, Irene	40377	MATH 121	Trigonometry	.041
Yavari, Mina	40415	MATH 181	Calculus 1	.176
Yavari, Mina	40375	MATH 105	Mathematics for Teachers	.288
<b>MEDICAL ASSISTING</b>				
Reardon, Susan	41920	MA 353	MA Clinical Procedures 2	.227
Reardon, Susan	REASSIGNED		Medical Assisting Coordinator	.200
<b>MUSIC</b>				
Engelmann, Marcus	40682	MUS 100	Music Appreciation	.218
Lucas, Ann	40561	MUS 100	Music Appreciation	.043
<b>NURSING</b>				
Boatright, Daphne	40618	NURS 102	Community Med-Surg Nursing	.142
Boatright, Daphne	REASSIGNED		RN Coordinator	.400
Donnelly, Jane	40104	NURS 329	Endocrine & Reproductive	.152
Manalo, Lauro	41923	NURS 111	Intermediate RN Skills	.228
Manalo, Lauro	40617	NURS 101	Foundations for Caring	.133
Nelson, Mary	41928	NURS 318	Clinical Lab 1	.204
Nelson, Mary	41924	NURS 300	CNA/Acute Care Aide	.150
Stromberg, Holly	41923	NURS 111	Intermediate RN Skills	.177
Stromberg, Holly	40087	NURS 104	Medical Surgical Nursing 1	.200
Walters-Derry, S.	41927	NURS 317	Fundamentals of Nursing	.284
Walters-Derry, S.	41926	NURS 311	Medication Administration	.017
<b>PERSONAL DEVELOPMENT</b>				
Alvarez, Hector	40126	PD 101	Success in College	.200
Bishop, Donna	40931	PD 120	Effective Tutoring	.067
English, Blake	40166	PD 100	Personal & Career Exploration	.200
English, Blake	40930	PD 100	Personal & Career Exploration	.200
English, Blake	40674	PD 115	Career Planning	.067

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<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
English, Blake	40673	PD 115	Career Planning	.067
Freeland, Clint	40064	PD 101	Success in College	.200
Freeland, Clint	40119	PD 100	Personal & Career Exploration	.200
Reed, Christine	40129	PD 101	Success in College	.200
<b>PHILOSOPHY</b>				
Fischer, Klaus	40152	PHIL 114	Critical Thinking	.232
<b>PHOTOGRAPHY</b>				
Passage, David	41758	PHTO 140	Intro to Color Photography	.103
Passage, David	40004	PHTO 170	Digital Photography	.133
<b>PHYSICAL EDUCATION</b>				
Bates, Sheri	41220	PE 100	Introduction to Kinesiology	.064
Maumausolo, Scia	41797	PE 128	Sport Psychology	.200
Stevens, Christopher	41909	PE 121	Swim Fitness Lab	.117
<b>PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS</b>				
Dutra, Kristopher	ASSIGNED		Football Head Coach	.400
<b>PHYSICAL SCIENCE</b>				
Meyer, Robert	41895	PHSC 199E	Field Study: Death Valley	.288
<b>POLITICAL SCIENCE</b>				
Patrick, Frederic	41879	POLS 103	American Government	.200
Patrick, Frederic	40270	POLS 103	American Government	.200
Scarffe, Jessica	41159	POLS 103	American Government	.200
Scarffe, Jessica	40927	POLS 103	American Government	.200
<b>PSYCHOLOGY</b>				
Haddad, Lubna	40925	PSY 118	Human Development – Lifespan	.200
Haddad, Lubna	40289	PSY 117	Child Psychology	.200
Haddad, Lubna	40290	PSY 118	Human Development – Lifespan	.200
Vandermolen, Thomas	40281	PSY 112	Human Sexuality	.200
Vandermolen, Thomas	40274	PSY 101	General Psychology	.200
Vandermolen, Thomas	40276	PSY 101	General Psychology	.200
<b>READING</b>				
Raybould-Rodgers, J	40845	READ 110	Reading for College 4	.133
<b>SOCIOLOGY</b>				
McNeil, Daniel	40301	SOC 101	Introduction to Sociology	.200
McNeil, Daniel	40760	SOC 101	Introduction to Sociology	.200
McNeil, Daniel	40309	SOC 110	Person/Fam Rel 21 <sup>st</sup> Century	.200
Restrepo, Alberto	40314	SOC 155	Media and Society	.200
Restrepo, Alberto	40306	SOC 102	Social Problems	.200
Restrepo, Alberto	40311	SOC 120	Race & Ethnic Relations	.200



**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
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<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>SPANISH</b>				
Gomez De Torres, A	40367	SPAN 102	Elementary Spanish II	.058
<b>SPEECH</b>				
Auten, Diane	40378	SPCH 101	Public Speaking	.200
Auten, Diane	40416	SPCH 103	Interpersonal Communication	.200
<b>MISCELLANEOUS</b>				
Alvarez, Hector	REASSIGNED		Academic Senate	.150
Avila, Alvaro	REASSIGNED		Faculty Association	.400
Bierly, Gary	REASSIGNED		Social & Behavioral Science Dept Chair	.400
Bierly, Gary	REASSIGNED		Academic Senate	.270
Comstock, Marie	REASSIGNED		Business Department Chair	.400
Dal Bello, Dominic	REASSIGNED		Mathematical Sciences Department Chair	.228
Elliott, Herbert	REASSIGNED		Academic Senate	.070
English, Blake			Load Banking Credit from fall 2012	.067
Farley, Susan	REASSIGNED		Faculty Association	.200
Friedrich, Bonny	REASSIGNED		Health Science Department Chair	.323
Garcia-Martinez, M.	REASSIGNED		Academic Senate – Professional Develop.	.200
Hall, Roger	REASSIGNED		Faculty Association	.050
Mabry, Robert	REASSIGNED		CTE CC Grant Coordinating	.037
Mason, Eric	REASSIGNED		Industrial Tech Department Chair	.400
Metaxas, Linda	REASSIGNED		Life & Physical Sciences Dept Chair	.085
Meyer, Robert	REASSIGNED		Learning Outcomes Co-Facilitator	.152
Nazarenko, Larissa	REASSIGNED		Fine Arts Department Chair	.400
Owen, Glenn	REASSIGNED		Academic Senate	.100
Ramirez-Gelpi	REASSIGNED		Academic Senate – AP&P Chair	.162
Raybould-Rodgers, J	REASSIGNED		English Department Chair	.400
Reeves, Ethelwynne	REASSIGNED		Languages & Communication Dept. Chair	.200
Roepke, Thesa	ASSIGNED		Children’s Center Director	.446
Senior, David	REASSIGNED		Public Safety Department Chair	.400
Stevens, Christopher	REASSIGNED		Kinesiology, Rec, & Athletics Dept Chair	.400
Stevens, Christopher	REASSIGNED		Lifeguard Supervisor	.048
Teniente, Yvonne	REASSIGNED		Counseling Department Chair	.400

**PART-FACULTY ASSIGNMENTS - CREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ADMINISTRATION OF JUSTICE</b>				
Fuss, Glen	40026	AJ 102	Criminal Procedures	.200
<b>ASTRONOMY</b>				
Foss, Nathan	40668	ASTR 100	Elementary Astronomy	.200
<b>AUTOMOTIVE TECHNOLOGY</b>				
Foster, Arthur	40049	AT 100	Automotive Fundamentals	.376
Mathiesen, Per	40048	AT 100	Automotive Fundamentals	.376
<b>BIOLOGY</b>				
Burroughs, Virginia	40330	BIOL 124	Human Anatomy	.376
Burroughs, Virginia	42031	BIOL 124	Human Anatomy	.176
<b>COMPUTER BUSINESS OFFICE TECHNOLOGY</b>				
Splitgerber, Tracy	41946	CBOT 305	Legal Office Procedures	.200
<b>COUNSELING</b>				
Gonzalez, Luis	ASSIGNED		Counselor	.243
Macintyre, Michelle	ASSIGNED		Counselor	.270
McKinley, Lisa	ASSIGNED		Counselor	.500
<b>DRAMA</b>				
Stewart, Donald	41916	DRMA 113	Performance Laboratory	.222
Stewart, Donald	41958	DRMA 102	Applied Professional Acting II	.183
Ware, Lynn	41915	DRMA 112	Theatre Production Laboratory	.052
Ware, Lynn	41919	DRMA 304	Internship in Technical Production	.144
<b>ECONOMICS</b>				
Curry, Barbara	41885	ECON 102	Principles of Micro-Economics	.200
<b>EDUCATION</b>				
Keller, John	41147	EDUC 140	Math & Science Teaching Career	.126
<b>ENGLISH</b>				
Adams, Rose Marie	42032	ENGL 514	Writing Skills 4	.288
Halderman, Anthony	41901	ENGL 306	Writing Laboratory	.262
Kopecky, Susannah	40453	ENGL 101	Freshman Comp: Exposition	.288
Kopecky, Susannah	41901	ENGL 306	Writing Laboratory	.322
Moretti, Alicia	41901	ENGL 306	Writing Laboratory	.357
Smith, Dennis	41901	ENGL 306	Writing Laboratory	.116
<b>ENGINEERING TECHNOLOGY</b>				
Debernardi, Kyle	40426	ET 100	Computer-Aided Drafting	.309

**PART-FACULTY ASSIGNMENTS - CREDIT**  
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<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ENVIRONMENTAL TECHNOLOGY</b>				
Lee, Paul	42059	ENVT 156	First Response Operational	.068
Lee, Paul	42060	ENVT 457	FRO Decontamination	.034
<b>FAMILY AND CONSUMER SCIENCE</b>				
Behnke, Ginger	40669	FCS 131	Life Management	.200
Behnke, Ginger	41873	FCS 139	Textiles	.200
Davis, Henry	40589	FCS 131	Life Management	.200
<b>FIRE TECHNOLOGY</b>				
Capehart, Timothy	40790	FT 322	Fire Prevention 1A	.167
Capehard, Timothy	40791	FT 323	Fire Prevention 1B	.167
Childress, Dennis	40794	FT 332	Fire Command 1C	.167
Childress, Dennis	41642	FT 332	Fire Command 1C	.167
Dickson, Douglas	REASSIGNED		Fire Academy Coordinator	.500
Grundler, Bill	42061	FT 370	Introduction to Surf Rescue	.114
Hanon, Philip	42057	FT 363	Basic Cliffside Rescue	.102
Hanon, Philip	42058	FT 364	Advanced Cliffside Rescue	.066
Swanson, Tom	42047	FT 361	Confined Space Awareness	.030
Swanson, Tom	42062	FT 372	Fiver and Flood Water Rescue	.076
<b>GRAPHICS</b>				
Hiramatsu, Glenn	42016	GRPH 160	Applied Design Graphics Lab	.176
<b>HISTORY</b>				
Christoferson, Jalaine	40759	HIST 108	U S History 1877 to Present	.200
<b>MACHINE TECHNOLOGY</b>				
McChesney, Leroy	41977	MT 379G	MFG Operations & Logistics	.100
<b>MATHEMATICS</b>				
Felix, Christopher	40535	MATH 531	Pre-Algebra	.200
Mason, Joshua	40489	MATH 311	Algebra 1	.267
<b>PERSONAL DEVELOPMENT</b>				
Macintyre, Michelle	40115	PD 100	Personal & Career Exploration	.200
Stein, Jeffrey	40122	PD 101	Success in College	.200
<b>PHYSICAL EDUCATION</b>				
Conde, Vincent	42034	PE 167	Basketball	.143
<b>SOCIOLOGY</b>				
Macmillan, Craig	41877	SOC 101	Introduction to Sociology	.200

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**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
Segura, Raymond	41876	SOC 102	Social Problems	.200
		<b>WILDLAND FIRE LOGISTICS</b>		
D'Andrea, Dana	42067	WFTL 310	Display Processor S-245	.034
		<b>WILDLAND FIRE TECHNOLOGY OPERATIONS</b>		
Ardoin, Daniel	42038	WFTO 344	Intro Fire Beh Cal S-390	.134
D'Andrea, Dana	42066	WFTO 328	Field Observer S-244	.134
Smith, Mark	42065	WFTO 315	Suprv Con & Tech S-201	.068

**FACULTY ASSIGNMENTS - CREDIT**  
**(Full-time and Part-time Faculty) - Stipends**

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Dal Porto, Judith	Execute the moving process and complete the setup of classrooms and outdoor classroom located in the Infant Toddler building (01/14/13-01/16/13)	\$548.78
Demchak, Karan	Execute the moving process and complete the setup of classrooms and outdoor classroom located in the Infant Toddler building (01/14/13-01/16/13)	\$548.78
Frazier, Yvon	Execute the moving process and complete the setup of classrooms and outdoor classroom located in the Infant Toddler building (01/14/13-01/16/13)	\$470.93
Metaxas, Linda	Duties related to the Registered Veterinary Technician Program (8/20/12-12/12/12)	\$5,500.00
Meyer, Robert	Develop and present draft rubric for ILO: Global Awareness and Cultural Competence at Assessment Day (01/01/13-01/31/13)	\$350.00
Purcell, Mark	Deliver reciprocal contract instruction/training in Law Enforcement driving simulators for the Santa Barbara Sheriff's Office (12/13/12)	\$200.88
Ramos, Magdalena	Execute the moving process and complete the setup of classrooms and outdoor classroom located in the Infant Toddler building (01/14/13-01/16/13)	\$453.38
Rolon, Anita	Execute the moving process and complete the setup of classrooms and outdoor classroom located in the Infant Toddler building (01/14/13-01/16/13)	\$548.78
Treur, Kristy	ENVT Coordinator – Fall 2012 Semester	\$444.87

**HOURLY FACULTY ASSIGNMENTS - NONCREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ADULT BASIC SKILLS</b>				
Beckelhymer, Kathy	41519	BASK 7003A	Reading, Writing & Math	.162
Carnine, Keith	42041	BASK 7008A	Success in College Lab	.074
Castenada, Enedina	41525	BASK 7005A	Preparing for the GED Tests	.162
Conde, Vincent	42041	BASK 7008A	Success in College Lab	.027
Conde, Vincent	42042	BASK 7008A	Success in College Lab	.054
Corsini, Eric	41910	BASK 7014	Mathematics Lab	.063
Crain, Richard	41910	BASK 7014	Mathematics Lab	.393
Gamboa, Miguel	42041	BASK 7008A	Success in College Lab	.030
Gamboa, Miguel	42041	BASK 7008A	Success in College Lab	.030
Garcia, Katherine	41804	BASK 7005A	Preparing for the GED Tests	.162
Gonzalez, Carlos	41522	BASK 7005A	Preparing for the GED Tests	.162
Griego, Clarence	42041	BASK 7008A	Success in College Lab	.041
Hernandez, Verihozka	41526	BASK 7005A	Preparing for the GED Tests	.162
Hernandez, Verihozka	41856	BASK 7005A	Preparing for the GED Tests	.162
Howard, Joanne	41517	BASK 7003A	Reading, Writing & Math	.162
Howard, Joanne	41518	BASK 7003A	Reading, Writing & Math	.162
Howard, Joanne	41520	BASK 7003A	Reading, Writing & Math	.162
Johnson, Chastity	42041	BASK 7008A	Success in College Lab	.074
Madrigal, Louisean	42041	BASK 7008A	Success in College Lab	.098
Madrigal, Louisean	42042	BASK 7008A	Success in College Lab	.314
Mickle, Gary	41910	BASK 7014	Mathematics Lab	.048
Ng, Siow-Ting	41910	BASK 7014	Mathematics Lab	.096
Smith, Cody	42041	BASK 7008A	Success in College Lab	.033
Suarez, Hedy	41528	BASK 7005A	Preparing for the GED Tests	.162
Underwood, Scott	41910	BASK 7014	Mathematics Lab	.096
Sherman, Vernon	42042	BASK 7008A	Success in College Lab	.066
Wambolt, Lilia	41521	BASK 7005A	Preparing for the GED Tests	.162
Wambolt, Lilia	41529	BASK 7005A	Preparing for the GED Tests	.162
Wambolt, Lilia	41532	BASK 7011A	Basic Math	.162
<b>CITIZENSHIP</b>				
Lara, Julieta	41533	CITZ 7000A	Preparation for Citizenship	.162
Lara, Julieta	41535	CITZ 7000A	Preparation for Citizenship	.162
McSparron, Edward	41536	CITZ 7000A	Preparation for Citizenship	.162
<b>ENGLISH AS A SECOND LANGUAGE</b>				
Aguilera, Virginia	41712	NESL 7003T	Intro to English B1	.162
Aguilera, Virginia	41713	NESL 7003T	Intro to English B1	.162
Aguilera, Virginia	41722	NESL 7003T	Intro to English B1	.162
Balsiger, Theresa	41718	NESL 7003T	Intro to English B1	.162
Balsiger, Theresa	41720	NESL 7003T	Intro to English B1	.162
Beckelhymer, Kathy	41705	NESL 7001T	Intro to English A1	.162
Beckelhymer, Kathy	41736	NESL 7005T	Intro to English C1	.162
Dreger, Elliot	41734	NESL 7005T	Intro to English C1	.162
Dreger, Elliot	41740	NESL 7007T	Intro to English D1	.162

**HOURLY FACULTY ASSIGNMENTS - NONCREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
Faries, Martin	41743	NESL 7007T	Intro to English D1	.162
Faries, Martin	41751	NESL 7060T	ESL Instructional Lab	.108
Faries, Martin	41754	NESL 7060T	ESL Instructional Lab	.108
Franklin, Suzanne	41700	NESL 7001T	Intro to English A1	.162
Franklin, Suzanne	41702	NESL 7001T	Intro to English A1	.162
Franklin, Suzanne	41970	NESL 7060T	ESL Instructional Lab	.216
Gonzalez, Alfredo	41709	NESL 7001T	Intro to English A1	.162
Gonzalez, Alfredo	41711	NESL 7001T	Intro to English A1	.162
Gutierrez, Jaime	41701	NESL 7001T	Intro to English A1	.162
Gutierrez, Jaime	41714	NESL 7003T	Intro to English B1	.162
Gutierrez, Jaime	41723	NESL 7003T	Intro to English B1	.162
Gutierrez, Jaime	41854	NESL 7060T	ESL Instructional Lab	.108
Heredia, Bertha	41746	NESL 7020A	Spanish Literacy	.162
Leon, Henry	41704	NESL 7001T	Intro to English A1	.162
Lester, Janet	41699	NESL 7001T	Intro to English A1	.162
Lester, Janet	41735	NESL 7005T	Intro to English C1	.162
Limon, Delia	41683	NESL 7001T	Intro to English A1	.162
Limon, Delia	41684	NESL 7001T	Intro to English A1	.162
Limon, Delia	41698	NESL 7001T	Intro to English A1	.162
Limon, Delia	41749	NESL 7060T	ESL Instructional Lab	.108
McSparron, Edward	41731	NESL 7005T	Intro to English C1	.162
McSparron, Edward	41733	NESL 7005T	Intro to English C1	.162
Rangel, Minerva	41679	NESL 7000T	Intro to English: Pre-A	.162
Rangel, Minerva	41961	NESL 7020A	Spanish Literacy	.162
Reyes, Joe	41695	NESL 7001T	Intro to English A1	.162
Reyes, Joe	41696	NESL 7001T	Intro to English A1	.162
Reyes, Joe	41728	NESL 7005T	Intro to English C1	.162
Reyes, Joe	41729	NESL 7005T	Intro to English C1	.162
Reyes, Pedro	41703	NESL 7001T	Intro to English A1	.162
Reyes, Pedro	41715	NESL 7003T	Intro to English B1	.162
Reyes, Pedro	41677	NESL 7000T	Intro to English: Pre-A	.162
Rosa, Kimberly	41732	NESL 7005T	Intro to English C1	.162
Schwartz, Rebeca	41737	NESL 7007T	Intro to English D1	.162
Schwartz, Rebeca	41738	NESL 7007T	Intro to English D1	.162
Schwartz, Rebeca	41748	NESL 7060T	ESL Instructional Lab	.108
Schwartz, Rebeca	41853	NESL 7005T	Intro to English C1	.162
Shpak, Donna	41673	NESL 7000T	Intro to English: Pre-A	.162
Shpak, Donna	41674	NESL 7000T	Intro to English: Pre-A	.162
Shpak, Donna	41675	NESL 7000T	Intro to English: Pre-A	.162
Shpak, Donna	41852	NESL 7000T	Intro to English: Pre-A	.162
Torbert, George	41719	NESL 7003T	Intro to English B1	.162
Uitti, Rosalie	41726	NESL 7005T	Intro to English C1	.162
Uitti, Rosalie	41727	NESL 7005T	Intro to English C1	.162
Uitti, Rosalie	41730	NESL 7005T	Intro to English C1	.162

**HOURLY FACULTY ASSIGNMENTS - NONCREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>HEALTH AND SAFETY</b>				
Hupp, John	41840	HEAL 7104	Stress Management	.014
Hupp, John	41841	HEAL 7104	Stress Management	.014
Purcell, Mark	41546	HEAL 7101	Mature Driver Improvement	.014
<b>HOME ECONOMICS</b>				
Addington, Karolyn	41547	HOEC 7007	Cultural Aspects of Food	.014
Addington, Karolyn	41548	HOEC 7007	Cultural Aspects of Food	.014
Beach, Teresa	41553	HOEC 7102A	Sewing Projects-Open Lab	.108
Gabel, Mary Jo	41552	HOEC 7101A	Clothing Construction 2	.108
Gabel, Mary Jo	41554	HOEC 7108A	Serger Sewing	.081
Gabel, Mary Jo	41555	HOEC 7110A	Embroidery Machine Basics	.081
Jaquez, Arcelia	41551	HOEC 7100A	Beg Clothing Construction	.108
Jaquez, Arcelia	41556	HOEC 7115A	Fitting & Pattern Alterations	.108
Missamore, Patricia	41557	HOEC 7151A	Quilting	.081
Missamore, Patricia	41560	HOEC 7151A	Quilting	.081
Missamore, Patricia	41562	HOEC 7151A	Quilting	.081
Porter, Barbara	41558	HOEC 7151A	Quilting	.081
Porter, Barbara	41559	HOEC 7151A	Quilting	.081
Porter, Barbara	41561	HOEC 7151A	Quilting	.081
Russell, Amber	41549	HOEC 7030	Chocolate Desserts	.020
Russell, Amber	41550	HOEC 7009	Holiday Cookies & Candy	.020
Snyder, Pauline	41563	HOEC 7164A	Crochet & Knitting	.081
Snyder, Pauline	41564	HOEC 7164A	Crochet & Knitting	.081
<b>OLDER ADULTS</b>				
Brown, Nadya	41591	OLDR 7212A	Watercolor Painting	.081
Coriat, Ruth	41584	OLDR 7201A	Jewelry, Sculpture & Repoussé	.081
Costa, Katherine	41586	OLDR 7206A	Tole Painting	.081
Costa, Katherine	41587	OLDR 7206A	Tole Painting	.081
Eastey, Karen	41566	OLDR 7100A	Sensory Awareness	.054
Eastey, Karen	41568	OLDR 7100A	Sensory Awareness	.054
Eastey, Karen	41843	OLDR 7100A	Sensory Awareness	.054
Eastey, Karen	41969	OLDR 7100A	Sensory Awareness	.027
Eastey, Karen	41969	OLDR 7100A	Sensory Awareness	.027
Fast, Martha	41583	OLDR 7200A	Int. Watercolor Painting	.081
Gingras, Theresa	41594	OLDR 7300B	Digital Photography, Level 1	.054
Gingras, Theresa	41595	OLDR 7300B	Digital Photography, Level 1	.054
Gingras, Theresa	41598	OLDR 7301B	Digital Photography, Level 2	.054
Gingras, Theresa	41599	OLDR 7301B	Digital Photography, Level 2	.054
Golodner, Charles	41581	OLDR 7102A	Current Topics	.027
Golodner, Charles	41582	OLDR 7102A	Current Topics	.027
Griffith, Lisa	41565	OLDR 7100A	Sensory Awareness	.054
Griffith, Lisa	41571	OLDR 7100A	Sensory Awareness	.054
Griffith, Lisa	41572	OLDR 7100A	Sensory Awareness	.054
Griffith, Lisa	41972	OLDR 7100A	Sensory Awareness	.027



**HOURLY FACULTY ASSIGNMENTS - NONCREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
Griffith, Lisa	41972	OLDR 7100A	Sensory Awareness	.027
Hack, Elizabeth	41590	OLDR 7212A	Watercolor Painting	.081
Johnson, Sandra	41589	OLDR 7209A	Botanical Illustration	.081
Parker, Tiana	41573	OLDR 7100A	Sensory Awareness	.054
Parker, Tiana	41574	OLDR 7100A	Sensory Awareness	.054
Parker, Tiana	41575	OLDR 7100A	Sensory Awareness	.054
Sais, Rebecca	41569	OLDR 7100A	Sensory Awareness	.054
Sais, Rebecca	41576	OLDR 7100A	Sensory Awareness	.054
Sais, Rebecca	41577	OLDR 7100A	Sensory Awareness	.054
Santa Cruz, Dalila	41578	OLDR 7100A	Sensory Awareness	.054
Santa Cruz, Dalila	41580	OLDR 7101A	Crafts for Seniors	.054
Steyer, Julie	41585	OLDR 7202B	Expressions in Colored Pencil	.041
Targer, Jill	41588	OLDR 7207B	Silk Painting	.041
Teitelbaum, Jeremy	41596	OLDR 7300B	Digital Photography, Level 1	.054
Teitelbaum, Jeremy	41597	OLDR 7301B	Digital Photography, Level 2	.054
Wallace, Shirley	41592	OLDR 7213A	Painting in Oils & Acrylics	.081
Wallace, Shirley	41593	OLDR 7213A	Painting in Oils & Acrylics	.081
Weiss, Cheryl	41993	OLDR 7005	Film Appreciation	.010
<b>SHORT-TERM VOCATIONAL</b>				
Antles, Nicole	41621	VOCE 7101A	Computers & You – Level 2	.108
Antles, Nicole	41632	VOCE 7105A	Intro to Microsoft Word	.054
Antles, Nicole	41643	VOCE 7107A	Introduction to Excel	.054
Bailey, Raymond	41649	VOCE 7607B	Water-Wise Landscaping	.041
Collins, Harold	41995	VOCE 7034A	Welding Lab	.081
Collins, Harold	41995	VOCE 7034A	Welding Lab	.081
Cook, Suzanne	41611	VOCE 7100A	Computers & You – Level 1	.108
Cook, Suzanne	41633	VOCE 7105A	Intro to Microsoft Word	.054
Cook, Suzanne	41636	VOCE 7107A	Introduction to Excel	.054
Cortez, Jazmin	41846	VOCE 7502	Intro to Tax Preparation	.028
Cortez, Jazmin	41848	VOCE 7503	Intro to Tax Prep Software	.014
Cortez, Jazmin	41850	VOCE 7504	Income Tax Prep Internship	.068
DeRosa, Shirley	41998	VOCE 7108A	Business Skills Lab	.216
Dickson, Eve	41844	VOCE 7400B	Beginning Floral Design	.041
Dickson, Eve	41845	VOCE 7404B	Floral Design: Special Events	.041
Garcia Katherine	41604	VOCE 7018B	Spanish in the Workplace	.041
Garcia Katherine	41620	VOCE 7101A	Computers & You – Level 2	.108
Garcia Katherine	41998	VOCE 7108A	Business Skills Lab	.216
Gonzalez, Carlos	41613	VOCE 7100A	Computers & You - Level 1	.108
Gonzalez, Carlos	41618	VOCE 7100A	Computers & You - Level 1	.108
Guillen-Franco, M	41615	VOCE 7100A	Computers & You - Level 1	.108
Guzman, Anthony	41607	VOCE 7035A	Jewelry Making & Repair	.108
Guzman, Anthony	41608	VOCE 7035A	Jewelry Making & Repair	.108
Krantz, Joyce	41623	VOCE 7101A	Computers & You – Level 2	.108
Krantz, Joyce	41628	VOCE 7102A	Computers & You – Level 3	.108
Krantz, Joyce	41629	VOCE 7103A	Introduction to the Internet	.081

**HOURLY FACULTY ASSIGNMENTS - NONCREDIT**  
**Spring 2013**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>PREFIX/ NUMBER</b>	<b>COURSE NAME</b>	<b>FTE</b>
Mercado-Gomez, R	41610	VOCE 7100A	Computers & You - Level 1	.108
Mercado-Gomez, R	41640	VOCE 7105A	Intro to Microsoft Word	.054
Mercado-Gomez, R	41974	VOCE 7105A	Introduction to Microsoft Word	.054
Mercado-Gomez, R	41975	VOCE 7107A	Introduction to Excel	.054
Millard, Hollie	41847	VOCE 7502	Intro to Tax Preparation	.028
Millard, Hollie	41849	VOCE 7503	Intro to Tax Prep Software	.014
Millard, Hollie	41851	VOCE 7504	Income Tax Prep Internship	.068
Robertus, Paul	41619	VOCE 7100A	Computers & You – Level 1	.108
Robertus, Paul	41990	VOCE 7108A	Business Skills Lab	.162
Stoffers, Joyce	41994	VOCE 7031A	Career Lab	.648
Velasco, Francisco	41626	VOCE 7102A	Computers & You – Level 3	.108
Wambolt, Lilia	41617	VOCE 7100A	Computers & You - Level 1	.108
Wambolt, Lilia	41624	VOCE 7101A	Computers & You - Level 2	.108
Wender, Cleo	41994	VOCE 7031A	Career Lab	.567



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Equivalency Certification for Faculty		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.G.	Enclosures:  Page 1 of 7

**BACKGROUND:**

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College’s Board Policy 4105, those who have equivalent qualifications to the state minimum qualifications as established by the Board of Governors can teach classes within their designated discipline areas.

Attached are equivalency certifications for faculty members who have been authorized to teach credit or noncredit classes, as needed, at Allan Hancock College based on equivalency criteria specified in Board Policy 4105 and as restricted by the equivalency certification document.

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Orton, Michael	Anthropology

Provisional Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Foss, Nathan	Astronomy
Foster, Arthur	Automotive Technology

(continued)

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

It is recommended that the board of trustees approve the attached equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 4105 and as restricted by the equivalency certification document.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
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ALLAN HANCOCK COLLEGE  
Human Resources

<input checked="" type="checkbox"/>	Regular Certification
<input type="checkbox"/>	Provisional Certification
	From: 1/22/13 To: 5/22/13
<input type="checkbox"/>	Not Approved

**EQUIVALENCY CERTIFICATION FOR  
DISCIPLINES REQUIRING THE MASTER'S DEGREE**  
(For Credit Courses)

NAME: Michael Orton	DIVISION: Academic Affairs
DEPARTMENT: Social & Behavioral Sciences	DISCIPLINE: Anthropology
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

- Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Bachelor's degree in any discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

NOTE: Teaching and professional experience may be combined to total the required number of years.

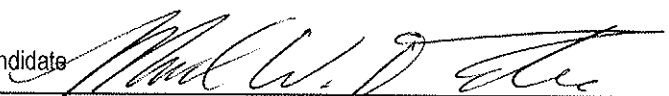
**RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. (Signature block on the reverse side of this form.)**

- B.A. Anthropology, U.C. Irvine, 1988
- M.A. Education, Grand Canyon University, 2001
- 48 upper division units in anthropology

Date of Board Approval:

**RATIONALE (CONTINUED):**


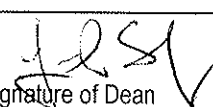

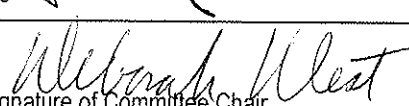
I hereby certify that all information submitted above is true and correct.

Signature of Candidate 	Date
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Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

Signature of Department Chair	Date	Signature of Dean	Date
Signature of Appropriate Academic or Student Services Vice President	Date		

I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair 	1/19/13 Date	Signature of Dean 	1/17/13 Date
Signature of Appropriate Academic or Student Services Vice President 	1/17/13 Date	Signature of Committee Chair  Professional Standards Committee	1/17/13 Date

ALLAN HANCOCK COLLEGE  
Human Resources

	Regular Certification
X	Provisional Certification
	From: 1/13 To: 5/13
	Not Approved

**EQUIVALENCY CERTIFICATION FOR  
DISCIPLINES REQUIRING THE MASTER'S DEGREE**  
(For Credit Courses)

NAME: Nathan Foss	DIVISION: Academic Affairs
DEPARTMENT: Life & Physical Sciences	DISCIPLINE: Astronomy
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

- Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Bachelor's degree in any discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

NOTE: Teaching and professional experience may be combined to total the required number of years.

<p><b>RATIONALE:</b> Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. (Signature block on the reverse side of this form.)</p> <p><b>EDUCATION:</b> Master of Business Administration, University of LaVerne, 5/2007 Bachelor of Science, Business Administration, California Maritime Academy, 4/2002</p> <p><b>TEACHING EXPERIENCE:</b> Instructor, California Maritime Academy; 6/2005-8/2005, 4/2004-6/2004, &amp; 6/2002-8/2002</p> <p><b>EXPERIENCE:</b> Orbital Safety Analyst, Omnitron, 6/2010 – present Launch Protection Duty Officer (Satellite Navigation Systems), National Guard, 2/2009 - present</p>
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Date of Board Approval:	
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**RATIONALE (CONTINUED):**

*[Handwritten text in blue ink, mostly illegible due to cursive and fading. Some words like "provisional" and "documentation" are visible.]*

I hereby certify that all information submitted above is true and correct.

Signature of Candidate

*[Handwritten signature: Nathan G. ...]*

Date

*1/10/13*

Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

Signature of Department Chair

*[Handwritten signature]*

Date

*1/10/13*

Signature of Dean

*[Handwritten signature]*

Date

*1/16/13*

Signature of Appropriate Academic or Student Services Vice President

*[Handwritten signature]*

Date

*1/13/13*

I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair

Date

Signature of Dean

Date

Signature of Appropriate Academic or Student Services Vice President

Date

Signature of Committee Chair Professional Standards Committee

Date

	Regular Certification
X	Provisional Certification From: 4/22/13 To: 5/23/13
	Not Approved

**EQUIVALENCY CERTIFICATION FOR  
DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE**  
(For Credit Courses)

NAME: Arthur Foster	DIVISION: Academic Affairs
DEPARTMENT: Industrial Technology	DISCIPLINE: Automotive Technology
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

- Bachelor's degree in any discipline; plus two years of teaching experience or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Course work equivalent to a bachelor's degree in any discipline (Defined as the successful completion of 120 semester units, including the completion of courses usual to a general education component); plus two years of teaching experience or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Associate degree in any discipline; plus six years occupational experience in the discipline of the assignment, or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Course work equivalent to an associate degree in any discipline (21 semester units of general education); plus six years of occupational experience in the discipline of the assignment or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- State licensure or certification to teach in a discipline where the license or certification requires specified hours of formal instruction.
- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education.

NOTE: Teaching and occupational experience may be combined to total the required number of years.

<p><b>RATIONALE:</b> Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. (Signature block on the reverse side of this form.)</p> <p><b>EDUCATION:</b> Allan Hancock College, Automotive Technology Coursework – 20 units Allan Hancock College, General Education Coursework – 28 units</p> <p><b>PROFESSIONAL EXPERIENCE:</b> 1980 –current: Owner, Foster's Engine, Santa Maria, CA</p> <p><b>RELATED EXPERIENCE:</b> 2007 – Current: Director, Santa Maria High School Race Team, Santa Maria, CA</p>
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Date of Board Approval:	PO-30D
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RATIONALE (CONTINUED):

I hereby certify that all information submitted above is true and correct.

Signature of Candidate



Date 12-5-12

Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.



Signature of Department Chair

12/5/12  
Date



Signature of Dean

12/13/12  
Date



Signature of Appropriate Academic or Student Services Vice President

1/11/13  
Date

I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair

Date

Signature of Dean

Date

Signature of Appropriate Academic or Student Services Vice President

Date

Signature of Committee Chair Professional Standards Committee

Date

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Academic Rank for Tenure Faculty		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.H.	Enclosures:  Page 1 of 1

**BACKGROUND:**

In accordance with agreement, effective July 1, 2012 through June 30, 2015, between the District and the Faculty Association under article 13.3., the following academic rank designation is recommended, effective fall 2013:

**Designation of Professor**

Dominic Dal Bello  
John Lovern

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

It is recommended that the board of trustees approve the academic rank designation under article 13.3 of the agreement between the district and the Faculty Association of Allan Hancock College.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: New Community Services Education Courses		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.I.	Enclosures:  Page 1 of 3

**BACKGROUND:**

Fourteen (14) new fee-based classes are being proposed. The required college review process was completed.

