
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, June 18, 2013

Allan Hancock College
Bldg. B, Captain's Rm.
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.
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. Potential Litigation (Govt. Code §54956.9) | | |
| 3.B. Labor Negotiations (Govt. Code §54957.6) | | |
| 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.

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

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<p>confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.</p>		
8. Approval of Minutes		6:20 PM
8.A. Approval of Minutes from the May 1, 2013 special board meeting.	9	
9. Consent Agenda		6:30 PM
<p>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.</p>		
9.A. Register of Warrants Supplemental Payroll 5/10/13 Regular Payroll 5/31/13	10	
<p>A recommendation to approve commercial warrants.</p>		
9.B. Authorization to Declare District Property as Surplus	79	
<p>A recommendation to declare the items listed to be surplus and authorize disposal through the appropriate procedures.</p>		
9.C. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	80	
<p>A recommendation to approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.</p>		
9.D. Equivalency Certification for Faculty	95	
<p>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.</p>		
9.E. Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	98	
<p>A recommendation to approve the short-term, substitute and professional expert appointments exempt from classified service as presented.</p>		

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9.F. Interim Appointment of Superintendent/President	117	
A recommendation to approve the continuation of the temporary appointment of Dr. Elizabeth Miller, Interim Superintendent/President, effective July 1, 2013 through July 5, 2013.		
9.G. Appointment and Reappointment of Classified Management	118	
A recommendation to approve the reappointment of Margaret Lau, project director, Central California Environmental Training Center, effective July 1, 2013 through December 31, 2013, or earlier per district need, and contingent on continued funding.		
A recommendation may be made to approve the appointment of director, public safety/chief of police. If a recommendation is made, a revised board agenda item will be presented.		
9.H. Appointment of Tenure-Track Faculty Member	119	
A recommendation to approve the appointment of Tyson Aye, kinesiology instructor/men's basketball coach, kinesiology, recreation, & athletics department, full time, 10 months, 175 days, tenure-track faculty, effective August 15, 2013; and Gabriel Marquez, welding instructor, industrial technology department, full time, 10 months, 175 days, tenure-track faculty, effective August 15, 2013.		
9.I. Appointment of Nontenure-Track Faculty	121	
A recommendation to approve the temporary, full time, nontenure-track faculty appointments of Yvon Frazier, infant/toddler/preschool teacher, Magdalena Ramos, infant/toddler/preschool teacher, and Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department; and approve the temporary, full time, nontenure-track faculty appointment of Anne Cremarosa, coordinator/instructor-entrepreneurship center, business education department, effective July 1, 2013 through June 30, 2014, or earlier per district need, and contingent on continued funding.		
9.J. Appointments, Transfers, and Promotions of Confidential Employees	123	
A recommendation to approve the appointment of Kristina Aguilar, coordinator, human resources, office of human resources, effective July 1, 2013.		

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9.K. Appointments, Transfers, and Promotions of Classified Employees	124	
<p>A recommendation to approve the promotion of Kathleen McGarry, coordinator, academic affairs/administrative secretary V, office of academic affairs, effective July 1, 2013; the transfer of Judith Garner, library/multimedia services technician, library, Lompoc Valley Center, retroactive to May 29, 2013; and the appointment of Veronica Colon, police support services technician, public safety/police department, effective July 1, 2013.</p> <p>A recommendation may be made to approve the appointments of auxiliary accounting services technician – bookstore, auxiliary accounting; athletic trainer, kinesiology, recreation & athletics department; and information technology technical support assistant, information technology services. If recommendations are made, a revised board agenda item will be presented.</p>		
9.L. Out-of-Classification Assignment of Classified Employee	126	
<p>A recommendation to approve the temporary out-of-classification assignment of David Hunt, lead groundskeeper, plant services, retroactive to May 20, 2013 through June 30, 2013, or earlier per district need; and Richard Partida, counseling assistant, counseling and matriculation, effective July 1, 2013 through June 30, 2014 or earlier per district need.</p>		
9.M. Summer Assignments of Classified Employees	127	
<p>A recommendation to approve the summer assignments of Florentina Lopez-Perea, administrative secretary I, academic affairs, effective June 16, 2013 through June 30, 2013 and July 1, 2013 through August 1, 2013; Julia Townsend, interpreter IV, learning assistance program (LAP), effective July 1, 2013 through July 31, 2013; and Yvette Valadez-Andrade, administrative secretary I, facilities and operations, effective June 19, 2013 through June 30, 2013 and July 1, 2013 through August 8, 2013, or earlier per district need.</p>		
9.N. Reclassification of Classified Bargaining Unit Positions	128	
<p>A recommendation may be made to approve the reclassification of classified bargaining unit employees. If a recommendation is made, a revised board agenda item will be presented.</p>		

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9.O. Second Reading: Board Policy 7930 Program Review	129	
A recommendation to adopt revised Board Policy 7930 Program Review.		
9.P. Second Reading: Board Policy 7110 Selection of Library Materials	131	
A recommendation to adopt revised Board Policy 7110 Selection of Library Materials.		
9.Q. Second Reading: Board Policy 8050 Gifts and Contributions to the District	134	
A recommendation to adopt revised Board Policy 8050 Gifts and Contributions to the District.		
10. Oral Reports		6:45 PM
10.A. Superintendent/President's Report		
10.B. Board Member Reports		
10.C. Association Reports		7:00 PM
1) AHC Foundation		
2) Management Association		
3) Part-Time Faculty Association		
4) Faculty Association		
5) Academic Senate		
6) California School Employees Association		
7) Associated Student Body Government		
11. Action Items		7:20 PM
11.A. Authorized Signature Forms and Resolution 13-14, Delegation of Governing Board Powers and Duties	137	
A recommendation to approve the authorized signature forms and to adopt resolution 13-14, delegation of governing board powers and duties.		
11.B. Resolution 13-15 Honoring Elizabeth A. Miller for serving as Interim Superintendent/President	141	
It is recommended that the board of trustees adopt Resolution 13-15 commending Elizabeth A. Miller for serving as Interim Superintendent/President for the Allan Hancock Joint Community College District.		


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11.C. Adoption of the 2012-13 Education Protection Account Expenditure Plan	142	
A recommendation to adopt the 2012-13 Education Protection Account expenditure plan.		
11.D. Adoption of the 2013-2014 Tentative Budget	144	
A recommendation to adopt the 2013-2014 tentative budget and establish the public hearing date.		
11.E. Award of Contract for the Purchase of Computer Numerical Controlled Milling Machines and Lathe, Bid 13-05	173	
A recommendation may be made to award the contract for the purchase of Computer Numerical Controlled milling machines and lathe.		
11.F. New and/or Revised Classified Bargaining Unit Job Descriptions	174	
A recommendation may be made to approve new and/or revised classified bargaining unit job descriptions. If a recommendation is made, a revised board agenda item will be presented.		
11.G. New Classified Management Job Description	175	
A recommendation may be made to approve a new classified management job description. If a recommendation is made, a revised board agenda item will be submitted.		
11.H. Salary and Benefits for Part Time Faculty and Related 2012-2013 Budget Revisions	176	
A recommendation may be made to approve the .88 percent increase for part-time faculty. If a recommendation is made, a revised board agenda item will be presented.		
11.I. Public Safety Complex, Bid 11-02, Change Order 9	177	
A recommendation to approve change order 9 to the contract with Sinanian Development, Inc., and to authorize the vice president, facilities and operations, to sign change order 9.		

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11.J. Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 7	179	
A recommendation to approve change order 7 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operations, to sign change order 7.		
11.K. Ratification of the Amendments to the Agreement between the District and the Faculty Association of Allan Hancock College Contract Reopeners for Fiscal Year 2013-2014	181	
A recommendation may be made to approve the Amendments to the Agreement between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College. If a recommendation is made, a revised board agenda item will be presented.		
12. Information Items		7:40 PM
12.A. Children's Center Self Evaluation Report	182	
An annual Children's Center program self-evaluation report to the California Department of Education.		
12.B. Grant Proposals Submitted	183	
A report on grant proposals submitted.		
12.C. Quarterly Report on Volunteers	184	
A quarterly report on volunteer aides.		
12.D. Santa Barbara County Fire Department Partnering Opportunity	185	
An update on the partnering opportunity between Allan Hancock College and Santa Barbara County Fire Department.		
12.E. Bike Path Development	187	
Information on the possible bike path development by G.A. Hancock Properties, north adjacent property, Santa Maria campus.		
12.F. Bond Measure I Status Report	188	
A status report on the bond measure I projects.		

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12.G. District Monthly Financial Report	192	
A report on the year-to-date data for various funds.		
13. New Business		7:55 PM
14. Calendar	204	
15. Adjournment		8:00 PM

The next regular meeting of the Board of Trustees will be held on Tuesday, July 16, 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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Thursday, May 1, 2013

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

Allan Hancock College
Building B, Captain's Room
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Lahr called the meeting to order at 6:00 p.m. with the following trustees present:
Bennett, Jones, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

Roger Hall reminded the board about the faculty association's contract. He noted that if the board waited until the May 21 board meeting to approve the agreement with the faculty association, it would be too late for the faculty association to ratify it. This would delay it further, and the association would be more inclined to consider an impasse. He asked if at all possible, that the board address this issue during this meeting.

Trustee Bennett asked for clarification regarding their contract. Roger Hall answered Trustee Bennett's question and added that he was not sure what is causing a delay in approving the contract.

3. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 6:03 p.m.

4. Reconvene to Open Session

Trustee Lahr reconvened the meeting to open session at 9:04 p.m. He shared that the board ranked Dr. Walthers as top candidate by a vote of 3 (Bennett, Lahr, Pensa) to 2 (Jones, Zacarías). He announced that the Allan Hancock College Board of Trustees voted to offer the position of superintendent/president to Kevin G. Walthers, Ph.D., on the following vote:


Yes: Bennett, Jones, Lahr, Pensa No: Zacarías

The offer is subject to the board's approval of the findings of a site visit to Las Positas College, Dr. Walthers' current campus, and the successful negotiation of his contract.

The board is scheduled to make a final decision at its May 21, 2013, meeting.

5. Adjournment

Trustee Lahr adjourned the meeting at 9:05 p.m.



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

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Register of Warrants		
Reason for Board Consideration	Item Number	Enclosures
CONSENT - ACTION	9.A.	Page 1 of 69

BACKGROUND:

The following warrants are submitted for board of trustees approval:

GENERAL FUND 9410		
INVOICE WARRANTS	\$1,246,067.46	
REGULAR PAYROLL 5/31/13	3,868,752.35	
TOTAL GENERAL FUND		\$ 5,114,819.81
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	2,356.75	
REGULAR PAYROLL 5/31/13	60,945.44	
TOTAL CHILD DEVELOPMENT FUND		63,302.19
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	643,234.53	
TOTAL GO BOND CLEARING FUND		643,234.53
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	4,565,155.06	
TOTAL GO BOND BUILDING FUND		4,565,155.06
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	1,188.44	
TOTAL CAPITAL OUTLAY PROJECTS FUND		1,188.44
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	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	5,372.66	
TOTAL SELF INSURANCE HEALTH FUND		5,372.66
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	2,544.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		2,544.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 10,506,586.69</u>

RECOMMENDATION:

It is recommended that the board of trustees approve commercial warrants 1829680 through 1830288 for a subtotal of \$6,576,888.90, and payroll warrants in the amount of \$3,929,697.79, for a grand total of \$10,506,586.69.

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

05/31/13 PAYROLL

FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$831,125.22
1200	Academic Salaries, regular schedule, non-instructional time	399,745.00
1300	Certificated Salaries other than regular schedule teaching	537,505.40
1400	Certificated Salaries other than contract non-teaching	131,481.83
3100	State Teachers Retirement	122,996.43
3300	Medicare	32,551.45
3400	Health and Welfare Benefits	203,005.07
3500	State Unemployment Insurance	21608.94
3600	Worker's Compensation Insurance	22,355.48
3700	State Teachers Retirement/Cash Balance Plan/PARS	12,058.31
3911	Academic Retirement Incentive	0.00
	SUB TOTAL	<u>\$2,314,433.13</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$811,528.33
2200	Classified Instructional Aide Salaries, regular schedule	73,188.01
2300	Classified Salaries, hourly	90,010.55
2300	Student Workers, regular	50,639.50
2400	Instructional Aides, hourly	80,516.69
2400	Student Workers, Tutors, Peer Counselors	41,936.88
3200	Public Employees Retirement	132,072.88
3300	Social Security/Medicare	62,111.92
3400	Health and Welfare Benefits	184,576.81
3500	State Unemployment Insurance	9572.06
3600	Worker's Compensation Insurance	10,249.14
3700	PARS	0.00
4512	Uniform Allowance	0.00
8890	Income released for stale dated warrant	7,916.45
	SUB TOTAL	<u>\$1,554,319.22</u>
	TOTAL FUND 9410	<u><u>\$3,868,752.35</u></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	0.00
2300	Classified Salaries, hourly	13,808.11
2300	Student Workers, regular	20,123.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,681.30
3200	Public Employees Retirement System (PERS)	189.00
3300	Social Security/Medicare	512.58
3400	Health and Welfare Benefits	3,386.22
3500	State Unemployment Insurance	282.93
3600	Worker's Compensation Insurance	582.96
3700	State Teachers Retirement/Cash Balance Plan	0.00
	SUB TOTAL	<u>\$60,945.44</u>
	TOTAL FUND 9433	<u><u>\$60,945.44</u></u>

TOTAL DISTRICT PAYROLL3,929,697.79

Allan Hancock College
Warrant Register
Check Dates from 5/1/2013 to 5/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
ABC-CLIO	BOOKS FOR LO LIBRARY	61201400	6310	851.06		
	BOOKS FOR LO LIBRARY	61201400	6310	48.60		
	BOOKS FOR LO LIBRARY	61201400	6310	109.86		
				1,009.52		WA 00829680
ALL STATE POLICE EQUIPMENT CO	45 M 19MM3 9MM LUGER 115 23728	21055000	4311	8,748.00		
				8,748.00		WA 00829681
AMAZON	BOOKS FOR THE SM LIBRARY	61201000	6310	205.06		
	MEDIA FOR SM LIBRARY (DISTRICT	61201000	6320	14.23		
	SMK-LINK PILOT PRO PRESENTER	60100407	4310	-45.78		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	112.14		
	BOOKS FOR THE SM LIBRARY	49306011	6310	195.35		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	59.95		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	52.57		
	Silver plated business card	67720001	4520	9.44		
Wholesale Supply Ten Jeweler's	67720001	4520	54.48			
				657.44		WA 00829682
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000	4640	1,227.00		
	CHARTER BUS SERVICE TO	64945000	4640	867.00		
	CHARTER BUS TO TRANSPORT	60200129	4640	1,032.00		
	CHARTER BUS TO TRANSPORT	60200129	4640	1,053.00		
	CHARTER BUS SERVICE TO CUESTA	64945000	4640	769.00		
	CHARTER BUS SERVICE FOR	64945000	4640	4,685.00		
	CHARTER BUS SERVICE TO	64945000	4640	910.00		
				10,543.00		WA 00829683
AQUA SERV ENGINEERS INC	WATER TREATMENT SERVICE	65110000	5640	212.00		
				212.00		WA 00829684
B & B STEEL & SUPPLY	PC 1 X 1 X 1/8" H.R. ANGLE 20"	67772000	4520	12.12		
	PC 1/8 X 1" H.R. STRIP 20'	67772000	4520	8.77		
				20.89		WA 00829685
BALLOON FANTASY & PARTY SUPPLIES	Red Latex balloons with silver	60100707	4552	24.36		
	Black Latex balloons with	60100707	4552	24.36		
	Delivery Charge for balloons	60100707	4552	21.65		
	sales discount	60100707	4552	-8.13		
				62.24		WA 00829686
BANAK MACHINERY	Gear for Nugier Hydraulic P40	09481107	4310	190.52		
	Shipping estimate	09481107	4310	7.50		
				198.02		WA 00829687
BEAR-AIDE INC	LINE GUIDE WRITING TEMPLATES	21055000	4311	346.00		
				346.00		WA 00829688
BENNETT, TIM	Local Mileage	66100000	5210	29.97		

Allan Hancock College
Warrant Register
Check Dates from 5/1/2013 to 5/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			29.97	WA	00829689
BLACK ROAD TOWING	VEHICLES FOR AUTO EXTRICATION	21335000 4520	150.00		
			150.00	WA	00829690
BREEZE, THE	5.9" X 8.25" DISPLAY AD IN	67111000 5880	100.00		
			100.00	WA	00829691
BRUMIT DIESEL INC	DISC PAD SET #D380-HD	67772000 4520	110.65		
			110.65	WA	00829692
CAL-OSHA REPORTER	SUBSCRIPTION TO CALOSHA	21330100 5670	395.00		
			395.00	WA	00829693
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	22.01		
	CAMPUSWIDE CANON COPIER	67710300 5640	10.75		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	COPY CHARGE \$.009/PER.	60200311 6410	24.32		
	CAMPUSWIDE CANON COPIER	67710300 5640	32.56		
			304.98	WA	00829694
CAROLINA BIOLOGICAL	SKULL SET, EARLY MAN &	60200312 6410	1,800.17		
			1,800.17	WA	00829695
CARQUEST AUTO PARTS	Instructional Supplies to be	09481107 4310	7.64		
	Instructional Supplies to be	09481107 4310	23.56		
	Pump Bushings	09481107 4310	43.30		
	THM350 Kit Combination with	09481107 4310	454.65		
			529.15	WA	00829696
CDW GOVERNMENT INC	ID TECH MINIMAG 2 MSR TRACK	67211000 4514	123.38		
	SYSTEM 6' USB 2.0 CABLE BLACK	67211000 4514	4.65		
			128.03	M RV WA	00829697
CENTRAL CITY LEASING	VEHICLE LEASE MONTHLY	64945000 5680	762.18		
	VEHICLE LEASE MONTHLY	64945000 5680	762.18		
	VEHICLE LEASE MONTHLY	64945000 5680	768.07		
	VEHICLE LEASE MONTHLY	64945000 5680	768.07		
			3,060.50	WA	00829698
CENTRAL COAST SEAFOOD	CLASSROOM SUPPLIES	13060000 4311	114.69		
	CLASSROOM SUPPLIES	13060000 4311	224.07		
			338.76	WA	00829699
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000 4560	698.90		
			698.90	WA	00829700
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	68103000 5530	575.34		

**Allan Hancock College
Warrant Register**

Check Dates from 5/1/2013 to 5/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	WATER SERVICES AND DISPOSAL	65700000 5530	279.54		
	WATER SERVICES AND DISPOSAL	65700000 5530	1,992.86		
	WATER SERVICES AND DISPOSAL	68103000 5530	498.22		
	WATER SERVICES AND DISPOSAL	65700000 5530	98.22		
	WATER SERVICES AND DISPOSAL	68103000 5530	24.55		
	WATER SERVICES AND DISPOSAL	65700000 5530	332.83		
	WATER SERVICES AND DISPOSAL	65700000 5530	68.20		
	WATER SERVICES AND DISPOSAL	68103000 5530	17.05		
	WATER SERVICES AND DISPOSAL	65700000 5530	127.32		
	WATER SERVICES AND DISPOSAL	68103000 5530	31.83		
	WATER SERVICES AND DISPOSAL	65700000 5530	2,301.35		
	WATER SERVICES AND DISPOSAL	68103000 5530	69.88		
	WATER SERVICES AND DISPOSAL	65700000 5530	3,496.65		
	WATER SERVICES AND DISPOSAL	68103000 5530	874.16		
	WATER SERVICES AND DISPOSAL	65700000 5530	595.92		
	WATER SERVICES AND DISPOSAL	68103000 5530	148.98		
	WATER SERVICES AND DISPOSAL	68103000 5530	83.21		
	WATER SERVICES AND DISPOSAL	65700000 5530	1,706.40		
	WATER SERVICES AND DISPOSAL	68103000 5530	426.60		
	WATER SERVICES AND DISPOSAL	65700000 5530	62.94		
	WATER SERVICES AND DISPOSAL	68103000 5530	15.74		
			<u>13,827.79</u>		WA 00829701
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300 5630	248.81		
	LEASE OF 890 E. STOWELL	67710300 5630	26,300.00		
	MONTHLY IMPOUND EXPENSE	67710300 5630	1,721.00		
	LEASE OF 890 E. STOWELL	67710300 5630	-321.01		
			<u>27,948.80</u>		WA 00829702
COMCAST CABLE	MONTHLY RECURRING COSTS	65700000 5560	2,203.32		
	MONTHLY RECURRING COSTS	60100800 5560	550.83		
			<u>2,754.15</u>		WA 00829703
COMCAST	MONTHLY RECURRING COSTS	65700000 5560	0.20		
			<u>0.20</u>		WA 00829704
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000 4520	10.81		
	MATERIALS FOR	21330100 4520	17.19		
	HARDWARE SUPPLIES CHARGED	65110000 4520	-6.50		
	MATERIALS FOR	21330100 4520	21.63		
	SUPPLIES FOR CUSTODIAL DEPT.	65311000 4520	6.50		
	HARDWARE SUPPLIES CHARGED	65110000 4520	21.03		
	MATERIALS FOR	21330100 4520	97.39		
	MATERIALS FOR	21330100 4520	134.08		
	SUPPLIES FOR GROUNDS DEPT.	65510000 4520	37.81		
	SUPPLIES FOR CUSTODIAL DEPT.	65311000 4520	28.11		
	OPERATIONAL SUPPLIES	21055003 4520	332.96		
			<u>701.01</u>		WA 00829705
CORSINI, ERIC	Reimbursement For	17010007 4310	28.10		

**Allan Hancock College
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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				28.10		WA 00829706
COURIER SYSTEMS INC.	Courier Service between Lompoc	60100800	5112	260.00		
	Fuel Charges	60100800	5112	27.30		
				287.30		WA 00829707
CUSTOM COLORS & AUTOBODY INC	Instructional Supplies for	09482007	4310	452.01		
	Instructional Supplies for	09482007	4310	65.18		
				517.19		WA 00829708
DAL BELLO, DOMINIC	Reimbursement instr supplies	17010007	4310	189.90		
				189.90		WA 00829709
DENTSPLY RINN	ESTIMATED SHIPPING COSTS	12401007	4310	25.57		
	ESTIMATED SHIPPING COSTS	12401007	4310	-21.65		
	MOUTH PROPS-c271220	12401007	4310	44.30		
				48.22		WA 00829710
DEPARTMENT OF JUSTICE	Fingerprint clearance for	64700000	5820	632.50		
	Fingerprint clearance for new	67300100	5820	312.50		
				945.00		WA 00829711
DICKSON, EVE	INSTRUCTIONAL SUPPLIES FOR	01092020	4311	268.50		
				268.50		WA 00829712
EDUCATIONAL TESTING SERVICE	GED Scoring Fees	63101000	4311	1,462.00		
				1,462.00		WA 00829713
ENTERPRISE RENT-A-CAR	CAR RENTAL FOR R. PARISI TO	64642002	5210	443.18		
				443.18		WA 00829714
EWING IRRIGATION PRODUCTS INC	LANDSCAPING SUPPLIES CHARGED	65510000	4520	59.94		
	LANDSCAPING SUPPLIES CHARGED	65510000	4520	40.39		
	LANDSCAPING SUPPLIES CHARGED	65510000	4520	-25.83		
	LANDSCAPING SUPPLIES CHARGED	65510000	4520	81.72		
	MARKING PAINT, ORANGE WATER	65511400	4520	10.08		
	THE PISTON BACKPACK, SP TP501	65511400	4520	125.57		
				291.87		WA 00829715
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	43.12		
	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	15.01		
				58.13		WA 00829716
FINS AND CRITTERS	Supplies for Marine Biology,	04011007	4310	10.88		
	Supplies for Marine Biology,	04011007	4310	50.68		
	Supplies for Marine Biology,	04011007	4310	6.57		
	Supplies for Marine Biology,	04011007	4310	10.78		
	Supplies for Marine Biology,	04011007	4310	3.88		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Supplies for Marine Biology,	04011007 4310	5.39		
			<u>88.18</u>	WA	00829717
FISHER SCIENTIFIC	METHYLENE CL CERT ACS/HPLC 4L,	60200312 4310	75.35		
	METHANOL LG 4L, CATALOG	60200312 4310	16.45		
	ACETONE, CATALOG #AC326800010	60200312 4310	88.44		
	ETHANOL 95PCT DNAT 1G	60200312 4310	42.51		
	PETROLEUM ETHER CERT ACS 1L,	60200312 4310	34.76		
	EP TIPS RACK 1000UL 960 PCS,	60200312 4310	193.88		
	FUEL SURCHARGE	60200312 4310	6.05		
	200 mL RB flask, #K601000-0324	19050000 4311	28.94		
	Instructional Supplies	60100407 4310	440.71		
	SODIUM HYDRX SOL 50% CRT	60200312 4310	35.42		
	ETHYL ETHER ANHYDROUS, CE 1LT,	60200312 4310	65.61		
	JAR AMBER PTFE/CAP 500ML	60200312 4310	126.04		
	JAR AMBER PTFE/CAP 950ML	60200312 4310	154.29		
	NEOLUS NDLS 21GX11N UTW	60200312 4310	18.14		
	EPTPS RCK 2-200UL 960/CSEPTP,	60200312 4310	60.20		
	ANGLE CLAMP ADJUSTABLE,	60200312 4310	32.82		
	PYREX VISTA CYL 10ML 12/CS,	60200312 4310	93.69		
			<u>1,513.30</u>	WA	00829718
FLINN SCIENTIFIC INC	LVC SCIENCE LAB SUPPLIES. AUTH	60100407 4310	78.64		
			<u>78.64</u>	WA	00829719
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000 4520	30.05		
	PAINT SUPPLIES	65110000 4520	49.44		
	PAINT SUPPLIES	65110000 4520	47.29		
	PAINT SUPPLIES	65110000 4520	14.44		
			<u>141.22</u>	WA	00829720
FROGGY'S FOG LLC	SHIPPING	21335000 4520	50.00		
	FIRE AND RESCUE FOG	21335000 4520	190.00		
			<u>240.00</u>	WA	00829721
GLIDDEN PROFESSIONAL PAINT CENTER	LUBRICANT FLUID TSL,	65510000 4520	10.81		
	FIELD MARKING PAINT,WHITE,	65510000 4520	99.55		
	ECO FEE	65510000 4520	6.93		
			<u>117.29</u>	WA	00829722
GRAINGER	LAMP, HIGH PRESSURE SODIUM,	65110000 4520	358.52		
	LAMP, HIGH PRESSURE SODIUM,	65110000 4520	173.54		
	LAMP, HIGH PRESSURE SODIUM,	65110000 4520	264.83		
	DIMMING BALLAST, LUTRON,	65110000 4520	1,275.62		
	LAMP, HIGH PRESSURE SODIUM,	65110000 4520	433.87		
	LAMP, HIGH PRESSURE SODIUM,	65110000 4520	339.56		
	LIGHT BULB, HALOGEN, GE	65110000 4520	58.13		
	FLUORESCENT LAMP, GE LIGHTING	65110000 4520	401.07		
			<u>3,305.14</u>	WA	00829723

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
GRAND PERFORMANCE MUSIC	MEGA VOX BELT TRANSMITTER	21055003	6410	303.10		
	HEADSET MICROPHONE	21055003	6410	<u>102.84</u> 405.94	WA	00829724
GRAYBAR ELECTRIC	Operational Supplies	67873000	4520	<u>107.60</u> 107.60	WA	00829725
HALL, ROGER	OrganizationAmerHistoriansConf	67503001	5210	<u>300.00</u> 300.00	WA	00829726
HANKINS, VICTORIA	Provide instructor training in	60200129	5110	2,385.00		
	Provide instructor training in	60200128	5110	<u>1,615.00</u> 4,000.00	WA	00829727
HAYWARD LUMBER INC	1/2 4X8 CDX STR 1 PLYWOOD	21335007	4310	<u>398.76</u> 398.76	WA	00829728
HOPKINS, JOANNE	CLEARs TRAINING/LUNCHEON FEE	67775000	5210	<u>20.00</u> 20.00	WA	00829729
INTEGRATED INDUSTRIAL SUPPLY INC	HAND SANITIZER WITH PUMP	21055003	4520	32.15		
	HAIR NETS	21055003	4520	<u>40.59</u> 72.74	WA	00829730
INTERNATIONAL SOCIETY FOR	CONNECTING STUDENTS TO STEM	60200312	4310	<u>71.90</u> 71.90	WA	00829731
JOBEPHANT.COM INC	advertising for staff	67610001	5880	1,213.00		
	advertising for new staff,	67300100	5880	<u>212.30</u> 1,425.30	WA	00829732
JOHN DEERE GOVERNMENT & NATIONAL SALES	JOHN DEERE 2653B PRECISION CUT	65510000	6410	20,891.38		
	LIGHT KIT, FRONT #BM19746	65510000	6410	236.62		
	QA7 EIGHT BLADE 30 IN.	65510000	6410	7,891.86		
	3 IN. DIAMETER SPIRAL GROOVED	65510000	6410	1,457.48		
	STANDARD SEAT #3002	65510000	6410	357.66		
	CUTTING UNIT ONLY (3 EACH)	65510000	6410	0.00		
	30 IN. SMOOTH ROLLER SCRAPERS	65510000	6410	155.01		
	LIGHT BRACKET KIT, FRONT	65510000	6410	<u>86.32</u> 31,076.33	WA	00829733
JUDICIAL DATA SYSTEMS CORPORATION	PROCESSING PARKING CITATIONS	69500001	5112	<u>304.88</u> 304.88	WA	00829734
KRELLE, STACY	CalWORKSAasnTrainingInstitute	64710003	5210	<u>54.70</u> 54.70	WA	00829735