**Course Name:** Advanced Photoshop Elements (CSPD 8025)

**Description:** Learn more advanced uses of Adobe Photoshop Elements for editing digital photographs and creative projects. Topics to be covered include personalized photography cards, newsletters, black and white images, converting images to line art drawings, and the typographic portrait. Basic knowledge of Adobe Photoshop Elements required.

**Course Name:** Creative Writing for Spanish Speakers (CSPD 8020)

**Description:** Students create and share their own writing with other students in English or Spanish while exploring different literature genres, such as short stories, poetry, drama, and more. This is an opportunity for those who love to write, but have not had a chance to share and receive feedback on their writing. Inspire and be inspired by others in this creative writing workshop. The course is taught in Spanish.

**Course Name:** iPad for Educators (CSPD 8026)

**Description:** The iPad is the latest technological multi-use tool for any classroom. Elementary school teachers, discover how to best use this powerful device when planning, organizing, and presenting lessons. Learn how to use your iPad for record keeping, and enhance the quality of your instruction with the latest and most popular apps available for teachers. If you currently have an iPad or are considering buying one, this course is for you.

**Course Name:** iPad Basics (CSPD 8027)

**Description:** Discover why the iPad has become one of the most sought after tablets in recent years. This introductory course will familiarize you with the most essential features and tools available on the iPad. Learn a variety of skills from proper handling, backing up data, internet connectivity, camera features, and how to install and use some of the most useful apps.

continued

**FISCAL IMPACT:**

Community Services (fee-based) courses are self-supporting.

**RECOMMENDATION:**

It is recommended that the board of trustees approve the community services courses as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
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BACKGROUND: (continued)

**Course Name:** Latin/Salsa Dancing (CSFT 8025)

**Description:** This class introduces students to popular Latin salsa dancing. Students learn rhythm pattern, step variations, proper posture and footwork, dance positions, and basic steps to the most popular dances including salsa, cha-cha, rumba, and tango. Learning Latin salsa dances will give students the confidence on the dance floor to attend any dance events!

**Course Name:** Collage and Watercolor (CFK 8220)

**Description:** Explore a range of mixed media techniques such as watercolor washes and colored pencil, altering paper surfaces for painting and collage, layering and cutting methods, and a variety of creative techniques. Create unique and imaginative designs and art pieces while learning and exploring among other artists!

**Course Name:** Multicultural Art Exploration 1 (CFK 8220)

**Description:** Explore arts and crafts from around the world! Students will have fun creating primitive bark paintings, tribal paintings from India, Mexican tin art, and Chinese paper cut dragons! Designed for children ages 6 – 10.

**Course Name:** Multicultural Art Exploration 2 (CFK 8221)

**Description:** Explore arts and crafts from around the world! Students will create imaginative paper-mache masks and several mixed media masks, based on animal masks of a variety of cultures and traditions. Designed for children ages 6-10.

**Course Name:** Watercolor Painting College for Kids (CFK 8222)

**Description:** Explore a variety of watercolor techniques such as washes and glazing, as well as mixed media . Paint beautiful plants, landscapes, and create unique designs! Students will create a series of paintings and learn about watercolor artists. Designed for teens ages 12-16.

**Course Name:** Adventures in Bridge (CFK 8310)

**Description:** Teens, learn how bridge is considered a sport as well as a game! Learn the basic laws and fundamental rules of playing bridge in competition with other students. Learn how to evaluate bridge hands to determine whether to bid or not; strategies on how to play the hand; and how to defend against the opponents. Meet new friends and improve your math skills in the process! Designed for teens ages 12-18.

**Course Name:** Digital Photography for Kids (CFK 8300)

**Description:** In this fun, creative class, learn the basics of how to use a digital camera, become familiar with various settings, camera position, work with two-dimensional design elements such as “framing” a photograph when taking it and what to include or edit from the picture. Students will also learn how to communicate a concept or emotion. Designed for children ages 10-14.

**Course Name:** Kids in the Kitchen (CFK 8320)

**Description:** It’s time to be creative and have fun in the kitchen! This hands-on class will focus on healthful food choices. Students will learn how to follow a recipe and learn kitchen safety techniques. Quick foods and snacks will be prepared, consumed, and evaluated by students. Microwave techniques and recipes will be introduced. Designed for children ages 8 – 12.

**Course Name:** Dance Fitness (CFK 8051)

**Description:** Have fun and workout while learning basic steps of ballet, hip-hop, hula, and Latin dance. No prior dance experience required. Designed for children ages 7 -12.

**Course Name:** Intro to Hip-Hop (CFK 8050)

**Description:** This class introduces any dancer to popular hip-hop dancing. Students learn rhythm pattern, and various hip-hop styles. Gain balance, coordination, and a new dance skill! Learning hip-hop dances will give students the confidence on the dance floor at any school dance event. Designed for children ages 7-12.



AGENDA ITEM

To: Board of Trustees	Date:	
From: Superintendent/President	February 19, 2013	
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.J.	Enclosures: Page 1 of 3

**BACKGROUND**

The college hires substitute, short-term employees, and professional experts exempt from classified service per Education Code Section 88003. All appointments are contingent on availability of funding and ending dates could change based on district need. The attached is a list of such appointments.

**Short-Term Appointments:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Howe, Shannon	Administrative Secretary I, Business Education Department	2/20/13-4/20/13	Duties of the administrative secretary I, business education department, due to the resignation of Juanita Tutson, effective 12/20/12. Employment during recruitment is limited to 100 days.	\$14.50
Mihal, Sandy	Program Assistant II	2/20/13-6/30/13	To provide training and transition services.	\$14.00

**Revisions/Additions:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Holguin, Maria	Program Specialist – Cal-SOAP	2/20/13- 6/30/13	Coordinate Cal-SOAP Paso Robles Program	\$20.00
Weisman, Linda	Cashier II	2/20/13-3/19/13	Temporary backfill for vacant Cashier position.	\$11.40

**(continued)****FISCAL IMPACT**

Assignments for the 2012-2013 fiscal year are included in the 2012-2013 fiscal year budget.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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RECOMMENDATION

A recommendation that the board of trustees approve the short-term, substitute and professional expert appointments exempt from classified service as presented.

Substitute Appointments:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Hopkins, Joanne	Program Assistant II	1/1/13 – 6/30/13	<i>Revised from January 15, 2013, reported as short term.</i> Substitute for Elaine Gardner, who is pending completion of pre-employment requirements.	\$14.00
Limon, Maribel	Administrative Assistant II	2/20/13-5/17/13	Substitute for admissions and records technician, I, admissions and records	\$11.03
Ortega, Rebecca	Program Assistant II	1/1/13– /30/13	<i>Revised from January 15, 2013, reported as short term.</i> Substitute for Elaine Gardner, who is pending completion of pre-employment requirements.	\$14.00

Revisions/Additions:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Pike, Kelsie	Program Assistant III	2/20/13-6/30/13	To provide coverage for bookstore buyer II while buyer II covers bookstore buyer III while out on leave.	\$15.59

Professional Expert Appointments:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
N/A				

Revisions/Additions:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Majors, Breanna	Program Specialist (Cal-Soap Tutor)	2/20/13-6/30/13	Provide tutor services through the Cal-SOAP program.	\$12.00

**Short-Term Pending**  
**Permanent**  
**Classified/Confidential**  
**Position Development:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
N/A				

**All appointments are contingent on availability of funding and ending dates could change based on district need.**

**EMS, Fire, Law Enforcement Programs**

Police and Fire Academy tactical officers, programs assistants, and program specialists are limited in the number of days they are eligible to work. The number of hours is limited by the budget for the program—one tactical officer may work a 40-hour workshop in 5 days, but another may work in a one-hour session on 40 different days. The academy needs flexibility to schedule tactical officers, as they are available; for instance, if a fire officer is scheduled to work in a class on a certain day, but is called to fight a fire that day, another officer is called to fill in. There is no way to accurately predict how many hours each officer may work during the academic year. The total available budget for tactical officers, divided by the hourly rate, is the maximum number of hours which can be worked by the entire group of tactical officers.

**Professional Experts - EMS, Fire, Law Enforcement Programs**

Police and Fire Academy technical aides are limited in the number of days they are eligible to work. The number of hours is limited by the budget for the program—one aide may assist a 40-hour workshop in 5 days, but another may assist a one-hour session on 40 different days. The academy needs flexibility to schedule aides, as they are available; for instance, if a fire aide is scheduled to assist a class on a certain day, but is called to fight a fire that day, another aide is called to fill in. There is no way to accurately predict how many hours each aide may be required to assist during the academic year. The total available budget for technical aides, divided by the hourly rate, is the maximum number of hours which can be worked by the entire group of technical aides.

**Fire, Safety and EMS, Law Enforcement Programs:**

<b><u>Positions:</u></b>	<b><u>Hrly Rate</u></b>	<b><u>Max Hrs</u></b>	<b><u>Max Days</u></b>
Program Assistant I	\$ 9.96	<b>Not more than 40 hours/weekly and/or 999 hours fiscally</b>	<b>170 days within the Fiscal Year</b>
Program Assistant II	\$14.00		
Program Assistant III	\$15.59		
Program Assistant IV	\$18.81		

**Professional Experts: Program Assistant I, III and IV:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Totorica, Nathan	Program Assistant IV	2/20/13 – 6/30/13	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Classified Employees		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.K.	Enclosures:  Page 1 of 1

**BACKGROUND:**

The following personnel action is recommended:

**Promotion:**

Betsy Wilcox, FROM cashier, business services, full time, 12 months, 37 hours weekly, range 14-E on the classified bargaining unit salary schedule, TO admissions and records technician II, admissions and records, full time, 12 months, 37 hours weekly, range 15-E, on the classified bargaining unit salary schedule, effective March 4, 2013.

Reason: Ms. Wilcox replaces Kathleen Lester, who was promoted to admissions and records technician III, admissions and records, effective January 16, 2013.

**FISCAL IMPACT**

The cost to the district is approximately \$20,979 for the 2012-2013 fiscal year and is included in the 2012-2013 fiscal year budget.

**RECOMMENDATION**

A recommendation that the board of trustees approve the promotion of Betsy Wilcox, admissions and records technician II, admissions and records, effective March 4, 2013.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Out-of-Classification Assignments of Classified Employees		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  10.L.	Enclosures:  Page 1 of 1

### BACKGROUND

The following temporary out-of-classification assignments are recommended to the classified services:

1. Josephine Cabanas, FROM transcript evaluator, admissions and records, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule, TO plus additional five percent, full time, 12 months, 37 hours weekly, retroactive to January 1, 2013 through January 31, 2013.

Reason: Ms. Cabanas continued to perform some duties of admissions and records technician III, admissions and records, due to the promotion of Gregory DeLeon, who was promoted to financial aid technician, financial aid department, effective October 22, 2012. This was a continuation of an out-of-classification assignment that was approved by the board of trustees at their regular meeting on October 16, 2012. She returned to her regular assignment, effective February 1, 2013.

2. Marissa Djafroodi, FROM buyer I, AHC bookstore, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule, TO buyer II, AHC bookstore, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule, effective February 12, 2013 through June 30, 2013, or earlier per district need.

Reason: Ms. Djafroodi will perform the duties of the buyer II, AHC bookstore, while Tamara York is out on leave. She will return to her regular assignment on July 1, 2013, or earlier per district need.

### FISCAL IMPACT

1. The cost to the district is approximately \$228 for the 2012-2013 fiscal year.
2. The cost to the AHC bookstore is approximately \$1,188 for the 2012- 2013 fiscal year.

The costs will be included in the 2012-2013 fiscal year budget.

### RECOMMENDATION

A recommendation that the board of trustees approve the temporary out-of-classification assignments of Josephine Cabanas, transcript evaluator, admissions and records, retroactive January 1, 2013 through January 31, 2013; and Marissa Djafroodi, buyer II, AHC bookstore, effective February 12, 2013 through June 30, 2013, or earlier per district need.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Coaching Appointments and Stipends		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.M.	Enclosures: Page 1 of 1

### BACKGROUND

The following personnel action for a coaching appointment and stipend is recommended. The college reserves the right to cancel any coaching appointment or to reassign the area of service.

The coaching appointment for the period of January 20, 2013 through May 30, 2013, or earlier per district need.

#### Assistant Coach:

Zamudio, Adrian, track, (m & w) \$2,050 stipend

### FISCAL IMPACT

The cost to the district is approximately \$2,294 for the 2012-2013 fiscal year and is included in the 2012-2013 fiscal year budget.

### RECOMMENDATION

A recommendation that the board of trustees approve the coaching appointment and stipend as presented, or earlier per district need.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Resolution 13-01, Intention to Dedicate Easement; Fixing Time for Public Meeting		
Reason for Board Consideration:  ACTION	Item Number:  12.A.	Enclosures:  Page 1 of 4

**BACKGROUND:**

Allan Hancock College has an existing easement that was granted to the City of Santa Maria for a city owned water mainline that supplies domestic water to the Santa Maria Main Campus. The water mainline runs north and south on the Santa Maria Campus. The college's Industrial Technology/Physical Education and Athletic Fields project has relocated the city's mainline away from the new Industrial Technology building's footprint. Therefore the existing easement will need to be vacated and a new easement recorded reflecting the re-located mainline.

Pursuant to California Education Code §81310, the district's governing board is statutorily vested with the authority to dedicate or convey, on the district's behalf, an easement over and upon any land belonging to the district for the maintenance and operation of a water line or other utility. California Education Code §81311 et seq. provides an approval process for the board to follow before ordering the dedication. The board must first, in a regular open meeting, by a 2/3rds vote of all members of the board, adopt a resolution declaring its intention to dedicate the easement. The resolution must sufficiently describe/identify the property to be dedicated, specify the purpose and terms of the dedication and set a time not less than ten (10) days thereafter for a subsequent public meeting of the board, at its regular meeting place, to hold a public hearing regarding the question of making the dedication. California Education Code §81312 requires specific posting and publication requirements regarding the notice of adoption of the resolution and the time and place of the upcoming meeting. After public hearing at the upcoming meeting, unless a protest is entered, California Education Code §81313 authorizes the board to adopt a resolution, authorizing and directing the execution and delivery of the dedication or conveyance of easement.

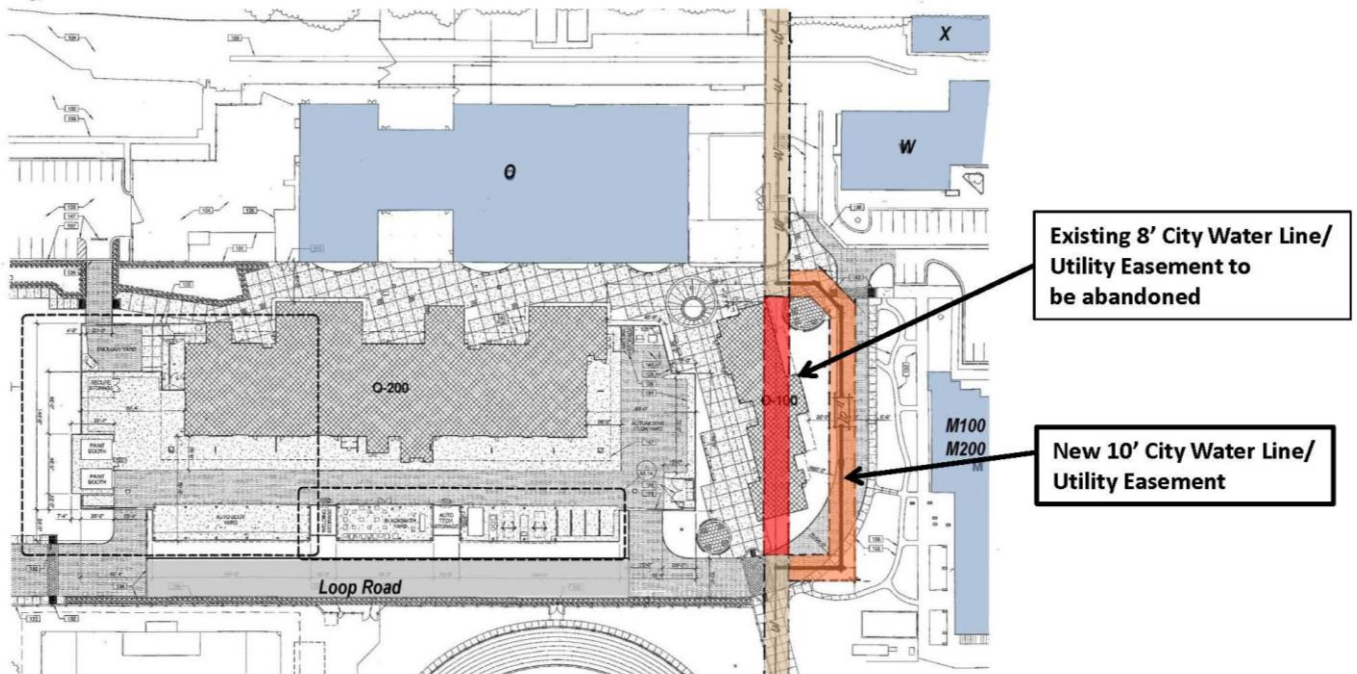
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**FISCAL IMPACT:** There is no fiscal impact to adopting Resolution 13-01, Intention to Dedicate Easement; Fixing Time for Public Meeting.

**RECOMMENDATION:** A recommendation to adopt Resolution 13-01, Intention to Dedicate Easement; Fixing Time for Public Meeting.

Administrator Initiating Item:  F. Hernandez Jr.	Final Disposition:
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If, however, a petition is filed with the governing board, protesting against the proposed dedication or conveyance and if the petition is signed by at least ten (10) percent of the qualified electors of the District, as shown by the affidavit of one of the petitioners, then, pursuant to California Education Code §81314, before the board can take further action on the proposed dedication or conveyance, it must submit the question of whether the proposed dedication should be made to the Board of Governors, whose decision shall be final.



**PARTIAL SITE PLAN - NEW WATER EASEMENT DIAGRAM**

IBI GROUP ARCHITECTURE PLANNING - FEBRUARY 7, 2013

**RESOLUTION 13-01****RESOLUTION OF INTENTION TO DEDICATE EASEMENT;  
FIXING TIME FOR PUBLIC MEETING  
(EDUCATION CODE §§81310 ET SEQ.)**

WHEREAS, Allan Hancock Joint Community College District (“District”) is a California Community College District authorized by California Education Code §81310 to dedicate or convey to any public corporation engaged in the public utility business, without a vote of the electors of the District first being taken, an easement to lay, construct, reconstruct, maintain, and operate water lines over and upon any land belonging to the District, upon such terms as the parties thereto may agree.

WHEREAS, before ordering the dedication or conveyance of any property, California Education Code §81311 requires that the District’s Board of Trustees shall, in a regular open meeting by a two-thirds vote of all of its members, adopt a Resolution declaring the Board’s intention to dedicate or convey the easement.

WHEREAS, California Education Code §81311 further requires that the Resolution declaring the Board’s intention to dedicate or convey the easement shall also describe the property proposed to be dedicated or conveyed, specify the purpose for which and the terms upon which it will be dedicated or conveyed, and fix a time not less than ten days thereafter for a public meeting of the Board of Trustees for a public hearing upon the question of making the dedication or conveyance.

WHEREAS, the property proposed to be dedicated or conveyed is a twenty foot wide easement beginning approximately 140 feet west and 50 feet north of the southwest corner of Building M and heading in an easterly direction for approximately sixty feet before heading in a northerly direction along the west side of Building M for approximately 230 feet and then heading in an easterly direction for approximately sixty feet. Most of the easement will be in the area of the new loop road at this location.

WHEREAS, the purpose of the new easement is to move the location of the current waterline and waterline easement that will be covered by the footprint of the new Industrial Technology Building. The new waterline and waterline easement will replace the existing waterline and waterline easement providing water to be used for the purpose of fire protection, irrigation and potable water uses on the Allan Hancock College Campus.

WHEREAS, the waterline easement shall be granted to the city of Santa Maria, without charge, so that the City will provide future construction, maintenance and replacement of the waterline and waterline related appurtenances in, on, over, under, through and across the easement area.

NOW THEREFORE, the following Resolution is adopted.

RESOLVED, that the District’s Board of Trustees hereby declares its intention to dedicate a new waterline easement to the City of Santa Maria for the purpose of moving the existing waterline outside of the footprint of the new Industrial Technology Building and to provide water to be used for the purpose of fire protection, irrigation and potable water uses on the Allan Hancock College Campus.

FURTHER RESOLVED, that, pursuant to California Education Code §81311, the District's Board of Trustees hereby fixes the date of March 19, 2013, at the time of 6:00 P.M., and at the location of Allan Hancock College, Building G, Room 106, for a public hearing upon the question of making the dedication or conveyance of the new waterline easement.

On the motion of \_\_\_\_\_ and seconded by \_\_\_\_\_.

ROLL CALL:

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_

The foregoing Resolutions are adopted by the Board of Trustees of the Allan Hancock Joint Community College District at a regularly scheduled meeting of the Board of Trustees this 19th day of February, 2013.

\_\_\_\_\_  
Secretary to the Board of Trustees



AGENDA ITEM

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Santa Maria Campus Energy Efficiency Project, Notice of Completion		
Reason for Board Consideration:  ACTION	Item Number:  12.B.	Enclosures:  Page 1 of 1

**BACKGROUND:**

Pacific Gas & Electric (PG&E) offered the district an opportunity to participate in their Third Party Direct Install Program, to retrofit our T-12 lighting. This program includes a third party conducting a lighting audit and performing the retrofit work for PG&E. This program is normally limited to assisting small to medium customers; however PG&E received authorization to extend the program to the district. On September 18, 2012, Allan Hancock Joint Community College District authorized Pacific Gas & Electric and Staples & Associates, through the Third Party Direct Install Program to proceed with an energy assessment/audit of the district's Santa Maria campus for the purpose of determining the scope, cost, and estimated energy savings of a campus-wide T-12 lighting retrofit. The audit developed a detailed scope that identifies the number of fixtures to be retrofitted and the estimated project cost and district copay. The scope includes fixtures in buildings N - Sports Pavilion, J - Childcare Center, and W - Distance Learning. The district's copay for the project is \$35,815.66, and PG&E will pay all other labor and material costs due Staples & Associates, which are estimated to be in excess of \$100,000. The energy assessment/audit estimates annual savings of 332,521 kWh, which based on the average business cost per kWh of \$0.16, will provide energy conservation savings at an estimated annual pay back of \$53,203.37, resulting in an estimated pay back of the district's investment of \$35,815.66 in 8.1 months. On October 16, 2012, the board of trustees authorized the district to enter into a contract with Staples & Associates, Inc. for the project known as the Santa Maria Campus Energy Efficiency project in the amount of \$35,815.66.

The college is in the process of preparing the notice of completion for Staples & Associates, Inc., which has completed all the contracted work on the Santa Maria Campus Energy Efficiency project.

**FISCAL IMPACT:**

There is no fiscal impact to file a notice of completion. A ten percent (10%) retention was held.

**RECOMMENDATION:**

A recommendation to approve filing the notice of completion for Staples & Associates, Inc. for the Santa Maria Campus Energy Efficiency project.

Administrator Initiating Item:  Felix Hernandez Jr.	Final Disposition
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: One Stop Student Services Center, Bid 09-09, Change Order 26		
Reason for Board Consideration:  ACTION	Item Number:  12.C.	Enclosures:  Page 1 of 2

**BACKGROUND:**

On May 10, 2010, the board of trustees awarded the contract for the One Stop Student Services Center project, bid 09-09, to Solpac Construction Inc., dba Soltek Pacific Construction Company. The project seeks to construct a new 44,788-sf, two-story student services building (building A) and a new 21,053-sf, two-story administration building (building B) with associated on and off-site improvements. In addition, the project develops a new north Bradley Road driveway, northeast loop road, and parking lot in accordance with the board approved 2008 Bond Measure I, Facilities Site and Utilities Master Plan. The project also includes demolition of existing buildings A (Student Services), B (Administration), I (Learning Assistance), N Annex (Campus Police), T (Testing), U (Human Resources), V (Institutional Grants), and X (information Technology).

Change order 26 provides for owner requested changes, design clarifications, and Division of the State Architect (DSA) Field Engineer modifications. Owner requested changes include additional roof top walk pads to service the mechanical equipment on building A, and further laser cutting to accommodate the larger logo design in the board room. Design clarifications and modifications include relocation of HVAC supports and ductwork due to conflict with the condensing section of the roof top AC-3, installation of additional HVAC supports on the roof allowing for proper flashing and roofing, installation of structural braces to avoid conflict with other lateral bracing, installation of translucent insulated glass on both inner and outer panes at the curtain wall for architectural significance, modifications to structural steel braces providing adequate support at the curtain wall connection, and framing and drywall around lower beams in archives room 206, building B to complete the wall system. DSA Field Engineer changes include additional metal stud bracing at each end of the linear diffuser openings not originally shown in the design drawings necessary to meet an accepted DSA installation.

The contingency balance prior to the approval of change order 26 is \$1,702,376.20.

The following page shows an itemized list for change order 26.

(continued)

**FISCAL IMPACT:**

The amount of change order 26 is \$92,428.00. This change order will increase the contract amount from \$24,073,618.00 to \$24,166,046.00.

**RECOMMENDATION:**

A recommendation to approve change order 26 to the contract with Solpac Construction Inc., dba Soltek Pacific Construction Company, and to authorize the vice president, facilities and operations, to sign change order 26.

Administrator Initiating Item:  Felix Hernandez Jr.	Final Disposition
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<b>One Stop Student Services Center Project Bid 09-09, Change Order 26</b>		<b>Amount</b>
<b>CCD #</b>		
86.1	RFI#476: Proceed with relocating HVAC supports and ductwork on the roof.	\$19,324.00
179.1	RFI#630R: Proceed with installation of additional HVAC supports on the roof.	\$10,245.00
195.1	RFI#729: Proceed with installation of structural braces as noted in the revised design.	\$2,506.00
197.1	RFI#814: Proceed to install "Sapphire" translucent insulated glass on both inner and outer panes for curtain wall glass type 3C.	(\$445.00)
221	RFI#863: Proceed with the owner requested change to the school logo in the board room.	\$1,606.00
222	DSA Required ASI#10: Provide additional linear diffuser opening braces	\$51,229.00
223	RFI#757: Proceed with installing structural steel brace modifications.	\$3,479.00
227	RFI#843: Proceed with installation of framing at soffit around the lower beams in archives room 206, building B.	\$3,479.00
235	RFP#034: Proceed with the installation of additional roof top walk pads to service the mechanical equipment on building A.	\$1,005.00
<b>Change Order 26 Total</b>		<b>\$92,428.00</b>

<b>One Stop Student Services Center Project Bid 09-09, Change Order 26</b>		
	<b>Amount</b>	<b>Time (Days)</b>
Original Contract . . . . .	\$21,501,000.00	790
Change Orders To Date . . . . .	\$2,572,618.00	191
Change Order 26. . . . .	\$92,428.00	0
Current Contract. . . . .	\$24,033,046.00	981



AGENDA ITEM

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Childcare Center Addition, Bid 11-01, Change Order 14		
Reason for Board Consideration:  ACTION	Item Number:  12.D.	Enclosures:  Page 1 of 2

**BACKGROUND:**

On August 16, 2011, the board of trustees awarded the contract for the Childcare Center Addition project, bid 11-01, to Pacific Mountain Contractor of California Inc. The project seeks to construct a new 8,919 sq. ft. Childcare Center Addition and the renovation of existing building J (Childcare Center). Construction of these buildings will include testing, balancing, commissioning of the new and existing renovated buildings, and site improvements. In addition to this project, demolition and abatement of existing building Z (Childcare Study Center) is also required after the completion of the new childcare facilities. Abatement and demolition will start once the new Childcare Center Addition is completed, licensed, and occupied by the district. All occupants of building Z will then be relocated to the new childcare building. The project also includes construction and renovation of parking lot 5.

Change order 14 is compiled of owner requested changes. The outdoor shade structure was unnecessary per the end user; and therefore, removed from the scope of work. Additional cabinets and countertops were replaced inside building J to remain consistent with the new finishes and to increase functionality. Roller shades were deleted and the overall scope was reduced based on user needs.

The contingency balance prior to change order 14 is \$327,464.86.

The following page shows an itemized list for change order 14.

(continued)

**FISCAL IMPACT:**

The amount of change order 14 is \$(31,671.05). This change order will decrease the contract amount from \$5,983,281.42 to \$5,951,610.37.

**RECOMMENDATION:**

A recommendation to approve change order 14 to the contract with Pacific Mountain Contractor of California Inc., and to authorize the vice president, facilities and operations, to sign change order 14.

Administrator Initiating Item:  Felix Hernandez Jr.	Final Disposition
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<b>Childcare Center Addition Center Project Bid 11-01, Change Order 14</b>		<b>Amount</b>
185	Credit for the deletion of the outdoor awning system.	(\$35,986.00)
186.1	Building J casework additions.	\$6,579.35
187	Roller shade revisions per Bulletin 29.	(\$2,264.40)
<b>Change Order 14 Total</b>		<b>\$(31,671.05)</b>
<b>Childcare Center Addition Center Project Bid 11-01, Change Order 14</b>		
		<b>Amount</b>
		<b>Time (Days)</b>
Original Contract . . . . .		\$5,269,500.00
Change Orders To Date . . . . .		\$713,781.42
Change Order 13. . . . .		\$(31,671.05)
Current Contract. . . . .		\$5,951,610.37
		550
		0
		0
		550



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Public Safety Complex, Bid 11-02, Change Order 6		
Reason for Board Consideration:  ACTION	Item Number:  12.E.	Enclosures:  Page 1 of 2

**BACKGROUND:**

The new Allan Hancock College Public Safety Complex resides on a 58 acre site which includes five buildings consisting of administration offices & classrooms, apparatus vehicle storage, fire training tower, fire prop house, and shooting range. The project also includes an emergency vehicle operator course (EVOC), city grid, scenario village, running track, gym, confined space & trench rescue, and slow speed skills training area. The project was first put out to bid on February 17, 2011 and then again on April 19, 2011. The notice to proceed for the new Public Safety Complex was given to Sinanian Development, Inc. (SDI) on August 16, 2011.

Change order 6 provides for changes based upon the following design clarifications: installation of a 4" starter wall on top of a footing shown in the contract documents but not called out clearly as mandatory minimum formwork, lowering six column footings was required after discovering a detail was missing to accommodate a 5" depressed slab, deletion of wall and door louvers was made as the mechanical room is an open roof system and the louvers were not required, extension of concrete masonry unit (CMU) storage walls due to an error in the contract documents indicating two different wall heights, along with additional CMU and reinforcement required as the footings depth was increased due to plumbing conflicts.

The contingency balance prior to the approval of change order 6 is \$1,900,226.40.

The following page shows an itemized list for change order 6.

(continued)

**FISCAL IMPACT:**

The amount of change order 6 is \$34,007.76. This change order will increase the contract amount from \$27,168,978.69 to \$27,202,986.45.

**RECOMMENDATION:**

Approve change order 6 to the contract with Sinanian Development, Inc., and to authorize the vice president of facilities and operations to sign change order 6.

Administrator Initiating Item:  Felix Hernandez Jr.	Final Disposition
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<b>CCD #</b>	<b>Public Safety Complex Bid 11-02, Change Order 6</b>	<b>Amount</b>
11.1	COP #24 - Install 4" starter wall on top of footing at building 2.	\$1,315.23
14.2	COP #25 - Lower (6) column footings at building 1.	\$10,732.10
15.1	COP#37 - Delete wall and door louvers at the mechanical room.	\$2,531.38
42.1	COP #119 - Extend height of storage walls at building 5.	\$14,458.50
64	COP #45 - Extend reinforcement and CMU due to plumbing conflicts at building 1.	\$4,970.55
	<b>Change Order 6 Total</b>	<b>\$34,007.76</b>

<b>Public Safety Complex Bid 11-02, Change Order 6</b>		
	<b>Amount</b>	<b>Time (Days)</b>
Original Contract . . . . .	\$26,888,000.00	761
Change Orders To Date . . . . .	\$280,978.69	0
Change Order 4. . . . .	\$34,007.76	0
Current Contract. . . . .	\$27,202,986.45	761



To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 4		
Reason for Board Consideration:  ACTION	Item Number:  12.F.	Enclosures:  Page 1 of 2

**BACKGROUND:**

On July 19, 2011, the board of trustees awarded the contract for the Industrial Technology and Physical Education/Athletic Fields project, bid 11-03, to Flintco Pacific, Inc. The design-build process is being used for the industrial technology and physical education/athletic fields project. This project will construct a new building for the industrial technology programs including automotive transportation technology, auto body technology, architecture/engineering technology, machine technology, welding, and administrative support. The new facility will be located to the south of building O (Industrial Technology), in the space currently occupied by the track and football fields. In addition, the baseball field will be constructed adjacent to the existing softball field across College Drive, the grass practice field and soccer fields will be reconfigured, and a new running track (with a football/soccer field in the interior of the running track) and practice football field will be constructed in the vacated space.

Change order 4 includes basic construction changes due to stakeholder design modifications and field conditions. Design modifications for the baseball field include replacement of the right field gate to increase player safety, installation of a separation fence between the bullpen and storage area, and synthetic turf at the concrete bullpens required for intercollegiate competition. Design modifications for the industrial technology building include additional/revised plumbing services to the welding lab in order to meet basic programmatic needs. Field conditions at the industrial technology site revealed rerouting of underground utilities was required due to the new storm drain being in conflict with the existing electrical service to building O.

The contingency balance prior to the approval of change order 4 is \$607,115.04

The following page shows an itemized list for change order 4.

(continued)

**FISCAL IMPACT:**

The amount of change order 4 is \$198,638.00. This change order will increase the contract amount from \$19,874,048.00 to \$20,072,687.00.

**RECOMMENDATION:**

A recommendation to approve change order 4 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operations, to sign change order 4.

Administrator Initiating Item:  Felix Hernandez Jr.	Final Disposition
---	-------------------

<b>CCD #</b>	<b>Industrial Technology and Physical Education/Athletic Fields Project Bid 11-03, Change Order 4</b>	<b>Amount</b>
018	Replace right field gate with permanent fencing.	\$4,569.00
019	Provide separation fence between 1b bullpen & storage area.	\$2,500.00
020	Provide synthetic turf at bullpens.	\$48,036.00
023	Credit for overtime costs paid by the District for the Inspector of Record.	(\$7,085.00)
024	Re-route 4KV power to existing building O.	\$16,119.00
025	Provide added/revised plumbing services to welding lab.	\$134,500.00
<b>Change Order 4 Total</b>		<b>\$198,639.00</b>

<b>Industrial Technology and Physical Education/Athletic Fields Project Bid 11-03, Change Order 4</b>		
Original Contract.....		\$19,520,000.00
Change Orders To Date.....		\$354,048.00
This Change Order.....		\$198,639.00
Current Contract.....		\$20,072,687.00

<b>Contract Component Duration (Days)</b>			
	<u>A – IT Building</u>	<u>B – Baseball Field</u>	<u>C – Track/Athletic Field</u>
Original Contract	760	310	330
Change Orders To Date	0	34	0
Change Order 3	0	0	0
Current Contract	760	344	330





AGENDA ITEM

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Building D Repairs & Upgrades, Bid 13-03, Change Order 1		
Reason for Board Consideration:  ACTION	Item Number:  12.G.	Enclosures:  Page 1 of 2

**BACKGROUND:**

At the March 20, 2012 meeting of the board of trustees, administration received approval to solicit bids for the building D (Performing Arts Center) repairs and upgrades project. This project addresses many deficiencies in building D, with the major areas of work being Americans with Disabilities Act (ADA) renovations; door and hardware replacement; interior and exterior painting; restroom, dressing room, and lobby upgrades for code compliance; fire alarm replacement to meet current Division of the State Architect (DSA) requirements; electrical upgrades; roof replacement; in-building water and gas piping improvements; HVAC upgrades; and replacement of the catwalk. The project will also include parking lot improvements to develop a patron drop-off area east of the Performing Arts Center, accommodating both cars and buses. November 20, 2012, the Board of Trustees awarded the contract for the Building D Repairs & Upgrades project, Bid 13-03, to Vernon Edwards Constructors, Inc., including additive bid Alternates 1, 2, 3, 4 and 6. The project began construction in early January 2013.

Change order 1 reinstates portions of the work at the Severson Theatre as originally approved by DSA, and bid as part of bid Alternate No. 5. The scope includes roofing and door hardware upgrades.

The construction contingency prior to change order 1 is \$559,382.00.

The following page shows an itemized list for change order 1.

(continued)

**FISCAL IMPACT:**

The amount of change order 1 is \$139,958.00. This change order will increase the contract amount from \$4,266,626.00 to \$4,406,584.00. The construction contingency balance remaining is \$419,424.00.