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
LAERDAL MEDICAL CORPORATION	ZOLL DEFIBRILLATOR	12502000	4520	136.40		
	PHYSIO CONTROL QUIK COMBO	12502000	4520	136.40		
	shipping/handling	12502000	4520	9.69		
	MANIKIN CABLE FOR FR UNITS	12502000	4520	235.99		
				518.48	WA	00829736
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/12-6/30/13	67210600	5730	2,752.00		
				2,752.00	WA	00829737
MASTERS NOTARY ACADEMY	Spring 2013 #41805 Become a CA	68102030	5112	910.00		
				910.00	WA	00829738
MCMAHON, DIANNE G	AmericanCollegeDanceFestival	67503001	5210	300.00		
				300.00	WA	00829739
MILLER, ELIZABETH A	Mileage-Gualalupe/SantaBarbara	67210600	5210	89.13		
				89.13	WA	00829740
MOORE MEDICAL LLC	4X4X4.75 TEGADERM 10/BOX	12301026	4310	27.05		
	ESTIMATED SHIPPING COSTS	12301026	4310	1.63		
	4X4X4.75 TEGADERM 50/BOX	12301026	4310	123.41		
				152.09	WA	00829741
NAZARENKO, LARISSA	AmericanCollegeDanceFestival	67503001	5210	300.00		
				300.00	WA	00829742
PANERA BREAD CAFE 3180	DELUXE ASSORTED SANDWICHES	64400002	4710	197.97		
	FUJI APPLE CHICKEN SALAD	64400002	4710	8.65		
	ASSORTED COOKIES	64400002	4710	16.23		
	ICE TEA BEVERAGE	64400002	4710	11.90		
				234.75	WA	00829743
PATTERSON DENTAL SUPPLY INC	FIXED DENTAL CHAIR-VENT	12401001	5650	512.00		
				512.00	WA	00829744
PENSA, GREGORY A	Local Mileage	66100000	5210	39.96		
				39.96	WA	00829745
POCKET NURSE ENTERPRISES INC	DEMO DOSE AMPULE 1 ML -	12302000	4310	3.07		
	ESTIMATED SHIPPING COSTS	12302000	4310	22.50		
	DEMO DOSE AMPULE 1 ML -	12302007	4310	119.93		
				145.50	WA	00829746
POLLON, JOSEPH	Various Local Mileage	13051021	5210	110.22		
	Various Local Mileage	13051021	5210	132.53		
	Various Local Mileage	13051021	5210	43.29		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			286.04	WA	00829747
RAYS AUTO PARTS	1999 FORD CROWN VICTORIA	67775000 4520	111.04		
			111.04	WA	00829748
SAFEWAY INC - VONS DIVISION	Supplies for Biology labs,	04011007 4310	27.30		
	Supplies for Biology labs,	04011007 4310	19.45		
			46.75	WA	00829749
SANTA MARIA FORD	RELAY A 62, #E9TZ11450B	67772000 4520	33.54		
			33.54	WA	00829750
SANTA MARIA TIRE INC	GOODYEAR ASSURANCE TIRES FOR	67775000 4520	199.42		
	RECYCLE TAX	67775000 4520	3.50		
			202.92	WA	00829751
SEHI COMPUTER PRODUCTS INC	HP 78A Dual Pack Print	19000000 4520	251.81		
	Shipping Charge	19000000 4520	6.00		
			257.81	WA	00829752
SMARDAN-HATCHER CO	PLUMBING SUPPLIES	65110000 4520	229.00		
	PLUMBING SUPPLIES	65110000 4520	-4.24		
			224.76	WA	00829753
SPORT CHALET TEAM SALES	ROYAL EQUIPMENT BAG	69610800 4520	807.86		
	MOUTHGUARDS ROYAL	69610800 4520	43.09		
	VINYL DIPPED KNEE PAD	69610800 4520	51.66		
	SKILLED POSITION KNEE PAD 4"	69610800 4520	32.26		
	RUSSELL PRACTICE GOLD	69610800 4520	355.58		
	RUSSELL PRACTICE JERSEY ROYAL	69610800 4520	355.58		
	METAL TIP CLEATS	69610800 4520	67.87		
	COWBOY COLLAR	69610800 4520	277.93		
	THIGH PAD	69610800 4520	54.95		
	NIKE DRI FIT HAL CUSHION CREW	69610800 4520	612.95		
	FREIGHT CHARGE	69610800 4520	52.99		
			2,712.72	WA	00829754
STANLEY CONVERGENT SECURITY SOLUTIONS	BURGLAR ALARM MAINTENANCE	67775000 5590	142.00		
	BURGLAR ALARM MAINTENANCE	67775000 5590	50.88		
	BURGLAR ALARM MAINTENANCE	67775000 5590	115.54		
	BURGLAR ALARM MAINTENANCE	67775000 5590	164.30		
	BURGLAR ALARM MAINTENANCE	67775000 5590	1,480.41		
			1,953.13	WA	00829755
STEYER, JULIE CHRISTINE	REIMBURSEMENT FOR	10021020 4311	81.70		
			81.70	WA	00829756
STORIE, PAMELA	Northridge/FresnoStateTours	63300000 4640	30.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				30.00		WA 00829757
SVM LP	SHIPPING AND HANDLING	64300002	7611	25.00		
	CHEVRON GAS CARDS FOR CARE	64300002	7611	4,000.00		
				4,025.00		WA 00829758
TEMPLETON UNIFORMS	BOOT BLOUSING BANDS	21055000	4310	58.05		
				58.05		WA 00829759
TESTA CATERING	TESTA CATERING - BOARD	66100000	4710	108.25		
				108.25		WA 00829760
TOTAL ACCESS GROUP INC	CONDOM ASSORTMENT	64400002	4530	129.90		
	Shipping Charges	64400002	4530	15.00		
	TRUSTEX CONDOM Assorted Colors	64400002	4530	63.87		
				208.77		WA 00829761
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000	5540	12.77		
				12.77		WA 00829762
WARD'S NATURAL SCIENCE INC	Supplies for Biology,	04011007	4310	7.92		
	Supplies for Biology,	04011007	4310	63.87		
	Supplies for Biology,	04011007	4310	14.12		
				85.91		WA 00829763
WESTERN PROPANE SERVICE	PROPANE USED IN	21335007	4310	106.59		
	PROPANE USED IN	21335007	4310	27.82		
				134.41		WA 00829764
XPEDX	MAINTENANCE & SUPPLIES FOR	64300002	5640	9.20		
				9.20	M RV	WA 00829765
AMAZON	KITCHEN SUPPLIES THRU 5/31/13	71810001	4520	4.55		
	KITCHEN SUPPLIES THRU 5/31/13	71810001	4520	177.90		
				182.45		WB 00829766
COAST LINE DISTRIBUTING	FOOD SUPPLIES 4/1/13-6/30/13	33697000	4710	75.57		
	FOOD SUPPLIES 1/17/13-5/24/13	33697017	4710	3.19		
	FOOD SUPPLIES 4/1/13-6/30/13	33697000	4710	142.39		
				221.15		WE 00829767
FOODBANK OF SANTA BARBARA COUNTY	FOOD SUPPLIES 2/25/13-5/25/13	33697000	4710	39.04		
				39.04		WE 00829768
ROEPKE, THESA	HigherEdColloquium	33697000	5210	160.00		
				160.00		WE 00829769
SAVE MART SUPERMARKETS	FOOD SUPPLIES 4/15/13-6/30/13	33697017	4710	65.87		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	WARRANTY	71730003 6411	3,429.00		
	STATE ENVIRONMENTAL	71730003 6411	108.00		
	DELL ULTRASHARP 23" MONITOR	71730003 6411	241.67		
	STATE ENVIRONMENTAL FEE	71730003 6411	4.00		
	STATE ENVIRONMENTAL FEE	71730003 6411	72.00		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	OPTIPLEX 7010 MINITOWER BASE	71730003 6411	1,047.46		
	POWEREDGE M620 BLADE SERVER.	71730003 6411	8,915.38		
	POWEREDGE M620 BLADE SERVER.	71730003 6411	8,915.41		
	POWEREDGE M620 BLADE SERVER.	71730003 6411	8,915.41		
	POWEREDGE M620 BLADE SERVER.	71730003 6411	8,915.41		
	SERVICES WARRANTY - 5 YEARS	71730003 6411	11,033.93		
			<u>83,181.66</u>		WI 00829779
EARTH SYSTEMS PACIFIC	Inspection and Testing	71711917 6240	2,878.15		
	Inspection and Testing	71710917 6240	1,417.60		
	Inspection and Testing related	71710030 6240	95.00		
	Testing and Inspection	71720019 6240	3,070.00		
			<u>7,460.75</u>		WI 00829780
GREAT AMERICAN SELF STORAGE	Storage Rental (monthly price	71720019 5690	168.74		
			<u>168.74</u>		WI 00829781
IBI GROUP ARCHITECTURE PLANNING	AMENDMENT TWO - CONSTRUCTION	71710023 6213	32,120.50		
			<u>32,120.50</u>		WI 00829782
METZLER, BRUCE A	DSA Inspection Services for	71710917 6240	5,161.20		
	CONTINUING DSA INSPECTION	71711917 6240	10,478.80		
			<u>15,640.00</u>		WI 00829783
MID STATE CONTAINERS	Monthly Rental - Storage	71720019 5690	135.32		
	Monthly Rental - Storage	71720019 5690	135.31		
			<u>270.63</u>		WI 00829784
MVE INSTITUTIONAL INC	CONSTRUCTION & POST	71710030 6220	1,330.00		
	CONSTRUCTION & POST	71710005 6220	18,217.50		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	CONSTRUCTION & POST	71710005	6220	6,720.00		
				<u>26,267.50</u>	WI	00829785
PACIFIC GAS & ELECTRIC CO	Electrical Service related to	71710023	5520	343.70		
				<u>343.70</u>	WI	00829786
PACKET FUSION INC	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	8,002.92		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	11,807.25		
	HP switches 2910AL-48G-POE 44X	71730004	6411	<u>11,807.25</u>		
				90,653.67	WI	00829787
PACKET FUSION INC	SHOREPHONE IP 115 #10217	71710031	6410	171.32		
	PRORATED PREMIUM PARTNER	71710031	5640	782.60		
	PFI DISCOUNT	71710031	6410	-255.00		
	PFI DISCOUNT	71710031	6410	-599.62		
	SHIPPING	71710031	6410	25.00		
	SHOREPHONE IP 265 #10218 COLOR	71710031	6410	3,180.78		
	SHOREPHONE IP 565G #10221	71710031	6410	645.42		
	EXTENSION & MAILBOX LICENSE	71710031	5322	1,000.00		
	EXTENSION ONLY LICENSE	71710031	5322	<u>700.00</u>		
				5,650.50	WI	00829788
PACKET FUSION INC	VOIP 5-years maintenance	71730004	5640	101,804.00		
				<u>101,804.00</u>	WI	00829789
SWEETWATER SOUND INC	PRO TOOLS 10 SOFTWARE	71730002	5322	5,310.00		
	SHIPPING	71730002	5322	160.00		
				<u>5,470.00</u>	WI	00829790
CA SCHOOLS DENTAL COALITION	BofACK#1270WasNotPaidPriorToCl	67100061	5430	55,485.00		
				<u>55,485.00</u>	WL	00829791
ALLDREDGE, SHARON	NCACommCollAssessmntConference	63101000	5210	439.08		
				<u>439.08</u>	WA	00829792
ALLEGRE, MARLA R	StateAcademicSenatePlenarySess	60301100	5210	1,168.39		
				<u>1,168.39</u>	WA	00829793
COMENITY-OSH COMMERCIAL SERVICES	Miller's Falls Tools 16-Piece	67720001	4520	17.32		
	Boss Manufacturing Co., Rain	67720001	4520	21.64		
	Shepherd Hardware Products	67720001	4520	47.61		
	Wells Lamont Deerskin Palm	67720001	4520	61.67		
	Wells Lamont Deerskin Palm	67720001	4520	<u>41.11</u>		
				189.35	WA	00829794

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Vendor Name	Description	Budget Code	Amount	Status	Warrant	
DEGROOT, DAVID P.	AcadSenateCACommCollPlenarySes	60301100 5210	1,095.49			
	CAIntersegmentalArticCnclConf	63941000 5210	319.96			
			<u>1,415.45</u>	WA	00829795	
DOTY, LORI	DirectorsTraining&Conference	64642005 5210	105.88			
			<u>105.88</u>	WA	00829796	
DUNN, TOREY	Active Shooter Training	67775000 5210	118.51			
			<u>118.51</u>	WA	00829797	
FRIEDRICH, BONNY	Pesi Healthcare Seminar	60100201 5210	639.59			
			<u>639.59</u>	WA	00829798	
JOHNSON, KATHLEEN	CAAssnDentalAssistingTeachers	60100201 5210	1,180.63			
			<u>1,180.63</u>	WA	00829799	
MARTINEZ, MELINDA	Various Local Mileage	66200000 5210	17.23			
			66100000 5210	49.44		
			<u>66.67</u>	WA	00829800	
MCGUIRE, PATRICK	EngineRebuildersAssnConf	60100201 5210	466.08			
			<u>466.08</u>	WA	00829801	
NATIONAL STUDENT CLEARINGHOUSE	ANNUAL FEE FOR STUDENT	60200312 5320	547.75			
			<u>547.75</u>	WA	00829802	
			0.00			
			<u>0.00</u>	VM VD	WA 00829803	
			0.00			
			<u>0.00</u>	VM VD	WA 00829804	
OFFICE DEPOT INC	OFFICE SUPPLIES VALID	22000000 4520	21.63			
	INSTRUCTIONAL SUPPLIES VALID	22000017 4310	138.21			
	Operational Supplies	69600000 4520	517.40			
	Operational Supplies	69600000 4520	63.61			
	Office Supplies	67300100 4520	605.26			
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	110.47			
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	26.00			
	Office supplies for Industrial	09000000 4520	93.19			
	OFFICE SUPPLIES FOR THE	66200000 4520	13.94			
	Office supplies for MESA	60100707 4520	58.34			
	post it self-stick easel pads,	05064001 4310	269.98			
	HP 304A Cyan Cartridge	05064001 4310	113.49			
	PaperMate Sharpwriter	05064001 4310	21.74			
	Avery Badge holders, landscape	05064001 4310	50.36			
	sharpie chisel tip permanent	05064001 4310	13.77			
	sharpie permanent fine point	05064001 4310	20.30			
	sharpie permanent fine point	05064001 4310	42.09			

**Allan Hancock College
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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Sharpie permanent fine point	05064001 4310	21.04		
	office depot brand self-stick	05064001 4310	46.37		
	post it 30% recycled 3x3 super	05064001 4310	96.56		
	office depot brand self-stick	05064001 4310	17.00		
	foray soft grip retractable	05064001 4310	39.75		
	Office depot brand steno	05064001 4310	12.75		
	oxford index cards, blank,	05064001 4310	7.88		
	office depot brand perforated	05064001 4310	22.00		
	WHITE INKJET/LASER ADDRESS	60200312 4310	5.63		
	WOOD PENCILS #2 MEDIUM, PACK	60200312 4310	3.43		
	OD2025C (HP CC531A) CYAN	61130000 4520	101.53		
	OD2025Y (HP CC532A) YELLOW	61130000 4520	101.53		
	OD2025M (HP CC533A) MAGENTA	61130000 4520	101.53		
	OD2025B (HP CC530A) BLACK	61130000 4520	102.99		
	HP 05A BLACK TONER CARTRIDGE	61130000 4520	82.32		
	96/97 BLACK/TRICOLOR INK	64300202 4520	50.46		
	OFFICE SUPPLIES VALID	22000000 4520	6.90		
	OFFICE SUPPLIES VALID	22000000 4520	299.47		
	OFFICE SUPPLIES VALID	22000000 4520	2.47		
	OPERATIONAL SUPPLIES	67220000 4520	29.14		
	OPERATIONAL SUPPLIES	67220000 4520	40.89		
	OFFICE SUPPLIES	21330000 4520	28.13		
	INSTRUCTIONAL SUPPLIES	21330007 4310	174.04		
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	25.20		
	MISC OFFICE SUPPLIES	69500001 4520	54.35		
	MISC OFFICE SUPPLIES	69500001 4520	-4.31		
	MISC OFFICE SUPPLIES	69500001 4520	4.31		
	INSTRUCTIONAL SUPPLIES	11010000 4310	22.40		
	OFFICE SUPPLIES	11010000 4520	68.65		
	Expo Low-odor Dry-Erase	05064001 4310	36.37		
	Expo Low-Odor Dry-erase	05064001 4310	18.19		
	office depot brand 100%	05064001 4310	21.27		
	HP 304A, yellow toner	05064001 4310	113.48		
	hp 304a, magenta toner	05064001 4310	113.49		
	hp 304a black toner cartridge	05064001 4310	170.27		
	Logitech Clear Chat Comfort	05064001 4310	516.84		
	TEXAS INSTRUMENT TI-83 PLUS	60200312 4310	4,832.78		
	HP42X - BLACK TONER-975384	12080007 4310	220.01		
	LC71BK-BLACK INK-771207	12037000 4520	11.30		
	PREPRINTED CERTIFICATE, PACK	60200312 4310	32.44		
	DISINFECTANT WIPES,	64300202 4520	10.80		
	ECONOMY FILE FOLDERS LETTER	64300202 4520	11.03		
	SMEAD COLOR FILE FOLDERS,	64300202 4520	16.90		
	OD2025C (HP CC531A) CYAN	61130000 4520	101.53		
	OD2025Y (HP CC532A) YELLOW	61130000 4520	101.53		
	OD2025M (HP CC533A) MAGENTA	61130000 4520	101.53		
	PAPER MATE BALLPOINT STICK	64300002 4520	4.93		
	SHARPIE LIQUID ACCENT	64300002 4520	101.86		
	BIC BICMATIC GRIP MECHANICAL	64300002 4520	77.94		
	PORELON 42-2 REPLACEMENT INK	64300202 4520	19.32		
	OD2025b (HP CC530A) BLACK	61130000 4520	102.99		
	HP 05A BLACK TONER CARTRIDGE	61130000 4520	82.32		
	8.5"X14" COPY PAPER, 20 LB.	66201000 4520	10.27		
	11"X17" COPY PAPER, 20 LB,	66201000 4520	14.98		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Electric pencil sharpener	15011207 4310	52.64		
	ROLLERBALL PENS, UNI-BALL	67720001 4520	35.33		
	ROLLERBALL PENS, UNI-BALL	67720001 4520	35.33		
	PENTEL ROLLING WRITER PENS,	67720001 4520	9.30		
	BROTHER INTELLIFAX 4100E LASER	49320020 6410	323.12		
	CLOROX DISINFECTING WIPES,	64300002 4520	28.10		
	OXFORD COLOR-CODED INDEX	64300002 4520	147.31		
	OFFICE DEPOT BRAND WIREBOUND	64300002 4520	97.10		
	PURELL INSTANT HAND SANITIZER	64300002 4520	3.16		
	OXFORD COLOR-CODED INDEX	64300002 4520	28.06		
	PENCIL POUCH WITH MESH	64300002 4520	30.31		
	TEXAS INSTRUMENTS TI-83	64300002 4520	289.97		
	Heavy duty paper punch	15011207 4310	90.36		
	Paper trimmer	15011207 4310	96.92		
	OPERATIONAL SUPPLIES	67873000 4520	344.92		
	SUPPLIES FOR LO LIBRARY,	61201400 4520	506.45		
	SUPPLIES FOR LO LIBRARY,	61201400 4520	87.52		
			<u>12,794.46</u>	WA	00829805
PASCO SCIENTIFIC	Shipping	19020007 4310	10.00		
	Spectral Tube, Helium, SE-9462	19050000 4310	42.23		
			<u>52.23</u>	WA	00829806
PERALES, CARISSA	CalWORKSAssnTraining	64710003 5210	165.85		
			<u>165.85</u>	WA	00829807
PHILLIPS, LIZABETH	reimbursement for	66400000 4710	81.28		
			<u>81.28</u>	WA	00829808
POLLON, JOSEPH	RegionalConsortiumMeeting	60200127 5210	101.01		
			<u>101.01</u>	WA	00829809
POLLON, JOSEPH	Foster&KinshipCareEdProgInst	13051021 5210	354.48		
			<u>354.48</u>	WA	00829810
PORTABLE JOHNS INC	RENTAL OF PORTABLE TOILETS	68102000 5690	52.50		
	SERVICING OF PORTABLE TOILETS	68102000 5690	393.22		
	RENTAL OF PORTABLE HAND	68102000 5690	11.04		
	SERVICING OF PORTABLE HAND	68102000 5690	74.80		
			<u>531.56</u>	WA	00829811
PRAXAIR DISTRIBUTION INC	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	177.96		
	Instructional supplies. Gases	09565007 4310	723.71		
	Instructional supplies. Gases	09565007 4310	50.64		
			<u>952.31</u>	WA	00829812
RADISSON HOTEL SANTA MARIA	Room charges for	66400000 5630	1,200.00		
	Food supplies for	66400000 4710	2,843.33		
			<u>4,043.33</u>	WA	00829813

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
RAYNE WATER CONDITIONING	HOT & COLD REVERSE	6570000	5690	428.70		
				428.70	WA	00829814
RAYS AUTO PARTS	NUTS, WASHERS & SCREWS PER	67772000	4520	995.36		
	MECHANIC SHOP TOOLS PER	67772000	4520	272.87		
				1,268.23	WA	00829815
RINTA IRENE	Rentals and Leases	67190000	8850	437.50		
				437.50	WA	00829816
RIOS, VICTOR	Guest Lecturer - Victor Rios	64900102	5110	1,100.00		
				1,100.00	WA	00829817
RODRIGUEZ, ANNE	PROVIDE INSTRUCTION IN	13051021	5110	900.00		
				900.00	WA	00829818
SAFEWAY INC - VONS DIVISION	FOOD SUPPLIES FOR	13060020	4311	153.20		
	FOOD SUPPLIES FOR	13060020	4311	107.88		
				261.08	WA	00829819
SANTA BARBARA CITY COLLEGE	Meals for PHSC 199 Field Trip	19009000	4640	3,584.00		
	Meals for PHSC 199 Field Trip	19140000	4640	128.00		
				3,712.00	WA	00829820
SANTA MARIA TIRE INC	LEAD FREE WHEEL WEIGHTS	67775000	4520	21.65		
	RUBBER VALVE STEMS	67775000	4520	8.66		
	TIRE DISPOSAL FEE	67775000	4520	16.00		
	WHEEL BALANCE	67775000	5650	52.00		
	GOODYEAR EAGLE TIRES FOR	67775000	4520	467.60		
	RECYCLE TAX	67775000	4520	7.00		
				572.91	WA	00829821
SHIGENAKA, MARGARET T	REIMBURSEMENT FOR	60200127	5220	228.44		
				228.44	WA	00829822
SIMS PHYSICAL THERAPY INC	ANNUAL AGREEMENT BETWEEN	69610000	5112	9,945.60		
				9,945.60	WA	00829823
SINCLAIR, COLLEEN	PROVIDE FACILITATION,	13051021	5110	500.00		
				500.00	WA	00829824
SMART & FINAL	REFRESHMENT FOR FOSTER PARENT	13051021	4710	54.42		
				54.42	WA	00829825
SUPERMEDIA LLC	PHONE DIRECTORY LISTING, SANTA	65700000	5540	24.50		
				24.50	WA	00829826

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
THALES & CO LLC	K-9 Intubation Trainer	01021001	6410	1,275.19		
	Injection Pad	01021001	4310	500.05		
	(Transparent) Suture Patch II	01021001	4310	376.58		
	BHS Simulator Package Mannikin	01021001	6410	4,089.67		
	Advanced Positioning Mannikin	01021001	6410	3,285.39		
	Rufus-K9 First Aid Positioning	01021001	6410	2,725.74		
	Haemostasis Pad	01021001	6410	1,487.36		
	Shipping	01021001	4310	171.00		
	Discount	01021001	4310	-2,101.80		
				11,809.18	WA	00829827
THOMSON WEST	Ca Employment Laws 2013	67300100	4520	52.51		
	Ca Education code 2013	67300100	4520	111.50		
				164.01	WA	00829828
TIMOS AUTO WRECKING	CARS FOR AUTO EXTRICATION	21335000	4520	150.00		
				150.00	WA	00829829
UNITED PARCEL SERVICE	UPS CHARGES	67700400	5870	22.00		
	UPS CHARGES	67700000	5870	31.81		
				53.81	WA	00829830
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400	5540	852.98		
				852.98	WA	00829831
WARD'S NATURAL SCIENCE INC	Supplies for Biology,	04011007	4310	18.83		
				18.83	WA	00829832
WEST COAST WATER SERVICES	MONTHLY WATER TREATMENT	65110400	5640	288.85		
				288.85	WA	00829833
XEROX CORPORATION	XEROX PHASER 7400DX MONTHLY	67710300	5640	75.09		
	XEROX PHASER 7760GX MONTHLY	67710300	5640	85.16		
	XEROX PHASER 7760DN MONTHLY	67710300	5640	58.00		
				218.25	WA	00829834
ABATTI, MARY JEAN	Physical Exam Fund Reimb	67900009	3420	384.10		
				384.10	WC	00829835
CORTEZ, ARMANDO	Physical Exam Fund Reimb	67900009	3420	379.08		
				379.08	WC	00829836
DJAFROODI, MARISSA	Physical Exam Fund Reimb	67900009	3420	97.00		
				97.00	WC	00829837
FLORES-GALLARDO, LUIS	Physical Exam Fund Reimb	67900009	3420	134.49		
				134.49	WC	00829838
GARNER, JUDITH	Physical Exam Fund Reimb	67900009	3420	108.03		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			108.03	WC	00829839
HOOGHUIS, JANET	Physical Exam Fund Reimb	67900009 3420	274.73		
			274.73	WC	00829840
LOPEZ-PEREA, FLORENTINA	Physical Exam Fund Reimb	67900009 3420	11.53		
			11.53	WC	00829841
PEPIN, GINETTE	Physical Exam Fund Reimb	67900009 3420	155.80		
			155.80	WC	00829842
SMITH, REGINA	Physical Exam Fund Reimb	67900009 3420	117.97		
			117.97	WC	00829843
VAN DEN BERG, REX	Physical Exam Fund Reimb	67900009 3420	79.00		
			79.00	WC	00829844
OFFICE DEPOT INC	OFFICE SUPPLIES	33697000 4520	20.43		
			20.43	WE	00829845
SUNGARD PUBLIC SECTOR INC	PO132550 Cr Inv 62946	67873100 5660	-320.00		
	ONSESOLUTION FINANCIALS -	71730005 5112	9,000.00		
	EO CUSTOM DEVELOPMENT - 100%	71730005 5112	6,400.00		
	PO132550 Cr Inv 62946	67873100 5660	-1,002.40		
	ONESOLUTION HRPY BUSINESS	71730005 5112	9,000.00		
	PAF PROJECT MANAGEMENT - 100%	71730005 5112	1,280.00		
	AO CUSTOM DEVELOPMENT - 100%	71730005 5112	19,200.00		
	PROJECT MANAGEMENT FOR	71730005 5112	23,200.00		
			66,757.60	WH	00829846
PACIFIC-MOUNTAIN CONTRACTORS OF CALIFORNIA INC	General Contractor for the	71710030 6212	46,033.24		
			46,033.24	WI	00829847
PACKET FUSION INC	VX 100 User License Bundle -	71730004 5322	3,750.00		
	VX 100 User License Bundle -	71730004 5322	3,000.00		
	Installation/Training	71730004 5220	4,500.00		
	5-year Premium Partner	71730004 5640	8,250.00		
	VX Tracker Core - Main Site	71730004 5322	1,500.00		
			21,000.00	WI	00829848
PORTABLE JOHNS INC	Portable Restroom Rental -	71720019 5690	147.16		
			147.16	WI	00829849
SEHI COMPUTER PRODUCTS INC	CE989A#BGJ HP LASERJET ENT	71730002 6411	671.15		
	CE390A BLACK Toner CARTRIDGE	71730002 6411	153.96		
	13172 6FT USB AB DEVICE USBA	71730002 6411	7.58		
	CE998A HP LaserJet 500-Sheet	71730002 6411	248.98		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,081.67	WI	00829850
SINANIAN DEVELOPMENT INC	General Contractor for the	71710005 6212	1,069,664.61		
			1,069,664.61	WI	00829851
URS CORPORATION	AMENDMENT ONE FOR PHASES 1 & 2	71710005 5112	1,968.68		
			1,968.68	WI	00829852
VERIZON CALIFORNIA	Monthly Telephone Service(6	71711917 5540	5.46		
	Monthly Telephone Service(6	71710917 5540	2.69		
	Monthly Telephone Service(6	71710005 5540	9.16		
	Monthly Telephone Service(6	71710023 5540	176.53		
	Monthly Telephone Service(6	71710030 5540	2.03		
	Monthly Telephone Service(6	71710023 5540	6.10		
			201.97	WI	00829853
WALTERS VENTURES INC.	DSA Inspection Services	71710023 6240	16,915.00		
			16,915.00	WI	00829854
ALDRIDGE CONCRETE COMPANY	LABOR CHARGE	65110000 5650	2,040.00		
	CONCRETE REMOVAL AT POOL	65110000 5650	163.46		
			2,203.46	WA	00829855
AMAZON	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	713.89		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	29.30		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	14.56		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	24.17		
	BOOKS FOR LO LIBRARY,	61201400 6310	30.30		
	BOOKS FOR LO LIBRARY,	61201400 6310	117.25		
	MEDIA FOR SM LIBRARY (DISTRICT	61201000 6320	79.99		
	Ergomat, 3'x15', B006R9CMJA	19050000 6410	624.17		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	19.84		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	44.28		
	HAMILTON BEACH 12 CUP COFFEE	67720001 4520	21.64		
	Ground Shipping	67720001 4520	6.91		
	Silver plated business card	67720001 4520	5.17		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	46.48		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	13.89		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	54.57		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	44.14		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	55.36		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	205.28		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	13.79		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	16.42		
	MEDIA FOR SM LIBRARY (DISTRICT	61201000 6320	159.76		
			2,341.16	WA	00829856
AMERICAN COLLEGE HEALTH ASSOC.-NCHA	PAPER-BASED AMERICAN COLLEGE	64400002 4520	400.00		
	SURVEY REPORT PACKAGE	64400002 4520	300.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			700.00	WA	00829857
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	867.00		
	CHARTER BUS SERVICE TO CLARK	64945000 4640	3,924.00		
	Charter for Fresno State	63300000 4640	1,295.00		
	CHARTER BUS SERVICE TO	64945000 4640	867.00		
	CHARTER BUS SERVICE TO	64945000 4640	987.00		
			7,940.00	WA	00829858
AMERIPRIDE VALLEY UNIFORM SERVICE	Weekly laundry service from	09480000 5550	31.50		
	Weekly Laundry Service from	09482000 5550	14.97		
	Weekly laundry service from	09480000 5550	31.50		
	Weekly Laundry Service from	09482000 5550	14.97		
			92.94	WA	00829859
ANCHOR AUDIO INC	DIAGNOSTICS OF ANCHOR	61320000 5650	85.00		
	SHIPPING FOR RETURN OF	61320000 5650	23.92		
			108.92	WA	00829860
ARMSTRONG'S LOCK AND KEY	KEY/LOCK SUPPLIES	65110000 4520	189.62		
			189.62	WA	00829861
ARROWHEAD	DRINKING WATER FOR THE	10071300 5530	210.43		
	DRINKING WATER AND RENTAL	65700000 5690	54.11		
	DISTILLED WATER AND RENTAL	66240000 5690	15.51		
			280.05	WA	00829862
ASSESSMENT TECHNOLOGIES INSTITUTE	PN COMPREHENSIVE PREDICTORS	12301026 4310	1,512.00		
			1,512.00	WA	00829863
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 T	71100000 5690	24.00		
			390.00	WA	00829864
BLICK ART MATERIALS	Protracto Ruler/6" Engr	07060000 4520	154.32		
			154.32	WA	00829865
BLUE ROSE STUDIO	CLAY ACCOUNT	10021000 4311	688.40		
	CLAY ACCOUNT	10021000 4311	147.30		
	CLAY ACCOUNT	10021000 4311	134.86		
			970.56	WA	00829866
BRUMIT DIESEL INC	LABOR TO R & R INJECTOR	21335000 5650	153.00		
	PART 9A90	21335000 4520	124.49		
	FUEL LINE	21335000 4520	41.14		
	INBOUND GREIGHT	21335000 5650	12.98		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				331.61	WA	00829867
CA AGRICULTURAL TEACHER'S ASSOC	CATASuConf 6/24-28	03030014	5210	630.00		
				630.00	WA	00829868
CAL POLY CORPORATION	GRANT PAYMENTS TO NIH	04010015	5112	2,502.79		
				2,502.79	WA	00829869
CAL STATE AUTO PARTS	Instructional supplies to be	09481107	4310	88.70		
	Instructional supplies to be	09481107	4310	123.13		
				211.83	WA	00829870
CARLSON, RHONDA	PROVIDE ONE THREE-HOUR	13051021	5110	300.00		
				300.00	WA	00829871
CAROLINA BIOLOGICAL	Supplies for Biology labs,	04011007	4310	32.33		
				32.33	WA	00829872
CARQUEST AUTO PARTS	Instructional Supplies to be	09481107	4310	230.85		
				230.85	WA	00829873
CENTRAL COAST INDUSTRIES	STANDARD PORTABLE TOLIETS FOR	21335000	5690	170.80		
				170.80	WA	00829874
CITY OF ARROYO GRANDE	2008 DODGE CHARGER	21055003	6410	11,625.00		
	2008 DODGE CHARGER	21055003	6410	11,625.00		
	2008 DODGE CHARGER	21055003	6410	11,625.00		
				34,875.00	WA	00829875
CITY OF LOMPOC	COMMERCIAL LIGHT ELECTRIC	65700400	5520	8,785.06		
	WASTE DISPOSAL/SEWER FEES	65700400	5570	616.92		
	WASTE DISPOSAL/SEWER FEES	65700400	5570	111.60		
	WATER SERVICES	65700400	5530	177.01		
	WASTE DISPOSAL/SEWER FEES	65700400	5570	72.54		
	WATER SERVICES	65700400	5530	138.51		
	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	160.51		
	WATER SERVICES	65700400	5530	707.76		
				10,987.57	WA	00829876
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	68103000	5530	232.04		
				232.04	WA	00829877
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	65700000	5530	928.16		
				928.16	WA	00829878
CITY OF SANTA MARIA	ALARM RESPONSES BY SANTA	67775000	5590	2,772.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				2,772.00	WA	00829879
CML USA INC	Shipping and Handling	09565000	4310	20.00		
	ERAFORM VISE CLAMP	09565000	4310	160.00		
				180.00	WA	00829880
CPO COMMERCE INC	BELT/DISC SANDER - BELT/12-in	10021000	6410	1,558.79		
				1,558.79	WA	00829881
CULLIGAN/CENTRAL COAST WATER TREATMENT	DI FILTER SYSTEM IN BLDG M	66240000	5690	90.00		
	MONTHLY TANK RENTAL FOR FY	04011100	5690	24.00		
				114.00	WA	00829882
CULLIGAN	Water delivery through	67300100	4710	28.91		
				28.91	WA	00829883
DEPT OF FORESTRY & FIRE PROTECTION	LARRO	21335000	4311	379.99		
	LARRO MANUALS	21335000	4311	1,028.38		
	SHIPPING	21335000	4311	8.00		
				1,416.37	WA	00829884
DICKSON, DOUGLAS M	REIMBURSEMENT PURCHASES	21335000	4520	237.58		
	PADLOCKS	21335000	4520	16.20		
				253.78	WA	00829885
DICKSON, EVE	INSTRUCTIONAL SUPPLIES FOR	01092020	4311	217.51		
	INSTRUCTIONAL SUPPLIES FOR	01092020	4311	241.05		
				458.56	WA	00829886
ELECTRONIC PARTS SUPERMART	SUPPLIES FOR MULTIMEDIA,	61320000	4520	113.64		
	Instructional Supplies	09340017	4310	316.20		
	Instructional Supplies for	09481107	4310	55.21		
				485.05	WA	00829887
EWING IRRIGATION PRODUCTS INC	LANDSCAPING SUPPLIES CHARGED	65510000	4520	23.67		
	LANDSCAPING SUPPLIES CHARGED	65510000	4520	19.33		
				43.00	WA	00829888
FAITH WHITE CATERING	PROVIDE MEALS FOR FOSTER	13051021	4710	435.00		
				435.00	WA	00829889
FARM SUPPLY COMPANY	LANDSCAPE SUPPLIES	65510000	4520	9.35		
	LANDSCAPE SUPPLIES	65510000	4520	194.42		
	LANDSCAPE SUPPLIES	65510000	4520	62.88		
	LANDSCAPE SUPPLIES	65510000	4520	51.83		
	Instructional supplies for	01040007	4310	194.93		
				513.41	WA	00829890

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	29.10		
				<u>29.10</u>	WA	00829891
FELICIANO-HIX, MIMI	PROVIDE INSTRUCTION FOR TWO	13051021	5110	300.00		
				<u>300.00</u>	WA	00829892
FINS AND CRITTERS	Supplies for Marine Biology,	04011007	4310	30.28		
				<u>30.28</u>	WA	00829893
FISHER SCIENTIFIC	SYRINGE SAMPL W/O NDL 1ML 2CS,	60200312	4310	409.14		
	ANGLE CLAMP ADJUSTABLE,	60200312	4310	64.34		
	TRIANGULR FILE W/ HANDLE 6IN,	60200312	4310	62.57		
	ANGLE CLAMP ADJUSTABLE,	60200312	4310	327.77		
				<u>863.82</u>	WA	00829894
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000	4520	32.13		
				<u>32.13</u>	WA	00829895
GRAYBAR ELECTRIC	Operational Supplies	67873000	4520	264.96		
				<u>264.96</u>	WA	00829896
HORNSTEIN, RACHEL	Speaker for the Annual Ethics	60200312	5110	450.00		
				<u>450.00</u>	WA	00829897
HOUSE SANITARY SUPPLY	SZ-GNPR-LG CS 5.875 GL NITRILE	67720001	4520	101.74		
	SZ-GNPR-MD CS 5.875 GL NITRILE	67720001	4520	95.40		
				<u>197.14</u>	WA	00829898
INTERSTATE BATTERIES OF CENTRAL COAST	BATTERY - C50-XHD	21335000	4520	116.86		
	BATTERY - MT7-65	21335000	4520	467.42		
	BATTERY - MTP-65	21335000	4520	573.45		
				<u>1,157.73</u>	WA	00829899
JOBELEPHANT.COM INC	advertising for staff	67610001	5880	2,425.65		
				<u>2,425.65</u>	WA	00829900
KET ENTERPRISE DIVISION	CROSSROADS CAFE DVD SERIES	49306011	6320	162.00		
	SHIPPING CHARGED	49306011	6320	40.53		
	Office/Operational Supplies	67220000	4520	2.57		
	CROSSROADS CAFE DVD SERIES	49306011	6320	270.00		
				<u>475.10</u>	WA	00829901
LIFE WAY FELLOWSHIP	USE OF MEETING FACILITIES,	13051021	5630	365.65		
				<u>365.65</u>	WA	00829902
LINARES, DAISY	reimbursement for livescan at	64700000	5820	49.00		
				<u>49.00</u>	WA	00829903

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
MAVERICK FARMING CO LLC	Vineyard hand work services.	01120001	5112	2,866.45		
				<u>2,866.45</u>		
SANTA MARIA SUN	1/8 HORIZONTAL DISPLAY AD	60200133	5880	133.00		
				<u>133.00</u>		
COAST LINE DISTRIBUTING	FOOD SUPPLIES 4/1/13-6/30/13	33697000	4710	164.41		
				<u>164.41</u>		
DEPARTMENT OF SOCIAL SERVICES	LICENSING FEES FACILITY #	33697009	5320	880.00		
				<u>880.00</u>		
FOODBANK OF SANTA BARBARA COUNTY	FOOD SUPPLIES 2/25/13-5/25/13	33697000	4710	5.32		
				<u>5.32</u>		
CITY OF SANTA MARIA	Water Meter Monthly Rental	71710023	5690	206.40		
				<u>206.40</u>		
DELL MARKETING LP INC	DELL LATITUDE E5530 PER QUOTE WARRANTY & SERVICE ENVIRONMENTAL FEE	71730003	6411	1,103.03		
				356.00		
				4.00		
				<u>1,463.03</u>		
EARTH SYSTEMS PACIFIC	Inspection and Testing Special Inspection Services	71710005	6240	18,696.85		
				41,597.29		
				<u>60,294.14</u>		
KITCHELL CEM INC	PROJECT MANAGEMENT SERVICES	71710023	5112	16,094.00		
	AMENDMENT ONE ADDITIONAL PM	71710023	5112	2,376.00		
	CM SERVICES CONSTRUCTION	71710030	6213	8,310.00		
	AMENDMENT ONE PROJECT	71710030	5112	4,470.00		
	AMENDMENT THREE ADDITIONAL	71710030	5112	594.00		
	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	71711917	5112	8,177.35		
	AMENDMENT ONE PROJECT	71710917	5112	4,027.65		
	AMENDMENT TWO ADDITIONAL	71710030	6213	25,700.00		
	CM SERVICES CONSTRUCTION	71710005	6213	58,841.50		
	AMENDMENT ONE PROJECT	71710005	5112	25,929.00		
	AMENDMENT TWO ADDITIONAL	71710005	5112	3,662.00		
	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 FOR	71711917	6213	28,666.62		
			<u>262,490.50</u>		WI	00829912

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
METZLER, BRUCE A	Insurance Coverage through	71710917	6240	827.24		
	INSURANCE COVERAGE THROUGH	71711917	6240	1,679.56		
	Insurance Coverage through	71710917	6240	1,279.08		
	INSURANCE COVERAGE THROUGH	71711917	6240	2,596.72		
				<u>6,382.60</u>		WI 00829913
AHC-RCF	Due to Other Funds/RCF	00000010	9521	4,524.75		
				<u>4,524.75</u>		WA 00829914
BOATRIGHT, DAPHNE L	NCAAssocDegreeFacultyConf	60100201	5210	302.02		
				<u>302.02</u>		WA 00829915
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000	4520	3.24		
	HARDWARE SUPPLIES CHARGED	65110000	4520	19.45		
	RUST PRO SEMI BLACK	67772000	4520	19.46		
	RUST REFORMER	67772000	4520	6.48		
	HARDWARE SUPPLIES CHARGED	65110000	4520	16.23		
				<u>64.86</u>		WA 00829916
DAL BELLO, DOMINIC	AmerSocEngEduc/PacSWSectionCnf	60200312	5210	666.43		
				<u>666.43</u>		WA 00829917
LAU, MARGARET S	Various Local Mileage	03030014	5210	218.12		
	Various Local Mileage	03030014	5210	20.54		
				<u>238.66</u>		WA 00829918
MANALO JR, LAURO T	NoCAAssocDegreeFacultyConf	60100201	5210	337.02		
				<u>337.02</u>		WA 00829919
METAXAS, LINDA	AcadSenateConference	60200312	5210	801.36		
				<u>801.36</u>		WA 00829920
NEILSEN, ARDIS	AssnCommunity&ContEdConf	68101000	5210	454.30		
				<u>454.30</u>		WA 00829921
NICK'S TELECOM	REMOVED EMERGENCY LIGHTS,	67775000	5650	192.50		
	HOLE PLUGS	67775000	4520	4.33		
				<u>196.83</u>		WA 00829922
NOBLE POWER EQUIPMENT	PARTS PER INVOICES:	65511400	4520	0.50		
	PARTS PER INVOICES:	65510000	4520	5.33		
	PARTS PER INVOICES:	65511400	4520	4.70		
	PARTS PER INVOICES:	65510000	4520	49.57		
	PARTS PER INVOICES:	65511400	4520	0.63		
	PARTS PER INVOICES:	65510000	4520	6.57		
				<u>67.30</u>		WA 00829923
PACIFIC AG WATER INC	3/4 PVC Coup Soc SCH40 (Item	01120001	4310	6.28		
	3/4x3/4 MHT X S MALE ADPT	01120001	4310	24.59		
	3/4" Hose Thread Plastic Ball	01120001	4310	29.27		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	CHS 710 w/scr.	01120001	4310	21.13		
	1 PVC Tee Soc SCH40 (Item	01120001	4310	0.93		
	1x3/4 PVC Red Tee Soc SCH40	01120001	4310	17.14		
	3/4 PVC 90 Ell Soc SCH40 (Item	01120001	4310	6.24		
	620x710 p.e. Tubing 1000' roll	01120001	4310	60.89		
	1" SCH 40 SW	01120001	4310	36.81		
				<u>203.28</u>		WA 00829924
PACIFIC COAST ANODIZING INC	Domino pieces sent in for	09563000	4311	80.15		
	Shipping estimate for both	09563000	4311	16.56		
				<u>96.71</u>		WA 00829925
PANERA BREAD CAFE 3180	PANERA GIFT CARDS \$10 VALUE	64400006	4520	100.00		
				<u>100.00</u>		WA 00829926
PENFIELD & SMITH ENGINEERS INC	ADDL ENGINEERING SERVICES FOR	69500003	6230	2,021.00		
	ENGINEERING AND CONSTRUCTION	69500003	6230	2,556.25		
				<u>4,577.25</u>		WA 00829927
PROCARE JANITORIAL SUPPLY	Maintenance Supplies for	65311400	4520	489.94		
				<u>489.94</u>		WA 00829928
QUINN RENTAL SERVICES	CONCRETE PER INVOICE #W7141301	65110000	4520	346.40		
	HYDROSTATIC TEST PUMP PER	65510000	5690	65.60		
				<u>412.00</u>		WA 00829929
RADIATION DETECTION CO	RADIATION BADGE	12401000	4311	10.00		
				<u>10.00</u>		WA 00829930
RAN GRAPHICS INC	PRINTING OF SUMMER 2013	67111060	4540	4,614.04		
	PRINTING OF SUMMER 2013	64642002	4540	500.00		
	SALES TAX ON PRE-PRESS	67111060	4540	19.98		
	SALES TAX ON 4,282 SPECTRUMS	67111060	4540	22.39		
	BULK MAIL PREP SIMPLIFIED	67111060	4540	1,030.02		
	BULK MAIL PREP OUT-OF-DISTRICT	67111060	4540	99.96		
	DELIVERY TO AHC AND SMPO	67111060	4540	380.00		
				<u>6,666.39</u>		WA 00829931
SAFETY-KLEEN SYSTEMS	PARTS CLEANER SERVICE, BLDG. P	67710000	5650	238.15		
	DRUM, 55 GAL, USED OIL FILTERS	67710000	5570	80.00		
	DRUM, 55 GAL.	67710000	5650	10.00		
	FUEL SURCHARGE FEE	67710000	5650	18.52		
				<u>346.67</u>		WA 00829932
SANTA BARBARA COUNTY	WRC PARTNER CHARGES (LEASE &	10000020	5630	1,432.18		
				<u>1,432.18</u>		WA 00829933
SANTANA, RAFAEL R	INTERPRETATION SERVICES -	03030014	5110	384.75		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				384.75	WA	00829934
SEHI COMPUTER PRODUCTS INC	PRINTER; OJ 100 MOBILE INKJET	03030014	6411	242.48		
	LAMP FOR POWERLITE PROJECTOR;	03030014	6412	346.12		
				588.60	WA	00829935
SISC III	MEDICAL PREMIUMS FOR SISC III	59900600	3440	407,425.00		
				407,425.00	WA	00829936
SMART & FINAL	Supplies for the Chemistry	19050007	4310	66.59		
				66.59	WA	00829937
SOLARWINDS INC	ENGINEERS TOOLSET - ANNUAL	67873100	5660	395.00		
				395.00	WA	00829938
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	65700000	5510	1,964.41		
	GAS SUPPLY 7/1/12-6/30/13	68103000	5510	491.10		
				2,455.51	WA	00829939
STROMBERG, HOLLY K	NCAAssocDegreeFacultyConf	60100201	5210	135.00		
				135.00	WA	00829940
THE WILLIAMS INSTITUTE	ETHICS AWARENESS INVENTORY-A	21335000	4311	525.00		
				525.00	WA	00829941
TITAN INDUSTRIAL & SAFETY SUPPLY INC	Construction First Aid Kits	67720001	4520	129.03		
				129.03	WA	00829942
TOSHIBA BUSINESS SOLUTIONS	COPY ALLOWANCES FOR B&W AND	67710300	5640	315.74		
				315.74	WA	00829943
UNITED PARCEL SERVICE	UPS CHARGES	67700000	5870	28.83		
	UPS CHARGES	67700400	5870	22.00		
				50.83	WA	00829944
US BANK CORPORATE PAYMENT SYSTEM	PURCHASES WITH CAL CARD	67772000	4520	-37.20		
	PURCHASES WITH CAL CARD	67772000	4520	5.53		
	PURCHASES WITH CAL CARD	65110000	5210	-23.66		
	PURCHASES WITH CAL CARD	65110000	4520	17.10		
	PURCHASES WITH CAL CARD	65510000	5210	10.22		
	PURCHASES WITH CAL CARD	65110000	5210	159.06		
	PURCHASES WITH CAL CARD	65110000	4520	-115.00		
	PURCHASES WITH CAL CARD	65510000	5210	-68.72		
	PURCHASES WITH CAL CARD	67772000	4520	74.97		
	PURCHASES WITH CAL CARD	65110000	5210	-320.58		
	PURCHASES WITH CAL CARD	65110000	4520	231.78		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	PURCHASES WITH CAL CARD	65510000	5210	138.51		
				<u>72.01</u>	WA	00829945
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400	5540	3,327.88		
				<u>3,327.88</u>	WA	00829946
VTC ENTERPRISES	FEE AGREEMENT FOR SPRING 2013.	49303120	5130	11,136.00		
				<u>11,136.00</u>	WA	00829947
WARD'S NATURAL SCIENCE INC	Supplies for Biology,	04011007	4310	185.87		
	Supplies for Biology,	04011007	4310	112.32		
	Supplies for Biology,	04011007	4310	178.25		
				<u>476.44</u>	WA	00829948
WESTERN EXTERMINATOR CO	PEST CONTROL SERVICES,	65510000	5640	109.50		
				<u>109.50</u>	WA	00829949
AHC-RCF	Due to Other Funds/RCF	00000041	9521	811.67		
				<u>811.67</u>	WB	00829950
BERNARDO, DANIEL	Physical Exam Fund Reimb	67900009	3420	180.00		
				<u>180.00</u>	WC	00829951
MYJAK, ALAN B	Physical Exam Fund Reimb	67900009	3420	223.00		
				<u>223.00</u>	WC	00829952
NEWTON, ROSE	Physical Exam Fund Reimb	67900009	3420	45.41		
				<u>45.41</u>	WC	00829953
OJEDA, LILIAN	Physical Exam Fund Reimb	67900009	3420	243.57		
				<u>243.57</u>	WC	00829954
SAVE MART SUPERMARKETS	FOOD SUPPLIES 4/15/13-6/30/13	33697017	4710	3.94		
				<u>3.94</u>	WE	00829955
SMART & FINAL	FOOD SUPPLIES	33697000	4710	53.50		
				<u>53.50</u>	WE	00829956
SEHI COMPUTER PRODUCTS INC	SCANJET 5000 SF 600X600DPI USB	71730003	6411	665.74		
				<u>665.74</u>	WI	00829957
UNITED SITE SERVICES OF CALIFORNIA INC.	Portable Restroom Rental	71720019	5690	4,611.75		
				<u>4,611.75</u>	WI	00829958
ACADEMIC SENATE FOR	ANNUAL MEMBERSHIP DUES	60301100	5310	2,550.85		
				<u>2,550.85</u>	WA	00829959

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
ADVANCED POOL COATINGS	SWIMMING POOL REPAIRS	71101000	6211	2,000.00		
	LABOR CHARGES	71101000	6212	5,000.00		
				<u>7,000.00</u>	WA	00829960
AHC - ASSOCIATED STUDENT BODY	DISTRICT ALLOCATION TO ASB	73100000	7391	31,761.75		
				<u>31,761.75</u>	WA	00829961
AMERICAN CLEANERS & LAUNDRY INC	DANCE COSTUME CLEANERS	10081000	5550	292.50		
				<u>292.50</u>	WA	00829962
AMERICAN EXPRESS CO	6/27MFernandezTexas	67710300	5210	544.80		
				<u>544.80</u>	WA	00829963
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000	4640	867.00		
	CHARTER BUS SERVICE TO	64945000	4640	987.00		
	Spring 2013 Educational Bus	68112030	4640	1,390.00		
				<u>3,244.00</u>	WA	00829964
AT&T	AT&T PHONE DIRECTORY LISTING,	65700000	5540	7.88		
				<u>7.88</u>	WA	00829965
B & H PHOTO-VIDEO	TRIPOD MANFROTTO B&H KIT	06122002	6410	1,246.12		
				<u>1,246.12</u>	WA	00829966
BARNESVILLE EASELS	TABLE TOP EASEL MADE TO 26"	10021007	4310	2,400.00		
	SHIPPING	10021007	4310	110.00		
				<u>2,510.00</u>	WA	00829967
BEST BUY	VERBATIM - STORE N GO	07010021	4311	4,538.92		
				<u>4,538.92</u>	WA	00829968
BEVERLY'S CRAFTS	INSTURCTIONAL SUPPLIES FOR	60200312	4310	67.59		
				<u>67.59</u>	WA	00829969
BREEZE, THE	5.9" X 8.25" DISPLAY AD IN	64642002	5880	100.00		
				<u>100.00</u>	WA	00829970
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	508.02		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	1.98		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	75.81		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	72.24		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	320.27		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	3.02		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	548.02		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	39.60		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	119.94		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	217.25		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	5.00		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	78.52		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	135.01		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	176.30		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	40.26		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	38.53		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	-131.82		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	121.75		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	353.00		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	237.93		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	26.23		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	22.54		
	ELECTRICAL/LIGHTING SUPPLIES	65110000 4520	67.56		
			<u>3,076.96</u>		WA 00829971
CA VETERINARY MEDICAL ASSOC	Shipping & Handling	01021001 4310	3.00		
	Roads to RVT Certification	01021001 4310	19.44		
			<u>22.44</u>		WA 00829972
CABLEWHOLESALE	MICRO USB 2.0 CABLE, BLACK,	60200312 6412	2.87		
	USB TO SERIEL ADAPTER CABLE,	60200312 6412	13.77		
	STEREO/VCR RCA CABLE, 2 RCA	60200312 6412	14.16		
	HIGH QUALITY COMPOSITE VIDEO	60200312 6412	4.78		
	HIGH QUALITY COMPOSITE VIEDO	60200312 6412	5.22		
	3.5MM STEREO CABLE, 3.5 MM	60200312 6412	3.47		
	3.5 MM STEREO TO DUAL RCA	60200312 6412	4.58		
	3.5 MM STEREO TO RCA AUDIO	60200312 6412	2.17		
	SERIEL EXTENSION CABLE, BLACK,	60200312 6412	5.29		
	USB 2.0 PRINTER/DEVICE CABLE,	60200312 6412	8.36		
	USB 3.0 PRINTER/DEVICE CABLE,	60200312 6412	11.52		
			<u>76.19</u>		WA 00829973
CAL COAST MACHINERY INC	Universal Joint Yoke for AG	01120000 4310	54.01		
			<u>54.01</u>		WA 00829974
CENTER FOR URBAN EDUCATION	SERVICE AGREEMENT BETWEEN	60200312 5112	10,000.00		
			<u>10,000.00</u>		WA 00829975
CENTRAL COAST BATTERIES	BATTERIES, US125, 6VGC,	64945000 4620	682.88		
	USED 65-8 BATTERY	64945000 4620	30.00		
			<u>712.88</u>		WA 00829976
CITY OF LOMPOC	COMMERCIAL LIGHT ELECTRIC	65700400 5520	10,000.34		
	WATER SERVICES	65700400 5530	160.51		
	WATER SERVICES	65700400 5530	578.51		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	616.92		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	111.60		
	WATER SERVICES	65700400 5530	163.26		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	72.54		
	WATER SERVICES	65700400 5530	138.51		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	39.06		
	WATER SERVICES	65700400 5530	39.10		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	139.50		