**RECOMMENDATION:**

To approve Change Order 1 to the contract with Vernon Edwards Constructors, Inc., and to authorize the Vice President, Facilities and Operations, to sign change order 1.

Administrator Initiating Item:  Felix Hernandez, Jr.	Final Disposition
--	-------------------

<b>Building D Repairs &amp; Upgrades Project Bid 13-03, Change Order 1</b>		<b>Amount</b>
01	Add roofing replacement and door hardware work at Severson Theatre per Alternate 5	\$139,958.00
<b>Change Order 1 Total</b>		<b>\$139,958.00</b>

<b>Building D Repairs &amp; Upgrades Project Bid 13-03, Change Order 1</b>		<b>Amount</b>	<b>Time (Date)</b>
Original Contract . . . . .		\$4,266,626.00	June 30, 2013
Change Orders To Date . . . . .		\$0	0
Change Order 13. . . . .		\$139,958.00	0
Current Contract. . . . .		\$4,406,584.00	June 30, 2013

Administrator Initiating Item:  Felix Hernandez, Jr.	Final Disposition
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AGENDA ITEM

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Acceptance of Grants Approved		
Reason for Board Consideration:  ACTION	Item Number:  12.H.	Enclosures:  Page 1 of 1

The office of institutional grants has been notified of the funding for the following grant.

BACKGROUND:

1. National Endowment for the Humanities: Bridging Cultures Bookshelf

The Bridging Cultures Bookshelf award will enhance library resources with books and films chosen by scholars, librarians, humanities educators, and program experts. This is a new initiative with the first series titled "Muslim Journeys" that is meant to promote understanding and respect for diverse histories, cultures, and perspectives.

No matching funds are required because the district will receive books and films through this grant. The project period is January 1, 2013- December 31, 2013. (Submitted by L. Mosson; N. Meddings)

FISCAL IMPACT:

1. National Endowment for the Humanities: Bridging Cultures Bookshelf. Matching funds are not required because the district will receive books and films through this grant. The project period is January 1, 2013 to December 31, 2013.

RECOMMENDATION:

It is recommended that the board of trustees accept this contract to the district.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Midterm Accreditation Report from Allan Hancock Joint Community College District to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges		
Reason for Board Consideration:  ACTION	Item Number:  12.I.	Enclosures:  Page 1 of 54

**BACKGROUND:**

Allan Hancock College's Midterm Accreditation Report will be submitted to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges on March 8, 2013. The report is divided into two sections: (1) a response to the commendations by the accrediting team; and, (2) an assessment of the progress the college has made in achieving the planning agendas identified in the self-study.

**FISCAL IMPACT:**

There is no direct fiscal impact upon submission of the Midterm Accreditation Report. Changes and modifications that result from the college's intent to respond to specific recommendations from the accrediting team may have financial implications.

**RECOMMENDATION:**

It is recommended that the board of trustees approve the Midterm Accreditation Report.

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
---	--------------------

**ALLAN HANCOCK  
JOINT COMMUNITY COLLEGE DISTRICT**



**Accreditation Midterm Report**

**Submitted By:**

**Allan Hancock College  
800 South College Drive  
Santa Maria, California 93454**

**Submitted To:**

**Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges**

**March 2013**

Allan Hancock College  
Midterm Report March 2013

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Appendix B: College Status Report on Student Learning Outcomes Implementation

## **Allan Hancock College**

### **Midterm Report for March 15, 2013 Statement of Midterm Report Preparation**

In June of 2010, Allan Hancock College received seven recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC) based upon the college's self-evaluation and the March 2010 site visit. There were also twenty-two self-identified improvement plans from the self-evaluation, some of which echoed the recommendations.

During the fall 2010 semester, two separate action plans were developed through the College's shared governance Institutional Effectiveness Council (IEC), which functions as a steering committee for accreditation matters. The first plan listed timelines and the responsible parties (shared governance councils) for the recommendations. The second action plan focused on the self-identified planning agenda items, and the responsible parties included the Academic Senate and Institutional Research and Planning Office (IRP). The IEC regularly updated these action plans as it coordinated and monitored the institutional progress on both.

Beginning in fall 2010 and continuing through the spring of 2012, a broad-based dialogue on both the recommendations and the improvement plans took place throughout the district. For example, the new college planning and decision-making process was implemented in 2010-11. An assessment survey regarding the process was available to all staff members at the end of spring semester 2011, which resulted in useful feedback for improvement. Many professional development sessions for faculty on learning outcomes and assessment were offered throughout 2010 and 2011. The All Staff convocation at the start of the spring 2012 semester was dedicated exclusively to learning outcomes assessment, to ensure all constituents were part of the dialogue.

Throughout this time period, the accreditation liaison officer attended meetings ranging from the President's Cabinet to the Learning Outcomes and Assessment Committee. This was to ensure that dialogue and status updates on the responses to the recommendations were ongoing and inclusive.

Some responses to recommendations and plans, such as improved compliance with board policy on administrative evaluations, were completed by 2011. Other responses and plans will continue to be ongoing, such as the learning outcomes work listed above and robust support for professional development at all levels.

In spring, summer and fall of 2012, the accreditation liaison officer, working as part of IEC, was responsible for the development of the draft midterm report. Evidence was compiled and organized through the IRP. During fall 2012, the working drafts of the midterm report and self-improvement plans were posted on the district portal for review and comment by all governance groups and constituents. After revision based on college-wide input, the final report went to the appropriate constituencies for certification.

### **Acknowledgements:**

Appreciation goes to the following individuals who contributed to the overall report preparation through tireless proof reading, fact-checking, copy editing, evidence location and constructive criticism:

Rebecca Alarcio, Interim Vice President, Student Affairs and College Communications  
 Rebecca Andres, Curriculum Specialist  
 Carmen Camacho, Administrative Assistant to the Superintendent/President  
 Brian Dill, Distance Learning Technical Assistant  
 Mary Girty, Administrative Secretary V  
 Sharan Kelly, Coordinator, Human Resources  
 Melinda Martinez, Executive Secretary to the Superintendent/President  
 Leslie Mosson, Faculty Librarian  
 Ardis Neilsen, Academic Dean  
 Dr. José M. Ortiz, Past Superintendent/President  
 Fred Patrick, Faculty Distance Learning Specialist  
 Laurie Pemberton, Institutional Researcher  
 Anna Rice, Distance Learning Courseware Technician  
 Jennie Robertson, Learning Outcomes Analyst  
 Luis Sanchez, Vice President, Academic Affairs  
 Steven Siegel, Associate Faculty  
 Helen Talkin, Associate Faculty and LOAC Co-Chair  
 Margaret Tillery, Learning Assistance Counselor  
 Carol Van Name, Director, Information Technology Services

Recommendation One: Learning Outcomes and Assessment Committee

Recommendation Two: Institutional Effectiveness Council, Planning and Resource Allocation Taskforce

Recommendation Three: Distance Learning Committee

Recommendation Four: Management Association Evaluation Taskforce, Human Resources Department

Recommendation Five: Technology Council

Recommendation Six: Administrative Program Review Taskforce

Recommendation Seven: Institutional Effectiveness Council



## Allan Hancock College Midterm Report for March 15, 2013

### Recommendations and Concerns

#### **Recommendation 1:**

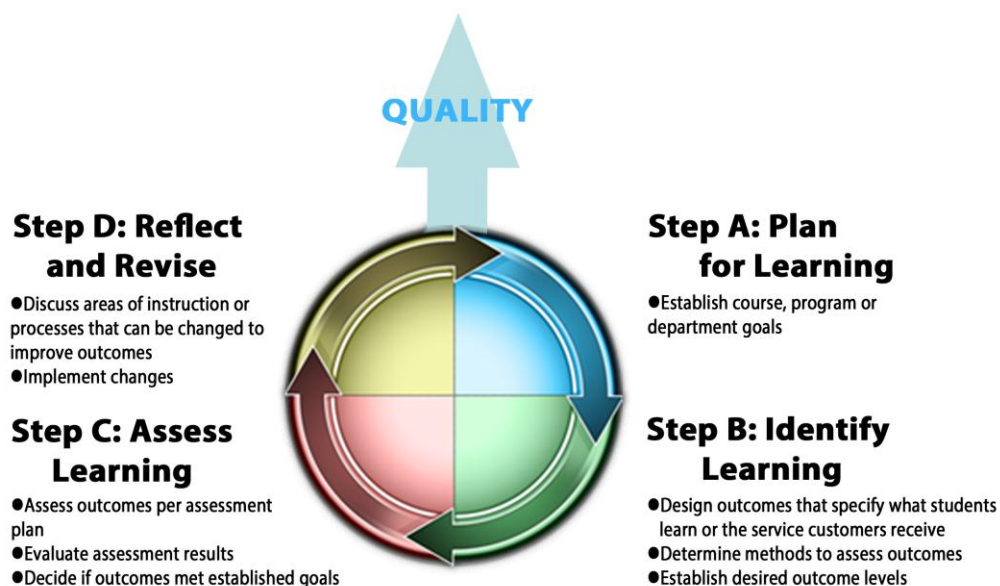
The team recommends to increase effectiveness that the College fully implement student learning outcome assessment at all levels, using program review and student learning outcome assessment to evaluate, plan, and make needed improvements to courses, programs and services and linking assessment analysis to planning and resource allocation. (I.B.1; I.A.1.c; II.A.2.e; II.A.2.f; II.B.4; II.C.2)

#### **Commission Concern:**

With regard to the Commission's requirement that institutions meet standards and achieve the proficiency level by fall 2012, the College is required to develop comprehensive reports to clearly demonstrate the ongoing and systemic review of student learning outcomes and the use of data on student achievement of expected learning outcomes to plan and implement improvements to courses, programs and services. Evidence of this should be included in the upcoming Midterm Report. (I.B.1; II.A.2.e; II.A.2.f; II.B.4; II.C.2)

#### **Response to Recommendation 1 and the Commission Concern:**

Allan Hancock College has a strong history of widespread participation in student learning outcomes development and assessment. Dialog has occurred in department meetings, at all staff convocations, in professional development sessions, and in council and committee meetings. A comprehensive SLOs webpage is maintained by the office of Institutional Research and Planning (IRP). A section of the webpage details the history of SLOs at AHC back to 1999 ([1A](#)). The chart below illustrates the SLOs cycle as it is understood and implemented at Allan Hancock College.



The stages to implementing and assessing SLOs includes scores of ongoing workshops and trainings for faculty and staff. Key to the approach has been faculty participation at various stages as SLO liaisons between their departments and the Learning Outcomes and Assessment Committee (LOAC), and as trainers to departments and disciplines. At AHC, the process started at the program level, and then in 2005-2006, seven institutional learning outcomes (ILOs) were identified (presented to the Board of Trustees in 2007, updated in 2011) ([1B-1](#), [1B-2](#)). Outcomes at all other levels are being mapped to at least one of these seven ILOs.

In addition, the Academic Senate released a philosophy statement on SLOs and assessment in 2006 that is excerpted in every catalog since 2007, and printed in full in each edition of the Faculty Resource Guide ([1C](#)). The majority of faculty added SLOs to their syllabi in 2006-07, and SLOs are in the process of being added to the course outlines of record with the current implementation of the CurricUNET online curriculum system.

In 2007, the College received a federal Title V HSI grant that had many activities focused on SLOs and assessment. In 2008, the grant purchased eLumen software, which is designed for SLO assessment and reporting. In spring of 2009, a webpage focusing on SLOs and assessment was developed under the auspices of IRP. By 2009-10, 97% of degree and certificate outcomes were defined and included in all subsequent catalogs ([1D](#)).

Focus then shifted to course level SLOs. From 2009 to the present, IRP and LOAC have coordinated many workshops every semester focused on SLOs and assessment at the course level ([1E](#)). Workshop topics include: Using Research Data in SLO Assessment and Program Improvement; How to Evaluate and Analyze Data; and How to Use eLumen Effectively for Outcomes Assessment and Improvement Plans. The Learning Outcomes Analyst has worked with faculty one-on-one, in groups, with an entire department, or in break-out sessions.

The two projects critical to bringing Allan Hancock College (AHC) to the proficiency level in student learning outcomes (SLOs) and assessment, Banner and eLumen, both began in 2010. Work on outcomes was underway well before these systems appeared; however, the work was not documented in a system able to generate comprehensive reports before 2010. eLumen had been installed for several years, but until the Banner student information system was launched in summer 2010, course rosters and other information could not be automatically loaded into eLumen to facilitate assessment and reporting; eLumen was not widely used due to the fact that all information had to be entered manually. Faculty liaisons to LOAC piloted the Banner/eLumen integration in spring and fall 2011, and use increased rapidly after that.

With the Banner integration, faculty began full implementation of eLumen for recording and reporting SLOs and assessment. Faculty who enter data at the section/course level can also see data for all other sections of the same course for comparison purposes. Program coordinators and some department chairs are able to see aggregated data for all courses within a program, enabling them to work with faculty on assessment and improvement at both the course and program levels. This multi-level analysis is important in identifying any gaps that need to be addressed. eLumen records improvement plans based on analysis of course data and outcomes. Faculty and staff are finding this especially useful for the program review annual updates, which feed into the overall planning process as described later.

In spring 2009, LOAC began work on a formal Institutional Assessment Plan, which was completed in spring 2012 ([1F](#)). This plan is the institutional guide to SLOs assessment, with clearly described roles and processes at all levels. The plan was accepted by the Academic Senate and then College Council on May 7, 2012. All the work on SLOs assessment up to this time, including entering and analyzing data in eLumen, then needed to be integrated into program review and the overall planning process.

During 2010-11, the program review process for academic affairs and student services underwent revision. At the core of the AHC integrated planning process is program review, which occurs every six years. In order for authentic assessment to occur, SLOs were integrated into the program review process, which was revised to accommodate SLO development back in 2001. The focus ten years later in the 2010-11 revision was to revise the comprehensive (six year) program review component, and develop an annual update which focused on SLOs assessment for continual improvement. The revised program review processes were institutionalized in 2011-12 ([1G](#)).

The program review revision for assessment and annual updates was also necessary for administrative program review. A taskforce used the academic and student services process as a model, but made slight adjustments based on the different needs and functions of administrative units. This revision was accomplished in 2011-12, as described in detail below under recommendation six.

Improvement plans based on SLOs assessment (from either the six year program review or the annual update) that include the need for resources such as faculty, staff, facilities, technology, equipment or budget augmentations are integrated into the district-wide planning process as described in recommendation two below. Typically, each program sends the resource requests from their program review to their director or dean. After initial prioritization at that level, it goes to the appropriate vice-president (or cabinet-level division administrator). The cabinet member then selects priority requests within his or her division, and sends them forward for the district-wide planning retreat in late fall. At the retreat, institutional priorities for the coming year are identified from several sources, including these divisional resource needs. The priorities are then routed for resource allocation, in accordance with the integrated planning process outlined in the *Councils and Committees: Pathways to Decisions*. (CCPD Manual) ([1H](#))

Improvement plans from program reviews or annual updates that do not require resources, but instead are focused on curricular needs or other instructional action plans are usually implemented at the department level or through other processes. For example, if a faculty member decides to revise or modify SLOs at the course level, discussion and approval occur in a department meeting. If SLO assessment results lead an instructor to request that a different textbook be adopted for a course, a modification to the course outline of record is submitted through the college-wide Academic Policy and Planning (AP&P) Committee (the curriculum approval subcommittee of the Academic Senate.)

AHC reached the proficiency level for SLOs and assessment in 2010-12 through widespread dialog and training, implementing programs such as eLumen for assessment and data analysis, and integrating SLOs assessment into institutional planning through program review. All areas in academic affairs, student services and the administrative divisions are able to engage in a systematic cycle of evaluation that is recorded and used for planning and improvement. The

process of annual updates in every area allows for both revisions to existing SLOs and program review action plans, and the addition of new ones. Due to the six year cycle for comprehensive program review, it will be 2016 before every program has had the opportunity for a full self-examination and validation of the outcomes assessment, planning, and improvement process.

Outcomes and assessment processes have been developed for all areas at Allan Hancock College. The Learning Outcomes and Assessment Committee is active in guiding the College through the Institutional Assessment Plan. There is ongoing training and dialog about assessment and using the results to make improvements. Decision making is tied to the results of assessment incorporated into program reviews. Comprehensive reports are available through the eLumen system, which is constantly updated. The eLumen reports for courses leading to an A.A. in Spanish are included as an example ([11](#)). The SLOs Proficiency Report due to ACCJC in March 2013 is included as Appendix B to this report. It reflects the tremendous amount of work and progress the College has made since 2010, particularly in assessment.

Acknowledging that outcomes and assessment are ongoing systemic processes that are never complete or concluded, the College has systems and processes in place at the proficiency level. The standards in the recommendation and the commission concern are being met.

**Recommendation 2:**

**The team recommends that Allan Hancock College implement the newly formulated college planning process in ways that enhance links between college goals, operational and strategic planning, resource allocation, and participation in college governance.**

**(I.B.2; I.B.3; III.D.1.a; IV.A)**

**Response to Recommendation 2:**

A Shared Governance and Integrated Planning Taskforce representing all constituencies worked diligently from late 2008 through spring 2010 to develop the new manual, Councils and Committees-Pathways to Decisions known widely as the CCPD ([2A](#)). The CCPD provides an overview of the protocol followed in the decision making process, shows the integrated planning model and timelines, and provides a detailed description of the council and committee structure. The new planning process described below was formally launched in fall 2010. The charts from the CCPD on the following pages show an overview of the integrated planning process and the committee and council structure (Figures 1 and 2).

A major goal in developing the CCPD was to ensure wide opportunities for participation in college governance. This was achieved by revising the former shared governance structure to a more clearly defined shared governance council and committee structure ([2B](#)). All college committees, subcommittees, and taskforces now report to one of seven shared governance councils. Each council is co-chaired by an administrator and faculty member. The following councils are responsible for making recommendations to College Council on major operational areas of the College:

- Budget Council
- Facilities Council
- Human Resources Council
- Institutional Effectiveness Council
- Student Learning Council
- Student Services Council
- Technology Council

As outlined in the CCPD, each council has representation from every college constituency, including students. Every council has functions that are reviewed annually (usually at the first council meeting) and revised if necessary. Councils are designed to work on policies and issues that are governance-oriented, rather than resource needs. Recommendations from these councils go to the College Council which is co-chaired by the Superintendent/President and the Academic Senate President. College Council makes a final recommendation on each policy or issue to the Superintendent/President, who may also choose to consult with Cabinet, the College Administrative Team, or others. The Superintendent/President then makes a final decision or a recommendation to the Board of Trustees.

# Multi-level Integrated Planning Model

## Allan Hancock Community College Multi-Level Integrated Planning Model For Institutional Effectiveness

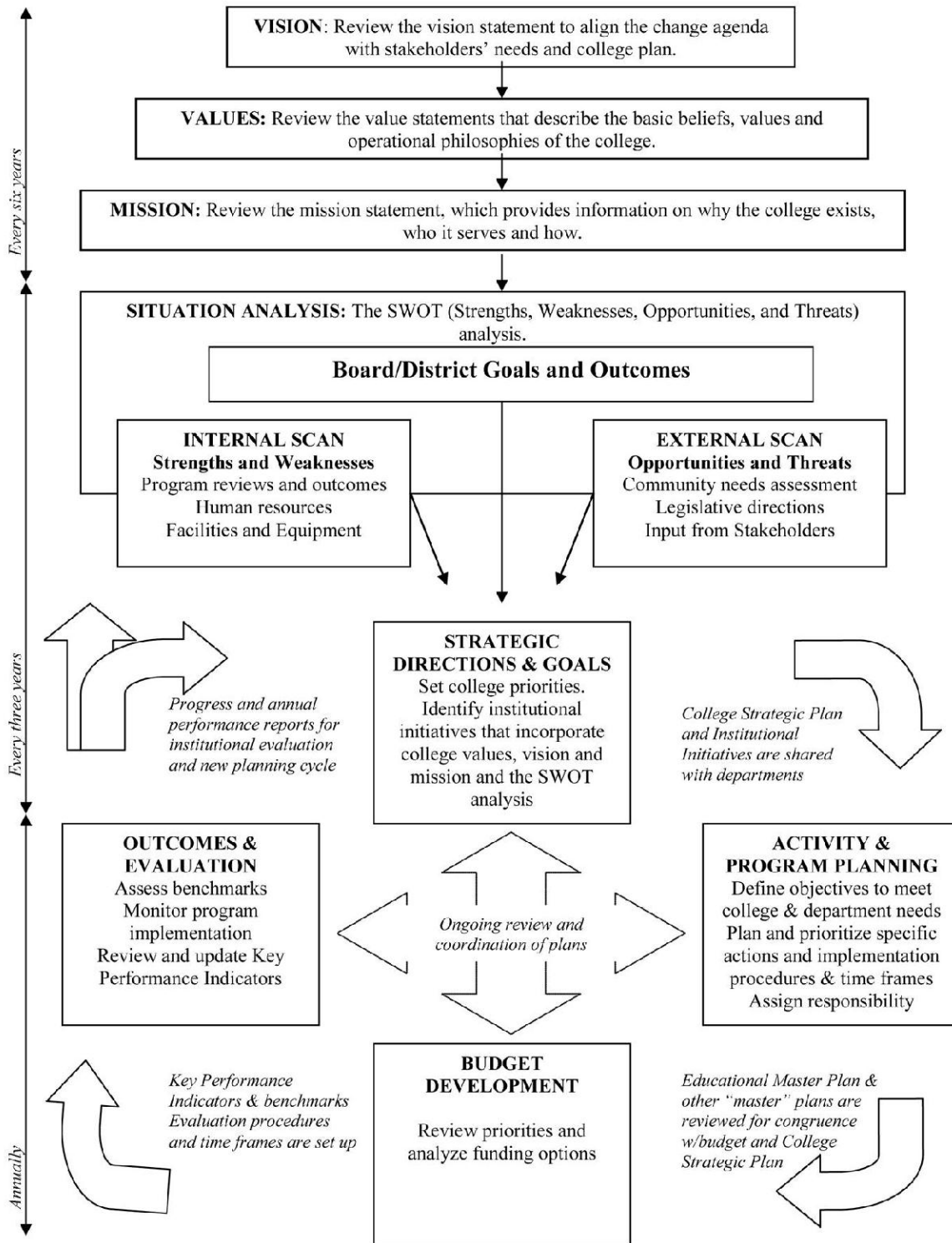


Figure 1



# Part II: Councils and Committees

## Council and Committee Structure



### Council & Committee Structure

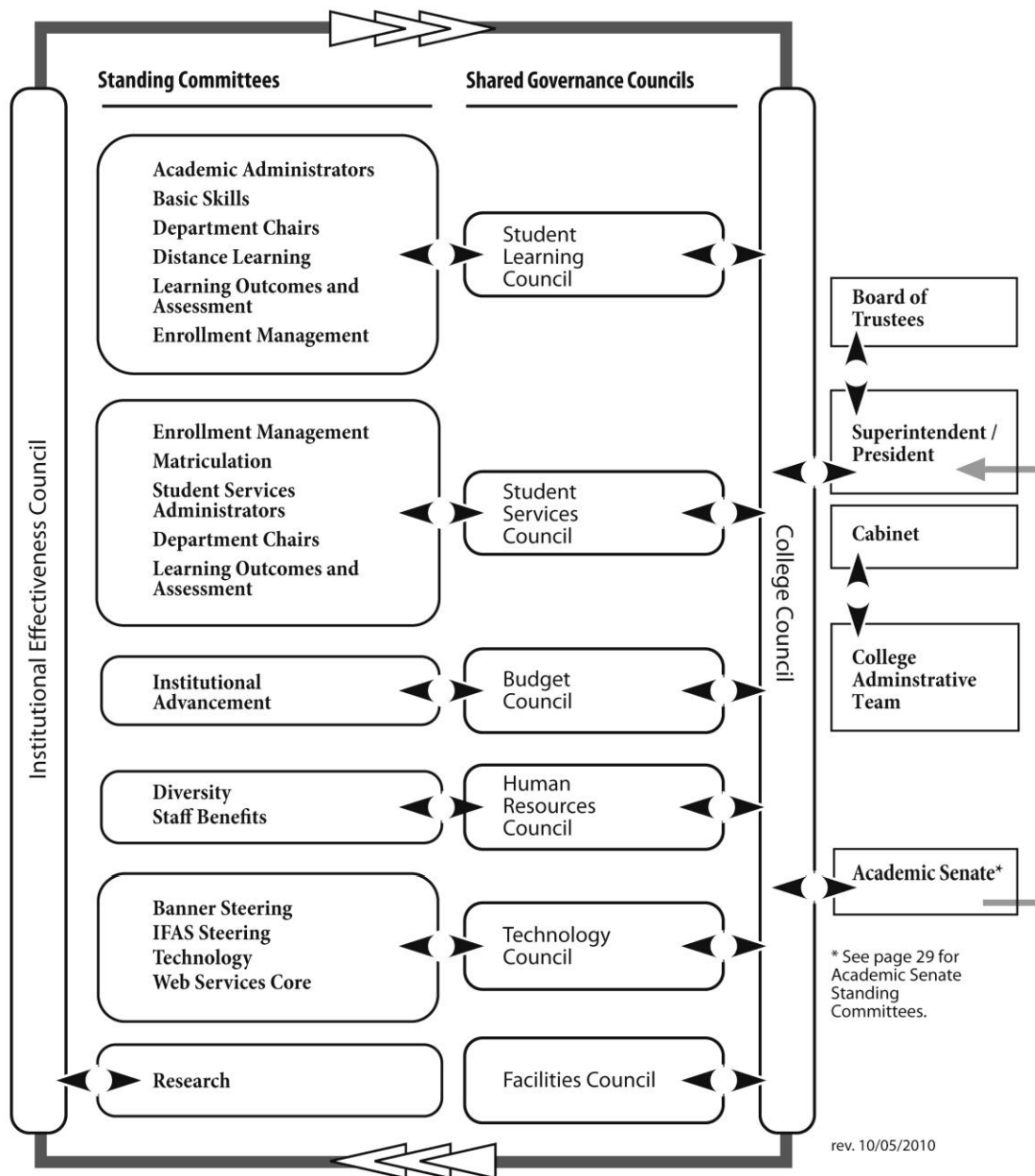


Figure 2

The Academic Senate functions separately, but in much the same way as the shared governance councils do in the new CCPD decision making process. As shown in the CCPD, there are five standing committees within Academic Senate's purview: Academic Policy and Planning, Faculty Hiring, Professional Development, Professional Standards, and Senate Executive. The Senate receives input from these standing committees, and also (when appropriate) the Student Learning Council or other committees focused on teaching and academic issues. The Senate Executive Team takes recommendations directly to the Superintendent/President. This is a parallel model to the councils and committees that addresses a broad range of institutional functions, particularly ones related to student learning.

A change in conjunction with the launch of the CCPD was the addition of annual updates to program review, designed to update SLOs and enhance the connection between planning and resource allocation. Formerly, programs underwent review every six years, resulting in action plans and SLOs that became dated. As part of the new process, programs submit annual updates. Requests for resource allocations, including instructional equipment and staff, must be listed in the program review or annual update to be considered for funding. The program reviews and updates are part of department and division level planning, which is carried forward to the annual district-wide planning retreat late in the fall.

There was a CCPD and planning retreat assessment in spring 2012, which resulted in a taskforce forming to improve resource allocation, especially divisional requests such as landscape equipment or office needs. The taskforce recommended several changes to the planning calendar and workflow designed to make the link between resource allocation and planning clearer. They also recommended changes to improve timely feedback to departments and divisions on the status of their requests. The changes should improve response to smaller operational requests, and allow the annual district-wide retreat to focus on institutional priorities, as described in the next paragraph ([2C](#)).

The planning processes leading up to the annual planning retreat are as follows: As shown in chart form in the CCPD, all planning begins with the college vision, values and mission. These are displayed in a framed poster throughout the campus, as well as in the catalog and other prominent places, so that all members of the college community will be familiar with them. Based on those, the Board of Trustees sets goals that are incorporated into the annual planning process through the directions they give to the Superintendent/President. Preparation for district-wide planning continues through the fall with department and divisional planning linked to program review (either six year, or the annual updates). Priorities are forwarded from deans or directors to each vice-president, to be presented at the annual district-wide planning retreat. Priorities are categorized under each cabinet member's area—academic affairs, student services, administrative services, and so on.



A great deal of quantitative and qualitative data from the Institutional Research and Planning Office is presented at the planning retreat. Data may include external scans from the community such as employment data, statewide initiatives such as basic skills, and AHC student demographic trends, success, retention, and other internal information. Additional plans and documents such as the Educational and Facilities Master Plan may also be considered at the retreat.

Institutional priorities are ranked by retreat attendees representing every constituency, based on evaluation of all the data and divisional priorities. These ranked priorities are then reviewed and refined by the shared governance Institutional Effectiveness Council (IEC) before moving forward for consideration for funding and implementation by the Budget and College Councils in the spring. The priorities for 2011-12 included utilizing some new technologies, especially for communication; completing a comprehensive enrollment management plan; and developing a balanced budget. These priorities were selected knowing that there would be few or no additional resources needed, as it was a challenging budget year. For 2012-13, priorities included hiring faculty and staff, and basic skills improvement. The budget was still challenging, but resources from sources outside the district were identified. Four corporate sponsors donated funds through the AHC Foundation to help support a faculty position in machine technology, and the Basic Skills Initiative and the AHC Foundation funded a variety of projects to improve basic skills outcomes.

Work was done prior to launching the CCPD, and in assessing it after the implementation. In the months leading up to CCPD implementation, a voice narrated PowerPoint presentation outlining the process was shown in many venues around campus ([2D](#)). The IEC, which monitors integrated planning, worked to clarify any confusion over the name changes of some councils and committees, and provide guidance on forms and processes. The new myHancock portal (launched in January 2010) provided a channel for widely disseminating council and committee agendas and minutes to all staff and students, so that even those not assigned or able to attend meetings could follow the new proceedings. At the end of the 2010-11 academic year, all councils and committees submitted a list of their accomplishments and challenges they faced to College Council ([2E](#)).

At the conclusion of the spring 2011 academic year, an assessment survey regarding the CCPD and new planning process was available to all AHC staff ([2F](#)). There were 73 responses, some of which were repetitive. These responses were divided into five themes by the IEC. Based on the themes, two areas were identified for improvement: 1) The process for communicating decisions back through the structure from College Council and/or Cabinet, and 2) Clarifying how resource allocation is linked to the planning process. A taskforce with representatives from all constituencies started work on these two areas of concern in April 2012. Their recommendation is in evidence as [2C](#).

The IEC will do a full assessment of the CCPD process every two years going forward. In fall 2012 and spring 2013, the IEC reviewed the list of challenges and suggestions for improvement submitted by the seven operational councils in spring 2012 ([2G](#)). This limited assessment should assist in identifying issues that are common across the councils, and help develop possible process improvements.

The College meets the standards in this recommendation. The CCPD process has been implemented and clearly outlines the committee and council structure that ensures shared governance. Program review is the vehicle for both operational and strategic planning resource request, which are integrated into the annual planning process. Planning documents and data are used as the basis for strategic planning and prioritization. Assessment and revision of the CCPD will be an annual, ongoing effort that supports continuous improvement of the integrated planning processes, shared governance, and resource allocation.

**Recommendation 3:**

**The team recommends that in order to ensure consistency across all delivery methods the college implement a process to evaluate the rigor and content of online courses.**

**(II.A.1.a; II.A.1.b; II.A.2; II.A.2.c)**

**Response to Recommendation 3:**

Allan Hancock College has a number of approaches to ensure the rigor and content of online courses. The approaches start with the curriculum development process and online faculty training, include evaluation and assessment processes identical to onsite courses, and continue with the distance education committee and its work to identify and encourage best practices. It is key to note that rigor and content are the responsibilities of faculty, with guidance from the Academic Senate, and that processes for onsite and online course development are identical, except for a few appropriate modifications based on delivery, not content.

To ensure quality content and rigor, AHC practice has been for only full-time, local instructors to develop online courses at AHC. For greater consistency, most of the online courses have been developed by instructors who teach the same courses onsite. Online instruction is limited to courses that lead to certificates, degrees and transfer in the expectation that students at that level will be better prepared to navigate and succeed in the online environment. The vice president of academic affairs affirms these conditions are in place prior to signing off on the course.

When a faculty member proposes and develops an online course, it must be recommended by faculty vote in the appropriate department. Then it is reviewed and recommended by the department chair, academic dean, and articulation officer. The next step is the curriculum review process, through the Academic Policy and Planning (AP&P) subcommittee of the Academic Senate. There are additional forms and processes required for online courses that verifies regular, effective student contact strategies (3A). Other than the additional DL forms, the process is the same for an online course as for an onsite course. The course initiator researches and includes: Data on the need for the course to be online, how it fits into course sequencing, evidence of adequate resources, input from advisory committees when appropriate, and related external factors such as the job market demand. The review process is rigorous, and course developers are asked to appear before AP&P in person and respond to any concerns committee members have.

After recommendation for adoption by the AP&P committee, the approval stage begins. This requires course review and approval by the Academic Senate, the Board of Trustees, and finally, the Chancellor's Office.

Faculty who have not taught online before must demonstrate technical competency to the dean of learning resources, who oversees distance learning. The distance learning technicians offer regular group training sessions on Blackboard, the district learning management system. The faculty distance learning specialist also meets with every teacher at least once to discuss pedagogy. There are set weekly open office hours for one-on-one training, as well as the opportunity to make an appointment for individual training. It typically takes a minimum of six hours of training to learn Blackboard basics and be approved by the dean, which occurs as part of the DL forms listed in evidence as 3A. Distance learning staff keeps a list of faculty who have been through training and have demonstrated technical competence (3B).

A considerable amount of additional online training is offered through in-house professional development opportunities. Many of these sessions are conducted by the faculty distance learning specialist, who focuses on online pedagogy and best practices. Topics range from Universal Design online to using wikis and blogs to increase student engagement (3C). In addition, staff have attended and shared ideas from the annual Online Teaching Conferences for California Community Colleges. A DL Forum was held on February 24, 2012 through funding from a Title V HSI grant, which focused on closing gaps in online achievement for Hispanic and other minority students (3D).

Faculty members have a variety of options in course development, but it is highly recommended that they work with the distance learning specialist and the coordinator of instructional technology, who assists with the technical aspects of creating the most effective course content for an online environment. Another recommended practice is the use of the Quality Matters (QM©) rubric to determine if course navigation and content are optimally designed. This process is not tied to the negotiated faculty evaluation, but includes valuable feedback to the course developer from trained faculty peers (3E).

When an online course is offered, faculty members continue to have the support of the distance learning staff. In addition, the DL Committee meets monthly. The committee generally has representation from all groups, with the largest representation from faculty. The first charge of that committee is: *Recommend criteria to promote quality of instruction and develop strategies to increase student retention and success in distance learning.* The DL Committee regularly discusses quality issues and promotes best practices.

All instructors, including online ones, are evaluated every three years in accordance with the faculty association contract. The evaluation process includes self-evaluation, peer team evaluation, and student evaluation in both onsite and online courses. Online courses are subject to the same standards as on-site ones for inclusion in program review, updating the course outline of record, and assessment of student learning outcomes.

Online education poses some unique challenges. For example, there is a gap nationally, statewide and at AHC in student achievement online in comparison to student achievement onsite. Lack of student preparation for the online environment, or lack of time management and study skills may contribute to this gap. To help address this issue, AHC has developed a distance learning webpage with an area devoted to online students (3F). Rigor and content may not be the primary basis for success in the online environment; as stated in section 55204 of the CCCCO Distance Education Guidelines, 2008 Omnibus Version, regular, effective contact from the instructor is crucial (3G). As discussed above, AHC emphasizes frequent contact as part of online instructor training. Many of the trainings and best practices offered by DL staff focus on methods of effective contact and increasing the instructor's presence in the course.

AHC will continue to focus on increasing student success in the online environment. The standards related to the rigor and content of online courses, their evaluation, and their consistency with other delivery methods are being met.

**Recommendation 4:**

**The team recommends that the college comply with existing board policy (BP 2110) for administrative evaluations. The team notes that administrator evaluations play a role in assuring the effectiveness of the college's decision-making, and that currently administrator evaluations are not up to date as they should be according to Board Policy 2110.**

**(III.A.1.b; IV.A.5)**

**Response to Recommendation 4:**

During 2008-10, the administrative evaluation process was undergoing substantial revision. At that time, some evaluations lapsed out of the established time cycle as stated in Board Policy 2110 (BP 2110) (4A).

Assessment of the administrative evaluation process as it existed prior to 2008 indicated improvement was needed in several areas to increase effectiveness. The standards against which management performance was measured required revising and updating. They were obsolete or irrelevant in some cases, and they needed to link more closely with the college mission and integrated planning process. An administrator's initial evaluation needed to be more comprehensive, to include participation by a broad constituent base, especially faculty. The evaluation process was scheduled to move online, to improve efficiency and provide better data for performance assessment and improvement planning. Finally, a more formal process for corrective action plans following unsatisfactory evaluations was necessary.

A taskforce on revising administrator evaluations was formed in 2008-09 to recommend changes in the evaluation forms, process and timeframes. The taskforce included representatives from the management association, the human resources director, and the Superintendent/President. Various models were discussed, including processes at other community colleges and *Competencies for Community College Leaders*, published by the American Association of Community Colleges. The outcome of these activities was a recommendation that led to the revision of BP 2110 and Administrative Procedure 2110.01, approved by the Board of Trustees in April 2009 (4B). A significant change is new forms that link administrators' goals to program review and the district strategic plan, for improved integrated planning and decision making (4C).

In fall 2009 and spring 2010, the College moved to online evaluations using Class Climate, a Scantron product. This was the initial evaluation cycle for both the revised BP 2110 and the online process. As is common with new technologies and policies, there were a few issues that needed resolving, including some errors in survey distribution. The process was assessed at the end of the first cycle, and improvements were made, including better methods for constructing survey distribution lists. All staff who have direct knowledge of an administrator's work may request a survey form in the new process, to ensure broad input.

By February 2011, all administrators had a current evaluation (2010-2011) on file in the human resources division. The human resources department is maintaining a spreadsheet to ensure that evaluations are kept current (4D).

In 2011-12, the process began its second cycle. It continued to be assessed with the goal of improving effectiveness. As a pilot project in 2011-2012, the timeline for evaluations was adjusted to allow additional time for a thorough assessment of a manager's performance, particularly in attaining stated goals. The following year, discussion with management and human resources continued on permanently adjusting the timeline, which would require a modification to Administrative Policy 2110.01. In the meantime, for 2012-13 the timeline pilot was discontinued. It was decided that the process for survey distribution, which is still being refined for a comprehensive evaluation, will be the area assessed in 2012-13.

All administrative evaluations are now current, the process is in place, and process assessment continues to ensure improvement. The College meets the standards for this recommendation.

**Recommendation 5:**

**The team recommends that the college develop an updated technology plan that includes a plan for how technology equipment and infrastructure will be sustained after the cessation of bond funds. In addition, the team recommends the college consider the inclusion of a technology replacement and/or reallocation plan which provides for partial overturn of equipment annually, and minimizes the outflow for these purposes.**

**(I.B.7; III.C)**

In fall 2010, the new CCPD planning process divided the existing Technology Advisory Committee (TAC) into two entities, TAC and the new Technology Council. Bond Measure I in 2006 allocated over one million dollars annually for ten years for technology projects, in addition to a separate major mainframe replacement project. Some of these projects were already listed as necessary in the 2007-2010 *Education and Facilities Master Plan Update* (5A). The charge of TAC was changed to review and recommend the broad scope and implementation of these technology projects. Other technology goals, such as district wide planning and technology related board policies were assigned to the new Technology Council, as described in the CCPD (5B).

The Technology Council began work on the new Technology Plan in October 2010, projecting that it would take about two years to complete. The Council looked at models, discussed AHC technology priorities, developed technology goals, and started drafting the plan in fall 2011. The process included asking for assistance from many departments and groups to draft and review language that required an area of expertise, such as distance learning or business applications. For example, the new IFAS online purchasing and payroll systems were best described by the business services department staff, who are the most expert and experienced users. In fall 2012 the first draft plan was posted on the myHancock portal for review and comment from all constituents (5C).

The Technology Council and TAC decided jointly in 2010 that the responsibility for developing the obsolescence/replacement standards would fall to TAC. One reason for this decision is the volume of technology replacement requests received by TAC annually. The current obsolescence standards are reviewed annually, updated, then posted on the myHancock portal under the “Work Tools” tab in the technology channel (5D). All employees can refer to the standards when considering a proposal for replacement of a computer and/or peripherals. In addition, equipment is repurposed or reallocated as much as possible. For example, the sign-in terminals in the various campus labs are often older student lab or staff computers that are still usable. Repurposed computers are also used for emergency replacements or loaners when computers fail, or for temporary employee use. Non-functioning computer equipment is used for parts. The College also participates in an asset recovery program through Dell that provides credit for new computers when those that no longer meet our standards are returned.

Technology resources and costs are integrated into planning processes in several ways. Total cost of ownership and sustaining technology are major considerations in the planning process, with technician and technical support needs an important factor. Technology requests for department-level needs can come through program review or be submitted for Measure I bond funds through TAC, but both types of resource requests need to consider all costs associated with

a technology project. Large-scale institutional technology projects are vetted through the CCPD process, starting with TAC.

Substantial technology funding at AHC recently has primarily been through various grants or the Measure I Bond, which covers the ten year period from 2006 through 2016. The District has already addressed a significant increase to the cost of improved technology funded by the Bond. The Measure I funded mainframe replacement project, known as the Phoenix Project, also funded the implementation of the Banner student information system, the IFAS financial/human resources information system, the myHancock portal, and the DegreeWorks student education planning program.

Starting in 2008, the ongoing licensing and support costs for these systems began rolling over to a District operational cost, starting with the IFAS system. The College will assume all costs when the Measure I Bond portion of these projects concludes by 2016. To prepare for these budget increases, a five year outlook was prepared for the Budget Council in 2010 and is updated each year ([5E](#)). The district-wide software, including the information systems and the hardware maintenance needs (licenses and renewals, support, upgrades, etc.) are centrally managed under the IT services director, both for efficiency and the cost savings from volume purchasing discounts. The director includes the technology budget and its five year outlook as part of her annual budget development submission.

Planning for alternate technology funding sources for the items currently requested through Measure I Bond funding is being addressed in the new Technology Master Plan. For example, AHC has been very successful in receiving grant funding for innovation and technology, and will continue to pursue opportunities. In preparation, the IT services director meets regularly with the Associate Superintendent/Vice President of Administrative Services to review instructional and institutional technology needs. An example of a decision made recently as a result of these meetings is the district policy for acquiring and using mobile devices, such as tablets ([5F](#)). The need for the policy was driven in part by an influx of iPads from assessment activities in a recent Title V HSI grant. The iPads from the grant were re-purposed in an iPad loan program for faculty and staff managed through the college library.

The first draft of the new Technology Plan was made available in fall 2012, and the Technology Council is now completing the final draft. The District is assuming technology costs gradually, in accordance with the five year outlook prepared by the IT services director. Reallocation and replacement of computer equipment is managed through the IT services department. The response to recommendation five is substantially met.



**Recommendation 6:**

**The team recommends that the college use the revised board policy (BP 7930) to complete a program review for each administrative program and use the results to improve administrative efficiency.**

**(III.D)**

Institution-wide program review and outcomes assessment are foundations of the integrated planning process at AHC. In 2010-11, all program review processes required revision to include outcomes assessment, as well as an annual update process. The Academic Senate piloted a new program review process in 2010-11 for academic programs and student services, which was institutionalized in 2011-12 (6A). Once that process was finalized, the focus turned to revising the administrative program review process in a manner that would integrate effectively with these other processes, as well as the broader new CCPD process.

There were some factors that initially presented challenges in developing a consistent and uniform process for assessing administrative services outcomes. Administrative program reviews had been performed regularly in some areas of the college, such as Public Affairs and Publications, but not in others, such as Institutional Grants. Administrative procedure 7930.03 (6B) that accompanies the Program Review Board Policy 7930 was in need of revision. Decisions needed to be made on whether the student services or administrative program review process was more appropriate in some cases, such as the college bookstore. The new Learning Outcomes and Assessment Committee (6C) was focused on the academic and student services processes, and recommended administrative oversight for service area outcomes (SAOs).

Administrative program review was addressed beginning in November of 2011 by a taskforce that was chaired by the Superintendent/President and included administrators from various areas. The taskforce revised AP 7930.03, identified which programs would be included in administrative program review, and decided the six year cycle would be tracked by the appropriate cabinet level administrator. The taskforce revised the annual update process to align it closely with the new program review process for the academic and student services areas. Several informational and training sessions were held with taskforce members and administrators in the spring of 2012 that focused particularly on recommended practices for assessing SAOs.

The institutional researcher provided a list of areas which had program reviews on file, and the timetable for each program's full six year review going forward. The first annual update of SAOs was submitted from all administrative areas in June 2012. The first of the new comprehensive administrative program reviews will be due in June of 2013. The first full cycle of SAOs assessment will also be due in June 2013, whether in an annual update or comprehensive six year program review. The Program Review matrix (6D) is maintained on the IRP learning outcomes website. It includes links to the current administrative program reviews and annual updates in addition to the schedule for the next full review.

The College has a revised procedure to follow for administrative program reviews that includes SAOs and assessment, as well as annual updates. All administrative units have completed an initial cycle of annual updates. A schedule has been developed for all administrative units to perform a comprehensive program review by 2015, with the first ones due in June 2013. The standard for recommendation six is now met.

**Recommendation 7:**

**The team recommends that the college (1) implement their proposed new decision-making process and (2) improve methods for campus-wide communications concerning decision-making processes, to ensure a healthy campus climate and effective participation in governance, as well as strong and effective leadership.**

**(II.C.2; IV.A.1; IV.A.2.a; IV.A.2.b; IV.B.2.c)**

**Response to Recommendation 7:**

The first part of this recommendation, the implementation of the *Councils and Committees: Pathways to Decisions* (CCPD) process, has been accomplished and is addressed in recommendation two above. This response will primarily address the second part of the recommendation: Improvements to campus-wide communications to ensure effective participation by all constituents in conjunction with the new decision making process.

In making recommendation seven, the 2010 external team referred frequently to the recommendations from the AHC Campus Climate Report prepared by the California Collegiate Brain Trust (CCBT) in 2009 ([7A](#)). The major action plan from that document, to complete the CCPD and implement it in fall 2010, was satisfied as described in the response to recommendation two. It was also recommended that the college address a lack of transparency in decision making, which many of the communication efforts described below were designed to do.

In January 2010, the myHancock portal was launched for AHC staff and faculty use; in March 2010 students accessed the portal for the first time. The portal consists of various sections called channels that focus on particular areas. Two channels on the staff portal, “Councils and Committees” and “My Groups” are key to disseminating both decisions and information on the decision making process. The Councils and Committees channel has agendas and minutes from all meetings posted, and anyone on campus can access them. This channel also features a CCPD log of changes, which have been tracked as various groups have refined their membership and functions. In the same channel, current council members (by name and constituency represented) are listed, so all faculty and staff know who to contact if they want more information, or wish to express their opinion regarding an issue. Finally, the Councils and Committees channel includes agendas and minutes from important decision making bodies that are not shared governance, such as the Board of Trustees and the Academic Senate ([7B](#)).

The My Groups channel can be customized so that members of campus councils, committees, and other organizations have convenient access to documents and files of particular relevancy or interest to them. This also allows for communities of interest that sit outside the council/committee structure, such as campus clubs, to have a shared communication device.

In addition to the channels, the Superintendent/President publishes the *Grapevine* electronic newsletter every month. This newsletter is direct communication to the entire campus community from the leadership perspective. The link to the current issue is always on the home page of the myHancock portal, where all constituents can easily access it; older issues are available under the documents/ library tab of the portal under “Newsletter” ([7C](#)). The

newsletters contain information on important decisions, policy changes, budget updates, and current activities and initiatives. A key feature is keeping the AHC community informed of important news at the state level, as well as local issues. The past Superintendent/President also published this type of newsletter, but it was called *Take Five*; back issues are also available on the portal as stated in evidence 7C.

There is a second electronic monthly newsletter created by the campus community entitled *News to Know*. Anyone can submit information for inclusion, ranging from news on committee work to personal and family accomplishments. Every edition includes updates on construction and technology projects, and a calendar of campus events. The link to the current issue is located on the home page of myHancock. Older issues are available from the documents/ library tab of the portal under ‘Newsletter’, then “News2Know”(7D).

The Lompoc Valley Center has a weekly email bulletin called *This Week at the LVC*. The focus is on events occurring each week, such as workshops, club meetings, social gatherings, and important timelines for students including scholarship and financial aid application dates (7E).

The Board of Trustees (BOT) policies and meeting agendas and minutes (including revised items) are available from the public website (7F). This is the most effective way for both AHC staff and the public to keep current with BOT decisions.

Students receive communication from the College through a variety of avenues including the myHancock portal, AHC email accounts, and a newsletter called *Bulldog Beat* that lists weekly events. AHC is on Facebook, YouTube and other social media sites, which attracts a substantial amount of student interest. The Associated Student Body Government (ASBG) representatives are the key players for attending council and committee meetings, and communicating campus issues back to their constituency. ASBG roles in decision making are listed in the CCPD manual.

One communication gap that was identified in assessing the CCPD process was closing the loop regarding divisional priorities that are not brought forward through program review at the annual district-wide planning process. For example, a request for grounds keeping equipment might not be brought forward through the facilities vice president as an institution-wide priority; the original requestor needs to be notified, and if applicable, directed to other possible sources for obtaining the equipment. A Taskforce was formed in spring 2012 to investigate several gaps in the CCPD process, including this one. The Taskforce recommended revisions to the planning calendar that allow for feedback to departments on the status of resource requests, especially operational ones (7G).

An informal discussion venue for faculty and others interested in teaching and learning was started by the Vice President of Academic Affairs in 2011-12. The Pedagogy Hour occurs regularly throughout the semester, covering a wide variety of topics.

All of these efforts have increased campus-wide communications and have helped to improve the campus climate. The Institutional Effectiveness Council (IEC) conducted an assessment survey on the new CCPD in May 2011, which received 73 responses from all constituencies (7H). One of the frequent most positive responses was agreement to the statement “My constituency group keeps me informed of actions by the councils.” However, recurring comments included the wish for better campus notification when decisions are final, complaints about the decision-making

process being slow, and the observation “The structure works if people actively engage in it and seek to stay informed.” Faculty and ten month staff have also expressed concerns that important decisions are made in the summer, when many councils and committees do not meet.

Communication is an area that the campus community needs to continuously review and refine to improve effectiveness. Some suggestions are being enacted, such as a recommendation from February 2012 managers’ retreat that a brief council update be added to every monthly administrative team meeting agenda. This recommendation was enacted with the agenda immediately following the retreat, and has continued (71).

Many steps have been taken since 2010 to improve planning and communication. The myHancock portal provides a convenient and accessible mechanism to improve communication for all members of the campus community, including students. The CCPD manual documents the decision-making process, so that all constituencies can review how policy making and planning occur. The important roles of the Academic Senate are outlined in the “Governance Relationships” portion of the CCPD manual. Senate agendas and minutes are posted on the myHancock portal and emailed to all staff by the Senate President. The Superintendent/President of the College communicates through various channels, including newsletters and minutes from the College Council, which are posted on the myHancock portal.

Allan Hancock College has implemented both the CCPD decision making process, and the myHancock portal to house information related to decision making. Implementing the CCPD and portal have provided the opportunity for a clearer understanding and pathway for shared governance, and better access to information. A number of newsletters are published regularly to update faculty and staff on campus, district, and state activities. The IEC will continue to regularly assess the CCPD and solicit feedback on decision making, in order to continually improve the process. The College response to the recommendation meets the standards.

**Allan Hancock College Response to Self-Identified Improvement Plans  
(formerly Planning Agendas) from the 2010 Self Study**

**Standard I. Institutional Mission and Effectiveness**

**I.A.3. Include emphasis on mission, vision and strategic plan in all new employee training.**

Responsible Parties: Human Resources Department

Progress: Information sheet containing mission, vision and values were added to new hire orientation packets. Color posters with the mission statement were posted in all work areas and meeting rooms. The college mission is printed on the back of all AHC business cards.

Target Date: 6/2012

Status: Completed 3/2012

**Standard II. Student Learning Programs and Services**

**II.A.2.a. Specifically link SLOs and assessment to the educational program review process**

Responsible Parties: Learning Outcomes and Assessment Committee (LOAC), Academic Senate, Office of Institutional Research and Planning (IRP)

Progress: This is linked to external team Recommendation #One. Multiple trainings on program review, SLOs and assessment were conducted. Program review processes (including annual updates) were revised so they include SLOs and assessment.

Target Date: SLOs trainings are ongoing; program review revision in process from 2010-12

Status: Program review and annual updates process revision completed spring 2012

**II.A.2.a. Solidify a plan for a full cycle of program review for general education, including the assessment of SLOs and program improvement**

Responsible Parties: Learning Outcomes and Assessment Committee (LOAC)

Progress: LOAC mapped GE outcomes to AHC's institutional learning outcomes. The ILOs assess key aspects of general education. In addition, GE courses are assessed within the respective programs as part of program review. This process will be part of the regular SLOs assessment cycle as outlined in the AHC Institutional Assessment Plan.

Target Date: 2012

Status: Completed

**II.A.2.b. Move forward with the assessment of general education SLOs and ILOs for program improvement**

Responsible Parties: Learning Outcomes & Assessment Committee (LOAC)

Progress: Assign responsibility for assessing general education (GE) SLOs and ILOs

Target Date: End of 2012-13 academic year

Status: The timetable for assessment of general education SLOs and ILOs was developed in 2010. By December 2012, all GE courses had identified SLOs, and approximately 62% had assessments. By fall 2012, six of the seven ILOs had been assessed by evidence teams. The last ILO is in the process of being assessed, with completion due in spring 2013.

**II.A.2.b. Develop a procedure for the completion of the review of courses placed on the college's general education list prior to the development of the general education outcomes**

Responsible Parties: Academic Policy & Planning (AP&P) Committee

Progress: Members of the AP&P committee reviewed the GE course list to validate that all courses on the list met the criteria for general education courses.

Target Date: Spring 2012

Status: Completed 2011-12 academic year by the Academic Policy and Planning Committee

**II.A.2.e. Develop and implement a policy and procedure for recording and tracking the updates of course outlines of record**

Responsible Parties: Academic Affairs

Progress: Implementation of the CurricUNET online system for managing course outlines of record began in fall 2010. The system automatically tracks updates to CORs.

Target Date: End of spring 2013 semester

Status: Data entry into CurricUNET was interrupted due to a long term staff absence, but was resumed in 2011-12. The curriculum handbook is being updated in 2012-13, which includes CurricUNET procedures.

**II.A.3.c. Develop SLOs and assessment activities for the multicultural/gender studies and the physical education, health education or first aid safety graduation requirements**

Responsible Parties: Academic Affairs

Progress: All of these SLOs fell under the broader category of GE SLOs listed in the planning agenda item II.A.2.b above.

Target Date: 2012

Status: All multicultural/gender studies and PE, health and first aid courses have identified SLOs, and 86% of them have assessments identified. Work continues within the six year program review cycle.

**II.A.5. Establish infrastructure to effectively track students' completion in CTE programs**

Responsible Parties: Admissions and Records, IT Dept.

Progress: While tracking has been done for many years, the process changed with the Banner System implementation in 2010. Staff in Admissions and Records can run Banner reports showing completion (awarding of a degree or certificate) in CTE programs. Substantial work was also done to enable the College to be in compliance with the disclosure requirements for gainful employment.

Target Date: 2011

Status: Completed 2011-12.

**II.A.6.b. Develop a program elimination administrative procedure policy**

Responsible Parties: Academic Senate, AP&P Committee

Progress: The board policy and related administrative procedure were developed and approved through the integrated planning process as outlined in the CCPD in 2010-11.

Target Date: Spring 2011

Status: BP 7960 and AP 7960.01 were approved by the Board of Trustees on 5/17/11.

**II.B.1. Increase technology and dedicate human resources for online student support services**

Responsible Parties: Student Services, IT Dept.

Progress: Implement the DegreeWorks online student education plan (SEP) software

Target Date: Spring semester 2013

Status: The system has been installed and catalog information is being loaded in fall 2012. Counselors are slated for training in January 2013

**II.B.3.d. Increase opportunities for training and dialogue on issues of diversity**

Responsible Parties: Human Resources, Diversity Committee, Professional Development Committees

Progress: Professional development activities on diversity increased from two in 2010-11 to six in 2011-12. A Title V HSI Grant from 2007-2012 supplied a multicultural collection of books and media housed in the SM Campus Library to encourage dialogue and support diversity training for both staff and students.

Target Date: Ongoing

Status: Ongoing

**Standard III. Resources**

**III.A.3.a. Develop and approve new/revised board policies related to human resources**

Responsible Parties: Human Resources Director, /Superintendent/President, Board of Trustees

Progress: All board policies, including human resources, are in a cycle of review and revision that should be completed in 2014 and begin again in 2015.

Target Date: December 2014

Status: Ongoing

**III.A.3.a. Develop training for managers related to human resources processes and procedures**

Responsible Parties: Human Resources Department

Progress: Human Resources launched “First Friday” training sessions in spring 2011

Target Date: Ongoing

Status: Training sessions have featured attorneys and expert consultants on topics such as ADA issues, how board policies are developed for statewide use through CCLC, and how to perform effective performance evaluations. In addition, there are periodic “HR Ten” brief updates at monthly Administrative Team meetings.

**III.A.4.a. Complete development of the district Equal Employment Opportunity Plan**

Responsible Parties: Human Resources Council, HR Director

Progress: Adopt the approved statewide EEO plan as the AHC district plan.

Target Date: 2012

Status: The draft statewide EEO plan was not approved by the state Dept. of Finance because of mandated cost reimbursement concerns. Title 5 EEO regulations remain in effect, as do the district board policies related to EEO. The HR Director will monitor further developments at the state level.



### **III.A.5. Support the professional development program and training**

Responsible Parties: Human Resources Council, Professional Development Subcommittees

Progress: Ensure meaningful professional development opportunities exist; identify funding sources when possible. For example, Superintendent/President's Circle (Foundation) funding has been used for management retreats, faculty sabbaticals, and leadership training for faculty and staff. An annual calendar of available professional development opportunities is on the myHancock portal.

Target Date: Ongoing

Status: Ongoing

### **III.B.2. Develop a total cost of ownership model for new capital construction projects**

Responsible Parties: Facilities Council

Progress: Total cost of ownership (TCO) has been considered in new Measure I construction and technology projects since 2006; however, developing a formal TCO model and document is a goal of the Facilities Council for 2012-13

Target Date: Completion by June of 2013

Status: Pending

### **III.C.1.a. Update Board Policy 8990 "Electronic Communications"**

Responsible Parties: Technology Council

Progress: The Technology Council priority is the updating of the Technology Plan, which was external team Recommendation # 5 in 2010. Updating BP 8990 will be the next task when that is completed.

Target Date: 2014

Status: Pending

### **III.C.1.c. Update and revise the Technology Master Plan**

Responsible Parties: Technology Council

Progress: This was a recommendation by the 2010 external team (See recommendation #5). The Technology Council was charged with drafting a plan, then obtaining feedback from all constituencies.

Target Date: Final plan developed by 2013-14, to integrate with the new strategic and educational master plans.

Status: The Technology Council has worked on the plan regularly in 2011-12, and the first draft was posted on the myHancock portal for all constituencies to review in fall 2012.

### **III.C.2. Integrate program review recommendations into technology planning**

Responsible Parties: Technology Council, Resource and Planning Integration Taskforce

Progress: The Resource and Planning Integration Taskforce met in 2012 to draft recommendations for improving the resource allocation requests from program review, both strategic and operational. These requests fall under the four ACCJC Standard III categories (budget, human resources, technology and facilities).

Target Date: December 2012.

Status: The recommendation from the Resource and Planning Integration Taskforce was sent to the Institutional Effectiveness Council in November 2012. The focus is the timetable and routing of program review requests needing resources, and how the departments and disciplines are notified regarding the status of their requests.

## **Standard IV. Leadership and Governance**

### **IV.A.1. Complete and implement shared governance and integrated planning processes (*Councils and Committees: Pathways to Decisions, known as CCPD*)**

**Responsible Parties:** Councils and committees; Superintendent/President; CCPD Taskforce

**Progress:** The College recognized the need for this action, and so did the external team from 2010 (see Recommendation #Two). The CCPD had been drafted with widespread input and participation by March of 2010, but not finalized and implemented until fall 2010.

**Target Date:** Fall 2010

**Status:** The first full cycle of implementation was academic year 2010-11; annually, the CCPD structure and processes are being assessed and revised through the Institutional Effectiveness and College Councils.

### **IV.B.2.a. Review by management association of current opportunities for professional development and consider how the program can be made more robust**

**Responsible Parties:** Managers, HR Director, Superintendent/President

**Progress:** As noted under Standard III, “First Friday” trainings were initiated in 2011. During 2010-2012, a series of management retreats co-sponsored by the Superintendent/President and the management association occurred. Managers have access to all professional development listed on the myHancock Portal, and various managers attend state and regional conferences and trainings.

**Target Date:** Implementation began in January 2010

**Status:** Ongoing

### **IV.B.2.d. Develop communication methods and strategies to inform the campus community about planning and budget processes**

**Responsible Parties:** Councils and committees, especially Budget, Institutional Effectiveness, and College Councils; IT Dept.

**Progress:** The College self-identified this action, which was also part of the external team recommendation #7. The IT department created a channel on the myHancock portal for councils and committees to post their agendas and minutes. The councils all have a shared governance structure, and representatives are charged with keeping their constituencies informed.

**Target Date:** The myHancock portal was implemented in spring 2010.

**Status:** Agendas and minutes from the councils and committees are posted to the portal on an ongoing basis. Strategies and methods are more fully described in the response to external team recommendation #7.

**Allan Hancock College  
Midterm Report 2013**

**APPENDIX A: EVIDENCE**

**RECOMMENDATION ONE**

1A) SLOs Webpage, Office of Institutional Research and Planning

[http://research.hancockcollege.edu/student\\_learning\\_outcomes/index.html](http://research.hancockcollege.edu/student_learning_outcomes/index.html)

1B-1) AHC Board of Trustees Agenda, September 18, 2007 Page 126

[http://research.hancockcollege.edu/accreditation\\_mid-term/1B-AHC-Board-of-Trustees-Agenda-09-18-07-p126.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1B-AHC-Board-of-Trustees-Agenda-09-18-07-p126.pdf)

1B-2) Revised ILOs adopted by LOAC committee on 3/1/11

[http://research.hancockcollege.edu/student\\_learning\\_outcomes/ilos.html](http://research.hancockcollege.edu/student_learning_outcomes/ilos.html)

1C) AHC Faculty Resource Guide 2012-13 Pgs. 5-6

[http://research.hancockcollege.edu/accreditation\\_mid-term/1C-AHC-Faculty-Resource-Guide-2012-13-p5-6.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1C-AHC-Faculty-Resource-Guide-2012-13-p5-6.pdf)

1D) Allan Hancock College Catalogs, 2009-10 and later; “Degrees and Certificates” section (Pgs. 63-111 in 2012-13 edition)

[http://research.hancockcollege.edu/accreditation\\_mid-term/1D-AHC-CATALOG-2012-13-pg63-111only.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1D-AHC-CATALOG-2012-13-pg63-111only.pdf)

1E) SLO Related Professional Development Sessions, 2008-2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/1E-SLO-Related-Professional-Development-Sessions-2008-2012.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1E-SLO-Related-Professional-Development-Sessions-2008-2012.pdf)

1F) AHC Institutional Assessment Plan April 30, 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/1F-IAP-04-30-12-with-Appendix.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1F-IAP-04-30-12-with-Appendix.pdf)

1G) Academic Program Review Resource Guide Revised, 2011 ed., myHancock Portal Documents Library

[http://research.hancockcollege.edu/accreditation\\_mid-term/1G-Academic-Program-Review-Resource-Guide-revised.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1G-Academic-Program-Review-Resource-Guide-revised.pdf)

1H) Councils and Committees: Pathways to Decisions, Pgs. 18, 20-24

[http://research.hancockcollege.edu/accreditation\\_mid-term/1H-Councils-and-Committees-Pathways-to-Decisions-p18-and20-24.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1H-Councils-and-Committees-Pathways-to-Decisions-p18-and20-24.pdf)

1I) eLumen reports for Spanish courses

[http://research.hancockcollege.edu/accreditation\\_mid-term/1I-eLumen-Reports-SpanishAA-12-21-12a.pdf](http://research.hancockcollege.edu/accreditation_mid-term/1I-eLumen-Reports-SpanishAA-12-21-12a.pdf)

## **RECOMMENDATION TWO**

2A) Councils and Committees: Pathways to Decisions (CCPD)

[http://research.hancockcollege.edu/accreditation\\_mid-term/2A-Councils-and-Committees-Pathways-to-Decisions.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2A-Councils-and-Committees-Pathways-to-Decisions.pdf)

2B) Councils and Committees: Pathways to Decisions, (CCPD), Pg. 25

[http://research.hancockcollege.edu/accreditation\\_mid-term/2B-Councils-and-Committees-Pathways-to-Decisions-p25.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2B-Councils-and-Committees-Pathways-to-Decisions-p25.pdf)

2C) Annual Planning and Budget Development Process Draft Recommendation, 11/9/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/2C-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11-09-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2C-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11-09-12.pdf)

2D) CCPD Narrated Powerpoint Presentation, 2010 (CD)

[http://research.hancockcollege.edu/accreditation\\_mid-term/2D-CCPD-Narrated-Powerpoint-Presentation-2010.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2D-CCPD-Narrated-Powerpoint-Presentation-2010.pdf)

2E) Annual Report of Accomplishments/Outcomes 2010-11 (AHC Councils, October 2011)

[http://research.hancockcollege.edu/accreditation\\_mid-term/2E-Annual-Report-of-Accomplishments-Outcomes-2010-11.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2E-Annual-Report-of-Accomplishments-Outcomes-2010-11.pdf)

2F) Institutional Effectiveness Survey on CCPD, conducted by Anja Wille, IRP spring 2011

[http://research.hancockcollege.edu/accreditation\\_mid-term/2F-Institutional-Effectiveness-Survey-on-CCPD-Spring-2011.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2F-Institutional-Effectiveness-Survey-on-CCPD-Spring-2011.pdf)

2G) Annual Report of Accomplishments/Outcomes 2011-12 (AHC Councils, October 2012)

[http://research.hancockcollege.edu/accreditation\\_mid-term/2G-Annual-Report-of-Accomplishments-Outcomes-2011-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/2G-Annual-Report-of-Accomplishments-Outcomes-2011-12.pdf)

### **RECOMMENDATION THREE**

3A) Academic Policy & Planning Distance Learning Request Forms, 2012-13

[http://research.hancockcollege.edu/accreditation\\_mid-term/3A-Academic-Policy-Planning-Distance-Learning-Request-Forms-2012-13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3A-Academic-Policy-Planning-Distance-Learning-Request-Forms-2012-13.pdf)

3B) Instructor Technical Competency Database Report, 12/10/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/3B-Instructor-Technical-Competency-Database-Report-12-10-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3B-Instructor-Technical-Competency-Database-Report-12-10-12.pdf)

3C) Blackboard Training Sessions Schedules, 2012-13

[http://research.hancockcollege.edu/accreditation\\_mid-term/3C-Blackboard-Training-Sessions-Schedules-2012-13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3C-Blackboard-Training-Sessions-Schedules-2012-13.pdf)

3D) Distance Learning Forum, “Bridging the Achievement Gap” Flyer, 2/24/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/3D-Distance-Learning-Forum-Bridging-the-Achievement-Gap-Flyer-02-24-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3D-Distance-Learning-Forum-Bridging-the-Achievement-Gap-Flyer-02-24-12.pdf)

3E) Quality Matters (QM©) Rubric Standards, 2011-2013

[http://research.hancockcollege.edu/accreditation\\_mid-term/3E-Quality-Matters-Rubric-Standards-2011-2013.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3E-Quality-Matters-Rubric-Standards-2011-2013.pdf)

3F) AHC Distance Learning Webpages

[http://www.hancockcollege.edu/distance\\_learning/](http://www.hancockcollege.edu/distance_learning/)

3G) CCCC Distance Education Guidelines, 2008 Omnibus Version

[http://research.hancockcollege.edu/accreditation\\_mid-term/3G-CCCCO-Distance-Education-Guidelines.pdf](http://research.hancockcollege.edu/accreditation_mid-term/3G-CCCCO-Distance-Education-Guidelines.pdf)

### **RECOMMENDATION FOUR**

4A) Board Policy 2110, Administrator Evaluations

[http://research.hancockcollege.edu/accreditation\\_mid-term/4A-Board-Policy-2110-Administrator-Evaluations.pdf](http://research.hancockcollege.edu/accreditation_mid-term/4A-Board-Policy-2110-Administrator-Evaluations.pdf)

4B) Board Agenda Item 6.P, Administrator Evaluations April 21, 2009

[http://research.hancockcollege.edu/accreditation\\_mid-term/4B-Board-Agenda-Item-6P-Administrator-Evaluations-04-29-09.pdf](http://research.hancockcollege.edu/accreditation_mid-term/4B-Board-Agenda-Item-6P-Administrator-Evaluations-04-29-09.pdf)

4C) Administrator Evaluation Process Forms

[http://research.hancockcollege.edu/accreditation\\_mid-term/4C-Administrator-Evaluation-Process-Forms.pdf](http://research.hancockcollege.edu/accreditation_mid-term/4C-Administrator-Evaluation-Process-Forms.pdf)

4D) Administrator Evaluation Spreadsheets, 2010-11 and 2011-12

[http://research.hancockcollege.edu/accreditation\\_mid-term/4D-Administrator-Evaluation-Spreadsheets-2010-11-and-2011-12a.pdf](http://research.hancockcollege.edu/accreditation_mid-term/4D-Administrator-Evaluation-Spreadsheets-2010-11-and-2011-12a.pdf)

## **RECOMMENDATION FIVE**

5A) AHC Educational and Facilities Master Plan Update, 2007-2010 Pgs. 135-142

[http://research.hancockcollege.edu/accreditation\\_mid-term/5A-Educational-and-Facilities-Master-Plan-Update-2007-2010-p135-142.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5A-Educational-and-Facilities-Master-Plan-Update-2007-2010-p135-142.pdf)

5B) Councils and Committees, Pathways to Decisions (CCPD), pgs. 38, 63

[http://research.hancockcollege.edu/accreditation\\_mid-term/5B-Councils-and-Committees-Pathways-to-Decisions-p38and63.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5B-Councils-and-Committees-Pathways-to-Decisions-p38and63.pdf)

5C) AHC Technology Master Plan 2012-201 Nov. 14th, 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/5C-Technology-Master-Plan-2012-2018-Draft-11-14-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5C-Technology-Master-Plan-2012-2018-Draft-11-14-12.pdf)

5D) AHC Computer Standards, 2012-2013

[http://research.hancockcollege.edu/accreditation\\_mid-term/5D-AHC-Computer-Standards-2012-13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5D-AHC-Computer-Standards-2012-13.pdf)

5E) Technology Budget Outlook Spreadsheet 2010-2016, by IT Director Carol Van Name

[http://research.hancockcollege.edu/accreditation\\_mid-term/5E-Technology-Budget-Outlook-Spreadsheet-2010-2016.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5E-Technology-Budget-Outlook-Spreadsheet-2010-2016.pdf)

5F) AHC Tablet Device Procurement and Use Procedure July 31, 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/5F-AHC-Tablet-Device-Procurement-and-Use-Procedure-07-31-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/5F-AHC-Tablet-Device-Procurement-and-Use-Procedure-07-31-12.pdf)

## **RECOMMENDATION SIX**

6A) Academic Program Review Resource Guide Revised

[http://research.hancockcollege.edu/accreditation\\_mid-term/6A-Academic-Program-Review-Resource-Guide-revised.pdf](http://research.hancockcollege.edu/accreditation_mid-term/6A-Academic-Program-Review-Resource-Guide-revised.pdf)

6B) Board Policy 7930, Program Review and Administrative Procedure 7930.03

[http://research.hancockcollege.edu/accreditation\\_mid-term/6B-Board-Policy-7930-Program-Review-and-Administrative-Procedure-7930.03.pdf](http://research.hancockcollege.edu/accreditation_mid-term/6B-Board-Policy-7930-Program-Review-and-Administrative-Procedure-7930.03.pdf)

6C) Councils and Committees, Pathways to Decisions (CCPD), pg. 55

[http://research.hancockcollege.edu/accreditation\\_mid-term/6C-Councils-and-Committees-Pathways-to-Decisions-p55.pdf](http://research.hancockcollege.edu/accreditation_mid-term/6C-Councils-and-Committees-Pathways-to-Decisions-p55.pdf)

6D) Program Review Inventory, IRP Learning Outcomes website

[http://research.hancockcollege.edu/student\\_learning\\_outcomes/programreview2.html](http://research.hancockcollege.edu/student_learning_outcomes/programreview2.html)

## **RECOMMENDATION SEVEN**

7A) AHC Campus Climate Report and Recommendations by Eva Conrad and Cy Gulassa, California Collegiate Brain Trust Consultants February 16, 2009

[http://research.hancockcollege.edu/accreditation\\_mid-term/7A-AHC-Campus-Climate-Report-and-Recommendations-02-16-09.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7A-AHC-Campus-Climate-Report-and-Recommendations-02-16-09.pdf)

7B) myHancock Portal (staff version), Home tab

[http://research.hancockcollege.edu/accreditation\\_mid-term/7B-myHancock-Portal.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7B-myHancock-Portal.pdf)

7C) myHancock Portal (staff version), Doc/Forms Library tab, search “newsletter”

[http://research.hancockcollege.edu/accreditation\\_mid-term/7C-myHancock-Portal-Doc-Forms-Library-Tab-Search-Newsletter.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7C-myHancock-Portal-Doc-Forms-Library-Tab-Search-Newsletter.pdf)

7D) myHancock Portal (staff Version), Doc/Forms Library tab, search “newsletter”, “news2know”

[http://research.hancockcollege.edu/accreditation\\_mid-term/7D-myHancock-Portal-Doc-Forms-Library-Tab-Search-News2Know.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7D-myHancock-Portal-Doc-Forms-Library-Tab-Search-News2Know.pdf)

7E) Sample This Week at LVC emails, 10-17-11 and 10-1-12

[http://research.hancockcollege.edu/accreditation\\_mid-term/7E-Sample-This-Week-at-LVC-emails-10-17-11and10-01-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7E-Sample-This-Week-at-LVC-emails-10-17-11and10-01-12.pdf)

7F) AHC public website, Board of Trustees page

<http://www.hancockcollege.edu/board/index.php>

7G) Annual Planning and Budget Development Process Draft Recommendation, 11/9/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/7G-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11-09-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7G-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11-09-12.pdf)

7H) Institutional Effectiveness Survey on CCPD, conducted by Anja Wille, IRP spring 2011

[http://research.hancockcollege.edu/accreditation\\_mid-term/7H-Institutional-Effectiveness-Survey-on-CCPD-Spring-2011.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7H-Institutional-Effectiveness-Survey-on-CCPD-Spring-2011.pdf)

7I) Administrative Team Agenda, March 16, 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/7I-Administrative-Team-Agenda-03-16-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/7I-Administrative-Team-Agenda-03-16-12.pdf)



## **SELF-IDENTIFIED IMPROVEMENT PLANS (PLANNING AGENDAS)**

### **Standard I. Institutional Mission and Effectiveness**

#### **I.A.3. Include Emphasis on mission, vision and strategic plan in all new employee training**

I.A.3.1. AHC Mission, Vision, Values New Hire Information Sheet

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/1A\\_3\\_1-AHC-Mission-Vision-Values-New-Hire-Info-Sheet.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/1A_3_1-AHC-Mission-Vision-Values-New-Hire-Info-Sheet.pdf)

I.A.3.2. Back of AHC Business Card (mission statement)

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/1A\\_3\\_2-Back-of-AHC-Business-Card-Mission-Statement.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/1A_3_2-Back-of-AHC-Business-Card-Mission-Statement.pdf)

### **Standard II. Student Learning Programs and Services**

#### **II.A.2.a. Specifically link SLOS and assessment to the educational program review process.**

II.A.2.a.1. Academic Program Review Resource Guide Revised, 2011 ed.