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				12,059.85	WA	00829977
COAST CLUTCH & BRAKE SUPPLY	REAR BEARINGS rp 5707	21055003	4520	83.33		
	SEALS 86605	21055003	4520	7.11		
				90.44	WA	00829978
COLOR CORRECT SOLUTIONS	CONSUMABLES FOR THE EPSON 7890	67760000	4520	337.74		
				337.74	WA	00829979
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	MASTER RENEWAL SUBSCRIPTION,	60100201	5322	10,189.14		
	MASTER RENEWAL SUBSCRIPTION,	61201000	5322	29,890.86		
				40,080.00	WA	00829980
CROP PRODUCTION SERVICES INC	FERTILIZER, 19-4-4 NITRA KING,	65510000	4520	893.06		
				893.06	WA	00829981
CUESTA POLYGRAPH	POLYGRAPH EXAM - GREG WADE	67775000	5821	250.00		
				250.00	WA	00829982
EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INSURANCE	67710300	3520	8,908.09		
				8,908.09	WA	00829983
EWING IRRIGATION PRODUCTS INC	LANDSCAPING SUPPLIES CHARGED	65510000	4520	53.70		
	LANDSCAPING SUPPLIES CHARGED	65510000	4520	70.31		
				124.01	WA	00829984
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	30.40		
	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	2.98		
	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	2.98		
				36.36	WA	00829985
GARDA CL WEST INC.	MONTHLY ARMORED CAR PICKUP	67211000	5112	330.51		
				330.51	WA	00829986
GRAINGER	CEILING, TILE, 24X24,5/8",	65110000	4520	1,039.20		
	VEHICLE PLACARD	21330100	4520	154.68		
	PCB SCREENING KITS	21330100	4520	1,098.95		
	CEILING, TILE, 24X24,5/8",	65110000	4520	519.60		
				2,812.43	WA	00829987
HARBOR FREIGHT TOOLS	INSTRUCTIONAL SUPPLIES FOR	09481107	4310	147.78		
				147.78	WA	00829988
HAYWARD LUMBER INC	HARDWARE SUPPLIES	65110000	4520	69.20		
	PLYWOOD AND NAILS FOR THE	21335007	4310	116.72		
	PLYWOOD AND NAILS FOR THE	21335007	4310	45.41		

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	HARDWARE/LUMBER SUPPLIES	65110000	4520	73.89		
	HARDWARE SUPPLIES	65110000	4520	32.91		
	HARDWARE SUPPLIES	65110000	4520	21.08		
				<u>359.21</u>	WA	00829989
HERNANDEZ, FELIX	OneStopStudentSvcCtrProjMeetn	66240000	5210	206.46		
				<u>206.46</u>	WA	00829990
HISPANIC OUTLOOK IN HIGHER ED	Subscription Renewal -	67610001	4520	19.95		
				<u>19.95</u>	WA	00829991
HISTORIC SANTA MARIA INN	facility rental for	66400000	5630	114.32		
	food supplies for	66400000	4710	132.84		
				<u>247.16</u>	WA	00829992
HITE, CHRISTOPHER	FOUR DVDs FOR FILM CLASS	06122007	4310	71.88		
				<u>71.88</u>	WA	00829993
HOME MOTORS	SENSOR 12559850	21055003	4520	77.02		
	REGULATOR - #15223280	21055000	4520	161.31		
				<u>238.33</u>	WA	00829994
IDEAL COMPUTER SOUTH	SUPPORT AGREEMENT EQUIPMENT	67873100	5640	907.70		
	SUPPORT AGREEMENT SOFTLINE	67873100	5660	300.00		
				<u>1,207.70</u>	WA	00829995
INSTITUTE OF BEAUTY CULTURE INC	TO COVER DSL LINE FEES	30070000	5560	112.19		
				<u>112.19</u>	WA	00829996
INTERSTATE ALL BATTERY CENTER	SHIPPING	12500007	4310	8.47		
	LIFEPACK	12500007	4310	151.53		
				<u>160.00</u>	WA	00829997
KOEHLER PLUMBING INC	REMOVE THRUST BLOCK, 6"	71101000	6211	1,880.00		
	LABOR CHARGES	71101000	6212	1,600.00		
				<u>3,480.00</u>	WA	00829998
LEE CENTRAL COAST NEWSPAPERS	LEGAL NOTICE FOR RESOLUTION	66240000	5880	199.50		
	LEGAL ADVERTISEMENT FOR BID	60200312	5880	92.40		
				<u>291.90</u>	WA	00829999
MAJOUE, MARY ALICE	INSTRUCTIONAL SUUPLIES FOR	60200312	4310	35.20		
				<u>35.20</u>	WA	00830000
MATHIEU, DORINE	Reimbursement for supplies for	60100707	4552	68.24		
				<u>68.24</u>	WA	00830001

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MYJAK, ALAN B	REIMBURSEMENT FOR	67873000 4520	9.07		
			<u>9.07</u>	WA	00830002
NASCO MODESTO	MDF PULSE TIME TEACHING SHIPPING COSTS	12303007 4310 12303007 4310	326.92		
			15.51		
			<u>342.43</u>	WA	00830003
OFFICE DEPOT INC	OFFICE SUPPLIES 1/8-5/30/13	21050000 4520	58.58		
	Office supplies for the	09000000 4520	41.16		
	KEURIG B140 SMALL OFFICE	67720001 4520	140.71		
	INSTRUCTIONAL SUPPLIES	13030007 4310	42.30		
	INSTRUCTIONAL SUPPLIES	13030007 4310	104.23		
	FLASHLIGHTS - #565788.	67720001 4520	94.02		
	1" WHITE BINDERS. #492884.	67720001 4520	16.63		
	MISC OFFICE SUPPLIES	69500001 4520	25.79		
	SUPPLIES FINE ARTS	10000017 4310	143.39		
	LEXAR JUMPDRIVE TWISTTURN USB	64300002 4520	2,109.23		
	PILOT PRECISE PENS (375931)	12033000 4520	36.76		
	LC61 BLACK/COLOR INK (935487)	12033000 4520	174.46		
	POST ITS 3X3 (843796)	12033000 4520	11.53		
	POST ITS 1.5X2 (442306)	12033000 4520	9.77		
	Bulletin board border pack	15011207 4310	17.20		
	2" WHITE BINDER. #486328	67720001 4520	5.37		
	11" X 17" WHITE COPY PAPER. #	67720001 4520	14.98		
	AVERY MULTICOLOR TAB	67720001 4520	12.05		
	HP 42X BLACK TONER CARTRIDGE.	67720001 4520	221.11		
	HP 23 TRICOLOR INK CARTRIDGE.#	67720001 4520	74.95		
	HP 64A BLACK TONER CARTRIDGE.	67720001 4520	160.84		
			<u>3,515.06</u>	WA	00830004
	OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT CARD	67710300 5892	1,127.83	
<u>1,127.83</u>				WA	00830005
PAI, PAUL	reimbursement for	59902000 5221	300.00		
			<u>300.00</u>	WA	00830006
PEREZ, DIANA	Various Local Mileage	64900006 5210	11.66		
			<u>11.66</u>	WA	00830007
PESI HEALTHCARE	THE BRAIN IN DETAIL CD	12301007 4310	53.92		
	THE BRAIN IN DETAIL CD	12302000 4310	29.24		
	HANDLING FEE	12301007 4310	7.51		
			<u>90.67</u>	WA	00830008
POS WORLD INC	MAGTEK CENTURION CARD READER	67211000 4514	180.00		
			<u>180.00</u>	WA	00830009
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000 4520	219.40		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	28.30		
	CUSTODIAL SUPPLIES CHARGED	65311000 4520	1,071.29		

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	CUSTODIAL SUPPLIES CHARGED	65311000 4520	56.33		
			<u>1,375.32</u>	WA	00830010
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000 5730	327.60		
			<u>327.60</u>	WA	00830011
RAYS AUTO PARTS	PARTS FOR CLASS 104 AND	21055003 4520	-313.93		
	PARTS FOR CLASS 104 AND	21055003 4520	13.76		
	PARTS/SUPPLIES	67772000 4520	13.61		
	PARTS/SUPPLIES	67772000 4520	7.08		
	PARTS/SUPPLIES	67772000 4520	25.16		
	PARTS/SUPPLIES	67772000 4520	60.58		
	RAXP 1917A 2002 FORD CROWN VIC	21055005 4520	1,435.61		
	CORE DEPOSIT	21055005 4520	313.93		
	PARTS/SUPPLIES	67772000 4520	4.32		
	PARTS/SUPPLIES	67772000 4520	34.88		
	PARTS/SUPPLIES	67772000 4520	17.92		
	PARTS/SUPPLIES	67772000 4520	9.90		
	PARTS/SUPPLIES	67772000 4520	34.43		
			<u>1,657.25</u>	WA	00830012
SANTA MARIA SUN	1/8 HORIZONTAL DISPLAY AD	60200133 5880	133.00		
			<u>133.00</u>	WA	00830013
SHAW, BETTIE	MEETING REFRESHMENTS FOR CTEA	60100201 5220	128.23		
			<u>128.23</u>	WA	00830014
SMART & FINAL	CLASSROOM SUPPLIES	13060000 4311	21.30		
	CLASSROOM SUPPLIES	13060000 4311	37.10		
	CLASSROOM SUPPLIES	13060000 4311	120.47		
	CLASSROOM SUPPLIES	13060000 4311	112.57		
			<u>291.44</u>	WA	00830015
TERMINIX INTERNATIONAL	PEST CONTROL FOR ALL 4	65511400 5650	225.00		
			<u>225.00</u>	WA	00830016
THOMSON-REUTERS/BARCLAYS	CA EDUCATION CODE 2013 PAM &	60100300 4520	75.57		
			<u>75.57</u>	WA	00830017
UNIFORM CORNER	Discount	67720001 4520	-15.31		
	Compact CPR Mask (Black)	67720001 4520	153.12		
			<u>137.81</u>	WA	00830018
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	66.62		
	HVAC SUPPLIES	65110000 4520	-22.00		
	HVAC SUPPLIES	65110000 4520	21.76		
	HVAC SUPPLIES	65110000 4520	29.96		
	HVAC SUPPLIES	65110000 4520	24.51		
	HVAC SUPPLIES	65110000 4520	16.13		
	HVAC SUPPLIES	65110000 4520	86.93		

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	HVAC SUPPLIES	65110000	4520	68.39		
	HVAC SUPPLIES	65110000	4520	22.64		
	HVAC SUPPLIES	65110000	4520	90.67		
	HVAC SUPPLIES	65110000	4520	51.83		
	HVAC SUPPLIES	65110000	4520	32.99		
				490.43		WA 00830019
US BANK CORPORATE PAYMENT SYSTEM	PIZZA SHACK - BOARD MEETING	66100000	4710	101.25		
	DISTRICT BUSINESS E.MILLER &	66200000	5210	30.66		
	DISTRICT BUSINESS E. MILLER &	66200000	5210	29.66		
				161.57		WA 00830020
VASQUES, JULIE	FieldtripCalStateUniv-Fresno	63300000	4640	15.00		
				15.00		WA 00830021
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000	5540	14.74		
				14.74		WA 00830022
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000	5540	107.31		
				107.31		WA 00830023
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400	5540	131.11		
				131.11		WA 00830024
WARD'S NATURAL SCIENCE INC	ENDOCRINE SYSTEM ACTIVITY	60200312	4310	137.48		
	MDL RESPIRATORY SYSTEM STUDY	60200312	4310	137.48		
	MDL DIGESTIVE SYSTEM STUDY	60200312	4310	137.48		
	MDL MALE REPRODUCTIVE SYSTEM	60200312	4310	137.48		
	MDL FM REPRODUCTIVE SYSTEM	60200312	4310	137.48		
	DISARTIC. SKULL 22 PIECES W/	60200312	6410	1,127.63		
	FREIGHT CHARGES	60200312	6410	100.14		
				1,915.17		WA 00830025
WESTERN PRE-HUNG INC	DOORS, 1-3/4 BIRCH PER INVOICE	65110000	4520	227.32		
				227.32		WA 00830026
FOODBANK OF SANTA BARBARA COUNTY	FOOD SUPPLIES 2/25/13-5/25/13	33697000	4710	3.99		
				3.99		WE 00830027
3QC INC	ONGOING LABOR COMPLIANCE	71711917	5112	1,994.63		
	ONGOING LABOR COMPLIANCE	71710917	5112	982.43		
	Labor Compliance services	71710023	5112	3,196.52		
	Labor Compliance Services	71710005	5112	2,811.00		
				8,984.58		WI 00830028
ACCUVANT Inc.	ARUBA 105 WIRELESS ACCESS	71730003	6411	10,833.66		
	ARUBA AP-105 CEILING RAIL	71730003	6411	292.28		
	ACCESS POINT LICENSE (16	71730003	5322	864.00		
	ACCESS POINT LICENSE (8 ACCESS	71730003	5322	432.00		

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	ACCESS POINT LICENSE (2 ACCESS	71730003 5322	108.00		
	ACCESS POINT LICENSE (1 ACCESS	71730003 5322	54.00		
	RFP LICENSE (WIP+SPECTRUM)(16	71730003 5322	604.80		
	SUPPORT FOR LIC-1-AP (1 YEAR)	71730003 5660	6.00		
	SUPPORT FOR LIC-RFP-16 (1	71730003 5660	65.00		
	SUPPORT FOR LIC-RFP-8 (1 YEAR)	71730003 5660	35.00		
	SUPPORT FOR LIC-RFP-2 (1 YEAR)	71730003 5660	10.00		
	SUPPORT FOR LIC-RFP-1 (1 YEAR)	71730003 5660	5.00		
	SUPPORT FOR LIC-PEFNG-16 (1	71730003 5660	85.00		
	SUPPORT FOR LIC-PEFNG-8 (1	71730003 5660	45.00		
	SUPPORT FOR LIC-PEFNG-2 (1	71730003 5660	10.00		
	SUPPORT FOR LIC-PEFNG-1 (1	71730003 5660	5.00		
	shipping&handling	71730003 6411	20.97		
	RFP LICENSE (WIP+SPECTRUM)(8	71730003 5322	324.00		
	RFP LICENSE (WIP+SPECTRUM)(2	71730003 5322	93.60		
	RFP LICENSE (WIP+SPECTRUM)(1	71730003 5322	50.40		
	POLICY ENFORCEMENT FIREWALL	71730003 5322	756.00		
	POLICY ENFORCEMENT FIREWALL	71730003 5322	396.00		
	POLICY ENFORCEMENT FIREWALL	71730003 5322	108.00		
	POLICY ENFORCEMENT FIREWALL	71730003 5322	57.60		
	SUPPORT FOR LIC-16-AP (1 YR)	71730003 5660	95.00		
	SUPPORT FOR LIC-8-AP (1 YEAR)	71730003 5660	50.00		
	SUPPORT FOR LIC-2-AP (1 YEAR)	71730003 5660	10.00		
			15,416.31	WI	00830029
APPLE COMPUTER	APPLECARE PROTECTION PLAN FOR	71730002 6411	119.00		
	IMAC 21.5IN COMPUTER #Z0MP	71730002 6411	1,352.04		
	E WASTE FEE	71730002 6411	4.00		
			1,475.04	WI	00830030
ATLAS PERFORMANCE IND INC	Monthly Rental, Office Trailer	71710030 5690	1,875.00		
	Monthly Rental, Handicap Ramp	71710030 5690	305.00		
			2,180.00	WI	00830031
DELL MARKETING LP INC	OPTIPLEX 9010 AIO EPA	71730003 6411	842.23		
	WARRANTY	71730003 6411	261.00		
	STATE ENVIRONMENT FEE	71730003 6411	4.00		
			1,107.23	WI	00830032
OFFICE DEPOT INC	EPSON 127 (T 127120-S)	71730003 4514	22.61		
	VISUAL PRESENTATION BOARD,	71710031 6410	507.84		
	EPSON WORKFORCE WF-3520	71730003 4514	161.55		
	EPSON 127 (T 127120-S)	71730003 4514	22.61		
	EPSON WORKFORCE WF-3520	71730003 4514	161.55		
	EPSON 127 DURABRITE	71730003 4514	22.61		
	NIGHT OWL APOLLO-45 VIDEO	71730003 6412	422.16		
			1,320.93	WI	00830033
ROUNTREE & ASSOCIATES	Division of State Architect	71710005 6240	15,840.00		
			15,840.00	WI	00830034

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SEHI COMPUTER PRODUCTS INC	COLOR PRINTER, LASERJET	71730003	6411	2,392.33		
	BLACK CARTRIDGE COLOR	71730003	6411	220.34		
	CYAN CARTRIDGE COLOR LASERJET	71730003	6411	358.57		
	YELLOW CARTRIDGE COLOR	71730003	6411	358.57		
	MAGENTA CARTRIDGE COLOR	71730003	6411	358.57		
	6 FT USB AB DEVICE USBA TO	71730003	6411	7.57		
				3,695.95	WI	00830035
SUNGARD PUBLIC SECTOR INC	PROFESSIONAL SERVICES TRAVEL	71730005	5220	1,288.03		
				1,288.03	WI	00830036
VISTA ENVIRONMENTAL CONSULTING INC	AMENDMENT TWO FOR	71720019	6240	3,715.00		
				3,715.00	WI	00830037
				0.00		
			0.00	VM VD	WA	00830038
			0.00			
			0.00	VM VD	WA	00830039
AMAZON	CliffsNotes Algebra 1 2nd ed	17010007	4310	72.14		
	DT-25 All Temp Mini Glue	17010007	4310	8.98		
	BOOKS FOR THE SM LIBRARY	61201000	6310	210.43		
	MIND WARE NOODLERS PUZZLE	60200312	4310	11.10		
	MIND WARE Q-BITZ	60200312	4310	20.37		
	THINK FUN SWISH	60200312	4310	11.90		
	ROBERTO ROSSELLINI'S WAR	06122000	4310	48.70		
	NIGHT AND FOG THE CRITERION	06122000	4310	12.19		
	MOONRISE KINGDOM	06122000	4310	16.23		
	5 BROKEN CAMERAS	06122000	4310	24.12		
	THE FORGIVENESS OF BLOOD	06122000	4310	21.83		
	LE HAVRE	06122000	4310	21.64		
	A SEPARATION	06122000	4310	24.15		
	THE SACRIFICE	06122000	4310	23.74		
	THE STORY OF FILM: AN ODYSSEY	06122000	4310	60.39		
	LITTLE WHITE LIES	06122000	4310	21.50		
	MARINA ABRAMOVIC THE ARTIST IS	06122000	4310	22.70		
	INSIDE JOB	06122000	4310	10.58		
	THE MOST DANGEROUS MAN IN	06122000	4310	18.33		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	200.10		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	182.97		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	226.35		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	16.03		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	218.69		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	158.10		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	234.41		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	12.28		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	16.52		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	12.36		

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	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	29.33		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	15.58		
	IV POLE - CHROME - EACH	12301026 4310	32.97		
	IV POLE - CHROME - EACH	12301026 4310	32.97		
	CliffsNotes Algebra II 2nd ed	17010000 4310	69.62		
	BOOKS FOR THE SM LIBRARY	49306011 6310	319.93		
	BOOKS FOR THE SM LIBRARY	49306011 6310	102.32		
	BOOKS FOR THE SM LIBRARY	49306011 6310	89.30		
	BOOKS FOR THE SM LIBRARY	49306011 6310	280.85		
	SHIPPING AND HANDLING	60200312 4310	6.08		
	MEDIA FOR SM LIBRARY (DISTRICT	61201000 6320	67.17		
	MEDIA FOR SM LIBRARY (DISTRICT	61201000 6320	87.07		
	UPSTREAM COLOR - AMY7 SEIMETZ	06122000 4310	22.82		
	HEARTS AND MINDS THE CRITERION	06122000 4310	32.77		
	ARMADILLO	06122000 4310	21.57		
	WAR MADE EASY: HOW PRESIDENTS	06122000 4310	13.62		
	THE INTOUCHABLES	06122000 4310	21.64		
	THE MASTER	06122000 4310	18.37		
	GASLAND	06122000 4310	15.15		
	THE FOG OF WAR	06122000 4310	14.06		
	THE ARTIST	06122000 4310	45.99		
	MUGABE AND THE WHITE AFRICAN	06122000 4310	20.49		
	ONCE UPON A TIME IN ANATOLIA	06122000 4310	20.74		
	THE TURIN HOUSE	06122000 4310	22.73		
	RESTREPO	06122000 4310	9.83		
	FESTIVAL SHORTS COLLECTION	06122000 4310	14.69		
	SHOAH A HISTORY OF THE	06122000 4310	39.16		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	192.94		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	133.61		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	153.81		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	130.89		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	120.07		
	BOOKS FOR SM LIBRARY (DORITY	61201000 6310	191.19		
	HANDCLENS ALCOHOL-FREE HAND	12301026 4310	28.48		
	THE CAREGIVER'S PATH TO	12303007 4310	25.62		
	A CAST OF CAREGIVERS - BOOK	12303007 4310	48.56		
	GED LENGUAJE, LECTURA	10000027 4310	88.50		
	IV POLE - CHROME - EACH	12301026 4310	32.97		
	GED LENGUAJE, LECTURA	10000027 4310	221.20		
	STECK-VAUGHN GED SPANISH:	10000027 4310	96.23		
	STECK-VAUGHN GED SPANISH:	10000027 4310	96.25		
	GED: ESTUDIOS SOCIALES	10000027 4310	87.43		
	GED: ESTUDIOS SOCIALES	10000027 4310	49.96		
	GED: CIENCIAS	10000027 4310	106.95		
	GED: ESTUDIOS SOCIALES	10000027 4310	37.47		
	GED: CIENCIAS	10000027 4310	192.51		
	GED LENGUAJE, REDACCION	10000027 4310	83.48		
	GED MATEMATICAS	10000027 4310	290.78		
	GED LENGUAJE, REDACCION	10000027 4310	208.70		
			<u>6,023.25</u>		WA 00830040
ADDINGTON, KAROLYN	REIMBURSEMENT FOR FOOD	13060020 4311	37.96		
			<u>37.96</u>		WA 00830041

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
AIMIA PROPRIETARY LOYALTY US - BLACKBOARD	BlackBoardConf7/8-12NMeddings	60200129	5210	750.00		
	BlackBoardConf7/8-12FPatrick	60200129	5210	<u>750.00</u> 1,500.00	WA	00830042
ALL AMERICAN SCREEN PRINTING	TERRY CLOTH MULTI COLORED	21055003	4520	334.93		
				<u>334.93</u>	WA	00830043
AMAZON	BOOKS FOR THE LVC LIBRARY	49306011	6310	85.22		
	Farm Management	01121001	6310	162.82		
	Greenhouse Operation and	01121001	6310	140.66		
	THE LOVERS ON THE BRIDGE	06122000	4310	22.81		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	28.62		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	75.19		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	29.93		
	BOOKS FOR THE LVC LIBRARY	49306011	6310	240.43		
	BOOKS FOR THE LVC LIBRARY	49306011	6310	136.04		
	BOOKS FOR THE LVC LIBRARY	49306011	6310	269.95		
	BOOKS FOR THE LVC LIBRARY	49306011	6310	13.64		
	BOOKS FOR THE SM LIBRARY	49306011	6310	15.58		
	BOOKS FOR THE LVC LIBRARY	49306011	6310	99.12		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	193.36		
	Ornamental Horticulture:	01121001	6310	200.94		
	The New Western Garden Book:	01121001	6310	25.41		
	Practical Horticulture, 7th	01121001	6310	117.67		
	Principles of Agribusiness	01121001	6310	58.14		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	40.98		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	58.55		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	58.75		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	16.20		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	49.25		
INSTRUCTIONAL SUPPLIES FOR	60200312	4310	<u>129.70</u> 2,268.96	WA	00830044	
AMERICAN EXPRESS CO	GregDeLeon6/22Oregon	64642005	5210	<u>550.60</u> 550.60	WA	00830045
AMERICAN HOSE	HOSE ASSEMBLY	21335000	4520	11.64		
	Change Due	67190000	8893	9.00		
	M/M 2W HOSE	21335000	4520	66.64		
	M/M 2W FJ STR	21335000	4520	16.00		
	M/M 2W MP STR	21335000	4520	<u>13.50</u> 107.78	WA	00830046
AMERICAN STAR TOURS	Spring 2013 Educational Bus	68112030	4640	<u>1,390.00</u> 1,390.00	WA	00830047
AMERIPRIDE VALLEY UNIFORM SERVICE	Weekly Laundry Service from	09482000	5550	15.82		
	Weekly laundry service from	09480000	5550	31.50		

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				47.32	WA	00830048
AQUA SERV ENGINEERS INC	WATER TREATMENT SERVICE	65110000	5640	-173.20		
	WATER TREATMENT SERVICE	65110000	5640	212.00		
				38.80	WA	00830049
ARMSTRONG'S LOCK AND KEY	KEYS FOR GOLF CART	67775000	4520	32.48		
	SHIPPING & HANDLING	67775000	4520	13.76		
	KEYS FOR GOLF CART	67775000	4520	32.47		
				78.71	WA	00830050
AYALA-GARCIA, LUIS A	CalWORKS Assn Training	64710003	5210	90.00		
				90.00	WA	00830051
B & B STEEL & SUPPLY	Steel to be used as	09565000	4311	438.70		
				438.70	WA	00830052
BARRETT, HOLLY	Employee recognition awards -	67300100	4520	25.89		
				25.89	WA	00830053
BC PUMP SALES AND SERVICE	Repair of the Quincy Air	09000000	5650	408.22		
	Repair of the Quincy Air	09000000	4520	357.70		
				765.92	WA	00830054
BLICK ART MATERIALS	ART SUPPLIES	10000017	4310	5.03		
	ART SUPPLIES	10021000	4310	11.21		
	ART SUPPLIES	10000017	4310	80.04		
	ART SUPPLIES	10000017	4310	216.86		
	ART SUPPLIES	10021000	4310	178.14		
	ART SUPPLIES	10021000	4310	482.69		
				973.97	WA	00830055
CA ASSN OF POLICE TRAINING OFFICERS	ASSOCIATE RENEWAL	21055003	5310	40.00		
	ASSOCIATE RENEWAL	21055003	5310	40.00		
	ASSOCIATE RENEWAL	21055003	5310	40.00		
	ASSOCIATE RENEWAL	21055003	5310	40.00		
				200.00	WA	00830056
CAE HEALTHCARE INC	EXTENDED SYSTEM WARRANTY	12301026	5640	6,300.00		
				6,300.00	WA	00830057
CAMACHO, CARMEN S	Executive Assistants Workshop	66200000	5210	1,001.20		
				1,001.20	WA	00830058
CARQUEST AUTO PARTS	Instructional Supplies to be	09481107	4310	214.18		
				214.18	WA	00830059