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_2a\\_1-Academic-Program-Review-Resources-Guide-Revised-2011.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_2a_1-Academic-Program-Review-Resources-Guide-Revised-2011.pdf)

#### **II.A.2.a. Solidify a plan for a full cycle of program review for general education, including the assessment of SLOs and program improvement**

II.A.2.a.1. AHC Institutional Assessment Plan April 30, 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_2a\\_1-AHC-Institutional-Assessment-Plan-4-30-2012.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_2a_1-AHC-Institutional-Assessment-Plan-4-30-2012.pdf)

#### **II.A.2.b. Move forward with the assessment of general education SLOs and ILOs for program improvement.**

II.A.2.b.1 eLumen Accreditation Report, Student Learning Outcomes for General Education, December 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_2b\\_1-eLumen-Accreditation-Report-SLO-for-General-Education-12-2012.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_2b_1-eLumen-Accreditation-Report-SLO-for-General-Education-12-2012.pdf)

#### **II.A.2.b. Develop a procedure for the completion of the review of courses placed on the college's general education list prior to the development of general education outcomes.**

II.A.2.b.1 Academic Policy & Planning Committee Agenda, January 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_2b\\_2-Academic-Policy-and-Planning-Committee-Agenda-01-18-12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_2b_2-Academic-Policy-and-Planning-Committee-Agenda-01-18-12.pdf)

**II.A.2.e. Develop and implement a policy and procedure for recording and tracking the updates of course outlines of record.**

II.A.2.e.1. Memo and Attachment from Rebecca Andres, Curriculum Specialist 12/19/12  
“CurricUNET Implementation” with attached draft Curricunet training document.

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_2e\\_1-Memo-and-Attachment-from-Curriculum-Specialist-with-Attached-draft-Curricunet-training-doc.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_2e_1-Memo-and-Attachment-from-Curriculum-Specialist-with-Attached-draft-Curricunet-training-doc.pdf)

**II.A.3.c. Develop SLOs and assessment activities for the multicultural/gender studies and the physical education, health education or first aid safety graduation requirements**

II.A.3.c.1 eLumen Accreditation Report showing Multicultural/Gender Studies, Physical Education, Health Education or First Aid Safety Graduation Results

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_3c\\_1-eLumen-Accreditation-Report-Multicultural-Gender-PE-Health-Ed-or-First-Aid-Safety-Grad-Report-Jan-2013.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_3c_1-eLumen-Accreditation-Report-Multicultural-Gender-PE-Health-Ed-or-First-Aid-Safety-Grad-Report-Jan-2013.pdf)

**II.A.5. Establish infrastructure to effectively track students’ completion in CTE programs**

II.A.5. Argos Report on Degrees - Spring 2012

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_5-Degrees-Spring2012.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_5-Degrees-Spring2012.pdf)

**II.A.6.b. Develop a program elimination administrative procedure policy.**

II.A.6.b.1. Board Policy 7690 and Administrative Procedure 7960.01, Program Discontinuance

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2A\\_6b\\_1-Board-Policy-7690-and-Administrative-Procedure-7960\\_01-Program-Discontinuance.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2A_6b_1-Board-Policy-7690-and-Administrative-Procedure-7960_01-Program-Discontinuance.pdf)

**II.B.1. Increase technology and dedicate human resources for online student support services.**

II.B.1.1. Email and attachment from IT Director Carol Van Name, 12/17/12 “DegreeWorks Training Jan 8-10”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2B\\_1\\_1-Email-and-attachment-from-IT-Director-12\\_17\\_12-Degree-Works-Training-1\\_8\\_10.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2B_1_1-Email-and-attachment-from-IT-Director-12_17_12-Degree-Works-Training-1_8_10.pdf)

### **II.B.3.d. Increase opportunities for training and dialogue on issues of diversity**

II.B.3.d.1. Professional Development Schedule 2010-11: “Six Ways to Teach Students of All Abilities Online”, “Book Club: Exploring Cultural Perspectives”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2B\\_3d\\_1-Professional-Development\\_Schedule-2010\\_11.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2B_3d_1-Professional-Development_Schedule-2010_11.pdf)

II.B.3.d.2. Professional Development Schedule 2011-12: “Understanding Student Development from a Community College Student Perspective”, “Bridging the Achievement Gap in Distance Learning Through Interpersonal Connections”, “Understanding the Political, Social and Economic Viewpoints Regarding African-American Experience”, “Cup of Culture-Multiculturalism on Campus”, “Institutional Factors That Impact Student Academic Success and University Transfer” “Diversity Resource Specialist Training”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/2B\\_3d\\_2-Professional-Development\\_Schedule-2011\\_12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/2B_3d_2-Professional-Development_Schedule-2011_12.pdf)

## **Standard III. Resources**

### **III.A.3.a. Develop and approve new/revised board policies related to human resources**

III.A.3.a.1. Emails from Administrative Assistant to the Superintendent/President and Board of Trustees, Carmen Camacho dated 6/2/11, 8/31/12 and 12/6/12 “New and Revised Board Policies”, “Revised Board Policies and Administrative Procedures”, “New/Revised Board Policies”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3A\\_3a\\_1-Emails-from-Admin-Assistant-to-the-Superintendent\\_President-and-Board-of-Truetees-dated-6\\_2\\_11-8\\_31\\_12-12\\_6\\_12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3A_3a_1-Emails-from-Admin-Assistant-to-the-Superintendent_President-and-Board-of-Truetees-dated-6_2_11-8_31_12-12_6_12.pdf)

### **III.A.3.a. Develop training for managers related to human resources processes and procedures**

III.A.3.a.2. Email and attachment from Human Resources Coordinator Sharan Kelly, 10/5/12 “Management Training Schedule for 2012-2013”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3A\\_3a\\_2-Email-and-Attachment-from-HR-Coordinator-10\\_5\\_12-Management-Training-Schedule-for-2012\\_13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3A_3a_2-Email-and-Attachment-from-HR-Coordinator-10_5_12-Management-Training-Schedule-for-2012_13.pdf)

III.A.3.a.3. Administrative Team agenda 11/15/12 item 4 and 12/7/12 item 5 “HR 10”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3A\\_3a\\_3-Admin-Team-agenda-11\\_15\\_12-item-4-and-12\\_7\\_12-item-5-HR-10.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3A_3a_3-Admin-Team-agenda-11_15_12-item-4-and-12_7_12-item-5-HR-10.pdf)

### **III.A.4.a. Complete development of the district Equal Opportunity Plan**

III.A.4.a.1. Email and attachment from HR Director Cyndi Mesaros 8/28/12, “EEO Plan”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3A\\_4a\\_1-Eamil-and-attachment-from-HR-Director-8\\_28\\_12-EEO-Plan.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3A_4a_1-Eamil-and-attachment-from-HR-Director-8_28_12-EEO-Plan.pdf)

### **III.A.5. Support the professional development program and training**

III.A.5.1. AHC Professional Development Schedule, 2012-2013

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3A\\_5\\_1-AHC-Professional-Development-Schedule-2012\\_13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3A_5_1-AHC-Professional-Development-Schedule-2012_13.pdf)

### **III.B.2. Develop a total cost of ownership model for new capital construction projects**

III.B.2.1. Facilities Council Agenda 11/8/12, Item 6 “Introduction to Total Cost of Ownership, New Construction Projects, Recommend New Board Policy”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3B\\_2\\_1-Facilities-Council-Agenda-11\\_8\\_12-Item-6.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3B_2_1-Facilities-Council-Agenda-11_8_12-Item-6.pdf)

III.B.2.2. Draft Board Policy, “Total Cost of Ownership New Facilities”

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3B\\_2\\_2-Draft-Board-Policy-Total-Cost-of-Ownership-New-Facilities.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3B_2_2-Draft-Board-Policy-Total-Cost-of-Ownership-New-Facilities.pdf)

### **III.C.1.a. Update Board Policy 8990 “Electronic Communications”**

Target date 2014; there is no current evidence.

### **III.C.1.c. Update and revise the Technology Master Plan**

III.C.1.c.1. Technology Master Plan 2012-2018, Draft 5 11/14/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3C\\_1c\\_1-Technology-Master-Plan-2012\\_18-Draft-5-11\\_14\\_12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3C_1c_1-Technology-Master-Plan-2012_18-Draft-5-11_14_12.pdf)

### **III.C.2 Integrate program review recommendations into technology planning**

III.C.2.1. Annual Planning and Budget Development Process Draft Recommendation, 11/20/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/3C\\_2\\_1-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11\\_20\\_12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/3C_2_1-Annual-Planning-and-Budget-Development-Process-Draft-Recommendation-11_20_12.pdf)

## **Standard IV. Leadership and Governance**

### **IV.A.1. Complete and implement shared governance and integrated planning processes (*Councils and Committees: Pathways to Decisions*, AKA CCPD)**

IV.A.1.1. Councils and Committees: Pathways to Decisions (CCPD)

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4A\\_1\\_1-Councils-and-Committees-Pathways-to-Decisions-CCPD.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4A_1_1-Councils-and-Committees-Pathways-to-Decisions-CCPD.pdf)

IV.A.1.2. College Council Notes 9/9/10 Agenda Item 1: Welcome and Introductions

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4A\\_1\\_2-College-Council-Notes--9\\_9\\_10-Agenda-Item-1-Welcome-and-Introductions.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4A_1_2-College-Council-Notes--9_9_10-Agenda-Item-1-Welcome-and-Introductions.pdf)

### **IV.B.2.a. Review by management association of current opportunities for professional development and consider how the program can be made more robust**

IV.B.2.a.1. College Administrative Team (AKA College Administrative Group) Meeting Notes 9/10/10, Item 4: Cabinet Discussions/Decisions

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4B\\_2a\\_1-College-Admin-Team-AKA-College-Admin-Group-Meeting-Notes-9\\_10\\_10-Item-4-Cabinet\\_Discussions-Decisions.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4B_2a_1-College-Admin-Team-AKA-College-Admin-Group-Meeting-Notes-9_10_10-Item-4-Cabinet_Discussions-Decisions.pdf)

IV.B.2.a.2. Email from Dr. José Ortiz 1/13/11 "Retreat Invitation"

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4B\\_2a\\_2-Email-from-Dr-Jose-Ortiz-1\\_13\\_11-Retreat-Invitation.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4B_2a_2-Email-from-Dr-Jose-Ortiz-1_13_11-Retreat-Invitation.pdf)

IV.B.2.a.3. AHC Management Retreat Agenda 2/1/12

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4B\\_2a\\_3-AHC-Management-Retreat-Agenda-2\\_1\\_12.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4B_2a_3-AHC-Management-Retreat-Agenda-2_1_12.pdf)

IV.B.2.a.4. AHC Professional Development Schedule, 2012-2013

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/4B\\_2a\\_4-AHC-Professional-Development-Schedule-2012\\_13.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/4B_2a_4-AHC-Professional-Development-Schedule-2012_13.pdf)

### **IV.B.2.d. Develop communication methods and strategies to inform the campus community about planning and budget processes**

IV.B.2.d.1. myHancock Portal home tab, Councils and Committees Channel, Agendas and Minutes

[http://research.hancockcollege.edu/accreditation\\_mid-term/Planning\\_Agendas/5B\\_2d\\_1-myHancock-Portal-Home-Tab-Councils-and-Committees-Channel-Agendas-and-Minutes.pdf](http://research.hancockcollege.edu/accreditation_mid-term/Planning_Agendas/5B_2d_1-myHancock-Portal-Home-Tab-Councils-and-Committees-Channel-Agendas-and-Minutes.pdf)

**ALLAN HANCOCK COLLEGE  
MIDTERM REPORT MARCH 2013  
APPENDIX B**

**ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES**

**COLLEGE STATUS REPORT ON STUDENT LEARNING OUTCOMES IMPLEMENTATION**

**INSTRUCTIONS**

Colleges are asked to use this report form in completing their *College Status Report on Student Learning Outcomes Implementation*. Colleges should submit a brief narrative analysis and quantitative and qualitative evidence demonstrating status of Student Learning Outcome (SLO) implementation. The report is divided into sections representing the bulleted characteristics of the Proficiency implementation level on the Rubric for Evaluating Institutional Effectiveness, Part III (Rubric). Colleges are asked to interpret their implementation level through the lens of the Accreditation Standards cited for each characteristic. The final report section before the evidence list requests a brief narrative self-assessment of overall status in relationship to the proficiency level, indicating what plans are in place to mitigate any noted deficiencies or areas for improvement. **Narrative responses for each section of the template should not exceed 250 words.**

This report form offers examples of quantitative and qualitative evidence which might be included for each of the characteristics. The examples are illustrative in nature and are not intended to provide a complete listing of the kinds of evidence colleges may use to document SLO status. College evidence used for one Proficiency level characteristic may also serve as evidence for another characteristic.

This report is provided to colleges in hard copy and also electronically, by e-mail, as a fill-in Word document. The reports must be submitted to the Commission by either the October 15, 2012 date or the March 15, 2013 date, as defined on the enclosed list of colleges by assigned reporting date. When the report is completed, colleges should:

- a. Submit the report form by email to the ACCJC ([accjc@accjc.org](mailto:accjc@accjc.org)); **and**
- b. Submit the full report *with attached evidence* on CD/DVD to the ACCJC (ACCJC, 10 Commercial Blvd., Suite 204, Novato, CA 94949).

Although evidence cited in the text of the report may include links to college web resources, the Commission requires actual copies (electronic files) of the evidence for its records.

**COLLEGE INFORMATION: DATE OF REPORT; COLLEGE; SUBMITTED BY; CERTIFICATION BY CEO**

Date of Report: March 15, 2013

Institution's Name: Allan Hancock Joint Community College District

Name and Title of Individual Completing Report: Nancy Meddings, Academic Dean and ALO

Telephone Number and E-mail Address: (805) 922-6966 ext. 3475, nmeddings@hancockcollege.edu

Certification by Chief Executive Officer: *The information included in this report is certified as a complete and accurate representation of the reporting institution.*

Name of CEO: Dr. Elizabeth A. Miller

Signature: \_\_\_\_\_  
(e-signature permitted)

**PROFICIENCY RUBRIC STATEMENT 1: STUDENT LEARNING OUTCOMES AND AUTHENTIC ASSESSMENTS ARE IN PLACE FOR COURSES, PROGRAMS, SUPPORT SERVICES, CERTIFICATES AND DEGREES.**

Eligibility Requirement 10: Student Learning and Achievement

Standards: I.A.1; II.A.1.a; II.A.1.c; II.A.2.a,b,e,f,g,h,i; II.A.3 [See II.A.3.a,b,c.]; II.A.6; II.B.4; II.C.2].

**EXAMPLES OF EVIDENCE:** Evidence demonstrating numbers/percentages of course, program (academic and student services), and institutional level outcomes are in place and assessed. Documentation on institutional planning processes demonstrating integrated planning and the way SLO assessment results impact program review. Descriptions could include discussions of high-impact courses, gateway courses, college frameworks, and so forth.

**PROFICIENCY RUBRIC STATEMENT 1: NUMERICAL RESPONSE  
QUANTITATIVE EVIDENCE/DATA ON THE RATE/PERCENTAGE OF SLOS DEFINED AND ASSESSED**

1. Courses

- a. Total number of college courses (active courses in the college catalog, offered on the schedule in some rotation): **890**
- b. Number of college courses with defined Student Learning Outcomes: **889**  
Percentage of total: **100%**
- c. Number of college courses with ongoing assessment of learning outcomes: **750**  
Percentage of total: **84%**

2. Programs

- a. Total number of college programs (all certificates and degrees, and other programs defined by college): **203**
- b. Number of college programs with defined Student Learning Outcomes: **196**  
Percentage of total: **97%**
- c. Number of college programs with ongoing assessment of learning outcomes: **179**  
Percentage of total: **88%**

3. Student Learning and Support Activities
  - a. Total number of student learning and support activities (as college has identified or grouped them for SLO implementation): **13**
  - b. Number of student learning and support activities with defined Student Learning Outcomes: **13**; Percentage of total: **100%**
  - c. Number of student learning and support activities with ongoing assessment of learning outcomes: **13**; Percentage of total: **100%**
4. Institutional Learning Outcomes
  - a. Total number of institutional Student Learning Outcomes defined: **7**
  - b. Number of institutional learning outcomes with ongoing assessment: **6.5**

**PROFICIENCY RUBRIC STATEMENT 1: NARRATIVE RESPONSE**

Allan Hancock College (AHC) has defined student learning outcomes (SLOs) at the course, program, degree, and institutional levels for student learning, student services, learning support activities, and administrative units. Seven overarching institutional learning outcomes (ILOs) serve as the guide and vision for ensuring high quality learning experiences and services, and SLOs map to ILOs. Assessment is occurring at all levels, with data entered into the eLumen online system for academics and all student support activities. Elumen is used to ensure consistency, and for the extensive reporting capabilities which include tracking by specialized groups such as all general education courses.

The Learning Outcomes and Assessment Committee (LOAC) developed a comprehensive Institutional Assessment Plan and six year timeline. AHC is currently ahead of the scheduled timeline for assessment and is well on track to complete a full six year cycle integrated with the program review process by 2016. Following the plan ensures AHC will advance to the sustainability level, assessment will be systematic, and roles and responsibilities of the entire campus community in continuous quality improvement are clearly defined.

Assessment is a key component of the integrated college planning process. SLO assessment in program review (or program review annual updates) is required for a program to request resources through the annual district-wide planning process. SLO assessment results have already led to 450 course improvement plans (50% of active courses), which may lead to course modifications or to resource requests through the annual program review process.



**PROFICIENCY RUBRIC STATEMENT 2: THERE IS A WIDESPREAD INSTITUTIONAL DIALOGUE ABOUT ASSESSMENT RESULTS AND IDENTIFICATION OF GAPS.**

Standards: I.B.1; I.B.2; I.B.3; I.B.5.

**EXAMPLES OF EVIDENCE:** Documentation on processes and outcomes of SLO assessment. Specific examples with the outcome data analysis and description of how the results were used. Descriptions could include examples of institutional changes made to respond to outcomes assessment results.

**PROFICIENCY RUBRIC STATEMENT 2: NARRATIVE RESPONSE**

AHC as an institution focuses on outcomes and assessment through constant and widespread dialogue and training opportunities which are guided by the work of LOAC. Dialogue occurs consistently at all staff convocations, in campus newsletters and all staff emails, in Academic Senate, in councils and committees, in department meetings, through program review, and at training sessions. There are targeted events known as “Assessment Days” that combine training and dialogue opportunities. The Office of Institutional Research and Planning (IRP) maintains webpages that provide comprehensive data on SLOs and assessment.

AHC is in the process of sharing knowledge about gaps. One avenue has been the reports on institutional learning outcomes, presented by interdisciplinary evidence teams. These reports inform faculty and staff working at the course, program and degree levels on college performance when data is collected across the district as opposed to within a particular course, department, or program.

Another example of focus on a gap was a day-long forum exploring causes and solutions for the lower achievement rates for Hispanic students taking online courses when compared to other ethnic groups. As part of the forum, a panel of AHC online faculty presented best practices for interactive media and group work online, both of which were mentioned by the forum speaker as effective improvement strategies.

At the fall 2012 Assessment Day, an accounting faculty member demonstrated how he identified a gap based on one of his assessments and then modified his course materials to improve learning. Other faculty shared modifications based on assessment in department or committee meetings (English and geology, for example).

Faculty SLO Coordinators for academics and student services who serve on LOAC have prepared materials to help faculty maintain the dialogue on assessment and improvement in their departments. As outlined in the Institutional Assessment Plan, evaluating outcomes for continuous quality improvement and sharing the results is an ongoing part of the assessment cycle.

**PROFICIENCY RUBRIC STATEMENT 3: DECISION MAKING INCLUDES DIALOGUE ON THE RESULTS OF ASSESSMENT AND IS PURPOSEFULLY DIRECTED TOWARD ALIGNING INSTITUTION-WIDE PRACTICES TO SUPPORT AND IMPROVE STUDENT LEARNING.**

Standards: I.B; I.B.3; II.A.1.c; II.A.2.f; III.A.1.c; IV.A.2.b.

**EXAMPLES OF EVIDENCE:** Documentation of institutional planning processes and the integration of SLO assessment results with program review, college-wide planning and resource allocation, including evidence of college-wide dialogue.

**PROFICIENCY RUBRIC STATEMENT 3: NARRATIVE RESPONSE**

The AHC Institutional Assessment Plan fully describes roles, practices and the assessment cycle as it integrates with program review. Program review is the vehicle which drives the integrated planning process at AHC.

All resource requests must come from the program review or program review annual update, which has an area for SLOs assessment. Based on this assessment, requests are accepted from all areas once each year for the district-wide planning retreat in late fall. Deans send requests to Cabinet members (usually vice-presidents), who prioritize and forward requests for the retreat. At the two day retreat, representatives from all constituencies including the Board of Trustees and the Associated Student Body Government review the requests, and develop a list of priorities for the following year. Sample resource request documents from the math department are included in evidence.

This process can be effective even when there are limited or no resources, as has been the case the last few years. For example, hiring full time faculty has been at the top of the priority list for the last two years. While there have been no district resources available to achieve this goal, corporate sponsors were identified as funding partners to hire a machining instructor. Another priority that rose to the top for 2012-13 was basic skills. A variety of projects targeting retention and success for basic skills students have been implemented through basic skills initiative funding and grants obtained through the AHC Foundation, as well as district funding.

AHC has diligently been working to improve the process of integrated planning and resource allocation. As a result, a taskforce presented a recommendation at the fall 2012 district-wide retreat to adjust the current decision making and budget processes to strengthen the tie between planning and resource allocation. After approval through the shared governance process, the recommended process will be implemented and assessed after one year.

**PROFICIENCY RUBRIC STATEMENT 4: APPROPRIATE RESOURCES CONTINUE TO BE ALLOCATED AND FINE-TUNED.**

Standards: I.B; I.B.4; I.B.6; III.C.2; III.D.2.a; III.D.3.

**EXAMPLES OF EVIDENCE:** Documentation on the integration of SLO assessment results with institutional planning and resource allocation.

**PROFICIENCY RUBRIC STATEMENT 4: NARRATIVE RESPONSE**

AHC demonstrates commitment to assessment and outcomes through integrated planning and resource allocation, including seeking alternate revenue streams to support these efforts.

The College was awarded a five year Hispanic Serving Institutions (HSI) grant from 2007-2012, with a major activity devoted to assessment and outcomes. AHC also passed a general obligation bond in 2006 that dedicated over a million dollars annually to technology improvements, with a portion of those funds dedicated to infrastructure that supports assessment activities. The HSI grant initially funded both the Learning Outcomes Analyst position in the Institutional Research and Planning Office, and the eLumen online outcomes assessment system. Both of these have subsequently been institutionalized by the College in recognition of their essential roles in assessment and planning.

As an example of resource allocation tied to planning, basic skills was identified through the district-wide integrated planning process as a college priority for 2012-13. Funding for this priority has been made available through the basic skills initiative, through the AHC Foundation, and through the district general fund. Examples of district support include part of an academic dean's time to oversee basic skills activities, and release time for basic skills faculty in math and English to coordinate remediation (.30 time). The Basic Skills Committee is active in providing a framework for district-wide efforts funded by the basic skills initiative; the committee is guided in turn by the Student Learning Council.

Allan Hancock College has a long history of fiscal stability and positive audit reports, which have enabled the College to continue providing district support for identified priorities even in the recent recession. In addition, AHC continually seeks alternate revenue sources for allocating resources to priorities identified through the integrated planning process. The College is planning to submit another HSI grant proposal in spring 2013 with a major focus on basic skills.

The College also integrates assessment results into planning when resources are not involved. The improvement plans developed by faculty based on assessment results are documented and updated continuously in the eLumen system. The improvements in this case are often in the assessment instruments, such as assignments or quizzes. At this point in time, approximately 50% of all courses have improvement plans.

**PROFICIENCY RUBRIC STATEMENT 5: COMPREHENSIVE ASSESSMENT REPORTS EXIST AND ARE COMPLETED AND UPDATED ON A REGULAR BASIS.**

Standards: I.A.1; I.B; I.B.3; I.B.5; I.B.6; II.A.2.a; II.B.

**EXAMPLES OF EVIDENCE:** Documentation on the process and cycle of SLO assessment, including results of cycles of assessment. Copies of summative assessment reports, with actual learning outcomes.

**PROFICIENCY RUBRIC STATEMENT 5: NARRATIVE RESPONSE**

AHC selected the eLumen outcomes and assessment online system partially based on its flexible and comprehensive reporting capability. Reports can be generated based on almost any desired criteria, including special groups such as all general education courses, or a sequence of courses within an identified program. There is also a feature for recording improvement plans based on assessment.

SLOs assessment is a required component of the AHC six year program review cycle and annual program review updates. As a result, data is continuously being entered and updated in the eLumen system. It is possible for assessment to occur manually, which is a method used by some adjunct faculty; however, the data from that process is then entered into eLumen, with assistance from the Learning Outcomes Analyst when necessary.

In addition to eLumen reports, the Office of Institutional Research and Planning (IRP) regularly maintains an outcomes webpage. IRP also keeps and updates spreadsheets and additional records related to program review, outcomes, and assessment. Selected status indicators are emailed to the entire college on a regular basis, acknowledging areas making progress.

**PROFICIENCY RUBRIC STATEMENT 6: COURSE STUDENT LEARNING OUTCOMES ARE ALIGNED WITH DEGREE STUDENT LEARNING OUTCOMES.**

Standards: II.A.2.e; II.A.2.f; II.A.2.i.

**EXAMPLES OF EVIDENCE:** Documentation on the alignment/integration of course level outcomes with program outcomes. Description could include curriculum mapping or other alignment activities. Samples across the curriculum of institutional outcomes mapped to program outcomes.

**PROFICIENCY RUBRIC STATEMENT 6: NARRATIVE RESPONSE**

Course level outcomes are mapped to program and institutional learning outcomes (ILOs). The mapping process ensures alignment between the levels of outcomes. Program review and annual updates include assessment of SLOs using data from courses mapped to program outcomes. In the program review process, faculty review the program outcomes for achievements or potential improvement plans.

The ILOs serve as the institutional framework for course and program level outcomes. As described in the AHC Institutional Assessment Plan, interdisciplinary evidence teams collect, analyze, and report out on ILO data. These teams inform the broader institution on effectiveness and gaps in outcomes at the institutional level. These reports indicate areas that may need reassessment at the program and course levels.

The Learning Outcomes and Assessment Committee (LOAC) works on ensuring alignment between outcomes at every level. There are faculty liaisons on LOAC in both instructional and student services departments that can assist others with alignment and mapping of outcomes. Multiple training sessions have been and continue to be offered on mapping and alignment of outcomes, some of them featuring external experts on this process.

**PROFICIENCY RUBRIC STATEMENT 7: STUDENTS DEMONSTRATE AWARENESS OF GOALS AND PURPOSES OF COURSES AND PROGRAMS IN WHICH THEY ARE ENROLLED.**

Standards: I.B.5; II.A.6; II.A.6.a; II.B.

**EXAMPLES OF EVIDENCE:** Documentation on means the college uses to inform students of course and program purposes and outcomes. Samples across the curriculum of: course outlines of record and syllabi with course SLOs; program and institutional SLOs in catalog.

**PROFICIENCY RUBRIC STATEMENT 7: NARRATIVE RESPONSE**

SLOs are required to be on every course outline of record and syllabus. The syllabus is intended to make students aware of and understand the expected learning outcomes of courses they enroll in. Some instructors have a short quiz on their syllabi, to make sure students know the SLOs.

Every AHC catalog since 2009-10 lists program, degree and certificate outcomes. Students are encouraged by counselors and faculty to review the outcomes and confirm that they align with a student's own education plans.

In 2012-13, free student planners featuring the seven institutional learning outcomes explained by the college bulldog mascot Spike were given away at busy centers such as the library. There was also a continuous Powerpoint slide show on the ILOs on a large screen in the food service area of the student center.

There is a defined role for students in the AHC Institutional Assessment Plan. Students are expected to participate in direct assessment activities such as tests and research papers, as well as indirect activities such as surveys and focus groups. They may be asked to evaluate their own work, the work of other students, and their overall program of study. Faculty explain these expectations to their students through a variety of methods, including their syllabi.

<b>SELF-ASSESSMENT ON LEVEL OF IMPLEMENTATION:</b>	<b>YOU PLANNED TO ADDRESS NEEDED IMPROVEMENTS? WHAT LEVEL OF SLO IMPLEMENTATION WOULD YOU ASSIGN YOUR COLLEGE? WHY? WHAT EFFORTS HAVE YOU PLANNED TO ADDRESS NEEDED IMPROVEMENTS?</b>
<b>SELF-ASSESSMENT ON LEVEL OF IMPLEMENTATION: NARRATIVE RESPONSE</b>	
<p>Allan Hancock College is at the proficiency level as outlined on the ACCJC rubric for institutional effectiveness in student learning outcomes. SLOs are in place in academic departments, student and learning support services, and administrative units at all levels from courses to institutional learning outcomes. A comprehensive institutional assessment plan and the learning outcomes and assessment committee guide all constituencies through the assessment process. There is widespread and ongoing dialogue through meetings, trainings, newsletters, events and planning retreats. Outcomes and assessment are integrated into planning through program review and annual updates, which leads to both decision making and resources allocation. Currently, there is a taskforce recommendation to make the link between planning and resource allocation even stronger. The eLumen online outcomes and assessment system is constantly updated, and generates reports for every type of assessment. There are already improvement plans in eLumen for about half the active courses. Course and program SLOs are aligned and mapped to institutional learning outcomes. Students are considered important participants in outcomes and assessment, and can easily review outcomes on course syllabi or in the college catalog.</p>	
<b>TABLE OF EVIDENCE: LIST THE EVIDENCE USED TO SUPPORT YOUR NARRATIVE REPORT, SECTION BY SECTION.</b>	
<p><b>TABLE OF EVIDENCE (NO WORD COUNT LIMIT)</b>  <b>PROFICIENCY RUBRIC 1 EVIDENCE:</b>  1.1 <i>Allan Hancock College Institutional Assessment Plan</i>  1.2 Sample eLumen Reports (Assessment of courses with improvement plans, GE courses)</p> <p><b>PROFICIENCY RUBRIC 2 EVIDENCE:</b>  2.1 Sample All Staff Agenda  2.2 Report by an ILO Evidence Team  2.3 Sample Assessment Day Agendas  2.4 Sample newsletter item focused on assessment  2.5 Sample assessment update email (sent out by IRP)  2.6 Agenda from “Closing the Gap” distance Learning Forum  2.7 Materials developed by geology faculty to facilitate departmental dialogue on SLOs</p>	

**PROFICIENCY RUBRIC 3 EVIDENCE:**

- 3.1 Sample math resource requests based on outcomes assessment and program review
- 3.2 Agendas from district planning retreats
- 3.3 List of priorities from district planning retreats
- 3.4 Sample of basic skills projects
- 3.5 Draft recommendation from Budget and Resource Allocation Taskforce

**PROFICIENCY RUBRIC 4 EVIDENCE**

- 4.1 Sample Title V HSI Grant Activities for assessment
- 4.2 Sample of basic skills projects
- 4.3 Sample Student Learning Council agendas/minutes
- 4.4 Recent AHC Audit report
- 4.5 Summary of district support for basic skills
- 4.6 Developmental math leader job description

**PROFICIENCY RUBRIC 5 EVIDENCE**

- 5.1 Sample eLumen reports showing summative results of SLOs
- 5.2 IRP SLOs web page
- 5.3 Sample spreadsheet from IRP

**PROFICIENCY RUBRIC 6 EVIDENCE**

- 6.1 List of SLOs mapping (or training to map) activities since 2010
- 6.2 Sample evidence team report
- 6.3 Sample eLumen report showing mapping at various levels
- 6.4 Sample LOAC minutes with discussion on mapping
- 6.5 AHC Institutional Assessment Plan pgs. 9-12

**PROFICIENCY RUBRIC 7 EVIDENCE**

- 7.1 Sample Course Outlines of Record showing SLOs
- 7.2 Sample Syllabi showing SLOs
- 7.3 Sample pages from AHC Student Academic Planner 2012-13 featuring ILOs
- 7.4 AHC Institutional Assessment Plan Pg. 6
- 7.5 Sample 2012-13 Catalog pages showing SLOs





Accrediting Commission for Community and Junior Colleges (ACCJC)

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DRAFT



To: Board of Trustees		Date:  February 19, 2013
From: Director, Human Resources/Labor Relations		
Subject: Vision Insurance Benefit for Management Employees and Physical Exam Dependent Coverage for Management and Confidential/Supervisory Employees		
Reason for Board Consideration:  ACTION	Item Number:  12.K.	Enclosures:  Page 1 of 1

### BACKGROUND

- As part of a tentative agreement between the District and CSEA Chapter #251, which was approved by the Board of Trustees at their regularly scheduled meeting on October 16, 2012, the District agreed to provide a monthly district contribution for vision insurance through the District vision plan to all classified bargaining unit employees, effective January 1, 2013. The District agreed to pay a premium cost up to \$5.67 per month for single coverage. The District is not obligated to pay any increase in the premium cost. Any increase in cost shall be borne by the bargaining unit employee through payroll deduction. This vision insurance for the bargaining unit employee is mandatory unless an employee submits proof of coverage elsewhere. At the regular Board of Trustees meeting on January 15, 2013, the vision insurance benefit was approved for confidential/supervisory employees, with the same terms and conditions outlined above, as of February 1, 2013.

Upon approval by the Board of Trustees, it is anticipated that the vision coverage would be made available to the management group, with the same terms and conditions outlined above, as of March 1, 2013.

- Both groups have also requested that the District extend the physical examination fund benefit, making it available to eligible dependents. This extended coverage was also approved for CSEA by the Board of Trustees, at their regular meeting on October 16, 2012, as part of that tentative agreement.

Upon approval by the Board of Trustees, it is anticipated that this extended benefit would be available to both the management group and the confidential/supervisory group, effective March 1, 2013.

### FISCAL IMPACT

- The annual cost for vision insurance coverage for the management group is based on twenty-nine (29) employees x \$5.67/month x 12 months for a total cost of approximately \$1973.16 annually.
- There is no fiscal impact.

### RECOMMENDATION

A recommendation that the board of trustees authorize the District to agree to pay a premium cost of up to \$5.67 per month for single coverage vision insurance through the District vision plan for the management group, effective March 1, 2013, under the same terms and conditions that were approved for classified bargaining unit employees on October 16, 2012, and were approved for the confidential/supervisory group on January 15, 2013; and to approve the use of physical exam funds for dependent coverage for both management and confidential/supervisory employees, effective March 1, 2013.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Memorandum of Understanding Revising the Current Collective Bargaining Agreement Between the District & the California School Employees Association Chapter #251		
Reason for Board Consideration:  ACTION	Item Number:  12.J.	Enclosures:  Page 1 of 7

### BACKGROUND

Attached is a signed Memorandum of Understanding between the District and the California School Employees Association Chapter #251 dated October 15, 2012, updating the listing of positions in Article 1, of the collective bargaining agreement.

### FISCAL IMPACT

N/A

### RECOMMENDATION

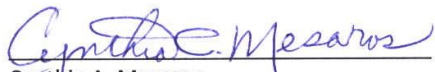
A recommendation that the board of trustees approve the attached Memorandum of Understanding (MOU) effective October 15, 2012, between the district and the California School Employees Association Chapter #251, to revise Article 1/Recognition, list of authorized positions.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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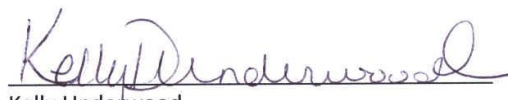
MEMORANDUM OF UNDERSTANDING  
between  
Allan Hancock Joint Community College District  
and  
California School Employees Association, Chapter #251

Article 1 – Recognition The following Memorandum of Understanding (MOU) reflects the full and complete agreement of the California School Employees Association, Chapter #251 (hereafter “Association”) and the Allan Hancock College Joint Community College District (hereafter “District”) regarding language in Article 1, Recognition.

The parties agree to the following amendments as indicated on Article 1 , Recognition signed and dated October 15, 2012. These amendments are the result of the 2011-2012 position reclassifications as well as changes to missing or mislabeled position titles.

  
Cynthia A. Mesaros  
Director, Human Resources/Labor Relations  
Allan Hancock College District

10/15/12  
Date

  
Kelly Underwood  
President  
CSEA, Chapter #251

10/15/12  
Date

*Campearon*  
10/15/12  
*Kelly Drawweed*  
10/15/12

**ARTICLE 1**  
**RECOGNITION**

- 1.1 The District recognizes CSEA as the sole and exclusive bargaining agent for classified employees occupying classes listed below. Positions included in the bargaining unit are:

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Technician Academic Affairs Support Technician	Technical	18
Academic Scheduling Specialist Academic Load/Scheduling Specialist	Technical	3033
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	16
Accounting Services Technician III	Fiscal	17
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Secretary I	Clerical	12
Administrative Secretary II	Clerical	15
Administrative Secretary III	Clerical	18
Administrative Secretary III/Coordinator Cosmetology	Professional	28
Administrative Secretary IV	Clerical	21
Administrative Secretary V	Clerical	29
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	15
Admissions & Records Technician III	Clerical	16
Assessment Technician	Professional	19
Athletic Equipment Manager	Services	12
Automotive Mechanic	Crafts	21
Auxiliary Accounting Specialist	Fiscal	21
Auxiliary Accounting Specialist II	Fiscal	26
Benefits Technician	Fiscal	22
Buyer I (Bookstore-Merchandise)	Fiscal	17
Buyer I (Bookstore-Textbooks)	Fiscal	17
Buyer II (Bookstore)	Fiscal	20
Cal-SOAP Secretary	Clerical	15
Cal-WORKs Coordinator	Professional	29
CARE Program Specialist	Clerical	19
Career Center Technician	Technical	17
Cashier	Fiscal	14
College District Police Corporal	Technical	29
College District Police Officer	Technical	21
Community Education Public Information Specialist	Technical	20
Community Education Technician III	Technical	17
Community Education Program Technician II	Technical	16
Computer Publishing Specialist	Technical	20
Coordinator, Academic Affairs/Administrative Secretary V	Professional	31
Coordinator, Admissions & Records Services	Clerical/Professional	2430

Coordinator of Assessment	Technical	28
Coordinator, Auxiliary Accounting Services	Fiscal	22
Coordinator, Campus Graphics	Technical	31
Coordinator, Cashier Services	Fiscal	2226
Coordinator, Community Education	Professional	33
Coordinator, Facilities & Construction	Professional	29
Coordinator, Financial Aid	Professional	30
Coordinator, Instructional Technology	Professional	28
Coordinator, Interpreting and Communications Services	Professional	28
Coordinator, Language Arts	Professional	28
Coordinator, Noncredit Education & Community Programs	Professional	30
Coordinator, Noncredit English as a Second Language	Professional	27
Coordinator, Noncredit Programs	Professional	28
Coordinator, Plant Services	Professional	24
Coordinator, Student Activities	Professional	26
Coordinator, Tech Prep	Technical	29
Coordinator, The Extended Campus	Professional	28
Coordinator, Writing Center Laboratory Coordinator, Tech Prep	Technical Professional	2928
Coordinator/Instructional Assistant, Computer Resources Center	Professional	22
Copy Center Technician	Technical	17
Counseling Assistant	Professional	20
Courier	Services	10
Curriculum Specialist	Technical	25
Custodial Lead Worker	Services	14
Custodial Lead Worker, Off-Campus Programs	Services	15
Custodian	Services	10
Custodian/Athletic Equipment Attendant	Services	10
Distance Learning/Courseware Technician	Technical	24
Distance Learning Technical Assistant	Technical	30
DSPS Assistant	Professional	16
DSPS Specialist	Professional	21
Educational Technology Specialist	Professional	26
EOPS Assistant	Technical	18
EOPS Specialist	Professional	19
EOPS Specialist/Counseling Assistant	Professional	20
EOPS/CalWORKs Specialist	Professional	19
EOPS/Financial Aid Specialist	Professional	19
Equipment Specialist	Services	20
Financial Aid Accounting Technician	Fiscal	16
Financial Aid Assistant	Technical	18
Financial Aid Specialist/Counseling Assistant	Professional	20
Financial Aid Systems Technician	Technical	19
Financial Aid Technician	Technical	19
Fine Arts Assistant (50 percent FTE with admin. sec. I)	Technical	17
Fire, Safety and Emergency Medical Services (EMS) Maintenance Mechanic	Crafts	21
Grant Coordinator	Professional	29



Grants & Special Projects Specialist	Technical	26
Grants Analyst	Professional	29
Graphic Designer – Campus Graphics	Technical	27
Groundskeeper I	Services	12
Health Sciences Program Technician	Technical	16
Heating and Refrigeration Mechanic	Crafts	26
Heating, Ventilation, Air Conditioning, and Controls Technician	Crafts	28
Information Technology Network and Data Security Specialist	Technical	32
Information Technology Technical Support Assistant	Technical	22
Information Technology Technical Support Specialist I	Technical	25
Information Technology Technical Support Specialist II	Technical	27
Instructional Assistant, Ceramics/Sculpture Studio	Professional	20
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Emergency Medical Technician	Professional	20
Instructional Assistant, Fire Science	Professional	20
Instructional Assistant, Language Labs	Professional	20
Instructional Assistant, Learning Assistance Program	Professional	20
Instructional Assistant, Life Sciences Laboratory	Professional	20
Instructional Assistant, Life and Physical Sciences Laboratory	Professional	20
Instructional Assistant, Mathematics	Professional	20
Instructional Assistant, Media Labs	Professional	20
Instructional Assistant, Physical Sciences Laboratory	Professional	20
Instructional Assistant, Police Academy	Professional	20
Instructional Assistant, Writing Center Laboratory	Professional	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Media Labs	Technical	22
Job Placement Career Services Program Assistant	Technical	18
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program Language Arts	Technical	13
Laboratory Assistant, Learning Assistance Program Writing Center Laboratory	Technical	13
Laboratory Assistant I, CRC	Technical	13
Lead Groundskeeper	Services	18
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professional	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Service Technician	Technical	18
Maintenance Specialist – Carpenter	Crafts	21
Maintenance Specialist – Electrician	Crafts	23
Maintenance Specialist – Painter	Crafts	21
Maintenance Specialist – Plumber	Crafts	21
Maintenance Repair Worker I	Services	12
Maintenance Repair Worker II	Services	15
Maintenance Repair Worker III	Services	17
Maintenance Repair Worker III-Locksmith	Services	17
Media Production Assistant/Photographic	Technical	21
Multimedia Services Technician	Technical	24

Multimedia Services Technician II	Technical	26
Office Services Assistant I	Clerical	8
Office Services Assistant II	Clerical	10
Office Services Technician I	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Payroll Technician	Fiscal	30
Police Support Services Coordinator	Technical	20
Police Support Services Technician	Clerical	12
Public Affairs & Publications Assistant	Clerical	18
Public Affairs & Publications Technician	Clerical	16
Public/Sports Information Specialist	Professional	23
Public Safety Program Technician	Technical	16
Research Information Technician	Technical	26
Scholarship & Veterans Affairs Technician	Technical	19
Senior Accounting Specialist	Professional	30
Senior Institutional Research & Planning Analyst	Professional	29
Server Administrator	Technical	30
Scheduling/Course Data Tech II	Technical	26
Shipping & Receiving Clerk (Bookstore)	Clerical	11
Shipping & Receiving Clerk (Plant Services)	Clerical	11
Skilled Carpenter/Maintenance Craftsman	Crafts	21
Software Development/System Support Specialist I	Technical	27
Software Development/System Support Specialist II	Technical	30
Systems Analyst	Technical	33
Technician I (Bookstore)	Fiscal	14
Telecommunication Technical Support Specialist	Technical	27
Testing Specialist	Technical	20
Transcript Evaluator	Technical	18
Transfer & Job Placement/Career Services Technician	Technical	17
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist II	Technical	32
Women's Equipment Manager/Custodian	Services	12

## 1.2 Positions Excluded From the Bargaining Unit

1.2.1 All management, supervisory, confidential, substitute and short-term (as defined in Ed Code 88003), professional experts, certificated (faculty), and student employees shall be excluded from the unit.

## 1.3 Other Positions Excluded:

1.3.1 Employees who are not part of the classified service:

Auxiliary programs corporation employees  
AHC Foundation employees

- 1.3.2. The District shall seek consultation with CSEA regarding the determination of new and vacant confidential and supervisory positions. All disputes will be submitted to Public Employment Relations Board (PERB).
- 1.4 The CSEA in turn, recognizes the College District Board of Trustees as the duly elected representatives of the people and agrees to negotiate exclusively with the District Board of Trustees or designated representative through the provisions of Government Code Section 3540, et seq.





To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Reappointment of Faculty		
Reason for Board Consideration:  ACTION	Item Number:  12.L.	Enclosures:  Page 1 of 2

### BACKGROUND

The faculty members listed below have been evaluated in accordance with California Education Code Sections 87660 et. seq. and Article 17 of the district's agreement with the Faculty Association of Allan Hancock College.

- A. The following probationary faculty members have successfully completed fourth-year evaluations and are recommended for tenure effective fall 2013 in accordance with California Education Code Section 87609(a):
1. Andrew Densmore, fire technology instructor, appointed fall 2009
  2. Scia Maumausolo, physical education instructor, appointed fall 2009

(continued)

### FISCAL IMPACT

None.

### RECOMMENDATION

A recommendation that the board of trustees approve for tenure Andrew Densmore, fire technology instructor, and Scia Maumausolo, physical education instructor, effective fall 2013; and approve third and fourth year appointments for Robert Mabry, machine technology instructor, and Alexandra Bell, health services coordinator/nurse.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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B. The following probationary faculty members have successfully completed second-year evaluations and are recommended for reappointment for the 2013-2014 and 2014-2015 school years in accordance with California Education Code Section 87608.5(b):

1. \* Robert Mabry, machine technology instructor, appointed fall 2012
2. Alexandra Bell, health services coordinator/nurse, appointed fall 2011

\* Hired in fall 2009- this employee was given two semesters tenure-credit based on Education Code 87475

C. (Information only) The following faculty members were reappointed for the 2012-2013 and 2013-2014 school years in accordance with California Education Code Section 87608(b) at the March 20, 2012 Board of Trustees meeting:

1. Mary Nelson, nursing instructor, appointed fall 2010
2. Dustin Nouri, chemistry instructor, appointed fall 2010
3. Nancy Jo Ward, graphics instructor, appointed fall 2010

To: Board of Trustees		Date:  February 19, 2013
From: Director, Human Resources/Labor Relations		
Subject: Revised Classified Bargaining Unit and Confidential/Supervisory Job Descriptions		
Reason for Board Consideration:  ACTION	Item Number:  12.M.	Enclosures:  Page 1 of 24

### BACKGROUND

After review by the appropriate administrators, the Director/Human Resources & Labor Relations, and CSEA, in consultation with all employees currently serving in these positions, the following revised classified and confidential/supervisory job descriptions are recommended for approval. These job descriptions were revised as a result of a detailed review of the current functions and tasks currently being performed by incumbents in these departments that more accurately reflects workflow demands in these areas.

1. The following revisions to job descriptions are recommended along with some proposed salary range adjustments on the current classified bargaining unit employee (CSEA) salary schedule for these positions effective January 1, 2013, pending ratification by CSEA:

<u>Current Position Title</u>	<u>Recommended Position Title</u>	<u>Current Range</u>	<u>Recommended Range</u>
Technician I (Bookstore)	Bookstore Technician	Range 14	Range 14
Buyer I (Bookstore/Merchandise)	Bookstore Buyer I	Range 17	Range 17
Buyer I (Bookstore/Textbooks)	Bookstore Buyer II	Range 17	Range 19
Buyer II (Bookstore)	Bookstore Buyer III	Range 20	Range 21

### FISCAL IMPACT

1. The cost to the AHC bookstore is approximately \$2,202 for the 2012-2013 fiscal year.
2. The cost to the district is approximately \$11,544 for the 2012-2013 fiscal year.

The costs are included in the 2012 – 2013 fiscal year budget.

### RECOMMENDATION

A recommendation to approve the revised classified bargaining unit job descriptions, pending ratification by CSEA, and approve the confidential/supervisory job descriptions as presented, including some salary range adjustments for these positions.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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2. The following revisions to job descriptions are recommended along with some proposed salary range adjustments on the confidential/supervisory salary schedule for these positions effective January 1, 2013.

<u>Current Position Title</u>	<u>Recommended Position Title</u>	<u>Current Range</u>	<u>Recommended Range</u>
Human Resources Assistant	Human Resources Assistant	Range 10	Range 10 (Vacancy)*
Coordinator/Human Resources	Coordinator/Human Resources	Range 5	Range 4
Coordinator/Recruitment Svcs.	Coordinator/Recruitment Svcs.	Range 5	Range 4
Coordinator/Comp./Class./LOA	Coordinator/Compensation and Classification	Range 5	Range 4

\*No incumbent is currently serving in this position.

**\*In review with CSEA pending ratification**

Allan Hancock College  
Human Resources

Classified – Fiscal  
Range 14

**TECHNICIAN I (BOOKSTORE) BOOKSTORE TECHNICIAN****DEFINITION:**

Under the supervision of the Allan Hancock College Bookstore Director, ~~administers~~ supports the cashiering function, and provides financial reconciliation and reporting on accounts receivable, cash receipts and disbursements. ~~bookstore financials and cash flow processes and performs related duties as assigned.~~

**CLASS CHARACTERISTICS:**

The incumbent under limited supervision is responsible for a variety of financial and accounting support duties related to a retail business. ~~The position is characterized by the presence of established guidelines from which to make decisions; however judgment must be used when dealing with college staff, students and representatives from various public and private agencies serving students. The incumbent performs a~~ These broad range of -include accounting work in such areas as for accounts receivable and payable, cash receipts and disbursements, reconciliation of sales, receivables, returns and banking transactions ~~records maintenance, cash handling, cashiering, internal control and buy-back.~~

**ESSENTIAL FUNCTIONS:**

1. Provides and oversees cashier training; provides instruction in cashiering operations, oversees cash draw funds.
- ~~1. Provides and oversees cashier training; provides instruction in cashiering operations oversees cash draw funds and assists all auxiliary staff in all aspects of office and cashiering operations.~~
2. Handles cashiering-related customer service issues and other problems related to third party billings, purchases and returns.
3. Provides reconciled cash register drawers for opening of the bookstore for daily operations.
4. Processes transfers of funds and maintains logs for money transfers.
5. Reconciles cash drawers and daily cash register transactions, deposits all receipts, and verifies deposits with bank receipts and deposit logs.
- ~~2. —~~
- ~~1. Prepares the cash register drawers with the correct amounts of currency, coins and related items for opening of bookstore for daily operations.~~
6. Oversight and facilitation of transfer of funds, Prepares daily receipt, deposits and daily sales/returns statements to Auxiliary for Auxiliary Accounting and/or other store sites.
7. Reconciles cash on hand and the buyback fund, coordinates funds for book buyback and conducts weekly safe audits and maintains petty cash and change fund.
- ~~2. —~~
3. Creates and maintains logs for money transfers.
- ~~4.8. Reconciles daily sales/returns to include reconciliations of daily cash registers, deposits all receipts, and verifies deposits with bank receipts and deposit log. Oversees reconciliation and ordering of bus passes.~~
- ~~5. Generates computerized reports for daily balance of cash, credit cards, checks and accounts receivable.~~
- ~~6. Reconciles cash on hand and buy back vault, coordinates funds for book buyback and conducts weekly safe audit and maintains petty cash and change fund~~
- ~~7.9. Assists with physical inventory.~~
- 8.10. Coordinates NSF collection requests and paperwork processing with external agencies and the AHC District.
- ~~11. Works with external agencies and Allan Hancock College District departments assisting students with textbooks and supply purchase funds by inputting and retrieving financial aid information and computes, establishes accounts, prepares and processes billings and posts receipts or disbursements~~
- ~~9. —~~

- 12. Maintains an Accounts Receivable system through the application of payments, reconciliation of account discrepancies, generation of statements and provision of reports such as the Accounts Receivable Aging and other required transaction reporting.
- 13. Maintains adequate inventory levels of store consumables and purchases as required.
- 3. ~~to process monthly aging reports, prepare statements, and apply payments for reconciliations statements, to resolve discrepancies, and prepares reports on funding and transactions.~~
- 10,14. ~~PPerforms other related duties as required.~~

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation;
- Business mathematics;
- Retail cashiering and customer service principles and practices;
- Cash handling and sales balancing practices and security;
- Financial record keeping, bookkeeping and basic governmental accounting principles and practices;
- Basic methods and practices of cash control and management;
- Computer business applications and standard office practices and procedures including record keeping, filing and the operation of office equipment.

**Demonstrated ability to:**

- Accurately handle, balance and account for large sums of cash;-
- Prepare, maintain and reconcile various financial, accounting, statistical, auditing and numerical records;-
- Prioritize workload and meet reporting deadlines required by Auxiliary Accounting;
- Make mathematical calculations with speed and accuracy;-
- Use sound judgment within established guidelines and procedures;-
- Read, interpret and apply financial accounting rules, policies and procedures;-
- Operate standard office equipment;-
- Establish and maintain effective working relationships with staff and the general public.

**Education and Experience:**

Graduation from high school and preferably two years of work experience in accounting, business administration, economics, marketing or related fields and/or experience in retail merchandising, fiscal management, bookkeeping or business administration.

**Working Conditions:**

- Duties are primarily performed in a retail environment.
- The incumbent will experience interruptions while performing normal duties during ~~the~~ regular workday.
- The incumbent will have contact in person, on the telephone or by email with staff and the general public.

**Physical Demands:**

- Typically may sit for extended periods of time.
- Operates a computer.
- Stands to operate a cash register or buy back window.
- Communicates over the telephone, in person and via computer.

**Special Qualification:**

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities**Special Qualifications:**

~~Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with disabilities.~~

**BUYER I (BOOKSTORE/MERCHANDISE) BOOKSTORE BUYER I**

**DEFINITION:**

Under supervision of the Allan Hancock College Bookstore Director, oversees general merchandise purchasing, and performs other duties as assigned.

**CLASS CHARACTERISTICS:**

The incumbent with limited supervision researches, orders, and oversees purchasing process for non-textbook merchandise. The incumbent demonstrates a command of the acquisition processes and exercises professional judgment in the selection of vendors, product quality and cost. Incumbent will act as lead staff for evening operations, including closing process. ~~This position is detail oriented and deadline driven while maintaining a high level of accuracy.~~

**ESSENTIAL FUNCTIONS:**

1. Researches, and evaluates and selects vendor sources sources of supply availability of general merchandise for general merchandise (GM) and trade book (TR) products with an emphasis on quality, affordability, trends and sales techniques.
- ~~2. Researches and selects merchandise vendors with an emphasis on discounts and costs.~~
2. Oversees general merchandising purchasing process: receivables, invoice reconciliation and payment approval for transfer to Auxiliary Accounting, merchandise distributions and transfers between branch stores and the warehouse, maintenance of master merchandise acquisition calendar and reconciliation for damages/shortages.
- ~~3. Oversight of general merchandising purchasing process, receivables, invoice payment, merchandise transfer, maintenance of master merchandise acquisition calendar and reconciliation for damages/shortages.~~
4. 3. Responsible for general merchandise inventory control, ~~rol~~ and inventory logs and fiscal controls to monitor accuracy of sales and margins, inventory accuracy and stock turns and reconciles year-end documentation including follow-up on all outstanding invoices and credits.-
- ~~5. Selects pricing formulas and creates bar codes for merchandise.~~
4. Responsible for special merchandising needs, including but not limited to graduation regalia preparation of academic program specific needs and support of promotional and marketing plans.
5. Responsible for using a computer-based purchasing system, a GM and TR Inventory Control System (ICS) for maintenance and management.
6. Contacts instructional and departmental staff to coordinate needs, explain bookstore ordering policies and procedures, verify requisition information, obtain substitution authorizations and report on the status of pending orders.;
- ~~6. Compiles information from class schedules, requisitions, inventory and sales records, and manufacturers' catalogs to prepare and generate purchasing documents, supply lists, reports, and correspondence. trade book acquisition and/or program specific needs.~~
7.
8. Oversees and trains Auxiliary Program Corporation part-time staff, temporary staff, and cashiers in basic skills and in various POS (Point-of-Sale) and ICS data entry and inventory management tasks.
- ~~7. Oversees the work and training of Auxiliary Program Corporation part time staff and temporary staff in restocking and display.~~
8. Trains and oversees the work of Auxiliary Program Corp. workers and cashiers in the merchandise and trade book receiving function and may assist in creating work schedule for temporary staff.
9. Trains and oversees Auxiliary Program Corporation part time staff in POS system data entry, purchase orders, receiving, inventory control, stock maintenance, merchandise selection, report creation, and other merchandise duties.
10. Implements and maintains inventory and fiscal controls, appropriate stock turnover, and coordinates mark down schedule.

- 9. Oversees and coordinates the receiving of GM/TR and the return of product to vendors from overstock, damaged, or defective merchandise.
- 10. Monitors the status of purchases in progress and initiates follow-up contact with vendors to obtain status information, to obtain availability and ordering information, to expedite delinquent orders, and to resolve problems related to shipments and invoices.
- 11. ~~Work with assigned bookstore staff in preparing promotional and marketing plans.~~
- 12. ~~Coordinates the return of product to vendors from overstock, damaged, or defective merchandise.~~
- 13. ~~Acts as lead staff for evening operation including closing process.~~
- 14.11. Assures merchandise areas are stocked and maintained in an orderly and timely manner.
- 15.12. Maintains excellent visual merchandising standards on the selling floor and work with Director in store layout and display of General Merchandise.
- 16. ~~Assist in the coordination of merchandise distributions and transfers between branch stores, the main store and the warehouse.~~
- 13. Responsible for preparing merchandise and reference book areas and outstanding inventory management documentation for annual physical inventory; validates physical inventory and adjustments in preparation for posting.
- 17. ~~Prepares merchandise and reference book areas and outstanding inventory management documentation for annual physical inventory.~~
- 18. ~~Reviews counts, adjusts mis-counts of merchandise and trade books for posting.~~
- 14. Provides input into work schedule modifications of Auxiliary Program Corporation staff.
- 19. ~~Resolves customer service problems and complaints and informs Director of actions~~
- 20. ~~Assists with cashiering functions.~~
- 21.15. Provides assistance with warehouse and management stockroom and assists with cashiering functions.
- 22.16. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Purchasing principles and practices in a public agency setting;
- Business data processing and mathematics;
- Correct English usage, spelling, grammar and punctuation;
- Retail merchandising, display and sales principles and practices;
- Current merchandise trends;
- Inventory control principles and practices;
- Principles of cash handling and the security of daily sales receipts, funds and sales premises;
- Business office practices including filing, record keeping, and the operation of standard office equipment;
- Operation of cash register, computer programs, applications including Windows, Microsoft Office, software used in inventory management and the internet;
- Basic budgeting principles;
- Correct English usage, spelling, grammar and punctuation;
- Business mathematics;
- Purchasing principles and practices in a public agency;
- Retail merchandising, display and sales principles and practices;
- Current merchandise trends;
- Inventory control principles and practices;
- Principles of cash handling and the security of daily sales receipts, funds and sales premises;
- Business office practices including filing, record keeping, and the operation of standard office equipment;
- Operation of computer programs, applications and the internet;
- Basic budgeting principles;

**Demonstrated ability to:**

- Exercise good judgment in merchandise acquisition regarding quality and price;
- Maintain a high degree of accuracy and detail and ability to prioritize work to meet deadlines.
- Analyze problems, evaluating alternatives and making creative recommendations;
- Exercised sound judgment within policy and procedural guidelines;
- Organize work, setting priorities, training and directing the workflow of others;



Maintain accurate records and files;

Work under pressure;

Maintain working relationships with staff, vendors and the general public;

Responds to customer issues, problems and complaints;

3/07

**Education and Experience:**

1.— Equivalent to graduation from high school, and college courses in retail management or business and two years of purchasing for a wholesaler and or store inventory experience preferably in a retail setting with one year of cashiering and customer service and one year experience in using computerized inventory management software

~~2.1.~~

**Other Requirements:**

~~— A valid California driver’s license and ability to qualify for district vehicle insurance coverage.~~

**Working Conditions:**

Duties are performed in multiple areas and will require standing for long periods of time, climbing ladders, and sitting at a computer terminal;

The incumbent will experience interruptions while performing normal duties during the regular work day;

The incumbent will experience the cold and heat of a warehouse environment;

Duties will require contact in person, over the telephone and by email with staff and the general public.;

**Physical Demands:**

May sit or stand for extended periods of time;

Operates a computer terminal;

Climbs ladders;

Operates warehouse equipment.;

Limited exposure to some chemical fumes;

Regularly lifts, carries and/or moves objects weighing up to 40 lbs;

**Special Qualifications:**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with disabilities.

R 01/13

03/07

\*In review with CSEA pending ratification

Allan Hancock College  
Human Resources

Classified-Fiscal  
Range 4719

**BUYER I (BOOKSTORE/TEXTBOOK) BOOKSTORE BUYER II**

**DEFINITION:**

Under supervision of the Allan Hancock College Bookstore Director, provides a high level of support ~~assists the~~ to the Textbook Buyer II and Auxiliary Corporation staff in a wide array of ~~textbook purchasing retail~~ duties including technical support on various bookstore computer and web based systems.

**CLASS CHARACTERISTICS:**

The incumbent provides support to the ~~textbook buyer II and shipping and receiving technician and other bookstore employees in a variety of areas.~~ The incumbent under limited supervision is responsible for the maintenance, up-dates and processing of web sales orders, point of sale system and inventory management system. ~~The position is detail oriented and deadline driven while maintaining a high level of accuracy.~~ This position provides efficient, knowledgeable customer service in a retail setting to students, faculty, and staff in obtaining educational materials and collaborates with the Director, Bookstore in creating and developing promotional materials for the store. ~~– The incumbent provides support to other bookstore employees specifically in the areas of textbook purchasing, shipping, and receiving functions. Incumbent will act as lead staff for evening operations, including closing process.~~

**ESSENTIAL FUNCTIONS:**

2. Assists the ~~textbook Buyer III~~ with coordination of textbook ordering, textbook course requests, corrections, edits, order decision calculations and ordering course materials from alternative online sources.
3. ~~receiving, order follow up, May a~~ Assists with faculty and vendor correspondence to research regarding of textbook information.
4. ~~returns and inventory control.~~
4. Assists the buyer II with coordination of textbooks orders and custom printed materials to include course request, corrections, edits; decision calculations to prep for ordering; creates and maintains all buyback lists; ordering course materials from alternative online sources Orders custom printed materials and maintains files for bookstore publication originals and permissions.
5. Coordinates and manages textbook rental program.
6. Creates and maintains buyback lists.
7. Analyzes return requirements and builds returns list with input from Buyer III and AHC Bookstore Director.
6. Collaborates with Buyer III and Shipping and Receiving Clerk to manage write-offs, returns, title and SKU edits, stock adjustments and similar inventory control functions.
- 7.8. ~~May assist with faculty and vendor correspondence to research of textbook information~~
8. ~~Assists in creating and maintaining textbook buy back process~~
9. Assists and sSupports the Sshipping and Rreceiving Clerk technician in sales and disbursement of alternative online course material sales and. ~~Assists with processing non-returnable/outdated textbooks.–~~
10. Oversees and trains Auxiliary Program Corporation part-time staff, temporary staff, and cashiers in basic skills and in various POS (Point-of-Sale) and ICS data entry and inventory management tasks.
11. Assists the AHC Bookstore Director in the development, maintenance and tracking of the training program for Auxiliary Program Corporation employees.
- 9.12. Creates work schedules for Auxiliary Program Corporation employees.
- 10.13. Maintains and up-dates the bookstore website, including processing web orders, payment verification, upgrades to bookstore POS/System, month end functions, packaging order fulfillment and necessary follow up.
14. Serves as a liaison between the bookstore and the system vendor for support and maintenance to include upgrades to the bookstore POS system, point of sale system, inventory management system, security system, telephone system, and month end functions, satellite radio security system.

11.  
~~12. — Assists with general design of bookstore~~  
~~13. Responds to customer issues, problems, and complaints~~  
~~14. Coordinates and manages textbook rental program~~  
~~15. Oversees workflow of student employees and auxiliary employees~~  
~~16. Accepts, files, and maintains bookstore publications originals and permissions.~~  
~~17. Prepares bookstore publications for printing in conjunction with district departments.~~  
15. Maintains the necessary files, prepares invoices and supporting documentation for account payables.  
~~18. Receives and prepares batch reports for transfer to Auxiliary Accounting for payment.~~  
~~19.16. — Assists with cashiering functions and the buy-back process.-~~  
~~20. Assists with inventory control.~~  
~~6.17. — Performs other related duties as assigned.~~

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Correct English usage, spelling, grammar and punctuation;
- Business mathematics;
- Office practices and procedures including filing and record keeping and the use of a personal computer;
- Computer office software applications such as MS Office, design software such as Photoshop and Illustrator and web authoring software such as Dreamweaver and Frontpage or personal experience in the use of such software;
- Basic website and computer up-dating and maintenance;
- Basic inventory control procedures;
- Basic shipping and receiving practices and procedures;
- Basic shipping and receiving companies and associated software;
- Basic retail sales and cash handling practices and procedures;
- Terminology and methods related to the acquisition of books;
- Basic warehouse operation and safety.

#### **Demonstrated ability to:**

- Use web authoring software, web up-dating and maintenance;
- 21.18. Maintain a high degree of accuracy and detail orientation in all aspects of purchasing, receiving, returns and record maintenance;
- 22.19. Work under pressure, prioritize tasks to meet purchasing, payables and reporting deadlines exercising while exercising good judgment;
- Communicate effectively and tactfully both orally and in writing;
- Establish and maintain cooperative and effective working relationships;
- ~~Responds to customer issues, problems, and complaints;~~
- Operate warehouse equipment safely;
- ~~Maintain accuracy in the receipt and return of all textbooks and materials;~~
- ~~Maintain accurate logs, records and files related to work performance;~~
- Maintain the intellectual property of others in a safe and secure manner.

#### **Education and Experience:**

- Graduation from high school and some college work experience in computer applications and/or web authoring, and/or personal experience in computer applications, updating, and maintenance One year of retail sales with customer service, shipping and receiving, and/or website maintenance experience.

#### **Other Requirements:**

- ~~— A valid California driver's license and ability to qualify for district vehicle insurance coverage.~~

#### **Working Conditions:**

- Duties are performed in multiple areas and will require standing for long periods of time,

climbing ladders, and sitting at a computer terminal;<sup>232</sup>

Experience interruptions while performing normal duties during the regular work day;

Experience the cold and heat of a warehouse environment;

Duties will require contact in person, over the telephone and by email with staff and the general public.

**Physical Demands:**

May sit or stand for extended periods of time;

Operates a computer terminal;

Climbs ladders;

Operates warehouse equipment;

Limited exposure to some chemical fumes;

Regularly lifts, carries and/or moves objects weighing up to 40 lbs.;

**Special Qualifications:**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with disabilities.

R 3/0701/13

03/07

**\*In review with CSEA pending ratification**

Allan Hancock College  
Human Resources

Classified-Fiscal  
Range ~~2021~~

**BUYER II (BOOKSTORE) BOOKSTORE BUYER III****DEFINITIONS:**

Under ~~general~~ supervision of the ~~AHC~~ Allan Hancock College Bookstore Director, provides a wide range of textbook purchasing duties related to the campus bookstore.

**CLASS CHARACTERISTICS:**

The incumbent under minimal supervision is a buyer in a retail environment and will possess a demonstrated command of inventory management and purchasing cycle review. The incumbent is responsible for acquiring all new, used, and digital textbooks for resale or rental. The incumbent will update the Director, Bookstore on various issues and activities related to management of course work, materials and work flow in the department.

**ESSENTIAL FUNCTIONS:**

1. Confers with administrative and instructional staff to determine textbook needs.
2. Coordinates the entire acquisition process for textbook and related academic materials by faculty for use in college courses, which includes requesting, verifying, editing and compiling textbook adoption information.
3. Performs research related to textbook purchase requests and will contact and meet with faculty as required.
4. Compiles, assembles, and maintains class and related schedule and textbook information for the current academic year and performs inventory control reviews of course history and course enrollment.
5. Maintains the necessary files, prepares invoices and supporting documentation for approval and processing of account payables.
- ~~5.~~
- ~~3-6.~~ 6. Manages the textbook inventory management system, ~~c~~Creates course textbook lists and maintains currency of bookstore textbook information to be posted on the website and
- ~~4-~~ to ensure all data is current and usable by the bookstore staff.
- ~~5.~~ 7. Creates course textbook lists and maintains currency of bookstore textbook information to be posted on the website.
- ~~6-7.~~ 8. Coordinates the purchase of used textbooks through the use of wholesale purchases and the buyback of textbooks from students.
- ~~7-8.~~ 9. Facilitates purchase orders and receiving documents for both new and used textbooks, course related materials, and ensures timely delivery and prompt payment of invoices.
- ~~8-9.~~ 10. Creates shelf tags to identify course-ticket and textbooks for student purchase.
- ~~9-10.~~ 11. Inputs invoice data and works with vendors to reconcile discrepancies.
- ~~10-11.~~ 12. ~~Reconciles~~ Verifies returns and credits and researches sales and edition information on textbooks to prepare returns lists.
- ~~11-12.~~ 13. Monitors transfer functions related to textbooks.
- ~~12-13.~~ 14. Provides oversight of the return process; coordinates the return of textbooks to vendors for overstock, damaged, or defective books.
- ~~13-14.~~ 15. Oversees the workflow of the textbook/course materials purchasing process, shipping and receiving process, transfer process, and the work of Auxiliary Corporation employees in the textbook department.
- ~~14.~~ 16. ~~Periodically updates the Bookstore Director on various issues and activities related to management of coursework materials.~~
15. Reconciles year-end documentation including follow-up on all outstanding invoicing and credits.
16. Responsible for physical inventory as assigned; validates physical inventory and adjustments in preparation for posting.
17. Performs other related duties as assigned.