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
CATERING BY LORI CORDOVA INC	WORKING LUNCH FOR GET	60200133 4710	500.00		
			500.00	WA	00830060
CDW GOVERNMENT INC	BRETFORD LAPTOP STORAGE CART,	60200312 6410	1,713.94		
			1,713.94	WA	00830061
COCKS, MARIANNE	REFUND OF MEDICAL PREMIUMS.	59900000 3440	5,087.24		
			5,087.24	WA	00830062
COMCAST	MONTHLY RECURRING COSTS	65700000 5560	0.20		
			0.20	WA	00830063
COMENITY-OSH COMMERCIAL SERVICES	HARDWARE SUPPLIES CHARGED	65110000 4520	36.78		
	HARDWARE SUPPLIES CHARGED	65110000 4520	8.65		
	HARDWARE SUPPLIES CHARGED	65110000 4520	7.23		
	HARDWARE SUPPLIES CHARGED	65110000 4520	8.11		
	HARDWARE SUPPLIES CHARGED	65110000 4520	28.13		
	HARDWARE SUPPLIES CHARGED	65110000 4520	33.74		
	OPERATIONAL SUPPLIES	21055003 4520	159.89		
	OPERATIONAL SUPPLIES	21055003 4520	512.94		
	MATERIALS FOR	21330100 4520	22.71		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	89.77		
	INSTRUCTIONAL SUPPLIES FOR	60200312 4310	121.89		
	SUPPLIES FOR MULTIMEDIA	61320000 4520	24.88		
	SUPPLIES FOR CUSTODIAL DEPT.	65311000 4520	16.23		
			1,070.95	WA	00830064
CONSTELLATION NewENERGY INC	ELECTRICITY SERVICES	65700000 5520	12.30		
	ELECTRICITY SERVICES	68103000 5520	5,791.24		
	ELECTRICITY SERVICES	65700000 5520	68.83		
	ELECTRICITY SERVICES	65700000 5520	34.00		
	ELECTRICITY SERVICES	65700000 5520	23,164.94		
	ELECTRICITY SERVICES	68103000 5520	3.08		
	ELECTRICITY SERVICES	68103000 5520	17.21		
	ELECTRICITY SERVICES	68103000 5520	8.50		
			29,100.10	WA	00830065
EMS LIMITED	Portable Network Analyzer -	09340000 6410	1,995.00		
	Insured shipping and handling	09340000 6410	52.25		
			2,047.25	WA	00830066
EWING IRRIGATION PRODUCTS INC	LANDSCAPING SUPPLIES CHARGED	65510000 4520	23.89		
	LANDSCAPING SUPPLIES CHARGED	65510000 4520	22.99		
			46.88	WA	00830067
EXACTA DENTAL PRODUCTS	EXACTA BIS ACRYLINC MATERIAL	12401007 4310	83.30		
	ESTIMATED SHIPPING COSTS	12401007 4310	7.75		
			91.05	WA	00830068

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FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	12.28		
	MAILINGS FOR ACCT #1104-8488-7	60200129 5870	2.92		
	MAILINGS FOR ACCT #1104-8488-7	67710300 5870	2.92		
			<u>18.12</u>		WA 00830069
FISHER SCIENTIFIC	2.5L NH4OH,#AC423300025	19050000 4310	76.21		
	4L Methanol, #S25426A	19050000 4310	16.46		
	NFPA labels, #17-981-63A	19050000 4310	12.44		
	500 mL amber jars, #05-719-69	19050000 4310	42.01		
	2.5L HCl, #A144-212	19050000 4310	42.40		
	Crucibles, FB965E	19050000 4311	240.19		
	Goggles,Uvex S360, #17-253	19050000 4311	408.55		
	Fuel Surcharge	19050000 4311	6.05		
	Goggles,Uvex S360, #17-253	19050000 4311	460.70		
	MAGNETIC PUCKS 2/ST 2/PK,	60200312 4310	205.24		
	FUEL SURCHARGE	60200312 4310	5.50		
			<u>1,515.75</u>		WA 00830070
FTI SERVICES INC	CISCO SMARTNET FOR CATALYST	67873100 5640	1,482.96		
			<u>1,482.96</u>		WA 00830071
HAGEN, WESLEY	Reimburse for purchase of food	01120000 4311	341.41		
			<u>341.41</u>		WA 00830072
HELY & WEBER	WEBLY ZAP ANKLE BRACE	08370007 4310	145.80		
	SHIPPING CHARGE	08370007 4310	4.20		
			<u>150.00</u>		WA 00830073
HERNANDEZ, FELIX	Prop39EdFacEnergyEmporiums	66240000 5210	207.57		
			<u>207.57</u>		WA 00830074
J B DEWAR	GASOLINE CHARGES FOR	67772000 4560	10,133.05		
	DIESEL CHARGES FOR	64945000 4610	752.34		
	DIESEL CHARGES FOR	64945000 4610	635.38		
			<u>11,520.77</u>		WA 00830075
JAQUEZ, ARCELIA	REIMBURSEMENT FOR STUDENT	13030021 4310	29.24		
			<u>29.24</u>		WA 00830076
KELVIN LP	ABS Oopen Web Beam 1"w 390926	09011000 4310	9.95		
			<u>9.95</u>		WA 00830077
KRAMES STAYWELL STRATEGIC PARTNERSHIP	Lifeguard Hip Pack. Item	12502000 4311	635.37		
	SHIPPING	12502000 4311	20.05		
			<u>655.42</u>		WA 00830078
LIGHTFOOT LTD INC	ACME PRO PAPER PUNCH	10990000 6410	1,078.92		
	SHIPPING	10990000 6410	19.79		
			<u>1,098.71</u>		WA 00830079

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
LOVARC	FEE AGREEMENT FOR SPRING 2013.	49303120	5130	1,279.77		
				<u>1,279.77</u>		
MACHADO, MICHELLE	Various Local Mileage	64900006	5210	9.55		
				<u>9.55</u>		
MAVERICK FARMING CO LLC	Vineyard hand work services.	01120001	5112	110.89		
	Vineyard hand work services.	01120008	5112	22.66		
	<u>133.55</u>	WA	00830082			
MCLEOD, DEREK	REIMBURSEMENT FOR SWITCH	21330007	4310	22.84		
				<u>22.84</u>		
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000	5550	39.37		
	UNIFORM SERVICES/TOWELS	67772000	5550	39.37		
	UNIFORM SERVICES/TOWELS	67772000	5550	39.37		
	UNIFORM SERVICES/TOWELS	67772000	5550	39.37		
	<u>157.48</u>	WA	00830084			
MITCHELL I	PRODEMAND SCHOOL TEAMWORKS	09480000	5322	1,352.04		
				<u>1,352.04</u>		
MURPHY, PAUL	LUNCH FOR USC-CUE MEETING ON	60200312	5220	244.21		
				<u>244.21</u>		
NATIONAL ASSN OF STUDENT	RParis7/14-17	64642005	5210	575.00		
				<u>575.00</u>		
NEXTEL COMMUNICATIONS INC	NEXTEL CELL PHONE MONTHLY	67775000	5540	62.14		
	ANNUAL CELL PHONE RENEWAL	61320000	5540	4.15		
	CELL PHONE MONTHLY SERVICE	65110000	5540	142.52		
	NEXTEL SERVICE FOR ITS STAFF	67873000	5540	2.22		
	<u>211.03</u>	WA	00830088			
OFFICE DEPOT INC	SCOTCH 845 BOOK TAPE	61201400	4520	98.59		
				<u>98.59</u>		
PRATT FRED	Change Due	67190000	8893	8.00		
	WEB AND CASHIER CREDIT CARD	67710300	5892	309.73		
	<u>309.73</u>	WA	00830090			
OLD TOWN QUILT SHOP	Spring 2013 Facility Rental	13030020	5630	360.00		
	41559 Quilting 1/22-5/15/13	13030020	5630	360.00		
	<u>720.00</u>	WA	00830091			
OLD TOWN SHIRT FACTORY	Item #G2300 - Gildan Ultra	67720001	4520	85.04		
	Startup weekend tshirts	05064003	4520	852.47		
	Item #G2300 - Gildan Ultra	67720001	4520	27.76		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Item #G2410 - Long Sleeve	67720001 4520	63.43		
	Item #G2410 - Long Sleeve	67720001 4520	32.37		
	Item #PC90H - Port & Co 9oz	67720001 4520	80.06		
	Item #PC90H - Port & Co 9 oz	67720001 4520	59.15		
	Item #PC90H - Port & Co 9 oz	67720001 4520	61.81		
	Color Screen Printed Front	67720001 4520	0.00		
			1,262.09	WA	00830092
OLSEN, ERIC O	Independent Contractor to aid	09563002 5110	1,600.00		
			1,600.00	WA	00830093
OLVERITA'S VILLAGE	COSTUMES FOR CONCERT	10081007 4310	258.60		
			258.60	WA	00830094
PACIFIC COAST ANODIZING INC	Domino pieces sent in for	09563000 4311	57.05		
	Shipping estimate for both	09563000 4311	16.56		
	Shipping Correction 165715	09563000 4311	-17.66		
	Shipping Correction 165715	09563000 4311	17.66		
	Domino pieces sent for first	09563000 4311	20.30		
			93.91	WA	00830095
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	2,387.42		
	ELECTRICITY SERVICES	68103000 5520	596.86		
	ELECTRICITY SERVICES	65700000 5520	2,812.86		
	ELECTRICITY SERVICES	68103000 5520	703.22		
	ELECTRICITY SERVICES	65700000 5520	110.60		
	ELECTRICITY SERVICES	68103000 5520	2.07		
	ELECTRICITY SERVICES	65700000 5520	78.45		
	ELECTRICITY SERVICES	68103000 5520	19.61		
	ELECTRICITY SERVICES	65700000 5520	16.21		
	ELECTRICITY SERVICES	68103000 5520	4.05		
	ELECTRICITY SERVICES	68103000 5520	27.65		
	ELECTRICITY SERVICES	65700000 5520	123.47		
	ELECTRICITY SERVICES	68103000 5520	30.87		
	ELECTRICITY SERVICES	65700000 5520	8.28		
			6,921.62	WA	00830096
PATTERSON DENTAL SUPPLY INC	WAX BASEPLATE PINK #2	12401000 4311	68.14		
	STERILE NON-WOVEN SPONGES -	12080007 4310	87.63		
	MEDIUM STERILE NITRILE GLOVES	12080007 4310	155.72		
	SMALL NITRILE GLOVES -	12080007 4310	51.74		
	MEDIUM NITRILE GLOVES -	12080007 4310	51.74		
	NITRILE GLOVES (MED)(088-4437)	12401000 4311	58.13		
	NITRILE GLOVES (SMALL)	12401000 4311	193.77		
	EARLOOP MASKS (LT. PINK)	12401000 4311	251.90		
	5/8 PAPER DISCS (519-4949)	12401000 4310	5.03		
	ESTIMATED SHIPPING COSTS	12401000 4311	10.25		
	7/8 PAPER DISCS (5194881)	12401000 4310	5.03		
	ALCOHOL PREP PADS - 413-1025	12080007 4310	32.15		
	LARGE NITRILE GLOVES -	12080007 4310	38.81		
	ESTIMATED SHIPPING COSTS	12080007 4310	10.25		

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				1,020.29	WA	00830097
PERRY, MARY	SHEETS FOR CADAVER BARRIER &	60200312	4310	64.15		
				64.15	WA	00830098
PESI HEALTHCARE	DVD071545-CREATIVE TEACHING	60100201	4310	183.59		
	ESTIMATED SHIPPING COSTS	60100201	4310	4.00		
	PO132809 Freight	12302007	4310	13.11		
				200.70	WA	00830099
POCKET NURSE ENTERPRISES INC	SKELETON 10-81-6412	12033000	6410	300.00		
	ESTIMATED SHIPPING COSTS	12033000	6410	40.50		
	NURSE CALL CORD PENDENT	12301012	4310	63.60		
	GERATHERM ORAL THERMOMETER	12303007	4310	157.50		
	Refunds Due	67190000	8892	39.00		
	GERATHERM THERMOMETER	12303007	4310	28.50		
	ESTIMATED SHIPPING COSTS	12303007	4310	22.50		
				612.60	WA	00830100
PRAXAIR DISTRIBUTION INC	Instructional Supplies - hard	09565007	4310	56.07		
	HARD GOODS FOR THE WELDING	09565000	4311	103.90		
	HARD GOODS FOR THE WELDING	09565000	4311	151.28		
	HARD GOODS FOR THE WELDING	09565000	4311	755.26		
	Instructional Supplies - hard	09565007	4310	135.37		
	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	205.89		
	Instructional Supplies - hard	09565007	4310	32.70		
				1,440.47	WA	00830101
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000	5730	397.50		
				397.50	WA	00830102
RADIO SHACK	SUPPLIES FOR MULTIMEDIA	61320000	4520	51.92		
				51.92	WA	00830103
RAN GRAPHICS INC	PRINTING OF 2013-14 AHC	67111000	4540	3,637.20		
				3,637.20	WA	00830104
RAYS AUTO PARTS	BELT, FHP POWERATED #4L240W	65110400	4520	9.22		
	STA-PLEX #SL3190	65110400	4520	17.30		
	GREASE G #7151241	65110400	4520	17.16		
	GR HOSE #715-1229	65110400	4520	8.74		
	Serpentine Belt Display	09481107	4310	194.85		
	PARTS/SUPPLIES	67772000	4520	-27.02		
	V-BELT, FHP TRUFLEX #4L210	65110400	4520	5.07		
	BELT, FHP #4L210W	65110400	4520	9.22		
	PARTS FOR CLASS 104 AND	21055003	4520	-53.52		
	PARTS/SUPPLIES	67772000	4520	86.00		
	PARTS/SUPPLIES	67772000	4520	37.78		
	Timing Belt Display	09481107	4310	167.79		
				472.59	WA	00830105

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REED, CHRISTINE	MESA Director Hiring Committee	60100707 5210	83.25		
			<u>83.25</u>	WA	00830106
SAFEWAY INC - VONS DIVISION	Supplies for the Chemistry	19050007 4310	27.22		
			<u>27.22</u>	WA	00830107
SILVIA'S FINGERPRINT EXPRESS	fingerprints for new staff,	67300100 5820	150.00		
	fingerprints for student	64700000 5820	60.00		
			<u>210.00</u>	WA	00830108
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	65700000 5510	5,546.57		
	GAS SUPPLY 7/1/12-6/30/13	68103000 5510	1,386.64		
			<u>6,933.21</u>	WA	00830109
SPORT CHALET TEAM SALES	BOLCO BASE PLUGS	69621000 4520	44.10		
	SHIPPING CHARGE	69621000 4520	40.17		
	CR SALES TAX CHARGED PO122284	69610800 5650	-299.29		
	SET OF KWIK GOAL 9" CONES	69621700 4520	43.10		
	SET OF DELUXE SPEED RINGS	69621700 4520	39.87		
	Repairs(Labor-Diagnostic)	69610800 5650	24.48		
	HOMEPLATE THROW DOWN PLATE	69621000 4520	32.45		
	JUGS LIKE FLITES BALLS	69621000 4520	216.45		
	KWIKGOAL AGILITY LADDERS	69621700 4520	96.98		
	4 FOOTER PUGG GOAL SET OF 2	69621700 4520	96.98		
	SET OF 4 SPEED HURDLES	69621700 4520	64.65		
	NIKE PARK 111 SOCK WHITE 24/M	69621700 4520	100.85		
	NIKE PARK III SOCK ROYAL 24/M	69621700 4520	100.85		
	kwikgoal net for evolution set	69621700 4520	398.68		
	ADIDAS GOALKEEPER JERSEY	69621700 4520	25.85		
	ADIDAS GOALKEEPER PANT BLACK	69621700 4520	29.08		
	ADIDAS PREDATOR PRO 1C GOALIE	69621700 4520	107.73		
	ADIDAS BALL BAG	69621700 4520	26.93		
	KWIKGOAL SCRIMMAGE VEST LIME	69621700 4520	100.75		
	KWIKGOAL SCRIMMAGE VEST	69621700 4520	100.75		
	FREIGHT	69621700 4520	75.00		
			<u>1,466.41</u>	WA	00830110
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	41.97		
	UPS CHARGES	67700400 5870	22.00		
			<u>63.97</u>	WA	00830111
UNITED REFRIGERATION INC	BROWNING V-BELT, 1/2 W X 31 L,	65110400 4520	7.93		
	BROWNING V-BELT, 1/2 W X 28 L,	65110400 4520	7.60		
			<u>15.53</u>	WA	00830112
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	288.75		
			<u>288.75</u>	WA	00830113

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
VERIZON SELECT SERVICES INC	LONG DISTANCE AND TOLL FREE	65700000	5540	57.04		
				<u>57.04</u>		WA 00830114
VTC ENTERPRISES	Chicken or Tri-Tip Dinners to	09563002	5210	454.65		
	COLLECTION OF RECYCLED PAPER	65700000	5570	560.00		
				<u>1,014.65</u>		WA 00830115
WALLCUR INC	PRACTI-PHENERGN MINI AMPULE	12302000	4310	53.89		
	PRACTI-DILAUD MINI AMPULE	12302000	4310	53.89		
	ESTIMATED SHIPPING COSTS	12302000	4310	10.00		
				<u>117.78</u>		WA 00830116
WESTERN PROPANE SERVICE	PROPANE USED IN	21335007	4310	14.30		
				<u>14.30</u>		WA 00830117
WESTERN WAYS	Solvang Center Janitorial	60100800	5110	750.00		
				<u>750.00</u>		WA 00830118
AMAZON	KITCHEN SUPPLIES THRU 5/31/13	71810001	4520	194.32		
				<u>194.32</u>		WB 00830119
BARCENAS, EUNICE	Physical Exam Fund Reimb	67900009	3420	62.81		
				<u>62.81</u>		WC 00830120
BONNER, PATTI	Physical Exam Fund Reimb	67900009	3420	246.00		
				<u>246.00</u>		WC 00830121
CABANAS, JOSEPHINE	Physical Exam Fund Reimb	67900009	3420	21.43		
				<u>21.43</u>		WC 00830122
FORD, JANET	Physical Exam Fund Reimb	67900009	3420	83.96		
				<u>83.96</u>		WC 00830123
JOHNSON, GERHARD	Physical Exam Fund Reimb	67900009	3420	41.50		
				<u>41.50</u>		WC 00830124
MARTINEZ, MELINDA	Physical Exam Fund Reimb	67900009	3420	200.50		
				<u>200.50</u>		WC 00830125
QUAID-MALTAGLIATI, MARIAN	Physical Exam Fund Reimb	67900009	3420	228.85		
				<u>228.85</u>		WC 00830126
SHAW, BETTIE	Physical Exam Fund Reimb	67900009	3420	200.00		
				<u>200.00</u>		WC 00830127
SPIRE, PAUL	Physical Exam Fund Reimb	67900009	3420	511.05		
				<u>511.05</u>		WC 00830128

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
FENCE FACTORY	FENCE & PARTS	67100095	4520	894.09		
	LABOR CHARGES	67100095	5650	1,649.91		
				<u>2,544.00</u>	WD	00830129
REGALADO, JUSTIN	Various Local Mileage	33697017	5210	36.08		
				<u>36.08</u>	WE	00830130
APPLE COMPUTER	APPLECARE PROTECTION PLAN FOR	71730003	6411	119.00		
	APPLE THUNDERBOLT CABLE	71730003	6411	42.22		
	APPLE THUNDERBOLT TO FIREWIRE	71730003	6411	31.39		
	IMAC 27 INCH, 3.4GHZ QUAD CORE	71730003	6411	2,981.21		
	EWASTE FEE/RECYCLING FEE	71730003	6411	4.00		
				<u>3,177.82</u>	WI	00830131
BANK OF SACRAMENTO	General Contractor	71710023	6212	73,781.89		
				<u>73,781.89</u>	WI	00830132
BARCODES INC	LASER SCANNER - MOTOROLA	71730003	6411	1,780.00		
	UPS GROUND SHIPPING	71730003	6411	9.00		
				<u>1,789.00</u>	WI	00830133
CA ELECTRIC SUPPLY	4-IN SQ BOX, #4SDWSPL	71730002	4520	14.60		
	4-IN SQ BOX, #4SDWFBSPL	71730002	4520	14.39		
	(452) COVER F/2RCPT, #RS8	71730002	4520	8.17		
	WIRE CLIP, #BW4	71730002	4520	49.16		
	SOLID MC CABLE AL W/GRN GRD,	71730002	4520	293.89		
	(400BW) 4SQ FLAT BLANK COVER,	71730002	4520	1.43		
	IVO 20A DPLX RCPT, #BR201	71730002	4520	24.36		
	10-32X3/8 GRD SCR, #1032G	71730002	4520	4.99		
	3/8 SQ INS SADDLE GRIP,	71730002	4520	63.61		
	ELECT TAPE, #88	71730002	4520	5.37		
				<u>479.97</u>	WI	00830134
DELL MARKETING LP INC	OPTIPLEX 7010 W/19" MONITOR	71730002	6411	932.07		
	SERVICE AND WARRANTY	71730002	6411	127.00		
	STATE ENVIRONMENTAL FEE	71730002	6411	4.00		
				<u>1,063.07</u>	WI	00830135
EWING IRRIGATION PRODUCTS INC	Pipe, 4" Reclaimed Sch 40	71710023	6211	3,756.56		
	Tee, 4" PVC SSS	71710023	6211	11.70		
	Elbow, 4" 90 deg. SS	71710023	6211	23.65		
	Elbow, 4" 45 deg. SS	71710023	6211	30.68		
	Cement, PVC Gal 711	71710023	6211	78.14		
	Primer, PVC Purple Gal P70	71710023	6211	67.50		
				<u>3,968.23</u>	WI	00830136
FLINTCO PACIFIC INC.	General Contractor design	71710022	6220	31,878.00		
	General Contractor	71710023	6212	1,407,355.95		
	CHANGE ORDER #5 AS APPROVED	71710023	6220	2,000.00		
				<u>1,441,233.95</u>	WI	00830137

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
SEHI COMPUTER PRODUCTS INC	HP LaserJet Pro P1606DN	71730002	6411	1,303.33		
	Black Print Cartridge for	71730002	6411	498.75		
	6 FT USB AB Devise USB A to	71730002	6411	60.62		
	HP LASERJET PRO 200 COLOR	71730002	6411	725.28		
	HP 131A 1.6K TONER GENUINE BLK	71730002	6411	121.80		
	HP 131A 1.8K TONER GENUINE	71730002	6411	152.61		
	HP 131A 1.8K TONER GENUINE	71730002	6411	152.61		
	HP 131A 1.8K TONER GENUINE	71730002	6411	<u>152.61</u>		
				3,167.61	WI	00830138
STEINBERG ARCHITECTS	AMENDMENT THIRTEEN FOR	71711917	6220	915.00		
				<u>915.00</u>	WI	00830139
STRATA INFORMATION GROUP	PROFESSIONAL SERVICES FROM	71730003	5112	14,700.00		
	TRAVEL EXPENSES FROM	71730003	5220	<u>1,926.14</u>		
				16,626.14	WI	00830140
SUNGARD PUBLIC SECTOR INC	HR/PY CONSULTING AND CDD	71730001	5112	5,280.00		
				<u>5,280.00</u>	WI	00830141
SUPER SUSAN MOBILE NOTARY SIGNING SERVICE	Notary Service Fee related to	71710005	5320	25.00		
				<u>25.00</u>	WI	00830142
TEXAS AUTOMATION PRODUCTS INC	HEAT SEAL MACHINE	71730003	6410	2,795.00		
	FREIGHT	71730003	6410	<u>355.55</u>		
				3,150.55	WI	00830143
VERNON EDWARDS CONSTRUCTORS INC	General Contractor for the	71720019	6212	571,703.93		
				<u>571,703.93</u>	WI	00830144
WALTERS VENTURES INC.	DSA Inspection Services	71710023	6240	4,590.00		
				<u>4,590.00</u>	WI	00830145
WESTBERG & WHITE INC	AMENDMENT SIX (CONST)	71720019	6220	28,293.30		
				<u>28,293.30</u>	WI	00830146
WESTERN EXTERMINATOR CO	Pest Control Services related	71720019	6212	925.00		
				<u>925.00</u>	WI	00830147
ACCREDITING COMMISSION FOR	Midterm Visit AHC INVOICE 2382	60900000	5210	1,627.79		
				<u>1,627.79</u>	WA	00830148
AFFORDABLE LIBRARY PRODUCTS	3M COMPATIBLE ELECTRO	61201000	4520	220.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	3M COMPATIBLE ELECTRO	61201000	4520	280.00		
				<u>500.00</u>	WA	00830149
AHC - ASSOCIATED STUDENT BODY	POSTAGE JULY 2012 - JAN 2013	67211000	5870	44.79		
				<u>44.79</u>	WA	00830150
AHC - BOOKSTORE	200 DIPLOMA COVERS FRO LAW	21055007	4310	1,461.39		
	\$250 BOOK GRANT FOR STUDENT	66100000	7620	24.71		
	OFFICE SUPPLIES/FINE ARTS	10000000	4520	17.09		
	INSTRUCTIONAL SUPPLIES	10021000	4310	0.97		
	CERAMICS INSTRUCTIONAL	10021007	4310	34.03		
	PRISMA BRUSH MARKER 156/SET	10090007	4310	534.96		
	OFFICE SUPPLIES/FINE ARTS	10000000	4520	19.66		
	INSTRUCTIONAL SUPPLIES	10021000	4310	25.08		
	INSTRUCTIONAL SUPPLIES FOR	10300007	4310	11.04		
	\$250 BOOK GRANT FOR STUDENT	66100000	7620	132.69		
	PRISMACOLOR PREMIER COLORED	10090007	4310	149.82		
	INSTRUCTIONAL SUPPLIES FOR	10300007	4310	48.66		
	EVERT/RAVEN BIOLOGY OF PLANTS;	60200312	4310	140.72		
	\$250 BOOK GRANT FOR STUDENT	66100000	7620	95.71		
				<u>2,696.53</u>	WA	00830151
ALLDREDGE, SHARON	Various Local Mileage	63101000	5210	58.83		
				<u>58.83</u>	WA	00830152
AMAZON	MICROSOFT OFFICE 2010:	10000027	4310	258.20		
	TEACH YOURSELF VISUALLY	10000027	4310	36.22		
	THE BOOK OF PERFECTLY PERILOUS	60200312	4310	7.93		
	BOOKS FOR THE SM LIBRARY	49306011	6310	59.09		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	185.80		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	186.54		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	158.92		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	19.47		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	14.12		
	BOOKS FOR SM LIBRARY (DORITY	61201000	6310	57.54		
	PO#131721	60100407	4310	151.61		
	TEACH YOURSELF VISUALLY	10000027	4310	17.73		
	TEACH YOURSELF VISUALLY	10000027	4310	18.11		
	"GETTING FROM COLLEGE TO	60200312	4310	13.92		
	"SOCAIL NETWORKING FOR CAREER	60200312	4310	13.42		
	"TRANSFORMING YOUR STEM	60200312	4310	37.48		
	"ALL WORK AND NO PAY" BOOK	60200312	4310	11.25		
	"301 SMART ANSWERS TO TOUGH	60200312	4310	12.42		
	"NOW 2 KNOW HIGH PAYING	60200312	4310	21.60		
	"HOW TO FIND A JOB ON	60200312	4310	24.61		
				<u>1,305.98</u>	WA	00830153
AMERIPRIDE VALLEY UNIFORM SERVICE	Weekly Laundry Service from	09482000	5550	14.97		
	Weekly laundry service from	09480000	5550	31.50		
				<u>46.47</u>	WA	00830154

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
AUCLAIR, STEVEN	Local Mileage	66100000	5210	31.08		
				<u>31.08</u>		WA 00830155
B & B STEEL & SUPPLY	Steel used as Instructional	09565007	4310	100.69		
	Steel used as Instructional	09565007	4310	901.26		
				<u>1,001.95</u>		WA 00830156
BAY AREA COMM COLLEGE JPA	PROP/LIABILITY INSURANCE	67710200	5410	701.00		
	PROP/LIABILITY INSURANCE	67710200	5410	-88.00		
				<u>613.00</u>		WA 00830157
BENN, LAURA	Various Local Mileage	60100400	5210	15.54		
				<u>15.54</u>		WA 00830158
BENNETT, TIM	Local Mileage	66100000	5210	29.97		
	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
				<u>269.97</u>		WA 00830159
BENNETT, TIM	Local Mileage	66100000	5210	29.97		
				<u>29.97</u>		WA 00830160
BLANCHARD, BARBARA	reimbursement for travel	59902000	5221	300.00		
				<u>300.00</u>		WA 00830161
BRACKETT, ASHLEY	EnsuringTsfSuccessCounselorCnf	60200312	5210	125.31		
				<u>125.31</u>		WA 00830162
BRACKETT, ASHLEY	Various Local Mileage	60200312	5210	50.94		
				<u>50.94</u>		WA 00830163
CADA - CALIFORNIA ACADEMY DIRECTORS ASSOCIATION	ASSOCIATE RENEWAL MEMBERSHIP	21055003	5310	25.00		
	ASSOCIATE RENEWAL MEMBERSHIP	21055003	5310	25.00		
	ASSOCIATE RENEWAL MEMBERSHIP	21055003	5310	25.00		
				<u>75.00</u>		WA 00830164
CANON FINANCIAL SERVICES INC	LEASED COPIERS:	67760000	5680	4,888.73		
				<u>4,888.73</u>		WA 00830165
CAROLINA BIOLOGICAL	LILAC LEAF, CS (SYRINGA);	60200312	4310	106.95		
	MOSS ANTHERIDIAL HEAD, LS;	60200312	4310	93.53		
	MOSS ARCHEGONIAL HEAD, LS;	60200312	4310	160.43		
	COLORED THREADS, WM; CATALOG	60200312	4310	156.23		
	FREIGHT AND HANDLING	60200312	4310	15.13		
				<u>532.27</u>		WA 00830166
CENTRAL COAST URGENTCARE	health & physicals, and tb	67300100	5821	369.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				369.00		WA 00830167
CITY MOTORS TOWING INC	GASOLINE-CREDIT CARD	67772000	4560	1,421.71		
				1,421.71	M RV	WA 00830168
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	65700000	5530	4,081.39		
	WATER SERVICES AND DISPOSAL	68103000	5530	1,020.35		
	WATER SERVICES AND DISPOSAL	65700000	5530	2,201.89		
	WATER SERVICES AND DISPOSAL	68103000	5530	550.47		
	WATER SERVICES AND DISPOSAL	65700000	5530	106.81		
	WATER SERVICES AND DISPOSAL	68103000	5530	26.70		
	WATER SERVICES AND DISPOSAL	65700000	5530	1,874.38		
	WATER SERVICES AND DISPOSAL	68103000	5530	468.60		
	WATER SERVICES AND DISPOSAL	65700000	5530	2,725.20		
	DISPOSAL SITE LANDFILL	65700000	5570	102.68		
	WATER SERVICES AND DISPOSAL	65700000	5530	6,290.42		
	WATER SERVICES AND DISPOSAL	68103000	5530	1,572.60		
	WATER SERVICES AND DISPOSAL	65700000	5530	316.18		
	WATER SERVICES AND DISPOSAL	68103000	5530	79.05		
	WATER SERVICES AND DISPOSAL	65700000	5530	4,756.02		
	WATER SERVICES AND DISPOSAL	68103000	5530	1,189.00		
	WATER SERVICES AND DISPOSAL	68103000	5530	681.30		
	WATER SERVICES AND DISPOSAL	65700000	5530	78.95		
	WATER SERVICES AND DISPOSAL	68103000	5530	19.74		
	WATER SERVICES AND DISPOSAL	65700000	5530	58.70		
	WATER SERVICES AND DISPOSAL	68103000	5530	14.68		
	WATER SERVICES AND DISPOSAL	65700000	5530	91.23		
	WATER SERVICES AND DISPOSAL	68103000	5530	22.81		
				28,329.15		WA 00830169
CITY OF SANTA MARIA	FALSE ALARM RESPONSES TO	67775000	5590	420.00		
				420.00		WA 00830170
COLUMBIA BUSINESS CENTER PARTNERS LP	LEASE OF 890 E. STOWELL	67710300	5630	26,300.00		
	MONTHLY IMPOUND EXPENSE	67710300	5630	1,721.00		
				28,021.00		WA 00830171
DAL BELLO, DOMINIC	EngLiaisonCnclSpr2013Meeting	60200312	5210	459.74		
				459.74		WA 00830172
DELL MARKETING LP INC	BLADE SERVER ENCLOSURE, NO	60102000	6411	9,944.59		
	POWEREDGE M620 BLADE SERVER	60102000	6411	7,502.68		
	POWEREDGE M620 BLADE SERVER	60102000	6411	7,502.68		
	DELL FORCE10 MXL 10/40 GBE DCB	60102000	6411	5,689.61		
	DELL FORCE10 MXL 10/40 GBE DCB	60102000	6411	5,689.61		
	SERVICE WARRANTY	60102000	6411	19,679.40		
				56,008.57		WA 00830173
DEMCO INC	ECONOFOLD POLY BOOK JACKET	61201000	4520	134.27		
	ECONOFOLD POLY BOOK JACKET	61201000	4520	106.60		

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				240.87		WA 00830174
DEPARTMENT OF JUSTICE	Fingerprint clearance for new	67300100	5820	256.00		
	Fingerprint clearance for	64700000	5820	384.00		
				640.00		WA 00830175
DIAZ, CYNTHIA	EnsuringTransferSuccessConf	63300000	5210	35.00		
				35.00		WA 00830176
DICKSON, EVE	INSTRUCTIONAL SUPPLIES FOR	01092020	4311	217.50		
	INSTRUCTIONAL SUPPLIES FOR	01092020	4311	308.25		
				525.75		WA 00830177
FERGUSON ENTERPRISES INC	PLUMBING SUPPLIES	65110000	4520	125.99		
				125.99		WA 00830178
FREESTYLE PHOTOGRAPHIC SUPPLIES	ARISTA UNIVERSAL LIQUID RAPID	10000017	4310	106.36		
	ARISTA LIQUID FILM DEVELOPER	10000017	4310	106.36		
	SHIPPING	10000017	4310	13.99		
				226.71		WA 00830179
GALLS INC	MAGLITE 3 CELL FLASHLIGHT fl	21055000	4311	634.89		
	DYNAMED CPR MASK KIT WHITE	21055000	4311	625.69		
	GALLS STREET PRO BAG BG 006	21055000	4311	844.03		
	SHIPPING	21055000	4311	48.97		
				2,153.58		WA 00830180
GARCIA, ALBERT P	Various Local Mileage	61320000	5210	48.84		
				48.84		WA 00830181
GOSWAMI, UTPAL	reimbursement for travel	59902000	5221	300.00		
				300.00		WA 00830182
HARBOR FREIGHT TOOLS	INSTRUCTIONAL SUPPLIES FOR	09481107	4310	217.41		
				217.41		WA 00830183
HARDY DIAGNOSTICS	Supplies for Biology,	04011007	4310	213.84		
	Supplies for Biology,	04011007	4310	294.45		
	Supplies for Biology,	04011007	4310	77.94		
	Supplies for Biology,	04011007	4310	-90.24		
	Supplies for Biology,	04011007	4310	-32.75		
	Supplies for Biology,	04011007	4310	30.27		
				493.51	M RV	WA 00830184
HERNANDEZ, DAVID L	SantaBarbaraCareerSymposium	60200129	5210	96.57		
				96.57		WA 00830185
HERNANDEZ, NORMA	Various Local Mileage	64300002	5210	28.17		
				28.17		WA 00830186

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HOME MOTORS	HOIST, #15733295 PER INVOICE	6772000 4520	210.26		
			<u>210.26</u>	WA	00830187
J B DEWAR	DIESEL CHARGES FOR	64945000 4610	1,322.53		
	GASOLINE CHARGES FOR	6772000 4560	886.36		
			<u>2,208.89</u>	WA	00830188
J B DEWAR	DIESEL FUEL CHARGES INCURRED	64945000 4610	504.51		
			<u>504.51</u>	WA	00830189
JAY CEE TROPHY CO INC	8 X 10 BLUE MARBELIZED PLAQUES	64300202 4552	213.80		
	9 X 12 BLUE MARBELIZED PLAQUE	64300202 4552	46.00		
			<u>259.80</u>	WA	00830190
JOHNSON, KATHLEEN	Various Local Mileage	12401000 5210	66.60		
			<u>66.60</u>	WA	00830191
JONES, BERNARD	Local Mileage	66100000 5210	27.75		
	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>267.75</u>	WA	00830192
JONES, BERNARD	Local Mileage	66100000 5210	27.75		
	AnnualTrusteesConf	66100000 5210	1,225.64		
			<u>1,253.39</u>	WA	00830193
KEAST, LAWRENCE	PIANO MAINTENANCE AND REPAIR	10042000 5650	500.00		
			<u>500.00</u>	WA	00830194
KELVIN LP	SOLAR RACER II KIT; STOCK	60200312 4310	762.45		
	SHIPPING	60200312 4310	76.25		
			<u>838.70</u>	WA	00830195
KRELLE, STACY	REIMBURSEMENT FOR MATERIALS	64300202 4552	74.78		
			<u>74.78</u>	WA	00830196
LAHR, LARRY	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>240.00</u>	WA	00830197
LAWTECH PUBLISHING CO LTD	3 IN ONE TRAFFICE TEMPLATE	21055000 4310	336.68		
	SHIPPING	21055000 4310	25.97		
	UNABRIDGE PENAL CODE	21055000 4310	479.39		
	UNABRIDGE VEHICLE CODE	21055000 4310	349.79		
			<u>1,191.83</u>	WA	00830198
LEWIS, ANGUS	Various Local Mileage	19020000 5210	125.43		
	Various Local Mileage	19020000 5210	12.43		
			<u>137.86</u>	WA	00830199

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/12-6/30/13	67210600	5730	3,183.29		
				3,183.29	WA	00830200
LOMPOC UNIFIED SCHOOL DISTRICT	Bus Travel for High School	60200133	4640	266.00		
				266.00	WA	00830201
MACINTYRE, MICHELLE	EnsuringTransferSuccessConf	60200312	5210	243.12		
				243.12	WA	00830202
MAILFINANCE LLC	LEASE PAYMENT ON IM5000	67700000	5680	99.86		
				99.86	WA	00830203
MAUMAUSOLO, SCIA	SoftballWStateConfMeetings	69610000	5210	320.25		
				320.25	WA	00830204
MIRAGE CASINO & HOTEL C/O BANK OF AMERICA	BlackboardConfNMedd/FRedPatric	60200129	5210	1,223.04		
				1,223.04	WA	00830205
MORE OFFICE SOLUTIONS	CONSUMABLES FOR CANON 6200	67760000	4520	419.48		
				419.48	WA	00830206
NATIONAL INSTITUTE FOR WOMEN	Present workshop on retaining	60200129	5112	3,017.50		
				3,017.50	WA	00830207
NOBLE POWER EQUIPMENT	EDGER, BRS 7"	65510000	6410	497.89		
	EDGER, BRS 7"	65510000	6410	497.90		
	BID ASSIST DISCOUNT	65510000	6410	-99.58		
				896.21	WA	00830208
NORTH AMERICAN BUSINESS SYSTEMS	REPAIR	69491000	5650	25.00		
				25.00	WA	00830209
				0.00		
				0.00	VM VD	WA 00830210
				0.00		
				0.00	VM VD	WA 00830211
				0.00		
				0.00	VM VD	WA 00830212
OFFICE DEPOT INC	Office/Operational Supplies	21050000	4520	3.94		
	OPERATIONAL SUPPLIES	67211000	4520	80.05		
	OPERATIONAL SUPPLIES	21055003	4520	17.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	OFFICE SUPPLIES FOR THE PERIOD	66240000 4520	68.19		
	OFFICE SUPPLIES FOR THE PERIOD	66240000 4520	86.59		
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	421.96		
	OFFICE SUPPLIES FOR THE	66200000 4520	13.25		
	OFFICE SUPPLIES	60200129 4520	194.31		
	OFFICE SUPPLIES	60200129 4520	16.23		
	MISC OFFICE SUPPLIES	69500001 4520	77.62		
	INSTRUCTIONAL SUPPLIES	15000010 4310	82.82		
	INSTRUCTIONAL SUPPLIES	15000010 4310	18.94		
	OFFICE SUPPLIES FOR	64900102 4520	11.25		
	OFFICE SUPPLIES FOR	64900102 4520	120.03		
	Purchase office supplies.	04011000 4520	18.03		
	25X30 EASEL PADS #124540	21055000 4310	96.34		
	WILSON JONES 1 1/2 3" RING	21055000 4310	87.90		
	WILSON JONES 3" 3 RING BINDER	21055000 4310	141.16		
	AVERY TAB DIVIDERS #933374	21055000 4310	556.86		
	AVERY TAB DIVIDERS #933374	21055000 4310	6.26		
	CASIO FX-260 SOLAR	10000020 4310	151.55		
	Black toner cartridge item	09250000 4311	128.10		
	Black Toner Cartridge HP	09250000 4311	148.24		
	Gray Toner Cartridge Item	09250000 4311	74.68		
	MBlack toner Cartridge item	09250000 4311	74.68		
	HP 60XL BLACK INK	10080007 4310	66.16		
	FELLOWES P-48C 8-SHEET CROSS	10080000 4520	107.70		
	OFFICE DEPOT CLASP ENVELOPES	10080007 4310	11.60		
	WILSON JONES BASIC ROUND-RING	10080000 4520	10.52		
	OFFICE DEPOT EXPANDING	10080000 4310	6.28		
	Paper Mate Correction Tape.	63101000 4520	29.81		
	Color File Folders.	63101000 4520	6.52		
	3" RING VIEW BINDER,BLUE,	03030014 4310	249.02		
	OPERATIONAL SUPPLIES	21055003 4520	657.78		
	OPERATIONAL SUPPLIES	21055003 4520	-4.31		
	OPERATIONAL SUPPLIES	21055003 4520	4.68		
	OFFICE SUPPLIES FOR THE PERIOD	66240000 4520	148.12		
	OFFICE SUPPLIES FOR HSI STEM	60200312 4520	10.75		
	OFFICE/OPERATIONAL SUPPLIES	68101000 4520	386.90		
	OFFICE SUPPLIES FOR THE	66100000 4520	19.87		
	OFFICE SUPPLIES	60200129 4520	16.64		
	MISC OFFICE SUPPLIES	69500001 4520	25.57		
	MISC OFFICE SUPPLIES	69500001 4520	6.22		
	MISC OFFICE SUPPLIES	69500001 4520	6.17		
	INSTRUCTIONAL SUPPLIES	15000010 4310	38.73		
	INSTRUCTIONAL SUPPLIES	15000010 4310	28.25		
	OFFICE SUPPLIES	11010000 4520	30.15		
	Keurig B40 Coffee Brewer	67720001 4520	119.02		
	LEXAR 8GIG USB DRIVE #591964	21055000 4310	378.50		
	NOTEBOOK FILLER PAPER 8 1/2	21055000 4310	80.78		
	Office supplies for the	09000000 4520	293.01		
	Office supplies for the	09000000 4520	26.69		
	Office supplies for the	09000000 4520	107.67		
	Cyan Toner Cartridge Item	09250000 4311	74.68		
	Yellow Toner Cartridge item	09250000 4311	74.68		
	Cyan Toner Cartridge Item	09250000 4311	74.68		
	Magenta Toner Cartridge	09250000 4311	74.68		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	PBlk Toner Cartridge Item	09250000 4311	74.68		
	OFFICE DEPOT CLASP ENVELOPES	10080000 4520	4.93		
	EMTEC C400 USB 2.0 FLSH DRIVE	08350017 4310	14.06		
	KINGSTON DATA TRAVELER 100 USB	08350017 4310	58.35		
	Laser toner cartridge	15011200 4311	268.62		
	HP 88 CYAN INK CARTRIDGE (FOR	10000027 4310	13.56		
	HP 88 MAGENTA INK CARTRIDGE	10000027 4310	13.56		
	OD INVISIBLE TAPE (PACK OF 10)	10000027 4310	6.47		
	ROLLING CASE, SOLO 15.6"	03030014 4520	97.41		
	MISCELLANEOUS INSTRUCTIONAL	10000020 4310	306.46		
	HP 49X BLACK TONER CARTRIDGE	05140020 4311	256.03		
	HP 88 YELLOW INK CARTRIDGE	10000027 4310	13.04		
	GLUE STICK-990525	12000000 4520	2.46		
	ADHESIVE FASTENERS - 455381	12000000 4520	9.31		
	LARGE BINDER CLIPS - 963439	12000000 4520	1.86		
	OFFICE DEPOT DATE STAMPER -	12000000 4520	8.39		
	RUBBER BANDS - 856585	12000000 4520	1.29		
	SWINGLINE HEAVY DUTY STAPLES -	12000000 4520	9.49		
	CLEAR PACKING TAPE - 568769	12000000 4520	5.57		
	MECHANICAL PENCILS - 827659	12000000 4520	2.33		
	0.5 LEAD FOR PENCIL - 929364	12000000 4520	1.00		
	SANITIZING WIPES - 512112	12000000 4520	5.38		
	DESK AND OFFICE CLEANER -	12000000 4520	7.32		
	TISSUE BOXES - 333036	12000000 4520	6.13		
	CERTIFICATE HOLDERS - 143197	12000000 4520	7.52		
	PENDEL ERASERS - 430496	12000000 4520	3.88		
	AAA BATTERIES - 445511	12000000 4520	7.93		
	SHARPIE ULTRA FINE MARKERS -	12000000 4520	6.93		
	LC75 BLACK INK-787182	12302000 4520	128.60		
	LC75 COLOR INK -689028	12302000 4520	80.92		
	SUPPLIES: CAL-SOAP - SEE	64900006 4520	103.25		
	SUPPLIES: CAF SCHOLARSHIP	64900021 4520	519.50		
	OPERATIONAL SUPPLIES FOR THE	63300000 4520	28.97		
	BROTHER PT-2030 DESKTOP	21350017 4310	34.62		
	BROTHER TZe-231	21350017 4310	18.40		
	OFFICE DEPOT BRAND STANDARD	21350017 4310	64.93		
	SHARPIE MARKERS - 134000	12000000 4520	5.14		
	KRAZY GLUE - 903720	12000000 4520	1.65		
	CORRECTION TAPE - 419907	12000000 4520	3.18		
	INDEX CARDS - 279688	12000000 4520	2.36		
	GREEN LETTER FOLDER - 207951	12000000 4520	8.93		
	BLUE LETTER FOLDER - 207944	12000000 4520	8.93		
	POST ITS PACK - 644060	12000000 4520	12.28		
	POST ITS (2X2) PACK - 576945	12000000 4520	4.82		
	BLUE PAPER - 345637	12000000 4520	4.79		
	GREEN PAPER - 345645	12000000 4520	4.79		
	UNIVERSAL BATTERY CHARGER -	12000000 4520	17.23		
	RECHARGEABLE AA BATTERIES	12000000 4520	15.11		
	PHONE DIRECTOR - 851898	12000000 4520	14.20		
	TAPE - 520928	12302000 4520	6.53		
	SUPPLIES: CAL-SOAP - SEE	64900006 4520	5.59		
	SUPPLIES: CAF SCHOLARSHIP	64900021 4520	16.03		
	SUPPLIES: CAL-SOAP - SEE	64900006 4520	14.16		
	Field Trips	63300000 4640	0.44		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
	OPERATIONAL SUPPLIES	67873000	4520	71.12		
	OPERATIONAL SUPPLIES	67873000	4520	21.64		
	OFFICE SUPPLIES	12502000	4520	78.24		
				<u>8,373.81</u>		WA 00830213
OFFICE DEPOT INC	Office supplies UTC - LVC	63300400	4520	143.19		
				<u>143.19</u>		WA 00830214
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	68103000	5520	26.48		
	ELECTRICITY SERVICES	65700000	5520	18,385.90		
	ELECTRICITY SERVICES	65700000	5520	105.91		
	ELECTRICITY SERVICES	65700000	5520	1,217.69		
	ELECTRICITY SERVICES	68103000	5520	304.42		
	ELECTRICITY SERVICES	68103000	5520	4,596.48		
	ELECTRICITY SERVICES	65700000	5520	219.63		
	ELECTRICITY SERVICES	68103000	5520	54.91		
				<u>24,911.42</u>		WA 00830215
PANERA BREAD CAFE 3180	MEETING SUPPLIES FOR PSTC -	03030014	5220	229.01		
				<u>229.01</u>		WA 00830216
PAPER ASSOCIATES	COPY PAPER, 8 1/2 X 11",	67700000	4520	4,814.96		
				<u>4,814.96</u>		WA 00830217
PARTY PLACE & RENTAL CENTER INC	STAGING, 4X8 SEC. MULT HT P1,	60200312	5690	428.67		
	PICKUP & DELIVERY	60200312	5690	50.00		
	WC SURCHARGE 2%	60200312	5690	7.92		
				<u>486.59</u>		WA 00830218
PASSAGE, DAVID	TWO PACKAGES OF NEGATIVE	10000017	4310	56.41		
				<u>56.41</u>		WA 00830219
PATTERSON DENTAL SUPPLY INC	LARGE STERILE NITRILE GLOVES -	12080007	4310	155.72		
	EYE GLASSES (549-1196)	12401000	4311	308.19		
	SMALL STERILE NITRILE GLOVES -	12080007	4310	155.72		
	16OZ CHAIR OIL - 05-162-9377	12401000	4310	19.21		
				<u>638.84</u>		WA 00830220
PENSA, GREGORY A	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
	Local Mileage	66100000	5210	39.96		
				<u>279.96</u>		WA 00830221
PENSA, GREGORY A	Local Mileage	66100000	5210	39.96		
				<u>39.96</u>		WA 00830222
PORTABLE JOHNS INC	SERVICES FOR PORTABLE TOILETS	21055000	5690	72.00		
				<u>72.00</u>		WA 00830223
POSTAGE ONE	MAIL SORTING FEES FROM	67700000	5870	75.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			75.00	WA	00830224
PRAXAIR DISTRIBUTION INC	MAGNUM C300 .035 TIPS #KP14-35	09000017 4310	71.46		
	HARD GOODS FOR THE WELDING	09565000 4311	108.16		
	HARD GOODS FOR THE WELDING	09565000 4311	56.07		
	HARD GOODS FOR THE WELDING	09565000 4311	30.61		
	HARD GOODS FOR THE WELDING	09565000 4311	21.65		
	HARD GOODS FOR THE WELDING	09565000 4311	434.62		
	Gases used in the welding lab.	09565000 4311	343.38		
	Instructional Supplies - hard	09565007 4310	156.42		
	Instructional Supplies - hard	09565007 4310	64.75		
	MAGNUM C300 NOZZLES # KP24A-50	09000017 4310	56.18		
	MAGNUM C300 DIFFUSERS #PRS54A	09000017 4310	31.28		
	BERNARD CENTERFIRE NOZZLES	09000017 4310	118.96		
	TREGASKISS TGX .035 TIPS	09000017 4310	21.65		
	Instructional supplies used in	09482007 4310	346.96		
	HARD GOODS FOR THE WELDING	09565000 4311	83.23		
			1,945.38	WA	00830225
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000 4520	43.29		
			43.29	WA	00830226
PUBLIC BROADCASTING DISTRIBUTION LLC	MEDIA FOR THE LO LIBRARY,	61201400 6320	21.60		
	MEDIA FOR THE LO LIBRARY,	61201400 6320	462.05		
			483.65	WA	00830227
QUAID-MALTAGLIATI, MARIAN	Reimbursement for AC Adapter	62110000 4520	19.74		
			19.74	WA	00830228
QUINN RENTAL SERVICES	PROPANE EXPENSES	67772000 4520	56.83		
	WHEELBARROW, RED, 16G	65510000 4520	140.71		
			197.54	WA	00830229
RABOBANK N.A.	SUMMER 2013 REGISTRATION	67190000 8895	7,000.00		
			7,000.00	WA	00830230
RAY'S AUTO PARTS	PARTS FOR CLASS 104 AND	21055003 4520	247.16		
			247.16	WA	00830231
RUGGED RADIOS INC	HYT 45 WATT 16 CHANNEL UHF	21055007 4310	710.12		
			710.12	WA	00830232
SAFETY-KLEEN SYSTEMS	PARTS CLEANER SERVICE PER	67710000 5650	714.45		
	FUEL SURCHARGE	67710000 5650	18.52		
			732.97	WA	00830233
SAFeway INC - VONS DIVISION	FOOD SUPPLIES FOR	13060020 4311	80.66		
	FOOD SUPPLIES FOR	13060020 4311	60.84		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				141.50		WA 00830234
SANTA MARIA FORD	2013 FORD TRANSIT CONNECT	67710300	6410	23,057.25		
	CALIFORNIA TIRE FEES	67710300	6410	8.75		
				<u>23,066.00</u>		WA 00830235
SANTA MARIA SUPERIOR COURT	PROCESSING OF CITATIONS	69500001	5790	2,322.00		
				<u>2,322.00</u>		WA 00830236
SANTA MARIA TIRE INC	GOODYEAR MTH TRLR BSL	21335000	4520	165.79		
	CA RECYCLE TAX	21335000	4520	3.50		
				<u>169.29</u>		WA 00830237
SEHI COMPUTER PRODUCTS INC	DIGITAL PROJECTOR; POWERLITE	03030014	6412	1,034.94		
	DIGITAL PROJECTOR; POWERLITE	03030014	6412	1,034.95		
				<u>2,069.89</u>		WA 00830238
SENIOR, DAVID	REIMBURSEMENT PURCHASE	21335000	4520	129.84		
				<u>129.84</u>		WA 00830239
SENIOR, DAVID	FireTechDirectorsMeeting	21330000	5210	517.80		
				<u>517.80</u>		WA 00830240
SIMPLEXGRINNELL LP	LABOR FOR SIEMENS TO SOLVE	67775000	5590	2,298.00		
				<u>2,298.00</u>		WA 00830241
SIRCHIE FINGERPRINT LABS INC	SHIPPING	21050007	4310	14.36		
	KCP1700F CASE W/FOAM	21050007	4310	39.51		
	144L2 TRANSPARENT LIFTING TAPE	21050007	4310	19.32		
				<u>73.19</u>		WA 00830242
SMART & FINAL	INSTRUCTIONAL SUPPLIES FOR	60200312	4310	117.35		
	Supplies for the Chemistry	19050007	4310	35.97		
	CLASSROOM SUPPLIES	13060000	4311	46.58		
				<u>199.90</u>		WA 00830243
SOLVANG PROPERTIES LLC	Monthly rental fee of \$2,000	60100800	5630	2,000.00		
				<u>2,000.00</u>		WA 00830244
SPACE INFORMATION LABORATORIES INC	41817/41818 Electricity,	68107130	4311	389.50		
	41819/41820 Light & Waves	68107630	4311	276.00		
	41817/41818 Electricity,	68118630	4311	224.00		
				<u>889.50</u>		WA 00830245
SPENCERS FRESH MARKETS	FOOD SUPPLIES FOR NONCREDIT	13060020	4311	100.13		
	FOOD SUPPLIES FOR NONCREDIT	13060020	4311	68.27		
				<u>168.40</u>		WA 00830246

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
SPORT CHALET TEAM SALES	INK CHANGE CHARGE	69620500 4520	21.60		
	SHIPPING CHARGE	69620500 4520	26.39		
	DAISY GOLD T SHIRTS	69620500 4520	7.82		
	DAISY GOLD T SHIRTS	69621000 4520	2.42		
	DAISY GOLD T SHIRTS 2/S 6/M	69620500 4520	197.76		
	ROYAL T SHIRTS 21/XL	69620500 4520	249.25		
			505.24		WA 00830247
STANLEY CONVERGENT SECURITY SOLUTIONS	BURGLAR ALARM MAINTENANCE	67775000 5590	50.88		
	BURGLAR ALARM MAINTENANCE	67775000 5590	164.30		
	BURGLAR ALARM MAINTENANCE	67775000 5590	142.00		
	BURGLAR ALARM MAINTENANCE	67775000 5590	115.54		
	BURGLAR ALARM MAINTENANCE	67775000 5590	1,406.38		
	BURGLAR ALARM MAINTENANCE	67775000 5590	153.00		
			2,032.10		WA 00830248
STARRY SKY COFFEE COMPANY	BEVERAGE SERVICE FOR APRIL	60200127 5220	65.00		
			65.00		WA 00830249
STARTUP WEEKEND	PROVIDE STARTUP	60200133 5112	1,340.05		
			1,340.05		WA 00830250
STUDICA INC	AUTODESK AUTOCAD PERPETUAL	61320000 5322	285.67		
			285.67		WA 00830251
THE PATON GROUP	MIRROR ASSEMBLY #3 (Large	09563007 4310	140.73		
	Shipping & Handling Estimate	09563007 4310	20.00		
	LENS ONLY 2.0 (Large optics)	09563007 4310	248.97		
			409.70		WA 00830252
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	69.35		
	UPS CHARGES	67700400 5870	22.00		
			91.35		WA 00830253
US BANK CORPORATE PAYMENT SYSTEM	STUDICA, AUTODESK BUILDING	10071300 5322	285.01		
	AMAZON, APPLE CINEMA HD	67873000 4514	174.99		
	STUDICA, AUTODESK BUILDING	61320000 5322	285.01		
	AMAZON SHIPPING	67873000 4514	9.05		
			754.06		WA 00830254
VALPRINT	HANCOCK POLE FLAG FOR	05064001 4520	581.58		
	HANCOCK POLE FLAG FOR	05064003 4520	422.82		
	Shipping	05064003 4520	118.72		
			1,123.12		WA 00830255
VASQUES, JULIE	EnsuringTransferSuccessConf	63300000 4640	35.00		
			35.00		WA 00830256