**Minimum Qualifications:****Knowledge of:**

- Purchasing principles and practices in a public agency setting;
- Business data processing and basic principles;

Inventory control principles and techniques;  
 Publishers, distributors and techniques common to book distribution industry;  
 Office practices, including filing, record keeping, and the operation of standard office equipment;  
 Familiarity with computer applications including Microsoft Office and software used in inventory management;  
 Business mathematics;  
 English usage, spelling, grammar and punctuation;  
 Cash register operation.

**Demonstrated ability to:**

Exercise tact and good judgment when working with district staff and the general public;  
 Work closely with district personnel to establish accurate database of textbooks;  
 Use professional judgment with regard to pricing and ordering;  
 Analyze problems, evaluate alternatives, and make creative recommendations;  
 Exercise sound judgment within policy and procedural guidelines;  
 Organize work, setting priorities and directing the work of others;  
 Maintain accurate records and files;  
 Promote effective working relationships with those contacted in the course of the work;  
 Enter textbook related data in an inventory control system with a high degree of accuracy.

**Education and Experience:**

Equivalent to graduation from high school and two years of purchasing and/or inventory control experience.  
 College level coursework in an appropriate field such as computer applications, retail buying or business and experience in book and/or textbook purchasing is desirable.

**Other Requirements:**

~~—A valid California driver's license and ability to qualify for district vehicle insurance coverage and may be required to work at other bookstore locations as assigned.~~

**Working Conditions:**

Duties normally performed in an retail store environment;  
 The incumbent will experience interruptions while performing normal duties during the regular workday;  
 The incumbent will have contact, in person, on the telephone or by email with district personnel, the general public and vendors;

**Physical Demands:**

Typically may sit for extended periods of time;  
 May stand for an extended period of time operating a computer terminal and cash drawer;  
 Operates a computer;  
 Climbs ladder;  
 Communicates over the telephone, in person and by email;  
 May be required to lift, carry and/or move objects weighing up to 40 pounds.

**Special Qualifications:**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with disabilities.

## HUMAN RESOURCES ASSISTANT

### DEFINITION

Under general supervision the direction of the Director, Human Resources/Labor Relations, performs routine and technical support duties relative to all aspects of the human resources department operation including providing back-up support to all Coordinators in their individual areas of responsibility as requested or assigned. Sa variety of responsible and difficult clerical and technical work in support of benefit records management, personnel records management, leave records management, and recruitment and selections records management; to interpret departmental policies, procedures, and regulations; and to do other related work as required. Serves as receptionist to answer telephones, provides department or operational procedural information, assists other human resources staff members in interpreting district and collective bargaining agreement rules and regulations, and greets and assists staff members and the general public as needed. Provides back-up to Coordinators in their role to provide clerical support to the Chief Negotiator of the management negotiation team(s) as required and may perform other duties as required to support the collective bargaining agreement negotiation process.

### CLASS CHARACTERISTICS

This is a designated confidential/supervisory classified position, under limited supervision, -distinguished by providing clerical and technical backup support to the Coordinators in collective bargaining and labor relations matters in academic and classified personnel processes and in contract negotiations and contract administration.- The Incumbents in this class position must have a broad excellent working knowledge of personnel policies, procedures and regulations, and must and be able to apply this knowledge in the performance of assigned tasks and relay to relate the information to college employees and to the general public while exercising requiring tact and good will developed oral and written communications skills. The Incumbents may will assist or be under the receive direction of higher level office staff and may give guidance to lower level staff including student help from human resources coordinators with regard to their specific areas of responsibility when assisting them with these tasks.- The Incumbents are is responsible for performing multiple office functions are and is expected to cross-train to assist in all areas to provideing back-up coverage during absences and peak periods; excellent word processing skills with speed and accuracy are required as well as the ability to use a computer terminal to input and retrieve data efficiently and accurately as requested or required.-

### ESSENTIAL FUNCTIONS

1. Performs diversified routine and multifaceted clerical and technical support duties involving independent judgment requiring in-depth knowledge of assigned functions; demonstrates effective customer service and organizational skills, as well as timely completion of assigned projects and activities.
2. Backs up coordinators in their role as facilitators to the Chief Negotiator of the management negotiation team(s) to provide clerical support as required to manage and coordinate research and note-taking activities and performs duties as required to support collective bargaining agreement negotiation process.
3. Composes and proofreads correspondence; prepares meeting notes from detailed or rough copy; processes and updates various forms, applications and related documents.
4. Serves as an informational resource to employees, job applicants and the general public acting as receptionist, answering telephone calls and directing calls to appropriate personnel.
5. Compiles information and prepares, maintains, and updates a variety of records and personnel files, logs and reports related to assigned programs, services and activities; establishes and maintains filing systems; duplicates, assembles, distributes, collects, reviews and verifies accuracy and completeness of various documents; updates documents on the district website and portal.
6. Inputs employee information and other data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates computerized reports and documents as required.
7. Provides assistance to the Coordinator of Recruitment Services to monitor new employee orientation, candidate interview process, and employee tuberculosis and fingerprinting services.
8. Provides assistance to the Coordinator, Compensation/Classification to input and review data from employee leave of absence reports and requests in a timely manner to insure compliance with the district's policies and employee collective bargaining agreements regulations.-
9. Responds to staff questions regarding routine workers' compensation and claims procedures, and provides assistance to the Coordinator, Compensation/Classification to prepare accident/injury claim reports and files these reports in a timely manner as required.

10. Processes incoming and outgoing mail; responds to inquiries and provides a variety of detailed information to personnel, students and the public concerning program or function services, policies and procedures.
11. Monitors inventory levels of office and other designated supplies as assigned; orders, receives and maintains inventory of office supplies; prepares purchase requisitions and invoices.
12. Attends and participates in various meetings as directed.
13. Schedules and arranges appointments, meetings, special events and other activities as directed; coordinates facility use; maintains office or function calendars and schedules.
14. Provides assistance to the Coordinator, Human Resources to maintain and monitor staff professional development program and calendar of activities as needed or required.
15. Provides assistance to the Coordinator, Human Resources in the preparation of monthly board agenda items.
16. Provides assistance to the Coordinator, Compensation/Classification with monitoring the administrator and classified employee annual performance evaluation process and updates records accordingly.
17. Assists coordinators with developing new and revised employee position job descriptions as needed or required.
18. Performs other duties as assigned.

Uses a computer terminal to input and retrieve personnel data recruitment data with speed and accuracy, and compiles and audits reports for inconsistencies.

Prepares employment opportunity bulletins, ads, letters, memos, tests, forms, and other materials as required. Distributes employment opportunity bulletins on and off campus in accordance with district and office procedures and regulations; prepares for and may attend off campus job fairs.

Sets up and maintains documentation files for position openings, which includes district approvals, affirmative action forms, screening data, interview determinations, candidate testing and notification, etc.; keeps files up to date as candidate's materials are received.

Contacts selection committees to set up committee orientations. Assists in preparing screening and interview routines.

Contacts applicants by telephone and written correspondence regarding application procedures, interviews and final decisions.

1. Schedules and performs orientations for new personnel in accordance with college requirements and government regulations. Prepares or obtains necessary personnel file records (e.g. employment eligibility verification, fingerprints, verification of freedom from tuberculosis, employment verifications, orientations, etc.).

2. Prepares, maintains, and updates personnel files in accordance with college policy, negotiated labor contracts, government regulations, and office procedures. Prepares notices of employment and change of status notices (e.g. address changes, rate increases, transfers, promotions, terminations, etc.), and transmits appropriate forms and notices to employees, supervisors, and business services for budget and payroll purposes.

3. Maintains and updates various classified bargaining unit employee reports.

4. Uses a word processor to prepare, from clear copy, rough draft, or general instructions letters and memorandums and other written communications and documents with speed and accuracy as directed.

### **ADDITIONAL RESPONSIBILITIES**

1. Processes incoming and outgoing mail.
2. Maintains and updates office procedural manual for assigned areas of responsibility.
3. Prepares monthly board agenda items as assigned.
4. Answers incoming telephone calls, and refers to proper desk for handling.
5. Receives the public, staff, and students, and provides factual information with regard to personnel policies, procedures and regulations.
6. Assists with the distribution and follow up for completion of required probationary and annual evaluations and updates records accordingly.
7. Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Human resources policies and procedures;

Telephone techniques and etiquette;

Federal and state laws and regulations governing areas of responsibility;

Recordkeeping and report preparation techniques;

Business letter and report writing, editing and proofreading;

Office organization and file maintenance;



~~Office management techniques and organizational skills;~~

~~Written business communications;~~

~~Data base;~~

~~Word/information processing applications and production;~~ Applicable computer software programs to manage word-processing, the development of spreadsheets, and database manipulation;

~~Records management;~~ Collective bargaining agreement rules and regulations for all employees as appropriate.

~~Correct English usage, spelling, grammar, and punctuation;~~

~~Formatting;~~

~~Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques.~~

### **Demonstrated Ability to:**

~~Maintain the highly confidential nature of personnel work;~~

~~Communicate effectively, both orally and in writing;~~

~~Interpret and apply human resources department policies, procedures, rules and regulations;~~

~~Develop and maintain cooperative relationships with those contacted during the course of work;~~ Perform diversified and complex clerical support duties involving independent judgment requiring in-depth knowledge of an assigned function or program;

~~Use a computer with speed and accuracy and utilize multiple computer software applications;~~

~~Develop and maintain cooperative work relationships with those contacted in the course of work;~~

~~Understand and carry out follow oral and written directions, analyze situations accurately, and make decisions on routine procedural matters with minimal supervision while exercising good judgment skills.;~~

~~Work independently, organize work load, and establish priorities;~~

~~Learn and interpret specific rules, procedures, regulations, and policies, and apply them with good judgment in a variety of procedural situations;~~

~~Operate a word processor (keyboard accurately at 50 wpm) and computer terminal with speed and accuracy;~~

~~Establish and maintain office records and files.~~

### **Working Conditions:**

~~Duties are primarily performed in an office environment, at a desk or at a computer.~~

~~The incumbent will experience interruptions while performing normal duties during the regular workday.~~

~~The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.~~

### **Physical Demands:**

~~Typically may sit for extended periods of time;~~

~~Regularly lifts, carries and/or moves objects weighing up to 10 pounds;~~

~~Operates a computer keyboard;~~

~~Communicates over the telephone and in person.~~

### **Education and Experience:**

~~An associate of science degree in secretarial science or word/information processing systems or comparable college level coursework in business, human resources or -related field and three years increasingly responsible clerical experience involving frequent public contact, preferably in a human resources office subject matter and one year of experience at or equivalent to the level of office services assistant II at Allan Hancock College OR equivalent to the completion of the 12th grade and two years of increasingly responsible clerical experience OR any equivalent combination of training and experience. Some personnel or labor/management clerical experience is desirable.~~

### **Special Qualification:**

~~A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.~~

## COORDINATOR, HUMAN RESOURCES

### DEFINITION

~~Under the minimum supervision~~ direction of the Director, Human Resources/~~& /~~Labor Relations, performs a variety of responsible and complex ~~and technical~~ work related to all aspects of human resources. Reports directly to the director, human resources, EEO, relieving the director of complex clerical, technical, and quasi-administrative details work; ~~performs complex and responsible clerical work;~~ related to all aspects of the human resources operation including the development and preparation of agenda items for submission to the board of trustees monthly for approval to comply with district and collective bargaining agreement rules and regulations.; Serves as a facilitator to provide clerical support to Chief Negotiator of management negotiation team(s) as required to manage and coordinate research and note-taking activities and performs duties as required to support collective bargaining agreement negotiation process. ~~and does other related work as required.~~

### CLASS CHARACTERISTICS

~~This is a designated confidential/supervisory position, u~~Under minimal supervision. ~~This is a confidential-classified paraprofessional position distinguished by providing support in contract~~ collective bargaining and labor relations matters. negotiations, contract administration, recruitment, compensation, leave of absence, and technical support. The incumbent works under the direct supervision of director, human resources, EEO. Positions in this class require prior knowledge of the human resources functions and highly knowledgeable secretarial experience. An incumbent in this position is responsible for the coordination of secretarial and human resource functions and tasks for director, human resources, EEO and will function as an office manager to coordinate the department workflow. An incumbent must have a broad knowledge of the functions of the organizational unit. The incumbent will independently perform a variety of difficult, complex, and technical duties that require an excellent working knowledge of the subject matter including all employee collective bargaining unit regulations with regard to these matters. ~~have a substantial amount of administrative detail and non-routine work delegated to her/him and will explain policies, procedures, and precedence to staff, faculty, students, and the public. An~~The incumbent must have a broad knowledge of all human resources functions, will exercise considerable independence of action, and is expected to make independent decisions concerning appropriate policies and procedures. There is a high frequency of contact with administrators, faculty, and support staff as well as the general public. He/she may direct and give guidance to other clerical staff including student help. The incumbent has a high frequency of responsible contact with students, staff, the public and/or public agencies requiring tact and good communication skills. Excellent computer/information/data processing skills are required, and shorthand skills are desirable.

### ESSENTIAL FUNCTIONS:

1. Functions as an office manager to coordinate department work-flow; oversees the work of the incumbent serving in the Human Resources Assistant position as well as student workers ~~and assists in preparing, planning, and prioritizing departmental goals and achievement objectives under the direction of the Director, Human Resources/ & Labor Relations.~~
  2. Coordinates and arranges for necessary backup support services for all positions in human resources department; develops timelines critical for the completion of essential office functions, ~~and assigns facilitates the assignments~~specific backup support responsibilities to the incumbent serving in the position of Human Resources Assistant as needed or appropriate.
  3. Manages the director's calendar, responds to callers, often with urgent or important business, in person, via e-mail, and over the telephone and advises the caller regarding alternative courses of action if necessary; screens and appropriately routes incoming correspondence and makes referrals to appropriate staff member for timely response to ensure deadlines are met.
1. Performs a wide variety of secretarial duties; interviews callers, often with urgent or important business, in person and over the telephone and chooses among alternative courses of action including routing them to other management personnel; screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows up to insure that reply deadlines are met; arranges and drafts correspondence for the manager's personal reply in order of priority with appropriate background material attached for reference.
  2. Composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the human resources area and the college. Plans and writes department items, with appropriate back-up materials, for board of trustees meetings; follows up with appropriate action after board meetings. Assists in preparing, planning, and prioritizing departmental goals and coordinates process for monitoring progress on

goals-

4. Prepares draft of Board of Trustees agenda items; investigates and researches supporting background information; coordinates appropriate post board approval action; and initiates communication with administrative staff to ensure future board actions are prepared in advance of deadlines.
5. Collects data, researches information and prepares reports, charts and other materials on a wide range of subjects including the preparation and implementation of collective bargaining proposals.
3. Serves as the first contact for employee complaints, informs complainant of complaint filing process, and advises complainant of anticipated next steps for complaint resolution.
- 4.6. Takes and transcribes dictation, including material of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials.
- 5.7. Prepares agendas and related materials for human resources council, professional development, and equal employment opportunity/diversity committee meetings; group meetings, such staff meetings, human resources council, or diversity committee; takes and distributes minutes at meetings notes, including the posting of this information on the district website;; exercising judgment in taking verbatim minutes or maintaining other appropriate records; follows up with committee issues and coordinates appropriate action as necessary.
8. Serves as a facilitator to provide clerical support to Chief Negotiator of management negotiation team(s) as required to manage and coordinate research and note-taking activities and performs duties as assigned to support collective bargaining negotiation process.
9. 9- Under the supervision of the Director, Human Resources/ & Labor Relations, assists in interpreting and implementing district and employee collective bargaining agreement policies, procedures, and regulations.
- 6.10. 10- Maintains director's resource manuals for board agendas, committees, and collective bargaining surveys and reports. Checks, reports, and records data for accuracy, completeness and compliance with established standards.
7. 11- Reviews, logs, and distributes incoming position approval requests & notice of employment (PAR/NE) to appropriate HR- human resource staff.
8. Assists the director to research and write regulations, procedures, and manuals as required.
- 11.
- 9.12. 12- May assist the director with Coordinates the research, design, planning and coordination implementation of college-wide employee professional development and training programs as required;; and assists the Director, Human Resources/ & Labor Relations in planning and developing management training activities, and completes annual reports to the Chancellors Office as necessary or appropriate to comply with FLEX Calendar requirements.;
- 10.13. 13- May a Assists the Coordinator of Recruitment Services within the development and coordination of an new employee orientation programs and mentoring program for all new-classified, faculty, part-time faculty/ classified management, and administrative employees.
14. 14- May assist with Maintains and monitoring monitors human resources department and equal employment opportunity (EEO)- budget records and expenditures; researches equipment and general office needs; prepares purchase orders; orders supplies, and assists with budget preparation as needed.
15. 15- Researches office equipment replacement and maintenance needs; prepares purchase orders; orders supplies; and arranges for travel to conferences and workshops for the Director, Human Resources/Labor relations- & s as required. s-
16. 16- Collects data to develop and maintain job information to create and develop legally defensible employee position job descriptions as necessary or required to comply with district standards and legal regulations in accordance with job analysis certification standards.
17. 17- May give direction or provide training to incumbents in the Human Resources Department serving in the position of Human Resources Assistant or Student Worker.
- 11.18. Perform other related duties as assigned.  
Coordinates and provides backup support services for all positions in human resources department.  
Serves as backup for the position of coordinator, collective bargaining and diversity, recruitment, technical support, leave of absence and compensation.  
May oversee the work of clerical assistants and student workers.

#### ADDITIONAL RESPONSIBILITIES

Attends meetings and job enhancement workshops as required.  
Performs related duties as required.

#### MINIMUM QUALIFICATIONS

#### Knowledge of:

Office management techniques, and organizational skills;

Human resources policies and procedures;

Written business communications;

Federal and State laws and regulations related to the human resources operation;

Word/information processing applications and production;

Records management;

Correct English usage, spelling, grammar, and punctuation;

Formatting;

Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques;

College organization, policies, rules, and programs. Human resource information systems;

Research techniques and report writing;

Collective bargaining agreement rules and regulations for all employees as appropriate.

### **Demonstrated ability to:**

Perform complex clerical and technical work involving independent judgment requiring thorough knowledge of division functions and college policy;

Devise or adopt office procedures in changing organizational needs;

Make clear and comprehensive reports and keep complex records;

Learn, interpret and apply college rules, laws and human resources department policies, procedures, rules, and regulations relating to various programs with sound judgment;

Analyze situations accurately and make decisions in procedural matters without immediate minimal supervision while exercising good judgment skills;:

Use computer with speed and accuracy and utilize multiple computer software applications;:

Develop and maintain cooperative relationships with those contacted during the course of work;

Produce clear and complex reports, records, and carry out complex instructions;

Understand and carry out complex instructions, both oral and written;

Communicate effectively both orally and in writing;

Operate a word processor and computer terminal with accuracy and speed;

Lead, guide, and/or coordinate office workflow.

### **Education and Experience:**

An associate of science degree in secretarial science or word/information process systems or related subject matter and three years of increasingly responsible secretarial experience OR the equivalent to the completion of the twelfth grade and four years of increasingly responsible secretarial experience OR any equivalent combination of training and experience. A bachelor degree in human resources or business management and twothree years of experience performing the human resources functions of office management/administration or an associate degree and five years of experience performing the human resources functions of office management/administration OR any equivalent combination of training and experience.

### **Working Conditions:**

Duties are primarily performed in an office environment, at a desk or at a computer terminal.

The incumbent will experience interruptions while performing normal duties during the regular workday.

The incumbent will have a contact, in person, with executive, management, supervisory, academic, and classified staff and the general public.

### **Physical Demands:**

May sit for extended periods of time;

Operates a computer;

Communicates over the telephone;

Ability to lift, carries, and/or moves objects weighing up to 10 pounds;

### **Special Qualification:**

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

### **Special Qualification:**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.

## COORDINATOR OF, RECRUITMENT SERVICES

### DEFINITION:

Under ~~general~~ direction of the Director, ~~-Human Resources/Labor Relations~~, performs a variety of responsible and complex ~~paraprofessional~~ and technical work related to the coordination of employee recruitment activities and the interpretation of, ~~-interprets~~ departmental policies, procedures, and regulations pertaining to this area of responsibility. Serves as a facilitator to provide clerical support to Chief Negotiator of management negotiation team(s) as required to manage and coordinate research and note-taking activities; Performs duties as required to support collective bargaining agreement negotiation process. ~~;-coordinates all recruitment activities; and performs related work as required.~~

### CLASS CHARACTERISTICS:

This is a designated confidential/supervisory ~~-classified paraprofessional~~ position, under minimal supervision, distinguished by providing support ~~-in collective bargaining and labor relations matters.~~ The incumbent will independently perform a variety of difficult, complex, and technical duties that require an excellent working knowledge of the subject matter including all employee collective bargaining unit regulations with regard to these matters. ~~in recruitment activities, orientation and records maintenance for new employees, and general human resources functions, including contract administration.~~ This position requires a substantial amount of administrative detail and non-routine work and will be expected to explain policies, procedures, collective bargaining agreements and precedence to faculty and staff. ~~Therefore, an~~ The incumbent must have a broad knowledge of the human resources recruitment functions, exercise considerable independence of action, and will be expected to make independent decisions concerning appropriate procedures. There is a high frequency of contact with administrators, faculty, and support staff, ~~and as well as the general public,~~ requiring tact and excellent oral and written communication skills.

### ESSENTIAL FUNCTIONS:

1. ~~1.~~ — Coordinates all employee recruitment activities for all management, faculty and classified positions, including organization and maintenance of recruitment records and Equal Employment -Opportunity (EEO) diversity statistics.
2. ~~2.~~ ~~;-P~~ performs research and conducts surveys to determine appropriate for advertising strategies, and d maintains a network of advertising vendors to contact for recruitment activities as required. ~~;-coordinates all advertising for the district~~
3. ~~3.~~ ~~and m~~ Monitors advertising and recruitment-related budgets including fingerprinting and tuberculosisTB testing for -all employees.-
1. ~~42.~~ — Establishes ongoing and consistent Maintains communication with administrators, faculty ~~—/department chairpersonss,~~ and other recruitment committee chairpersons, ~~and other members of recruitment committees regarding position~~ posting schedules and requirements; and manages-maintains all aspectsealendar of all phases of the screening and \_\_\_ interview process according to district, collective bargaining, and EEO regulations.-
5. ~~35.~~ — Monitors facultyFacilitates hiring process for recruitments to ensure that all steps are completed- and that \_\_\_\_\_ required training is available.
4. ~~Coordinates activities of other human resources staff members involved in the recruitment process.~~
7. ~~6.~~ ~~56~~ — Provides- Develops and implements orientation sessions for all new employees and organizes-insures that all appropriate documents- documentation is completed by new employees prior to date of hire and subsequent placement on the salary schedule. needed for payroll-placement.
8. ~~6.~~ — Arranges for administrators and faculty attendance at job fairs and may attend recruiting conferences and workshops.
9. ~~7.~~ — Explains recruitment related policies, procedures, regulations, collective bargaining agreements, and precedence to faculty and staff and other outside parties.
10. ~~8.~~ — Operates a computer with speed and accuracy to prepare correspondence, memorandums, statements, narrative and statistical reports, minutes, agendas, surveys, and job descriptions from rough draft or detailed copy.
7. ~~97.~~ — Coordinates all -employee tuberculosis testing requirements in accordance with district policy and state law and maintains a vendor network to provide this service for all new and current employees.-

- 8. ~~8~~ Assures ~~Coordinates all employee fingerprinting requirements compliance with fingerprinting and tuberculosis requirements in accordance with district policy and state law and maintains a vendor network to provide this service for all new employees and student workers.~~
- 9. ~~9~~ Collects data to develop and maintain job information to create and develop legally defensible position job descriptions as necessary or required to comply with all district standards and legal regulations in accordance with job analysis certification standards.
- 10. ~~10~~ Coordinates activities of other human resources and district staff members who may be involved in the recruitment process.
- 11. ~~11~~ Serves as a facilitator to provide clerical support to Chief Negotiator of management negotiation team(s) as required to manage and coordinate research and note-taking activities and performs duties as assigned to support collective bargaining agreement negotiation process.
- 12. ~~12~~ Under the supervision of the Director, Human Resources/ & Labor Relations, assists in interpreting and implementing district and employee collective bargaining agreement policies, procedures, and regulations.
- 13. ~~13~~ Arranges for administrators and faculty attendance at recruitment fairs.
- 14. ~~14~~ Attends recruitment fairs, conferences, and workshops as needed or required to insure compliance with new and revised legislation with regard to Equal Employment Opportunity or Title 5 regulations.
- 15. ~~15~~ May give direction or provide training to incumbents in the Human Resources Department serving in the position of Human Resources Assistant or Student Worker.
- 14. Performs related duties as required.

**ADDITIONAL RESPONSIBILITIES**

- 1. ~~Receives and screens office visitors~~
- 2. ~~Participates in statewide training as needed;~~
- 3. ~~Performs other duties as assigned.~~

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Human resources policies and procedures;
- Effective recruitment advertising resources;
- Federal and state laws and regulations related to recruitment functions and equal employment opportunity compliance and any other laws governing areas of responsibility;
- Office organization and file maintenance;
- Research techniques and report writing;
- Collective bargaining agreement rules and regulations for all employees as appropriate.

**Demonstrated ability to:**

- Interpret and apply human resources department policies, procedures, rules, and regulations;
- Produce clear and complex reports, records, and carry out complex instructions;
- Analyze situations accurately and make decisions on procedural matters with minimal supervision while exercising good judgment skills;
- Use a computer with speed and accuracy and utilize multiple computer software applications;
- Develop and maintain cooperative work relationships with those contacted in the course of work;
- Communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Laws and regulations related to recruitment functions and equal employment opportunity compliance;
- Office management techniques and organizational skills;
- Written business communications;
- Processing applications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Effective recruitment advertising sources
- Office methods, procedures and equipment, including filing systems;

Professional telephone etiquette

**Demonstrated ability to:**

~~Develop and maintain cooperative working relationships with those contacted during the course of work;  
Understand and carry out oral and written directions;  
Work independently, organize workload and establish priorities;  
Learn and interpret specific rules and policies and apply them with good judgment in a variety of procedural situations;  
Operate a computer with accuracy and speed;  
Establish and maintain office records and files;  
Compose correspondence independently.~~

**Education and Experience:**

A bachelor's degree in human resources or business management and three years of experience performing the human resources functions of recruitment administration or an associate degree and five years of experience performing the human resources functions of recruitment administration OR any combination of education and experience that is equivalent.

~~An associate degree or higher and two years of increasingly responsible recruitment experience OR high school diploma/equivalent and three years of increasing responsible recruitment experience OR any equivalent combination of training and experience.~~

**Working Conditions:**

Duties are primarily performed in an office environment, at a desk or at a computer terminal.  
The incumbent will experience interruptions while performing normal duties during the regular workday.  
The incumbent will have a contact, in person, with executive, management, supervisory, academic and classified staff and the general public.

**Physical Demands:**

May sit for extended periods of time;  
Operates a computer;  
Communicates over the telephone;  
Ability to lift, carry, and/or moves objects weighing up to 10 pounds.

**Special Qualification:**

A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

**Working Conditions:**

~~Duties are primarily performed in an office environment, at a desk or at a computer.  
The incumbent will experience interruptions while performing normal duties during the regular workday.  
The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.~~

**Physical Demands:**

~~Typically may sit for extended periods of time.  
Operates a computer keyboard  
Communicates over the telephone and in person.  
Regularly lifts, carries and/or moves objects weighing up to 10 pounds.~~

**Special Qualification:**

~~A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.~~

## COORDINATOR, CLASSIFICATION/COMPENSATION & LEAVE OF ABSENCE ADMINISTRATION

### DEFINITION:

Under ~~general~~ direction of the Director Human Resources/Labor Relations, performs complex and ~~paraprofessional~~ and technical work in monitoring and processing the compensation and classification of employees based on the terms and conditions of employment outlined by the district in compliance with employee collective bargaining agreement regulations; manages all employee injury, disability, and unemployment claims, leave of absences monitoring, and related matters; ~~performs classification and compensation related duties; assists with collective bargaining compensation research; monitors management and classified employee performance evaluation timelines; serves as a facilitator to provide clerical support to Chief Negotiator of collective bargaining unit management negotiation team(s) as required to manage and coordinates research and note-taking activities; and performs duties as required to support collective bargaining agreement negotiations process. as required;~~ prepares records and reports, and performs related duties as required.

### CLASS CHARACTERISTICS:

This is a ~~designated~~ classified-confidential/supervisory position, under minimal supervision, distinguished by providing support in collective bargaining and labor relations matters. ~~An~~ The incumbent will independently perform a variety of difficult, and complex, ~~paraprofessional~~ and technical duties that require an excellent working knowledge of the subject matter including all employee collective bargaining unit regulations with regard to these matters. There will be a high frequency of contact with administrators, faculty, and support staff as well as other public agencies, requiring tact and good communication skills. The position requires the ability to use a computer with speed and accuracy and to prepare correspondence and reports.

### ESSENTIAL FUNCTIONS:

1. Coordinates, implements, and monitors ~~employee workers'~~ compensation claims procedures including processing claims, evaluating accident and incident reports for accuracy and completeness, ~~servicing,~~ acts as liaison with district claims administrator and medical providers to monitor, ~~facilitates the district's return to work accommodations/restrictions policies and procedures with claimants and supervisors, and preparing all required reports in accordance with established state and federal legal requirements. preparing required reports including OSHA reporting.~~
2. Coordinates income protection and unemployment insurance claims in accordance with district policies and procedures, insurance administrator procedures and regulations, and applicable county and state laws and regulations, and acts as liaison with claims administrators.
3. Coordinates and monitors all employee absence/leave reporting procedures and maintains up-to-date computerized records of leave balances for distribution to employees and supervisors as required, ~~leave approvals, medical releases and necessary follow up.~~
4. Serves as a support and training liaison to Human Resources staff in the maintenance and operation of the most current ~~Manages IFAS~~ Human Resources management software.
5. Composes routine correspondence regarding policies and procedures, related to ~~the assigned duties of this position.~~
46. ~~Coordinates~~ Coordinates the district Americans with Disabilities Act (ADA) ~~Interactive~~ Interactive Accommodation process with ~~employees~~ employees ~~Americans with Disabilities related issues including interactive process meetings and reasonable accommodation requests under the direction of the Director, Human Resources/ & Labor Relations.~~
57. ~~Conducts~~ Performs ongoing compensation/wage and benefit surveys, position classification surveys, and ~~special other mandated or required surveys as assigned, that are useful for collective bargaining.~~
68. ~~Provides salary placement recommendations for full time faculty and salary re-evaluation recommendations. Recommends an initial salary placement for all new employees based on state regulations (minimum qualifications) and collective bargaining agreement salary schedule regulations and maintains employee eligibility for step increases and longevity increases in accordance with collective bargaining agreement guidelines.~~
79. Provides initial review of requests for reclassification and serves as facilitator to the classified employee Reclassification Task Force committee to collect data, develop and maintain job information and assist in developing job descriptions to comply with all legal regulations and job analysis skills methodology. ~~in~~



conjunction with the Coordinator, Collective Bargaining.

~~810.~~—Coordinates and monitors performance evaluation procedure for management and classified staff including ~~their follow ups to insure~~ timely completion and compliance with district policies and collective bargaining agreements.

~~11.9.~~—Assists with contract administration.

~~12. 10.~~—Prepares retirement application files, staff data, and staff profile reports. Responds to subpoenas. Serves as a facilitator to provide clerical support to Chief Negotiator of management negotiations team(s) as required to manage and coordinates ~~collective bargaining~~ research and note-taking activities and perform duties as required ~~research~~ to support collective bargaining agreement negotiations process.;

~~12.~~ Maintains the seniority lists and contact information for management, faculty, and classified staff as appropriate according to district policies and procedures and collective bargaining agreement regulations.

~~13.~~ -Assists the Office of Academic Affairs and the faculty Professional Standards Committees in securing evidence from faculty and part-time faculty members to support a determination that minimum qualifications have been met in their assigned area of discipline or faculty service area designation.;

~~164.~~ Monitors management and classified employee performance evaluation timelines and notifies appropriate administration accordingly.;

~~1756.~~ Under the supervision of the Director, Human Resources/ & Labor Relations, aAssists -in interpreting and implementing ~~in~~ district and employee collective bargaining agreement policies, procedures, and regulations.

~~186.~~ May give direction and training to incumbents in the Human Resources Department serving in the position of Human Resources Assistant or Student Worker.

~~1877.~~ Perform related duties as required.

~~11.~~ Uses a computer to enter and retrieve data and prepare correspondence and documents as required.

#### **ADDITIONAL RESPONSIBILITIES**

- ~~1.~~—Assists with revisions to the automated personnel system.
- ~~2.~~—Serves as an ex officio member of the district safety committee.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

Leave of absence laws and regulations;  
 Human resources policies and procedures; ~~and collective bargaining agreements~~  
 Workers' compensation procedures and regulations;  
 Classification and compensation placement, reviews and surveys  
 Human resources information systems;  
 Office organization and file maintenance;  
 Research techniques and report writing.;

Collective bargaining agreement rules and regulations for all employees as appropriate;  
Federal and State laws and regulations governing areas of responsibility.

##### **Demonstrated ability to:**

Interpret and apply human resources department policies, procedures, rules, and regulations;  
~~Perform complex paraprofessional and technical work involving independent judgment;~~  
~~Make~~ Produce clear and complex reports, records, and carry out complex instructions.;

~~and keep complex records;~~  
 Analyze situations accurately and make decisions on procedural matters with minimal supervision while exercising good judgment skills;  
 Use a computer -with speed and accuracy and utilize multiple computer software applications;  
 Develop and maintain cooperative work relationships with those contacted in the course of work;  
~~Understand and carry out complex instructions~~  
~~Utilize computer software applications;~~  
 Communicate effectively both orally and in writing.

##### **Education and Experience:**

A bachelor's n-associate degree in human resources or business management and two-three years of experience performing the human resources functions of classification of leave of absence and compensation administration -or a high school diploma/equivalent an associate degree and three-five years of experience performing the human resources functions of classification -leave of absence and compensation administration or any combination of education and experience that is equivalent-

**Working Conditions:**

Duties are primarily performed in an office environment, at a desk or at a computer terminal.

The incumbent will experience interruptions while performing normal duties during the regular workday.

The incumbent will have a contact, in person, with executive, management, supervisory, academic, and classified staff and the general public.

**Physical Demands:**

May sit for extended periods of time;

Operates a computer;

Communicates over the telephone;

Ability to lift, carries, and/or moves objects weighing up to 10 pounds.

**Special Qualification:**

A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

**Working Conditions:**

~~Duties are primarily performed in an office environment, at a desk or at a computer.~~

~~The incumbent will experience interruptions while performing normal duties during the —regular workday.~~

~~The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.~~

**Physical Demands:**

~~Typically may sit for extended periods of time.~~

~~Operates a computer keyboard~~

~~Communicates over the telephone and in person.~~

~~Regularly lifts, carries and/or moves objects weighing up to 10 pounds.~~

**Special Qualification:**

~~A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.~~

R 01/13

R 10/06

R3/00

2/98

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Termination of Nontenure-Track Faculty		
Reason for Board Consideration:  ACTION	Item Number:  12.N.	Enclosures:  Page 1 of 1

**BACKGROUND:**

Pursuant to California Education Code Sections 87470, 87481, or 87482, the governing board has authority to hire nontenure-track faculty members on a temporary basis. The following nontenure-track appointments are made for the 2012-2013 fiscal year (or a portion of the fiscal year) and will terminate effective the dates herein designated:

1. Yvon Frazier, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, effective July 1, 2012 through June 30, 2013. This appointment was made pursuant to California Education Code, Section 87470.
2. Magdalena Ramos, infant/toddler teacher, children's center, early childhood studies program, applied social sciences department, effective July 1, 2012 through June 30, 2013. This appointment was made pursuant to California Education Code, Section 87470.
3. Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, effective July 1, 2012 through June 30, 2013. This appointment was made pursuant to California Education Code, Section 87470.
4. Anne Cremarosa, coordinator/instructor-entrepreneurship center, business education department, effective July 1, 2012 through June 30, 2013. This appointment was made pursuant to California Education Code 87470.