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000	5540	12.58		
				<u>12.58</u>		WA 00830257
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400	5540	861.10		
				<u>861.10</u>		WA 00830258
VILLA, KIRI	REIMBURSEMENT FOR	64300202	4552	37.44		
				<u>37.44</u>		WA 00830259
VTC ENTERPRISES	DELIVERY OF AHC CLASS	67111000	5112	201.13		
				<u>201.13</u>		WA 00830260
WALCH, JENNIFER FAYE	Local Mileage-Cal Poly	60200312	5210	38.63		
				<u>38.63</u>		WA 00830261
WESTERN PROPANE SERVICE	PROPANE USED IN	21335007	4310	214.74		
	PROPANE USED IN	21330007	4310	63.15		
				<u>277.89</u>		WA 00830262
ZACARIAS, HILDA	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
				<u>240.00</u>		WA 00830263
BAKER, LINDA	Physical Exam Fund Reimb	67900009	3420	152.71		
				<u>152.71</u>		WC 00830264
BOLAND, KEVIN	Physical Exam Fund Reimb	67900009	3420	260.99		
				<u>260.99</u>		WC 00830265
BURNARD, CAROL J	Physical Exam Fund Reimb	67900009	3420	213.24		
				<u>213.24</u>		WC 00830266
FORD, JANET	Physical Exam Fund Reimb	67900009	3420	133.85		
				<u>133.85</u>		WC 00830267
GRELCK, CHRISTINE	Physical Exam Fund Reimb	67900009	3420	205.78		
				<u>205.78</u>		WC 00830268
MARTINEZ, REGINA	Physical Exam Fund Reimb	67900009	3420	376.28		
				<u>376.28</u>		WC 00830269
DEPARTMENT OF SOCIAL SERVICES	APPLICATION FEE FOR INCREASE	33697019	5320	25.00		
				<u>25.00</u>		WE 00830270
SAVE MART SUPERMARKETS	FOOD SUPPLIES 5/1/13-6/30/13	33697017	4710	48.26		
	FOOD SUPPLIES 4/15/13-6/30/13	33697017	4710	39.23		
	FOOD SUPPLIES 5/1/13-6/30/13	33697017	4710	106.29		
				<u>193.78</u>		WE 00830271
SMART & FINAL	FOOD SUPPLIES	33697000	4710	108.34		

Allan Hancock College
Warrant Register
Check Dates from 5/1/2013 to 5/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
				108.34	WE	00830272
CITY OF SANTA MARIA	Water Meter Monthly Rental	71710023	5690	199.75		
				199.75	WI	00830273
DELL MARKETING LP INC	DELL LATITUDE E5430 QUOTE	71730003	6411	585.81		
	WARRANTY	71730003	6411	356.00		
	ENVIRONMENTAL FEE	71730003	6411	3.00		
				944.81	WI	00830274
DOVETAIL DECISION CONSULTANTS INC	CONSULTANT SERVICES FOR THE	71711018	5112	485.75		
	CONSULTING SERVICES FOR PHASE	71710005	5112	3,805.00		
	CONSULTANT SERVICES FOR THE	71710018	5112	239.25		
				4,530.00	WI	00830275
EARTH SYSTEMS PACIFIC	Testing and Inspection	71720019	6240	3,274.25		
	Inspection and Testing	71711917	6240	2,175.86		
	Inspection and Testing	71710917	6240	1,071.69		
				6,521.80	WI	00830276
FREEDOM SCIENTIFIC	CONVERT JAWS SN#18833 FROM 5	71730002	5322	75.00		
	SMA RENEWAL JAWS	71730002	5322	651.94		
				726.94	WI	00830277
IPC-TAGS LTD	LABEL, C9, 99-UP PERSONALIZED,	71730003	4540	1,150.00		
	LABEL UPCHARGE	71730003	4540	42.50		
	FREIGHT/HANDLING	71730003	4540	14.04		
				1,206.54	WI	00830278
METZLER, BRUCE A	CONTINUING DSA INSPECTION	71711917	6240	10,478.80		
	CONTINUING DSA INSPECTION	71710917	6240	5,161.20		
				15,640.00	WI	00830279
OFFICE DEPOT INC	LOGITECH HD PRO WEBCAM, C920,	71730004	4514	1,731.76		
				1,731.76	WI	00830280
OFFICE DEPOT INC	EPSON WORKFORCE WF-3520	71730003	4514	161.55		
				161.55	WI	00830281
PACIFIC GAS & ELECTRIC CO	Electrical Service related to	71710023	5520	250.60		
				250.60	WI	00830282
PUBLIC AGENCY LAW GROUP	Legal Services through 6/30/13	71710917	5730	4,175.24		
	Legal Services through 6/30/13	71710030	5730	1,207.90		
	Legal Services through 6/30/13	71710023	5730	367.00		
	Legal Services through 6/30/13	71710030	5730	2,097.70		
	Legal Services through 6/30/13	71711917	5730	8,477.01		
				16,324.85	WI	00830283

**Allan Hancock College
Warrant Register**

Check Dates from 5/1/2013 to 5/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
SUNBELT RENTALS	Light Tower Monthly Rental for	71711917	5690	435.17		
	Light Tower Monthly Rental for	71710917	5690	214.33		
				<u>649.50</u>	WI	00830284
SUNGARD PUBLIC SECTOR INC	PROFESSIONAL SERVICES TRAVEL	71730001	5220	737.57		
				<u>737.57</u>	WI	00830285
COAST CLUTCH & BRAKE SUPPLY	LABOR TO RESURFACE ROTORS	21055003	5650	28.00		
				<u>28.00</u>	WA	00830286
CA SCHOOLS DENTAL COALITION	DENTAL CLAIMS & CONTRIBUTIONS	67100061	5430	55,485.00		
				<u>55,485.00</u>	WL	00830287
PACIFIC-MOUNTAIN CONTRACTORS OF CALIFORNIA INC	50% of Retention as of 3/31/13	71710030	6212	295,458.88		
	SETTLEMENT AGREEMENT	71710030	6212	141,426.29		
				<u>436,885.17</u>	WI	00830288

Warrant Register

Check Dates from 5/1/2013 to 5/31/2013

Fund and Reversal Summary

Totals By Fund:

Total for Fund 9410	1,246,067.46
Total for Fund 9421	0.00
Total for Fund 9433	2,356.75
Total for Fund 9441	1,188.44
Total for Fund 9446	643,234.53
Total for Fund 9447	4,565,155.06
Total for Fund 9461	110,970.00
Total for Fund 9462	5,372.66
Total for Fund 9463	2,544.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

Reversals:

Total for Fund 9410	137.23
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	0.00
Total for Fund 9461	0.00
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: 4/1/2013 - 4/30/2013

Check Date	Ck ID	Check #	Payee ID	Payee Name	Type	Status	Amount
4/4/2013	RC	00013928	V00081	COMMUNITY COLLEGE	MW	CX	225.00
4/4/2013	RC	00013929	V06696	EMBASSY SUITES	MW	RV	316.40
4/4/2013	RC	00013930	V14092	HOME DEPOT	MW	CX	148.13
4/4/2013	RC	00013931	E03178	POLLON, JOSEPH	MW	CX	348.31
4/8/2013	RC	00013932	V05527	ACADEMIC SENATE FOR	MW	CX	355.00
4/8/2013	RC	00013933	V22902	ALAMEDA COUNTY SHERIFF'S OFFIC	MW	CX	1,098.00
4/8/2013	RC	00013934	E03785	LOSSING, TRAVIS	MW	RV	120.00
4/8/2013	RC	00013935	E03877	NICHOLS, JON	MW	RV	120.00
4/8/2013	RC	00013936	V03940	COSTCO WHOLESALE	MW	CX	162.36
4/9/2013	RC	00013937	V22995	ASSOCIATION FOR THE ASSESSMENT	MW	CX	360.00
4/9/2013	RC	00013938	V08963	BOARD OF GOVERNORS	MW	CX	100.00
4/9/2013	RC	00013939	V08963	BOARD OF GOVERNORS	MW	CX	100.00
4/9/2013	RC	00013940	V23181	EconNSBC	MW	CX	125.00
4/9/2013	RC	00013941	V23182	SCHRADER, SUSAN	MW	CX	25.00
4/9/2013	RC	00013942	V14092	HOME DEPOT	MW	CX	381.39
4/11/2013	RC	00013943	V00901	CCCSFAAA	MW	IS	275.00
4/11/2013	RC	00013944	V00901	CCCSFAAA	MW	CX	325.00
4/11/2013	RC	00013945	V00901	CCCSFAAA	MW	IS	225.00
4/11/2013	RC	00013946	V11031	CHILD WELFARE LEAGUE OF AMERIC	MW	CX	204.95
4/11/2013	RC	00013947	E03783	DELEON, GREGORY	MW	CX	380.00
4/11/2013	RC	00013948	E01029	DOTY, LORI	MW	CX	467.00
4/11/2013	RC	00013949	V22863	DOUBLETREE BY HILTON HOTEL	MW	CX	453.82
4/11/2013	RC	00013950	V22863	DOUBLETREE BY HILTON HOTEL	MW	CX	192.53
4/11/2013	RC	00013951	V11189	POSTMASTER - SANTA MARIA	MW	CX	200.00
4/12/2013	RC	00013952	H20037131	DeBruno, Nicholas	MW	IS	39.50
4/12/2013	RC	00013953	V11481	MORRO BAY POLICE DEPT	MW	IS	823.75
4/17/2013	RC	00013954	V02492	CALIFORNIA COMMUNITY COLLEGES	MW	IS	45.00
4/17/2013	RC	00013955	V22800	PANERA BREAD CAFE 3180	MW	CX	990.33
4/24/2013	RC	00013956	V23212	CA AGRICULTURAL TEACHER'S ASSO	MW	IS	560.00
4/24/2013	RC	00013957	V22858	ONPEAK COMPASS RESERVATIONS	MW	CX	763.60
4/24/2013	RC	00013958	E01830	OWEN, GLENN	MW	IS	274.61
4/26/2013	RC	00013959	V23201	COFFEE A LA CART	MW	CX	660.00
4/26/2013	RC	00013960	VOID.CONTI	Void - Continued Stub	VM	VD	0.00
4/26/2013	RC	00013961	V14092	HOME DEPOT	MW	IS	489.85
4/26/2013	RC	00013962	V14092	HOME DEPOT	MW	IS	439.87
4/26/2013	RC	00013963	H01158043	Blodgett, Brooke	MW	IS	533.00
4/26/2013	RC	00013964	H20034719	Tanaka, Aina	MW	IS	35.00
4/29/2013	RC	00013965	V08963	BOARD OF GOVERNORS	MW	IS	300.00
4/29/2013	RC	00013966	V23204	INPLANT PRINTING & MAILING ASS	MW	IS	1,195.00
4/29/2013	RC	00013967	V23204	INPLANT PRINTING & MAILING ASS	MW	IS	200.00
4/29/2013	RC	00013968	V04146	RESIDENCE INN	MW	IS	1,594.60
4/29/2013	RC	00013969	V14342	SAN FRANCISCO AIRPORT MARRIOTT	MW	IS	120.00
4/29/2013	RC	00013970	E02412	STAUGAARD, JOHN	MW	IS	353.60
4/29/2013	RC	00013971	V22841	TRAINING WORKFORCE DEVELOPMENT	MW	IS	375.00
4/30/2013	RC	00013972	V22270	CROWNE PLAZA RESORT ANAHEIM	MW	IS	114.31
Total:							16,614.91
Reversals:							556.40
Grand Total:							16,058.51

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
June 18, 2013

ACRONYMS

ABC-CLIO	American Bibliographical Center – Clio Press
American College Health Assoc-NCHA	American College Health Assoc-National College Health Assessment
AT&T	American Telephone and Telegraph
B C Pumps	Bill Caldwell Pumps
CAE Healthcare Inc	Canadian Aviation Electronics Healthcare Inc
CAL-OSHA Reporter	California Occupational Safety & Health Administration Reporter
CCCSFAAA	California Community College Student Financial Aid Administrator Assoc
CDW Government Inc	Computer Discount Warehouse Government Inc
CML USA Inc	Commercial Mechanical Limited USA Inc
COMENITY-OSH COMMERCIAL SERVICES	Comenity-Orchard Supply Hardware Commercial Services
CPO Commerce Inc	Certified Pre Owned Commerce Inc
EconNSCB	Economic National Statistical Coordination Board
EMS Limited	Emergency Medical Supplies Limited
FTI Services Inc	Frontier Technology Inc Services Inc
GARDA CL West Inc	Garda Cash Logistics West Inc
IBI Group Architecture Planning	Irwin Beinhaker International Group Architecture Planning
IPC-TAGS Ltd	Internal Product Code – Tags Limited
KET Enterprise Div	Kentucky Educational Television Enterprise Division
LOVARC	Life Options, Vocational and Resource Center
MVE INSTITUTIONAL INC	McLand, Vasquez, Emsick Institutional Inc
NASCO Modesto	National Agricultural Science Company
PESI Healthcare	Professional Education Systems Inc Healthcare
POS World Inc	Point of Sale World Inc
SISC III	Self-Insured Schools of California
SVM LP	Stored Value Marketing LP
URS Corporation	United Research Service Corporation
VTC ENTERPRISES	Vocational Training Center Enterprises



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Authorization to Declare District Property as Surplus		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.B.	Enclosures: Page 1 of 1

BACKGROUND:

District personnel have determined that all items listed can no longer be used by college programs. This process is utilized to ensure that the college does not dispose of any item that still has value to the district.

Education Code Section 81450 allows for the sale, at auction, of district property not required for school purposes. Below is a list of district property to be declared surplus and subsequently sold at auction.

Lot #	Description	Quantity	Condition	AHC ID#	Serial/License #
674	1990 Ford Crown Victoria, VIN 30826	1 each	Poor	IT 91	Lic. 1237585
675	Winona seat & guide machine, L2508W	1 each	Very Poor	704771	259496
676	Forward Mfg. vehicle hoist, DP09A	1 each	Very Poor		106DE4208
677	Electro-Magi dirt buster, model 10002	1 each	Very Poor		223933
678	OTC-SPX Strut Tamer, model 6580	1 each	Very Poor		2903AI77600
679	Misc. computer equipment and copiers	11 pallets	Unknown		

Education Code Section 81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000. The athletics department would like to surplus and dispose of at private sale 25 pairs of football cleats valued at \$16 per pair (\$400 total value). These items can no longer be used by the district's football program but are of value to Sports International Football Camps.

FISCAL IMPACT:

Total proceeds are dependent on the auction and private sale participation level.

RECOMMENDATION:

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

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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AGENDA ITEM

To: Board of Trustees		Date: June 18, 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: 9.C.	Enclosures: Page 1 of 15

BACKGROUND:

Credit and noncredit instruction and non-instructional 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 and 2013-2014 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:
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FULL-TIME FACULTY SUMMER ASSIGNMENTS
Summer 2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
ACCOUNTING				
Owen, Glenn	10119	ACCT 100	Accounting for Entrepreneurs	.212
Owen, Glenn	10120	ACCT 130	Financial Accounting	.212
Owen, Glenn	10121	ACCT 140	Managerial Accounting	.212
Owen, Glenn	10241	ACCT 130	Financial Accounting	.212
ADMINISTRATION OF JUSTICE				
Avila, Alvaro	10112	AJ	Intro to Criminal Justice	.212
AGRIBUSINESS				
Koch, Alfredo	10704	AG 156	Intro to Environmental Horticulture	.129
ANTHROPOLOGY				
Stokes, Brian	10066	ANTH 101	Intro to Physical Anthropology	.212
Stokes, Brian	10067	ANTH 101	Intro to Physical Anthropology	.212
Stokes, Brian	10170	ANTH 102	Intro to Cultural Anthropology	.211
ART				
Hood, John	10031	ART 101	Art Appreciation	.212
Hood, John	10032	ART 101	Art Appreciation	.212
Hood, John	10035	ART 120	Drawing 1	.378
BUSINESS				
Bryant, Robert	10123	BUS 106	Small Business Management	.212
Bryant, Robert	10237	BUS 102	Marketing	.212
Comstock, Marie	10122	BUS 101	Introduction to Business	.212
Comstock, Marie	10124	BUS 107	Human Relations in Business	.212
Comstock, Marie	10125	BUS 110	Business Law: Contracts & Sale	.212
CHEMISTRY				
Nouri, Dustin	10242	CHEM 120	Introductory Chemistry	.392
O'Neill, Stephen	10010	CHEM 120	Introductory Chemistry	.392
O'Neill, Stephen	10707	CHEM 120	Introductory Chemistry	.184
Philbin, Donald	10709	CHEM 110	Chemistry and Society	.391
COMPUTER BUSINESS INFORMATION SYSTEMS				
Warrick, Margaret	10126	CBIS 101	Computer Concepts & Apps	.212
Warrick, Margaret	10184	CBIS 141	Microsoft Excel-Comprehensive	.212
COMPUTER SCIENCE				
Wagner, Michael	10013	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	10232	CS 111	Fundamentals of Programming 1	.283
Wagner, Michael	10500	CS 102	Intro to Computing with HTML	.211
DENTAL ASSISTING				
Johnson, Kathleen	10240	DA 310	Exploring Career Opportunities	.066

FULL-TIME FACULTY SUMMER ASSIGNMENTS**Summer 2013**

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
EARLY CHILDHOOD STUDIES				
DalPorto, Judith	10482	ECS 100	Child Growth and Development	.211
Demchak, Karan	10114	ECS 101	Child, Family and Community	.208
Demchak, Karan	10483	ECS 102	Child Health, Safety & Nutrition	.200
Frazier, Yvon	10484	ECS 115	Caring for Infants & Toddlers	.211
Roepke, Thesa	10113	ECS 100	Child Growth and Development	.211
Roepke, Thesa	10649	ECS 118	Practicum: Preschool	.271
ECONOMICS				
Elliott, Herbert	10069	ECON 101	Principles of Macro-Economics	.212
Elliott, Herbert	10070	ECON 102	Principles of Micro-Economics	.212
Elliott, Herbert	10071	ECON 130	Consumer and Family Finance	.212
Elliott, Herbert	10641	ECON 121	Business Economics	.212
ENGLISH				
Adams, Kathryn	10136	ENGL 102	Freshman Comp: Literature	.234
Adams, Kathryn	10140	ENGL 131	20 th Century American Literature	.212
Adams, Kathryn	10643	ENGL 135	Introduction to Poetry	.106
Cain, Denize	10135	ENGL 101	Freshman Comp: Exposition	.297
Farley, Susan	10138	ENGL 103	Critical Thinking & Composition	.225
Farley, Susan	10141	ENGL 146	English Literature 1800-Present	.212
Garcia-Martinez, M.	10222	ENGL 101	Freshman Comp: Exposition	.306
Garcia-Martinez, M.	10223	ENGL 101	Freshman Comp: Exposition	.306
Garcia-Martinez, M.	10225	ENGL 103	Critical Thinking & Composition	.228
Jozwiak, Jennifer	10226	ENGL 110	Grammar for College & Career	.212
Nunez, Christina	10224	ENGL 103	Critical Thinking & Composition	.234
Raybould-Rodgers, J.	10129	ENGL 101	Freshman Comp: Exposition	.306
Raybould-Rodgers, J.	10137	ENGL 103	Critical Thinking & Composition	.234
Read, James	10128	ENGL 101	Freshman Comp: Exposition	.306
Read, James	10130	ENGL 101	Freshman Comp: Exposition	.306
Read, James	10643	ENGL 135	Introduction to Poetry	.106
FILM				
Hite, Christopher	10042	FILM 105	Film and Television Writing I	.212
Webb, Timothy	10710	FILM 101	Film Art & Communication	.266
Webb, Timothy	10711	FILM 102	Hollywood & the American Film	.266
Webb, Timothy	10712	FILM 103	Contemporary Latin American Film	.266
FIRE TECHNOLOGY				
Senior, David	10175	FT 107	Apparatus and Equipment	.212
Senior, David	10387	FT 341	Fire Hydraulics	.212
HEALTH EDUCATION				
Bates, Sheri	10045	HED 100	Health and Wellness	.212
Bates, Sheri	10046	HED 100	Health and Wellness	.212
Bates, Sheri	10198	HED 100	Health and Wellness	.212
Maumausolo, Scia	10194	HED 100	Health and Wellness	.212

FULL-TIME FACULTY SUMMER ASSIGNMENTS
Summer 2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
HISTORY				
Bierly, Gary	10074	HIST 101	World Civilizations to 1600	.212
Bierly, Gary	10076	HIST 102	World Civilizations to 1500	.212
Bierly, Gary	10489	HIST 105	Western Civilization Since 1650	.212
Hall, Roger	10078	HIST 107	U S History to 1877	.212
Hall, Roger	10080	HIST 108	U S History	.212
Hall, Roger	10084	HIST 119	History of California	.212
Hall, Roger	10490	HIST 118	U S History	.212
ITALIAN				
Maceri, Domenico	10217	ITAL 101	Elementary Italian	.412
LAW ENFORCEMENT				
Annibali, Deborah	10771	LE 310	Intro to LE Acad (Pre-Academy)	.061
Dossey, Gregory	10771	LE 310	Intro to LE Acad (Pre-Academy)	.074
MATHEMATICS				
Mitchem, Jon	10019	MATH 311	Algebra 1	.306
Mitchem, Jon	10708	MATH 123	Elementary Statistics	.366
Strance, Deborah	10713	MATH 141	Precalculus	.378
Strance, Deborah	10714	MATH 331	Algebra 2	.378
Yavari, Mina	10017	MATH 131	College Algebra	.306
Yavari, Mina	10022	MATH 331	Algebra 2	.378
NURSING				
Donnelly, Jane	10027	NURS 320	Gerontology	.142
Donnelly, Jane	10652	NURS 328	Clinical Lab 2	.264
Manalo, Lauro	10652	NURS 328	Clinical Lab 2	.199
Nelson, Mary	10652	NURS 328	Clinical Lab 2	.331
Royce, Geraldine	10411	NURS 416	Certified Home Health Aide	.188
Royce, Geraldine	10651	NURS 416	Certified Home Health Aide	.088
Walters-Derry, S.	10028	NURS 327	Gastrointestinal and Urinary	.167
Walters-Derry, S.	10030	NURS 335	Integumentary/Musculoskeletal	.175
Walters-Derry, S.	10652	NURS 328	Clinical Lab 2	.033
PERSONAL DEVELOPMENT				
English, Blake	10154	PD 100	Personal & Career Exploration	.212
English, Blake	10188	PD 115	Career Planning	.075
Reed, Christine	10187	PD 101	Success in College	.208
PHILOSOPHY				
Bierly, Gary	10088	PHIL 101	Survey of Philosophy	.212
PHOTOGRAPHY				
Passage, David	10205	PHTO 170	Digital Photography	.139
Passage, David	10206	PHTO 171	Digital Photography Lab	.186

FULL-TIME FACULTY SUMMER ASSIGNMENTS
Summer 2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
PHYSICAL EDUCATION				
Dutra, Kristopher	10654	PE 140	Physical Fitness Lab	.225
Dutra, Kristopher	10702	PE 112	Football Techniques & Theory	.320
Maumausolo, Scia	10181	PE 170	Softball	.161
Stevens, Christopher	10061	PE 165	Advanced Baseball	.152
Stevens, Christopher	10653	PE 121	Swim Fitness Lab	.267
POLITICAL SCIENCE				
Patrick, Frederic	10212	POLS 103	American Government	.212
Patrick, Frederic	10231	POLS 103	American Government	.212
PSYCHOLOGY				
Haddad, Lubna	10097	PSY 101	General Psychology	.212
Haddad, Lubna	10105	PSY 118	Human Development-Lifespan	.212
Haddad, Lubna	10331	PSY 118	Human Development-Lifespan	.212
Haddad, Lubna	10508	PSY 118	Human Development-Lifespan	.212
Vandermolen, T.	10096	PSY 101	General Psychology	.212
Vandermolen, T.	10103	PSY 112	Human Sexuality	.212
Vandermolen, T.	10214	PSY 117	Child Psychology	.212
Vandermolen, T.	10507	PSY 112	Human Sexuality	.212
SOCIOLOGY				
McNeil, Daniel	10106	SOC 101	Introduction to Sociology	.212
McNeil, Daniel	10109	SOC 110	Person/Fam Rel 21 st Century	.212
McNeil, Daniel	10171	SOC 101	Introduction to Sociology	.212
Restrepo, Alberto	10108	SOC 102	Social Problems	.212
Restrepo, Alberto	10152	SOC 120	Race & Ethnic Relations	.212
SPANISH				
Gomez De Torres, A.	10219	SPAN 101	Elementary Spanish	.412
Ramirez Gelpi, A.	10218	SPAN 101	Elementary Spanish	.412
SPEECH COMMUNICATION				
Auten, Diane	10360	SPCH 103	Interpersonal Communication	.212

PART-FACULTY ASSIGNMENTS - CREDIT
Summer2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
ADMINISTRATION OF JUSTICE				
Lupo, Edward	10110	AJ 101	Intro to Criminal Justice	.211
Lupo, Edward	10357	AJ 103	Concepts of Criminal Law	.211
Vuillemainroy, R.	10642	AJ 101	Intro to Criminal Justice	.211
AGRIBUSINESS				
Guerra, Guillermo	10704	AG 156	Intro to Environmental Horticulture	.130
Macmillan, Craig	10001	AG 122	Viticulture Operations 3	.161
AMERICAN SIGN LANGUAGE				
Rivera, Maria	10215	ASL 120	American Sign Language 1	.211
Rivera, Maria	10216	ASL 130	Conversational ASL	.211
ANTHROPOLOGY				
Roberts, Paul	10068	ANTH 102	Intro to Cultural Anthropology	.212
Roberts, Paul	10207	ANTH 102	Intro to Cultural Anthropology	.212
Scott, Linda	10208	ANTH 103	Intro to Archaeology	.212
ART				
Doe, Kristopher	10204	ART 101	Art Appreciation	.211
Girolo, Anthony	10033	ART 101	Art Appreciation	.211
Trimbath, Patrick	10034	ART 101	Art Appreciation	.211
Vosburg, Candace	10036	ART 160	Ceramics	.361
Weiss, Cheryl	10661	ART 380	Art Lab (Ceramics) 1	.294
ASTRONOMY				
Tobin, Vincent	10003	ASTR 100	Elementary Astronomy	.212
ATHLETIC TRAINING				
Malinowski, John	10746	ATH 104	Care/Prevention-Ath Injuries	.278
AUTOMOTIVE TECHNOLOGY				
Rosenthal, Mark	10203	AT 100	Automotive Fundamentals	.392
BIOLOGY				
Bondello, Michael	10189	BIOL 199E	Paleobiology of Dinosaurs	.075
Burroughs, Virginia	10005	BIOL 100	Introductory Biology	.378
Burrough, Virginia	10715	BIOL 100	Introductory Biology	.186
Morris, Jennifer	10008	BIOL 124	Human Anatomy	.377
Morris, Jennifer	10721	BIOL 124	Human Anatomy	.188
Pierce, Kerry	10006	BIOL 100	Introductory Biology	.398
Schienze, Johanna	10004	BIOL 100	Introductory Biology	.400