**FISCAL IMPACT**

None

**RECOMMENDATION**

A recommendation that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the dates herein designated; Yvon Frazier, Magdalena Ramos, Anita Rolon, and Anne Cremarosa effective June 30, 2013.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Request to Add Second Student to President's Search Committee		
Reason for Board Consideration:  ACTION	Item Number:  12.O.	Enclosures:  Page 1 of 2

### BACKGROUND

As provided in board policy, members of the public may place items on the agenda of any regular board meeting. Student Trustee Auclair has requested the following item be included in the board agenda for consideration:

The timeline for the recruitment of a permanent Superintendent/President to fill the vacancy created as a result of the resignation of Dr. Ortiz last June was approved by the board at their regular meeting on October 16, 2012. The composition of the Superintendent/President Search Committee was established and approved by the Board of Trustees at their meeting on November 20, 2012. Since that time, constituent groups have notified Human Resources of their selected representatives that will serve on this committee.

The Associated Student Body Government of Allan Hancock has passed a resolution requesting changes to the composition of the Superintendent/President Search Committee and further changes to the Superintendent/President process.

The Associated Student Body Government has request the board of trustees appoint a second student to the selection committee to serve as an alternate and to ensure student body participation during the presidential candidate finalist forum.

### FISCAL IMPACT

None

### RECOMMENDATION

A recommendation that the board of trustees consider a request from Student Trustee Auclair to appoint a second student to the superintendent/president selection committee to serve as an alternate and to ensure student body participation during the presidential candidate finalist forum.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
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**Student Activities Office**

805.922.6966 ext. 3229

fax 805.928.7905

Whereas; the Associated Student Body Government of Allan Hancock Joint Community College District is charged to encourage student participation in the governance of the college as required by under Education Code and through board policy 6920.

Whereas; Jose Ortiz step down as Superintendent/President, vacating that office and thus beginning the process of the section of the next Superintendent/President of the district whom shall take office on July 1<sup>st</sup>, 2013.

Whereas; the Board of Trustees has formed a presidential selection committee and has authorized said committee to conduct the search for the next president.

Whereas to this end; the Board of Trustees chose to form the committee consisting of members of various stakeholders groups and chose to allow one student to represent the large and diverse student population of our college.

Whereas; the position of the Associated Student Body Government of Allan Hancock is as follows; there is a lack of adequate student participation in the selection of the next Superintendent/President of Allan Hancock College.

Therefore be it resolved; we hereby call on the Board of Trustees to correct this absence of adequate shared governance in the selection process. Furthermore, we call on the Board of Trustees to direct the district to do the following: to provide direct and adequate student participation in the presidential selection process, to provide the Associated Student Body Government direct input through updates during our weekly meetings and to ensure direct Associated Student Body participation in any future forum held for presidential candidates etc.

Leg. Affairs: *Lauren Kueffler*  
Lauren Kueffler

President *Cameron / Barlow*  
Cameron Barlow

Student Trustee *Steven*  
Steven

*Pass 10/0 1-30-13*

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Grant Proposals Submitted		
Reason for Board Consideration:  INFORMATION	Item Number:  13.A.	Enclosures:  Page 1 of 1

**BACKGROUND:**

The office of institutional grants has submitted the following grant application for a total of \$250,000 in requested funds:

1. U.S. Department of Agriculture: Hispanic Serving Institution Education Grant (\$250,000)

The college has applied for funding to enhance the Agribusiness program's capacity to recruit, retain, and prepare students for technical careers in the local agriculture industry. A comprehensive outreach plan will be developed and a multi-pronged approach of outreach, tutoring, coaching, faculty/counselor preparation, and transfer opportunities will encourage students' pursuit of careers in agriculture science and business.

No matching funds are required. The project period is October 1, 2013- September 30, 2016. (Submitted by A. Koch, P. Murphy)

Administrator Initiating Item:  Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: February 19, 2013
From: Superintendent/President		
Subject: Citizens' Bond Oversight Committee 2012 Annual Report		
Reason for Board Consideration: INFORMATION	Item Number: 13.B.	Enclosures: Page 1 of 1

**BACKGROUND:**

The Measure I Citizens' Oversight Committee was established at the October 17, 2006 Allan Hancock Joint Community College Board of Trustees meeting. The committee, currently comprised of eight members, has been meeting quarterly since November 7, 2006. Pursuant to the California Constitution and the Education Code, the committee bylaws require that it "shall present to the Board, in public session, an annual written report which shall include the following: (a) a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and (b) a summary of the Committee's proceedings and activities for the preceding year.

At the February 19, 2013 board meeting, Mr. Mario Juarez, chair of the Citizens' Oversight Committee, will present the sixth annual report to the district for the period of January 2012 through December 2012.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Employee Retirement and Resignations		
Reason for Board Consideration:  INFORMATION	Item Number:  13.C.	Enclosures:  Page 1 of 1

**BACKGROUND:**

The superintendent/president has accepted the following retirement and resignations:

**Retirement**

Donald Graziano, courier, plant services, effective March 31, 2013.

Mr. Graziano has been employed with the district as a classified employee since March 20, 2002.

**Resignations**

Adela Esquivel-Swinson, director, admissions and records, effective March 1, 2013.

Ms. Esquivel-Swinson has been employed with the district as a classified manager since March 1, 2007.

Dr. Charles Osiris, dean, student services/counseling and matriculation, effective May 31, 2013.

Dr. Osiris has been employed with the district as an academic manager since January 5, 2009.

Administrator Initiating Item:  C. Mesaros	Final Disposition:
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To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: Bond Measure I Status Report		
Reason for Board Consideration:  INFORMATION	Item Number:  13.D.	Enclosures:  Page 1 of 4

## **CAPITAL PROJECTS**

### **One Stop Student Services Center:**

The project is constructing a new 44,788 sq. ft. two-story student services building (building A) and a new 21,053 sq. ft. two-story administration building (building B) with associated on and off-site improvements targeting LEED Silver Certification. In addition, the project develops a new north Bradley Road driveway, north-east loop road, and parking lot in accordance with the board approved 2008 Bond Measure I, Facilities Site and Utilities Master Plan. The project also includes the demolition of existing buildings A (Student Service), B (Administration), I (Learning Assistance), N Annex (Campus Police), T (Testing), U (Human Resources), V (Institutional Grants), and X (Information Technology).

Installation of steel insulated and aluminum composite panel siding continues on all the buildings. Window frames and glass are being installed at the storefront and ribbon window locations of buildings A and B. The curtain wall framing has proceeded. Exterior temporary plastic sheathing has been put in place for weather protection, as drywall and insulation progresses on the interior walls. Fire sprinklers, HVAC, and plumbing rough-in are approaching completion. Testing of HVAC ductwork is complete. Roof installation is complete for both buildings. Concrete flatwork outside of building G (Student Center) has been partially turned over to the district to help improve campus access.

Of the current project budget of \$36,657,000, a total of 87.4% has been committed; of 87.4% committed, 72.9% has been paid. Division of State Architect (DSA) inspector estimates the project is 78% complete.

### **Public Safety Complex:**

This project consists of a 36,678 sq. ft. classroom/office building, 8,568 sq. ft. six-story fire tower, 12,286 sq. ft. apparatus storage building, a 42,406 sq. ft. shooting range, scenario village, prop house, fitness track, skid pad/slow speed driving skills area, and a one-mile emergency vehicle operator course (EVOC).

Metal stud walls are in place and mechanical ducting is in progress at the classroom/office building. At the apparatus vehicle storage building, metal panel installation is complete and roll-up doors are in progress. The fire training tower building has CMU installed to the third level and the second floor concrete deck has been poured. At the fire prop building, high-density fire lining has been installed and the steel roof structure is scheduled for the coming weeks. At the shooting range, welding on diagonal bracing and installation of sound baffles are in progress. Fine grading and base material has been placed on the access road leading to the shooting range, with curb and gutter now proceeding.

The revised budget for this project is \$37,946,792, a total of 91.7% has been committed; of the 91.7% committed, 58.3% has been paid. DSA inspector estimates the project is 44% complete.

### **Childcare Center Addition:**

The project consists of a 11,666 gross building sq. ft. addition (approx. 8,900 building sq. ft. and 2,700 sq. ft. of canopies and overhangs) to the existing building J (Childcare Center) on campus. The addition will replace building Z (Child Study Center) which is scheduled for demolition upon completion of the project. The project will provide additional classrooms to accommodate the increased number of children that are housed in the to-be demolished building Z. The project will also provide a hands-on learning lab for the degree and certificate programs in early childhood studies.

Over winter break construction was completed on the new building I Early Childhood Studies. Stakeholder move-in began on January 16<sup>th</sup>. The building was opened for the start of spring semester. Remaining work includes the landscaping behind the building and miscellaneous punch list items. The current backlog of desired scope not yet under contract includes the installation of the decomposed granite (DG) pathways, grass turf, and the placement of the rubberized mulch material. Demolition of building Z was completed on January 29<sup>th</sup>.

The revised budget for this project is \$8,696,208, a total of 92.9% has been committed; of the 92.9% committed, 81.5% has been paid. DSA inspector estimates the project is 96% complete.

### **Fine Arts Complex:**

The project consists of a new 68,000 sq. ft. two-story building that includes visual arts, multi-media and applied design, photography, film and video, dance, music, and shared amenities. The project consolidates all of the fine arts and performing arts (except theatre arts) currently in buildings D (Theatre Arts Center), E (Music), F (Fine Arts), O (Industrial Technology), and S (Community Education), into one Fine Arts Complex. The district is also developing bid alternates; such as, the Theatre Arts Complex, south commons site utility infrastructure and landscape improvements, and reconstruction of parking lot 8 (gym parking lot).

In July 2011, the district reported to the board of trustees regarding a bond issuance constraint that may cause this project to bid in the spring of 2015, instead of the spring of 2012, as originally anticipated. Steinberg Architects submitted the drawings to Division of the State Architect (DSA) on July 1, 2011. In July 2012, the architect received the last set of comments from DSA. The architect is reviewing the comments and working with design consultants to address these comments.

Of the current project budget of \$39,198,920, a total of 13.4% has been committed; of the 13.4% committed, 47.4% has been paid.

### **Theatre Arts Complex:**

The project was approved by the board of trustees as a bid alternate to the Fine Arts Complex. The concept design, including remodeling building F (Fine Arts), demolishing building E (Music), and constructing a 19,600 sq.ft. stand-alone structure in its footprint was approved by the board at the January 18, 2011 meeting.

This project was submitted to DSA as an alternate to the Fine Arts Complex on July 1, 2011. In July 2011, the district reported to the board of trustees regarding a bond issuance constraint that may cause this project to bid in the spring of 2015, instead of the spring of 2012, as originally anticipated. In July 2012, the architect received the last set of comments from DSA. The architect is reviewing the comments and working with design consultants to address these comments. In December the architect addressed the Fire,

Life, Safety and Accessibility comments from DSA and continued working to finalize responses to Structural comments. Once these comments have been finalized a date for backcheck with DSA will be scheduled.

Of the current budget of \$1,676,000, a total of 33.2% has been committed; of the 33.2% committed, 31.1% has been paid.

### **Industrial Technology and Physical Education/Athletic Fields Project:**

This project will construct a new building to house industrial technology programs including automotive transportation technology, auto body technology, architecture/engineering technology, machine technology, welding, and administrative support. The new facility will be located to the south of building O (Industrial Technology), in the space currently occupied by the track and football fields. In addition, the baseball field will be relocated, adjacent to the existing softball field across College Drive, the grass practice field and soccer fields will be reconfigured, and a new running track (with a football/soccer field in the interior of the running track) and practice football field will be constructed in the vacated space.

Final completion on the baseball field and retention basin is pending the resolution of a few outstanding items. The Board of Trustees took a tour of the new facility on January 15, 2013 and the District held the alumni game on the field on January 26, 2013. Construction on Increment 2, the Industrial Technology building included rerouting of the 10" waterline around building O-100; footing excavations at the west end, electrical underground installation, & underground sewer installation at building O-200; concrete masonry unit placement and concrete floor construction has started at the paint booth & storage buildings at the industrial technology work yard. In addition placement of some concrete masonry units has been started at building O-300 and the PCPA yard site walls.

Of the revised project budget of \$24,712,722, a total of 89.8% has been committed; of the 89.8% committed, 32.7% has been paid. DSA inspector estimates the project is 29% complete.

### **SCHEDULED MAINTENANCE PROJECTS**

#### **Building D Repairs and Upgrades:**

This project addresses many deficiencies in building D (Performing Arts Center), with the major areas of work being Americans with Disabilities Act (ADA) renovations, door and hardware replacements, interior and exterior painting, restroom, dressing room, and lobby upgrades for code compliance, fire alarm replacement to meet current DSA requirements, electrical upgrades to connect to the 12Kv loop system, roof replacement, in-building water and gas piping improvements, HVAC upgrades, including DDC controls, and replacement of the non-DSA approved catwalk.

Demolition started in the Marian Theatre portion of the project on January 2, 2013. The Severson Theatre portion of the project shall remain occupied by the college throughout the contract time with intermittent construction work scheduled between PCPA and Dance productions. Hazardous material abatement is complete except for the high Marian roof scheduled for removal at a later date in order to protect interior finishes. Concrete floor slabs have been removed where required for new utility installation. Mechanical, plumbing, electrical and soft demolition is substantially complete. Rough framing of new soffits in the lobby has begun.

Of the revised budget of \$5,725,434.00 a total of 93.8% has been committed; of the 93.8% committed, 8.6% has been paid. DSA inspector estimates the project is 4% complete.

### **Lompoc Valley Center Repairs and Upgrades:**

This project replaces a failed back-up battery system for the emergency lighting with a new emergency generator; addresses Americans with Disabilities Act (ADA) retrofits; constructs a new roof for the central plant building to extend the operating life of the mechanical equipment; installs new water heaters and softeners; and repairs to damaged concrete around the site.

The plans are anticipated to be approved by Division of State Architect (DSA) in the first quarter of 2013.

Of the current budget of \$169,000, a total of 68.5% has been committed; of the 68.5% committed, 97.8% has been paid.

### **TECHNOLOGY PROJECTS**

**Phoenix Project:** All employee benefit information has been entered into IFAS HR/PY. Data entry and cleanup to synchronous IFAS payroll with county payroll continues.

Of the \$8,123,954 budget, a total of 99.6% has been committed.

**Technology and Instructional Equipment Modernization:** The Technology Advisory Committee (TAC) recommended the following major modernization purchases in January: five office computers and a laptop for the Children's Center; and three Direct Numerical Control (DNC) pendant systems for industrial technology.

Of the \$10,961,046 budget, a total of 67.5% has been committed.

**VOIP Equipment Project:** The implementation was completed in December 2012. The punch list items are currently being addressed. \$350,000 of the remaining funds were transferred to fund other bond projects.

Of the \$1,703,500 budget, a total of 82% has been committed.

**VOIP Copper Cabling Project:** The construction phase of this project was completed in December 2012. The punch list items were completed in January except for delivery of the final documentation.

Of the \$265,852 budget, a total of 92% has been committed.

To: Board of Trustees		Date:  February 19, 2013
From: Superintendent/President		
Subject: District Monthly Financial Report		
Reason for Board Consideration:  INFORMATION	Item Number:  13.E.	Enclosures:  Page 1 of 12

**BACKGROUND:**

Attached are copies of financial statements for the following funds:

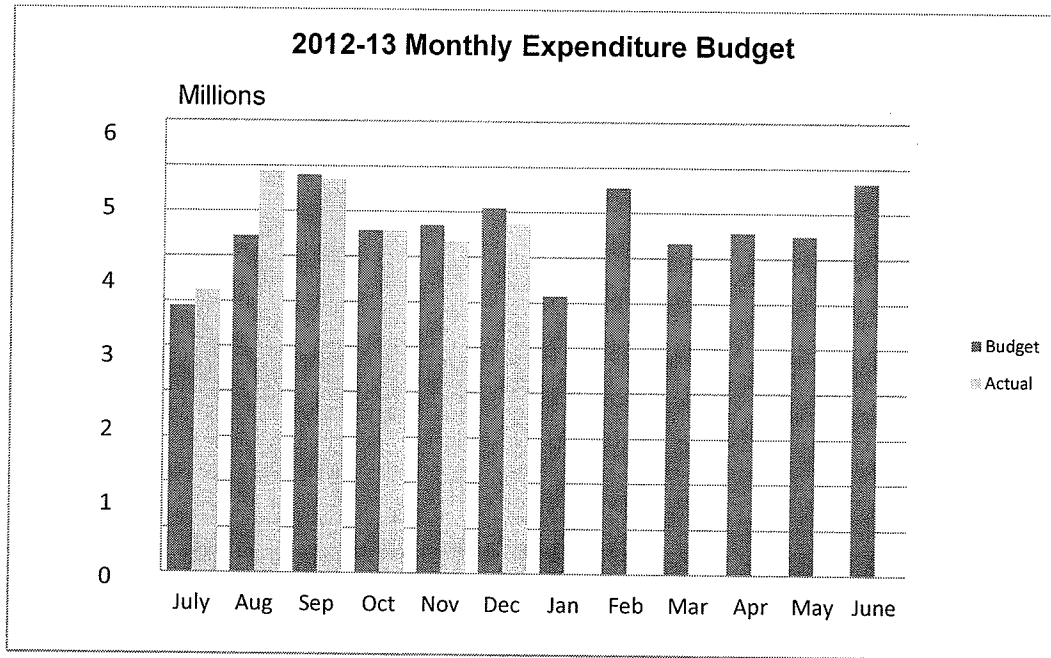
- General Fund Unrestricted - Monthly Budget Report
- General Fund - Unrestricted
- General Fund - Restricted
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Bookstore Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability Self-Insurance Fund
- Post-Employment Benefits Fund
- Student Financial Aid Trust Fund
- Associated Students Trust Fund
- Student Representation Fee Trust Fund
- Student Body Center Fee Trust Fund
- District Trust Fund
- Student Clubs Agency Fund
- Foundation Agency Fund

The statements reflect year-to-date data and the resulting impact on fund balances.

Administrator Initiating Item:  Elizabeth A. Miller	Final Disposition:
---	--------------------

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET  
ADOPTED BUDGET**

	December Budget	December Expenditures	Percentage Variance	
Academic Salaries	1,657,208	1,727,517	104.24%	*
Classified Salaries	906,624	907,865	100.14%	*
Employee Benefits	768,730	702,220	91.35%	
Supplies and Materials	109,575	65,635	59.90%	
Contracted Services	395,603	343,109	86.73%	
Capital Outlay	9,157	17,580	191.98%	*
Other Outgo/Transfers	<u>197,377</u>	<u>100,000</u>	50.66%	
	4,044,274	3,863,926	95.54%	

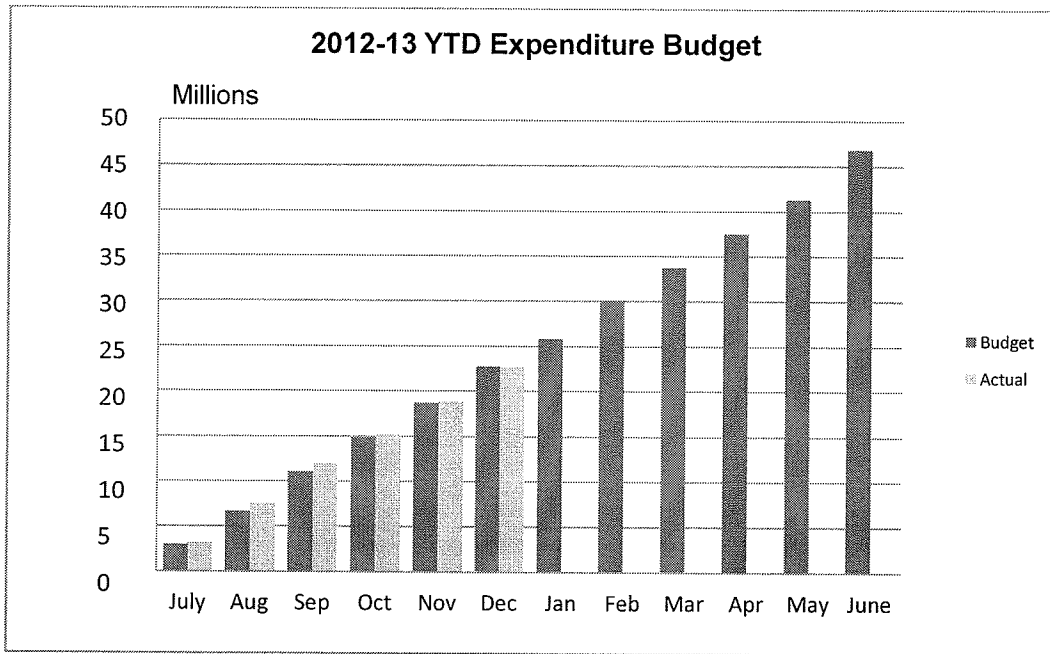


\* Variances in monthly expenditures reflect timing differences from prior years.

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**  
**ADOPTED BUDGET**

*Year to Date Expenditures*

	July-December Budget	July-December Year to Date	Percentage Variance	
Academic Salaries	9,700,543	9,803,839	101.06%	*
Classified Salaries	5,168,247	4,974,255	96.25%	
Employee Benefits	4,020,489	4,020,715	100.01%	*
Supplies and Materials	436,606	356,476	81.65%	
Contracted Services	2,609,709	2,386,191	91.44%	
Capital Outlay	39,064	88,662	226.97%	*
Other Outgo/Transfers	<u>775,022</u>	<u>1,063,257</u>	137.19%	*
	22,749,680	22,693,395	99.75%	



\* Variances in monthly expenditures reflect timing differences from prior years.

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
GENERAL FUND  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2012

	UNRESTRICTED BUDGET	Rounded to UNRESTRICTED ACTUAL	the Nearest Dollar % BUDGET	RESTRICTED BUDGET	RESTRICTED ACTUAL	% BUDGET
	=====	=====	=====	=====	=====	=====
<b>REVENUES:</b>						
Federal	25,200	640	2.54%	2,492,569	898,363	36.04%
State	29,141,898	11,930,137	40.94%	3,366,275	2,154,832	64.01%
Local	15,320,036	10,918,127	71.27%	1,247,320	1,143,347	91.66%
Total Revenues	<u>44,487,134</u>	<u>22,848,903</u>	<u>51.36%</u>	<u>7,106,164</u>	<u>4,196,543</u>	<u>59.05%</u>
<b>EXPENDITURES:</b>						
Academic salaries	17,806,605	9,803,839	55.06%	1,257,606	653,017	51.93%
Classified salaries	10,553,147	4,974,255	47.14%	2,100,204	1,155,410	55.01%
Employee benefits	8,621,627	4,020,715	46.64%	880,947	451,210	51.22%
Supplies and materials	1,090,964	356,476	32.68%	638,458	175,931	27.56%
Contracted services	5,971,669	2,386,191	39.96%	959,171	411,582	42.91%
Capital outlay	120,227	88,662	73.75%	882,562	293,370	33.24%
Total Expenditures	<u>44,164,240</u>	<u>21,630,137</u>	<u>48.98%</u>	<u>6,718,949</u>	<u>3,140,521</u>	<u>46.74%</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	322,894	1,218,766	377.45%	387,215	1,056,021	272.72%
<b>OTH FIN SRCES (USES):</b>						
Operating Transfers IN	1,288,249	1,334,372	103.58%	44,594	31,092	69.72%
Operating Transfers OUT	<u>1,585,496</u>	<u>1,063,257</u>	<u>67.06%</u>	<u>1,974,830</u>	<u>1,355,082</u>	<u>68.62%</u>
Total Oth Fin Srces (Uses)	<u>(297,247)</u>	<u>271,116</u>	<u>(91.21)%</u>	<u>(1,930,236)</u>	<u>(1,323,991)</u>	<u>68.59%</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES</b>	<u>25,647</u>	<u>1,489,882</u>		<u>(1,543,021)</u>	<u>(267,969)</u>	
<b>FUND BALANCE:</b>						
Fund balance, July 1	4,615,764	4,610,343		6,098,004	6,098,005	
Current balance	<u>4,641,411</u>	<u>6,100,226</u>		<u>4,554,983</u>	<u>5,830,036</u>	



ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
SPECIAL REVENUE  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2012

Rounded to the Nearest Dollar

	CHILD DEVEL BUDGET	CHILD DEVEL ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Federal	188,956	94,100	49.80%
State	270,108	108,548	40.19%
Local	140,500	67,942	48.36%
Total Revenues	<u>599,564</u>	<u>270,590</u>	<u>45.13%</u>
EXPENDITURES:			
Academic salaries	236,285	112,828	47.75%
Classified salaries	294,571	148,496	50.41%
Employee benefits	77,923	38,160	48.97%
Supplies and materials	34,098	14,045	41.19%
Contracted services	6,331	881	13.92%
Capital outlay	221	0	
Total Expenditures	<u>649,428</u>	<u>314,408</u>	<u>48.41%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(49,864)	(43,819)	87.88%
OTH FIN SRCES (USES):			
Operating Transfers IN	50,516	10,725	21.23%
Total Oth Fin Srces (Uses)	50,516	10,725	21.23%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>652</u>	<u>(33,094)</u>	
FUND BALANCE:			
Fund balance, July 1	150,580	173,447	
Current balance	<u>151,232</u>	<u>140,353</u>	

ALLAN HANCOCK COLLEGE  
SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDING 12/31/2012

	Rounded to the Nearest Dollar PCPA BUDGET	Rounded to the Nearest Dollar PCPA ACTUAL	% BUDGET
	=====	=====	=====
<b>REVENUES:</b>			
Earned income			
Ticket Revenue	1,309,087	1,039,460	79.40%
Handling	39,669	26,454	66.69%
Concessions	20,000	19,300	96.50%
Advertising	50,000	24,088	48.18%
Touring	44,800	39,349	87.83%
Other	10,000	1,193	11.93%
Total Earned Income	1,473,556	1,149,843	78.03%
Contributed Income			
Individual sources	45,000	22,365	49.70%
Fundraisers	0	2,587	
Corporations	50,000	17,030	34.06%
Foundations	507,757	63,252	12.46%
Total contributed income	602,757	105,234	17.46%
Allan Hancock College	<u>1,426,949</u>	<u>950,000</u>	<u>66.58%</u>
Total revenues	3,503,262	2,205,077	62.94%
<b>EXPENSES:</b>			
Production	1,805,711	1,094,484	60.61%
Conservatory	81,484	58,000	71.18%
Scholarships	594,312	438,627	73.80%
Administration	211,125	115,722	54.81%
Development	0	868	
Marketing	453,234	249,516	55.05%
Box office	273,741	163,966	59.90%
Concessions	11,500	8,975	78.05%
Outreach/YPP	67,867	41,968	61.84%
Total expenses	<u>3,498,974</u>	<u>2,172,127</u>	<u>62.08%</u>
EXCESS OF REVENUES OVER EXPENSES	4,289	32,950	
Outside events (net)	0	0	
<b>FUND BALANCE</b>			
Balance, July 1	4,511	4,511	
Current balance	<u>8,800</u>	<u>37,461</u>	
	=====	=====	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
 CAPITAL PROJECTS FUND  
 INCOME STATEMENT BY FUND  
 FOR PERIOD ENDING 12/31/2012

	Rounded to the Nearest Dollar		
	CAPITAL PROJECTS BUDGET	CAPITAL PROJECTS ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Federal	0	0	
State	5,054,318	781,914	15.47%
Local	21,616	20,521	94.93%
Total Revenues	<u>5,075,933</u>	<u>802,434</u>	<u>15.81%</u>
EXPENDITURES:			
Supplies and materials	780	0	
Contracted services	14,623	3,007	20.56%
Capital outlay	5,147,702	782,100	15.19%
Total Expenditures	<u>5,163,105</u>	<u>785,107</u>	<u>15.21%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(87,172)	17,327	(19.88)%
OTH FIN SRCES (USES):			
Operating Transfers IN	0	0	
Operating Transfers OUT	0	0	
Total Oth Fin Srces (Uses)	<u>0</u>	<u>0</u>	<u>0.00%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(87,172)</u>	<u>17,327</u>	
FUND BALANCE:			
Fund balance, July 1	4,725,273	4,725,272	
Current balance	<u>4,638,101</u>	<u>4,742,598</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
 CAPITAL PROJECTS FUND  
 INCOME STATEMENT BY FUND  
 FOR PERIOD ENDING 12/31/2012

	Rounded to the Nearest Dollar		
	GO BONDS BLDG FUND BUDGET	GO BONDS BLDG FUND ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Local			
Total Revenues	<u>250,000</u>	<u>46,199</u>	18.48%
	250,000	46,199	18.48%
EXPENDITURES:			
Supplies and materials	224,602	8,263	3.68%
Contracted services	3,185,785	858,167	26.94%
Capital outlay	63,048,653	11,353,568	18.01%
Total Expenditures	<u>66,459,039</u>	<u>12,219,998</u>	18.39%
	66,459,039	12,219,998	18.39%
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(66,209,039)	(12,173,799)	18.39%
OTH FIN SRCE (USES):			
Operating Transfers IN	39,177,920	38,996,200	99.54%
Total Oth Fin Srces (Uses)	<u>39,177,920</u>	<u>38,996,200</u>	99.54%
	39,177,920	38,996,200	99.54%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(27,031,119)</u>	<u>26,822,401</u>	
	(27,031,119)	26,822,401	
FUND BALANCE:			
Fund balance, July 1	30,133,426	30,133,426	
Current balance	<u>3,102,307</u>	<u>56,955,827</u>	
	3,102,307	56,955,827	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP  
 ENTERPRISE FUNDS  
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS  
 FOR PERIOD ENDING 12/31/2012

	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
OPERATING REVENUES:			
Net sales	1,975,000.00	974,375.01	49.34%
Rental Text Income	350,000.00	188,929.51	53.98%
COST OF SALES:			
Cost of goods sold	1,581,000.00	675,898.67	42.75%
Gross profit on sales	<u>744,000.00</u>	<u>487,405.85</u>	<u>65.51%</u>
OPERATING EXPENSES:			
Salaries	216,950.00	213,996.23	98.64%
Employee benefits	47,050.00	53,284.98	113.25%
Supplies and materials	25,000.00	14,471.42	57.89%
Other Operating Expenses	569,240.00	82,499.70	14.49%
Total expenses	<u>858,240.00</u>	<u>364,252.33</u>	<u>42.44%</u>
Net operating income (loss)	(114,240.00)	123,153.52	(107.80)%
OTHER INCOME AND EXPENSE:			
Interest income	2,000.00	826.91	41.35%
Miscellaneous income	45,000.00	4,889.18	10.86%
Total other income	<u>47,000.00</u>	<u>5,716.09</u>	<u>12.16%</u>
Non-operating income/(loss)	47,000.00	5,716.09	12.16%
Net income (loss)	<u>(67,240.00)</u>	<u>128,869.61</u>	<u>(191.66)%</u>
OTH FIN SRCES (USES):			
Transfers in	0.00	0.00	
Transfers out	37,200.00	37,198.48	100.00%
Total oth fin srces (uses)	<u>(37,200.00)</u>	<u>(37,198.48)</u>	<u>100.00%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENSES AND OTHER USES	(104,440.00)	91,671.13	
FUND BALANCE:			
Fund balance, July 1	1,566,175.00	1,566,173.52	
Current balance	<u>1,461,735.00</u>	<u>1,657,844.65</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP  
INTERNAL SERVICE FUNDS  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2012

	DENTAL BUDGET	DENTAL ACTUAL	Rounded to the Nearest HLTH EXAM BUDGET	Rounded to the Nearest HLTH EXAM ACTUAL	Dollar PROP/LIAB BUDGET	PROP/LIAB ACTUAL	PST-EMP BNF BUDGET	PST-EMP BNF ACTUAL
REVENUES:								
Local	676,400	275,919	1,600	473	4,000	1,154	463,000	60,424
Total Revenues	<u>676,400</u>	<u>275,919</u>	<u>1,600</u>	<u>473</u>	<u>4,000</u>	<u>1,154</u>	<u>463,000</u>	<u>60,424</u>
EXPENDITURES:								
Employee benefits	0	0	139,031	18,183	0	0	0	0
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	675,000	278,511	0	0	263,000	2,556	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>675,000</u>	<u>278,511</u>	<u>139,031</u>	<u>18,183</u>	<u>263,000</u>	<u>2,556</u>	<u>0</u>	<u>0</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,400	(2,593)	(137,431)	(17,710)	(259,000)	(1,402)	463,000	60,424
OTH FIN SRCES (USES):								
Operating Transfers IN	0	0	0	0	0	0	0	0
Operating Transfers OUT	0	0	0	0	0	0	0	0
Total Oth Fin Srces	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>1,400</u>	<u>(2,593)</u>	<u>(137,431)</u>	<u>(17,710)</u>	<u>(259,000)</u>	<u>(1,402)</u>	<u>463,000</u>	<u>60,424</u>
FUND BALANCE:								
Fund balance, July 1	899,521	899,520	488,637	488,637	1,077,511	1,077,241	4,632,482	4,632,482
Current balance	<u>900,921</u>	<u>896,928</u>	<u>351,206</u>	<u>470,927</u>	<u>818,511</u>	<u>1,075,839</u>	<u>5,095,482</u>	<u>4,692,906</u>

ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP  
TRUST AND AGENCY FUNDS  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2012

Rounded to the Nearest Dollar  
TRUST FUNDS

	STUDENT FIN AID	ASB	STUDENT REP FEES	DISTRICT TRUST	STUDENT CENTER FEE TRUST	AGENCY STUDENT CLUBS
REVENUES:						
Sales	0	15,140	0	71,481	0	3,852
Gifts and contributions	0	2,000	0	7,881	0	567
Other local revenue	0	0	0	3,759	0	2,792
Interest	3	31	4	239	216	7
Miscellaneous revenue	5,982,327	0	19,595	3,553	23,522	70
Total Revenues	5,982,330	17,171	19,599	86,912	23,737	7,289
EXPENDITURES:						
Salaries	0	0	0	0	0	0
Supplies and materials	0	76,974	0	30,583	0	8,626
Contracted services	0	49,792	6,105	13,565	0	(8)
Capital outlay	0	0	0	0	0	0
Total Expenditures	0	126,767	6,105	44,148	0	8,618
EXCESS REVENUES OVER (UNDER) EXPENDITURES	5,982,330	(109,596)	13,494	42,764	23,737	(1,330)
OTH FIN SRCES (USES):						
Operating Transfers IN	20,595	100,872	0	1,806	0	1,301
Operating Transfers OUT	5,945,029	3,270	0	9,134	0	7,919
Total Oth Fin Srces (Uses)	(5,924,434)	97,602	0	(7,328)	0	(6,618)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	57,896	(11,994)	13,494	35,436	23,737	(7,948)
FUND BALANCE:						
Fund balance, July 1	18,435	110,441	8,604	690,814	174,750	32,514
Current balance	76,331	98,447	22,098	726,250	198,487	24,566





## ALLAN HANCOCK COLLEGE

## FEBRUARY 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 1:00 p.m. <b>Special Board Meeting</b> SMJUHS	2 5:00 p.m. Men's Basketball vs. Santa Barbara City College  7:00 p.m. Women's Basketball vs. Santa Barbara City College  1:00 p.m. Softball vs. East LA College
3	4	5	6 9:30 a.m. Bulldog BowWow! Student Center	7	8 2:00 p.m. Softball vs. Riverside	9
10	11	12	13 9:30 a.m. Bulldog BowWow! Lompoc Student Lounge	14	15 <b>Lincoln Day Holiday</b> <b>College Closed</b>	16 5:00 p.m. Men's Basketball vs. Cuesta  7:00 p.m. Women's Basketball vs. Cuesta
17	18 <b>President's Day Holiday</b> <b>College Closed</b>	19 6:00 p.m. <b>Board of Trustees Meeting</b>	20	21 PCPA The Tempest thru March 20 Severson Theater	22	23 5:00 p.m. - Men's Basketball vs. LA Pierce College  7:00 p.m. Women's Basketball vs. LA Pierce College
24	25	26	27	28		

## ALLAN HANCOCK COLLEGE

# MARCH 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PCPA's The Tempest thru March 20 Severson Theater	2 12:00 p.m. / 2:00 p.m. Softball Doubleheader vs. LA Valley College
3	4	5	6	7 1:00 p.m. / 3:00 p.m. Softball Doubleheader vs. Moorpark College	8	9
10	11	12	13	14	15	16
17	18 Spring Recess thru March 23 No Classes	19 6:00 p.m. Board of Trustees Meeting	20	21 1:00 p.m. / 3:00 p.m. Softball Doubleheader vs. Cuesta College	22 Spring Holiday College Closed	23
24	25	26 2:30 p.m. Softball vs. Ventura College	27	28	29	30
31						