PART-FACULTY ASSIGNMENTS - CREDIT
Summer2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
BUSINESS INFORMATION SYSTEMS				
Burnard, Carol	10346	CBIS 371	Intro to Excel	.071
Burnard, Carol	10347	CBIS 373	Intro to Windows	.071
Robertus, Paul	10339	CBIS 371	Intro to Excel	.069
BUSINESS OFFICE TECHNOLOGY				
Burnard, Carol	10334	CBOT 100	Keyboarding	.075
Burnard, Carol	10345	CBOT 100	Keyboarding	.066
Kirker, Robert	10127	CBOT 131	Intro to Work Processing	.212
Robertus, Paul	10335	CBOT 100	Keyboarding	.055
Robertus, Paul	10336	CBOT 100	Keyboarding	.055
CHEMISTRY				
Oakes, Raymond	10012	CHEM 120	Introductory Chemistry	.392
COUNSELING				
Amido, Richard	ASSIGNED	Counseling UTC		.421
Brackett, Ashley	ASSIGNED	Counseling STEM Ctr		.497
Davis, Henry	ASSIGNED	Counseling		.068
Diaz, Angelica	ASSIGNED	Counseling CCC AD		.162
Guillen-Franco, M.	ASSIGNED	Counseling Noncredit		.037
Guillen-Franco, M.	ASSIGNED	Counseling/TANF		.139
Hernandez, David	ASSIGNED	Counseling/CTEA		.418
Hernandez, Norma	ASSIGNED	Counseling		.347
McKinley, Lisa	ASSIGNED	Counseling -SM		.213
Milan, Jose	ASSIGNED	Counseling Noncredit		.119
Stewart, Timothy	ASSIGNED	Counseling-LVC		.402
Valverde, Dana	ASSIGNED	Counseling Noncredit		.380
Vasques, Julie	ASSIGNED	Counseling UTC		.277
Wells, Thomas	ASSIGNED	Counseling/BSI		.020
Zarate, Christopher	ASSIGNED	Counseling		.017
CULINARY ARTS				
Cardiel, Kathleen	10239	CA 124	Sanitation, Safety & Equipment	.209
DANCE				
Claverie, Kellie	10236	DANC 165	Clinic in Hip Hop	.092
Garren, Shelagh	10657	DANC 160	Clinic in Ballet	.044
Kim, Kevin	10659	DANC 176	Choreography Field Work	.199
Kim, Kevin	10660	DANC 186	Dance Production	.264
Kline, Valerie	10657	DANC 160	Clinic in Ballet	.045
Reyes, Benjamin	10488	DANC 165	Clinic in Hip Hop	.092
Rivera, Candace	10233	DANC 160	Clinic in Ballet	.092
Segura, Monique	10659	DANC 176	Choreography Field Work	.264

PART-FACULTY ASSIGNMENTS - CREDIT**Summer2013**

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
Valenzuela, Cynthia	10340	DANC 161	Clinic in Intermediate Ballet	.092
DENTAL ASSISTING				
Detter, Diane	10470	DA 379A	Success in DA Practice	.122
DRAMA				
Allen, Jeffery	10694	DRMA 114	Intro to Theatre Laboratory	.182
Allen, Jeffery	10703	DRMA 115	Repertory Theatre	.282
Deeben, Frederick	10703	DRMA 115	Repertory Theatre	.135
Hendricks, Karin	10703	DRMA 115	Repertory Theatre	.135
Hogan, Abigail	10703	DRMA 115	Repertory Theatre	.135
Hogan, Tim	10703	DRMA 115	Repertory Theatre	.135
Jenkinson, Michael	10703	DRMA 115	Repertory Theatre	.271
Kennedy, Debra	10703	DRMA 115	Repertory Theatre	.135
Morris, Callum	10703	DRMA 115	Repertory Theatre	.135
Newell, Robin	10703	DRMA 115	Repertory Theatre	.135
Patterson, Heather	10703	DRMA 115	Repertory Theatre	.135
Rebel, Elisabeth	10703	DRMA 115	Repertory Theatre	.135
Ware, Lynn	10703	DRMA 115	Repertory Theatre	.135
Zornow, Jennifer	10703	DRMA 115	Repertory Theatre	.135
EARLY CHILDHOOD STUDIES				
Viker, Sharol	10199	ECS 102	Child Health, Safety & Nutrition	.211
Viker, Sharol	10200	ECS 104	Principles and Practices	.211
EMERGENCY MEDICAL SERVICES				
Miller, John	10145	EMS 306	CPR for Healthcare Providers	.034
Miller, John	10648	EMS 134	Internship Seminar	.075
ENGINEERING TECHNOLOGY				
Breschini, Timothy	10142	ET 100	Computer-Aided Drafting	.309
ENGLISH				
Adams, Rose Marie	10133	ENGL 101	Freshman Comp: Exposition	.285
Fritsche, John	10179	ENGL 513	Writing Skills 3	.411
George, Tricia	10744	ENGL 514	Writing Skills 4	.411
Hidinger, Matthew	10139	ENGL 104	Technical Writing	.204
Kazarian, Albert	10131	ENGL 101	Freshman Comp: Exposition	.285
Loomis, Sherry	10180	ENGL 514	Writing Skills 4	.469
Miller, Mark	10134	ENGL 101	Freshman Comp: Exposition	.309
Sukrad, Wilma	10178	ENGL 512	Writing Skills 2	.469
Weyandt, Mary	10132	ENGL 101	Freshman Comp: Exposition	.300

PART-FACULTY ASSIGNMENTS - CREDIT
Summer2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
ENGLISH AS A SECOND LANGUAGE				
Delker, Natalie	10656	ESL 550	Grammar 1	.275
Keiser, Andria	10655	ESL 555	Pronunciation Skills	.200
ENVIRONMENTAL TECHNOLOGY				
Coffman, Scott	10698	ENVT 156	First Response Operational	.067
Coffman, Scott	10699	ENVT 156	First Response Operational	.067
FILM				
Simonsen, Michele	10040	FILM 101	Film Art & Communication	.266
Smith, Robin	10359	FILM 110	Intro Motion Picture/Video Production	.386
FIRE TECHNOLOGY				
Kay, David	10705	FT 347	Auto Extrication	.068
FOOD SCIENCE AND NUTRITION				
Dunbar, Constance	10495	FSN 109	Basic Nutrition for Health	.212
GEOGRAPHY				
Chaudhari, Rajni	10153	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	10485	GEOG 102	Human Geography	.212
Chaudhari, Rajni	10486	GEOG 102	Human Geography	.212
Straub, Christopher	10209	GEOG 102	Human Geography	.208
GRAPHICS				
Schuldt, Mandy	10639	GRPH 116	Digital Portfolio	.279
HEALTH EDUCATION				
Griego, Clarence	10193	HED 100	Health and Wellness	.208
Griego, Clarence	10499	HED 100	Health and Wellness	.208
Hazard-McCloughlin, K	10049	HED 100	Health and Wellness	.211
Maltagliati, Frank	10047	HED 100	Health and Wellness	.208
Weare, Myrna	10048	HED 100	Health and Wellness	.212
HEALTH SERVICES				
Cooper, Ann	ASSIGNED	Health Services		.023
Danell, Kimberly	ASSIGNED	Health Services		.038
Redding-Stewart	ASSIGNED	Health Services		.027
SantaCruz, Dalila	ASSIGNED	Health Services		.027
Vonfrausing-Borc, O.	ASSIGNED	Health Services		.027
HISTORY				
Ashbaugh, John	10079	HIST 107	U S History to 1877	.208
Ashbaugh, John	10081	HIST 108	U S History 1877 to Present	.208

PART-FACULTY ASSIGNMENTS - CREDIT
Summer2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
Ashbaugh, John	10646	HIST 118	U S History	.208
Gamboa, Miguel	10075	HIST 101	World Civilizations to 1600	.211
Gamboa, Miguel	10083	HIST 118	U S History	.208
Gamboa, Miguel	10176	HIST 108	U S History 1877 to Present	.208
Gerich, Robert	10169	HIST 118	U S History	.208
Hall, Kari	10210	HIST 118	U S History	.212
Jenkins, Basil	10645	HIST 104	Western Civilizations to 1650	.208
Siegel, Steven	10082	HIST 118	U S History	.211
HUMAN SERVICES				
Connolly, Linda	10202	HUSV 101	Becoming a Helping Professional	.211
Elam, Sharon	10117	HUSV 103	Basic Counseling Skills	.211
Segura, Raymond	10118	HUSV 108	Crisis Intervention Strategies	.211
LIBRARIAN				
Baxter, Janet	ASSIGNED	Librarian-LVC		.110
Beck, Colleen	ASSIGNED	Librarian-SM		.228
Burch, Mary	ASSIGNED	Librarian-LVC		.097
Lewis, Mary Ellen	ASSIGNED	Librarian-SM		.228
Mastin, Joann Agas	ASSIGNED	Librarian-LVC		.027
Tubbs-Nelson, K.	ASSIGNED	Librarian-SM		.017
MACHINE TECHNOLOGY				
Howard, Daniel	10143	MT 109	Survey of Machining	.475
MATHEMATICS				
Abela, Alexander	10025	MATH 331	Algebra 2	.344
Crain, Richard	10020	MATH 311	Algebra 1	.283
Crain, Richard	10177	MATH 321	First Year Geometry	.208
Debleds, Julia	10024	MATH 331	Algebra 2	.350
Debleds, Julia	10158	MATH 181	Calculus 1	.333
Loghmani, Nahid	10160	MATH 531	Pre-Algebra	.208
Macias, Eva	10173	MATH 123	Elementary Statistics	.342
Macias, Eva	10185	MATH 511	Fundamentals of Arithmetic	.283
Martin, Ernest	10174	MATH 331	Algebra 2	.344
Mesri, Parivash	10023	MATH 331	Algebra 2	.350
Silva, Douglas	10016	MATH 123	Elementary Statistics	.342
Underwood, Scott	10021	MATH 311	Algebra 1	.283
Underwood, Scott	10504	MATH 331	Algebra 2	.350
White, Robert	10015	MATH 123	Elementary Statistics	.326
White, Robert	10159	MATH 123	Elementary Statistics	.326
Yundt, David	10165	MATH 311	Algebra 1	.283

PART-FACULTY ASSIGNMENTS - CREDIT**Summer2013**

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
MUSIC				
Devine, Jeffrey	10228	MUS 125	Beginning Guitar	.190
Rackley, David	10043	MUS 100	Music Appreciation	.212
NURSING				
Melsheimer, Ayleen	10162	NURS 422	EKG/Monitor Observer	.100
Melsheimer, Ayleen	10652	NURS 328	Clinical Lab 2	.264
Miller, Jacqueline	10652	NURS 328	Clinical Lab 2	.132
Page, Randolph	10652	NURS 328	Clinical Lab 2	.297
PARALEGAL				
Rigali, James	10496	PLGL 102	Criminal Law & Procedure	.211
Wagner, Stephen	10238	PLGL 101	Intro to Paralegal Studies	.211
Wagner, Stephen	10497	PLGL 109	Family Law	.211
PERSONAL DEVELOPMENT				
Davis, Henry	10156	PD 100	Personal & Career Exploration	.208
Davis, Henry	10480	PD 100	Personal & Career Exploration	.212
Davis, Henry	10481	PD 100	Personal & Career Exploration	.212
Hernandez, Norma	10101	PD 110	College Success Seminar	.069
Stein, Jeffrey	10155	PD 101	Success in College	.208
Zarate, Christopher	10095	PD 101	Success in College	.208
PHILOSOPHY				
Heiges, Kenneth	10091	PHIL 114	Critical Thinking	.225
Heiges, Kenneth	10211	PHIL 121	Religions of the Modern World	.212
Rabinowitz, Craig	10089	PHIL 102	Existence & Reality	.208
Rabinowitz, Craig	10090	PHIL 105	Ethics	.208
Rabinowitz, Craig	10692	PHIL 114	Critical Thinking	.225
PHYSICAL EDUCATION				
Claverie, Kellie	10197	PE 132	Cardio Kickboxing	.149
Garcia, Rodrigo	10059	PE 164	Soccer	.151
Garcia, Alvaro	10060	PE 164	Soccer	.151
Griego, Clarence	10195	PE 132	Cardio Kickboxing	.151
Griego, Clarence	10654	PE 140	Physical Fitness Lab	.180
King, Roy	10050	PE 120	Beginning & Intermediate Swim	.135
King, Roy	10196	PE 120	Beginning & Intermediate Swim	.135
Koivisto, Patricia	10182	PE 133	Yoga Fitness	.135
Meyer, William	10654	PE 140	Physical Fitness Lab	.125
Molina, Julio	10065	PE 172	Volleyball	.135
Nerelli, Cary	10062	PE 167	Basketball	.151
Pope, Michael	10654	PE 140	Physical Fitness Lab	.366
Quintana, Louie	10058	PE 146	Strength & Flexibility	.151

PART-FACULTY ASSIGNMENTS - CREDIT
Summer2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
Twitchell, Mary	10653	PE 121	Swim Fitness Lab	.135
PHOTOGRAPHY				
Dickerson, Joseph	10044	PHTO 110	Basic Photography	.320
PHYSICS				
Tobin, Vincent	10157	PHYS 110	Introductory Physics	.212
POLITICAL SCIENCE				
Masaoka, Robert	10093	POLS 103	American Government	.212
Siegel, Steven	10092	POLS 101	Intro to Political Science	.211
PSYCHOLOGY				
Andrews, Esther	10100	PSY 101	General Psychology	.211
Curtis, Kathleen	10099	PSY 112	Human Sexuality	.189
Dossey, Arthur	10102	PSY 101	General Psychology	.211
Kuntz, Eugene	10098	PSY 101	General Psychology	.208
Kuntz, Eugene	10506	PSY 101	General Psychology	.208
Kuntz, Eugene	10640	PSY 101	General Psychology	.211
Manziara, Maria	10104	PSY 112	Human Sexuality	.211
SOCIOLOGY				
Fischer, Sarah	10107	SOC 101	Introduction to Sociology	.211
SPANISH				
Chroman, Tanya	10051	SPAN 101	Elementary Spanish	.392
Plascencia, Claudia	10052	SPAN 101	Elementary Spanish	.392
Trujillo, Araceli	10220	SPAN 101	Elementary Spanish	.392
SPEECH COMMUNICATION				
Byrne, Jean	10221	SPCH 101	Public Speaking	.211
Gerbasi, Suzanne	10054	SPCH 101	Public Speaking	.211
Gerbasi, Suzanne	10055	SPCH 102	Small Group Communication	.211
Hall, Zachary	10230	SPCH 102	Small Group Communication	.211
Henderson, Bruce	10745	SPCH 101	Public Speaking	.211
Magruder, Amy	10053	SPCH 101	Public Speaking	.211
Pope, Megan	10056	SPCH 102	Small Group Communication	.211
Pope, Megan	10227	SPCH 101	Public Speaking	.211
WELDING TECHNOLOGY				
Sjostedt, Nohl	10526	WLDT 335	Flux Core Arc Welding	.065

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Annibali, Deborah	Post Coordinator-Spring 2013	\$895.92
Barr, Cinthia A.	Resource teacher assignment for noncredit ESL program (6/17-8/8/13)	\$2005.12
Bierdzinski, Sandra	Annual program update - Library (4/1- 4/12/13)	\$250.00
Comstock, Marie	Annual program update - Business (4/1-4/12/13)	\$125.00
Comstock, Marie	Annual program update -Paralegal (4/1- 4/12/13)	\$250.00
Dal Bello, Dominic	Annual program update - Engineering (4/1-4/12/13)	\$250.00
Dempsey, Michael	Annual program update -Theatre Technical (4/1-4/12/13)	\$250.00
Heredia-Vital, Horacio	Choreograph for the annual Fall Dimensions in Dance program concert (8/19-9/30/13)	\$506.88
Kim, Kevin	Choreograph for the annual Fall Dimensions in Dance program concert (8/19- 10/31/13)	\$1,679.04
Knight, Julie	Annual program update (4/1-4/12/13) - Reading	\$250.00
McGuire, Patrick	Annual program update (4/1-4/12/13) - Auto Technology	\$250.00
Nouri, Dustin	Annual program update (4/1-4/12/13) - Chemistry	\$250.00
Reid, Robert	Law enforcement equipment familiarization/demonstration (6/22/13)	\$219.40
Reyes, Ben	Choreograph for the annual Fall Dimensions in Dance program concert (8/19-9/30/13)	\$1,078.08
Rivera, Candace	Publicist for Dimensions in Dance and for the Folklorico program for Fall 2013 (8/19/-12/31/13)	\$6,668.16
Segura, Monique	Choreograph for the annual Fall Dimensions in Dance program concert (8/19-10/31/13)	\$937.92
Senior, David	Annual program update (4/1-4/12/13) - Fire Technology	\$250.00
Treur, Kristy	Large class stipend for CRN#42029 (1/22-3/15/13)	\$150.00
Wagner, Michael	Annual program update -Computer Science (4/1-4/12/13)	\$250.00

HOURLY FACULTY ASSIGNMENTS - NONCREDIT
Summer 2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
ADULT BASIC SKILLS				
Barr, Roger	10514	BASK 7005B	Preparing for the GED Tests	.081
Barr, Roger	10515	BASK 7005B	Preparing for the GED Tests	.081
Beckelhymer, Kathy	10510	BASK 7003A	Reading, Writing & Math	.081
Garcia, Katherine	10516	BASK 7005B	Preparing for the GED Tests	.081
Gonzalez, Carlos	10518	BASK 7005B	Preparing for the GED Tests	.081
Gonzalez, Carlos	10519	BASK 7005B	Preparing for the GED Tests	.081
Hernandez, Verihozka	10524	BASK 7005B	Preparing for the GED Tests	.081
Howard, Joanne	10511	BASK 7003B	Reading, Writing & Math	.081
Howard, Joanne	10512	BASK 7003B	Reading, Writing & Math	.081
Howard, Joanne	10513	BASK 7003B	Reading, Writing & Math	.081
Majoue, Mary	10724	BASK 7014	Mathematics Lab	.284
Suarez, Hedy	10523	BASK 7005B	Preparing for the GED Tests	.081
Wambolt, Lilia	10525	BASK 7005B	Preparing for the GED Tests	.081
Wambolt, Lilia	10527	BASK 7011B	Basic Math	.081
CITIZENSHIP				
Lara, Julieta	10537	CITZ 7000B	Preparation for Citizenship	.081
Lara, Julieta	10538	CITZ 7000B	Preparation for Citizenship	.081
McSparron, Edward	10539	CITZ 7000B	Preparation for Citizenship	.081
ENGLISH AS A SECOND LANGUAGE				
Aguilera, Virginia	10727	NESL 7001T	Intro to English A1	.162
Aguilera, Virginia	10728	NESL 7003T	Intro to English B1	.162
Balsiger, Theresa	10729	NESL 7003T	Intro to English B1	.162
Beckelhymer, Kathy	10730	NESL 7001T	Intro to English A1	.162
Dreger, Elliot	10732	NESL 7007T	Intro to English D1	.162
Estrada, Carlos	10733	NESL 7005T	Intro to English C1	.162
Faries, Martin	10635	NESL 7060T	ESL Instructional Lab	.054
Faries, Martin	10734	NESL 7003T	Intro to English B1	.162
Franklin, Suzanne	10735	NESL 7000T	Intro to English: Pre-A	.162
Franklin, Suzanne	10736	NESL 7060T	ESL Instructional Lab	.108
Gonzalez, Alfredo	10739	NESL 7001T	Intro to English A1	.162
Gutierrez, Jaime	10741	NESL 7001T	Intro to English A1	.162
Gutierrez, Jaime	10742	NESL 7001T	Intro to English A1	.162
Gutierrez, Jaime	10747	NESL 7060T	ESL Instructional Lab	.108
Leon, Henry	10749	NESL 7001T	Intro to English A1	.162
Lester, Janet	10750	NESL 7005T	Intro to English C1	.162
Limon, Delia	10751	NESL 7001T	Intro to English A1	.162
Limon, Delia	10752	NESL 7001T	Intro to English A1	.162
Limon, Delia	10753	NESL 7001T	Intro to English A1	.162
Limon, Delia	10633	NESL 7060T	ESL Instructional Lab	.054
McSparron, Edward	10754	NESL 7001T	Intro to English A1	.162
Rangel, Minerva	10757	NESL 7000T	Intro to English: Pre-A	.162
Reyes, Pedro	10758	NESL 7003T	Intro to English B1	.162
Reyes, Pedro	10759	NESL 7000T	Intro to English: Pre-A	.162

HOURLY FACULTY ASSIGNMENTS - NONCREDIT
Summer 2013

INSTRUCTOR	CRN	PREFIX/ NUMBER	COURSE NAME	FTE
Schwartz, Rebeca	10761	NESL 7007T	Intro to English D1	.162
Schwartz, Rebeca	10631	NESL 7060T	ESL Instructional Lab	.054
Schwartz, Rebeca	10760	NESL 7005T	Intro to English C1	.162
Shpak, Donna	10762	NESL 7000T	Intro to English: Pre-A	.162
Shpak, Donna	10763	NESL 7000T	Intro to English: Pre-A	.162
Stoker, Tara	10764	NESL 7003T	Intro to English B1	.162
Stoker, Tara	10765	NESL 7003T	Intro to English B1	.162
Torbert, George	10766	NESL 7005T	Intro to English C1	.162
Uitti, Rosalie	10767	NESL 7005T	Intro to English C1	.162
Uitti, Rosalie	10768	NESL 7005T	Intro to English C1	.162
Uitti, Rosalie	10769	NESL 7005T	Intro to English C1	.162
HOME ECONOMICS				
Beach, Teresa	10691	HOEC 7116	Basic Sewing Machine Use	.027
Gabel, Mary Jo	10690	HOEC 7110A	Embroidery Machine Basics	.082
Jaquez, Arcelia	10689	HOEC 7101A	Clothing Construction 2	.108
SHORT-TERM VOCATIONAL				
Cook, Suzanne	10731	VOCE 7100A	Computers & You – Level 1	.108
DeRosa, Shirley	10726	VOCE 7108A	Business Skills Lab	.108
Garcia Katherine	10737	VOCE 7101A	Computers & You – Level 2	.108
Garcia Katherine	10726	VOCE 7108A	Business Skills Lab	.108
Gonzalez, Carlos	10738	VOCE 7100A	Computers & You - Level 1	.108
Guillen-Franco, M	10740	VOCE 7100A	Computers & You - Level 1	.108
Guzman, Anthony	10580	VOCE 7035A	Jewelry Making & Repair	.054
Guzman, Anthony	10581	VOCE 7035A	Jewelry Making & Repair	.054
Hernandez, Verihozka	10748	VOCE 7107A	Introduction to Excel	.054
Mercado-Gomez,R	10755	VOCE 7105A	Introduction to Microsoft Word	.054
Mercado-Gomez, R	10756	VOCE 7107A	Introduction to Excel	.054
Robertus, Paul	10770	VOCE 7108A	Business Skills Lab	.082
Stoffers, Joyce	10725	VOCE 7031A	Career Lab	.326
Wender, Cleo	10725	VOCE 7031A	Career Lab	.284



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Equivalency Certification for Faculty		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.D	Enclosures: Page 1 of 3

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.

Provisional Equivalency CertificationNameDiscipline

Barns, Theresa

Photography

(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:

	Regular Certification
	Provisional Certification
X	From: 9/13 To: 12/13
	Not Approved

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

NAME: THERESA GINGRAS BARNES	DIVISION: Academic Affairs
DEPARTMENT: FINE ARTS	DISCIPLINE: PHOTO
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.
- X 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.)

EDUCATION

B.A. Commercial & Advertising Photography, Brooks Institute of Photography, Santa Barbara CA. June 2002

TEACHING EXPERIENCE


2008-2013 Allan Hancock College Community Education / Digital Photography

2003-2006 Brooks Institute of Photography, Photo 101 Fundamentals 102 Basic Photo 103 Inter. Principles.


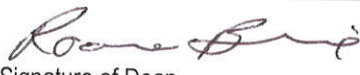
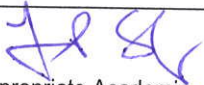
Date of Board Approval:

RATIONALE (CONTINUED):

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

	Signature of Candidate	Date	4.16.2013
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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	04.30.13	Signature of Dean		Date	5/14/13
Signature of Appropriate Academic or Student Services Vice President		Date	6/7/13				

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



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.E.	Enclosures: Page 1 of 24

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 following 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>
Drewniak, Nancy	Test Administrator/ Test Proctor	7/1/13 – 12/31/13	Administer or Proctor GED tests on scheduled Saturdays	\$18.81/ \$14.00
Gordon, Bonnie	Test Administrator	7/1/13 – 12/31/13	Administer GED tests on scheduled Saturdays	\$18.81
Sandoval, Jose	Program Specialist	3/20/13 – 6/30/13	Prepares laboratory in vineyard – Revised due to increase in weekly hours	\$10.00

(continued)

FISCAL IMPACT

Assignments for the 2013-2014 fiscal year are included in the 2013-2014 fiscal year budget.

RECOMMENDATION

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

Administrator Initiating Item: C. Mesaros	Final Disposition:
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Revisions/Additions

Name	Position Title	Dates	Duties/Responsibilities	Hourly Rate
Dorado, Yvette	Program Assistant III	6/19/13 – 6/30/13 & 7/1/13 – 6/30/14	Provide assistance with temp to permanent recruitment project, human resources department	\$15.59
Salgado-Olivera, Lucerito	ESL Credit Facilitator – Basic Skills	7/1/13 – 12/31/13	ESL credit facilitator, may include outreach, community education	\$20.00

Substitute Appointments:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Benn, Laura	Administrative Assistant III, The Extended Campus	7/1/13 – 8/30/13	Provide support necessary to maintain student and faculty services at The Extended Campus Centers during leave of full time classified employee.	\$12.53
Hill, Christina	Clerk I, The Extended Campus	7/1/13 – 6/30/14	Substitute, in the absence of a permanent classified staff member, at three different Extended Campus Centers to serve students and faculty.	\$10.32

Revisions/Additions:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Agosto, Araceli	Campus Safety Officer	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$15.50
Alcantar, Maria	Community Education Technician/Clerk II	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, community education	\$14.97
Ambrosi, Richard	Program Assistant I	7/1/13 – 6/30/14	Custodian including theatre cleanup to fill in when other custodians are out on extended leaves, plant services	\$9.96
Barnard, Amber	Cook – Children’s Center	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, children’s center	\$14.50
Begg, Virginia	Community Education Technician/Clerk III	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, community education	\$15.50

Castillo, Moses	Campus Safety Officer	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$15.50
Cuthbert, Ursula	Office Services Technician II - Grants	7/1/13 – 12/31/13	Temporary staffing review, not to exceed 100 actual working days, public safety	\$16.02
Daney, Rochell	College Achievement Now (CAN)/Trio Student Support Services Specialist	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, CAN program	\$21.92
Delgadillo, Vanessa	Student Services Medical Assistant	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, health services	\$15.50
Diaz, Guadalupe	Office Services Technician II (Grants)	7/1/13 – 5/31/14	Temporary staffing review, not to exceed 100 actual working days, Cal-SOAP	\$16.02
Dionisio, Cristobal	Program Assistant I	7/1/13 – 6/30/14	Custodian including theatre cleanup to fill in when other custodians are out on extended leaves, plant services	\$9.96
Dionisio, Lyndon	Program Assistant I	7/1/13 – 6/30/14	Custodian including theatre cleanup to fill in when other custodians are out on extended leaves, plant services	\$9.96
Gonzalez, Sergio	Program Assistant I	7/1/13 – 6/30/14	Custodian to fill in when other custodians are out on extended leaves, plant services	\$9.96
Hernandez, Lisa	Public Safety Support Technician I	7/1/13 – 10/8/13	Temporary staffing review, not to exceed 100 actual working days, public safety	\$14.50
Hernandez, Ramon	Program Assistant II	7/1/13 – 6/30/14	Groundskeeper to fill in while full time employee is out on leave, plant services	\$14.00
Herrera, Reena	Children's Center Administrative Secretary	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, children's center	\$14.50
Hopkins, Joanne	Police Support Services Technician	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$14.50
Hyman, Brooke	Wellness Program Specialist	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, health services	\$17.61
Jafroodi, Vahid	Program Assistant IV	7/1/13 – 6/30/14	Reserve police officer to fill in when full time officers are on leave or not available and for special events, public safety/campus police	\$18.81

Leon, Laura	Community Education Technician/Clerk II	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, community education	\$14.97
Lettenberger, Ruby	Community Education Laboratory Technician	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, community education	\$13.47
Limon, Maribel	Admissions & Records Clerk	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, admissions & records	\$13.47
Luque, Robert	Student Services Technician I	7/1/13 – 10/8/13	Temporary staffing review, not to exceed 100 actual working days, The Extended Campus	\$14.97
Marquez Lopez, Maria	ESL Clerk	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, community education	\$14.00
Martinez, Victoria	Counseling Services Technician	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, counseling department	\$13.47
Mason, Stephen	Campus Safety Officer	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$15.50
Meraz, Daniel	Campus Safety Officer	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$15.50
Morrison, Angela	Student Services Technician I	7/1/13 – 10/8/13	Temporary staffing review, not to exceed 100 actual working days, The Extended Campus	\$14.97
Narvaiz, Karalynn	Program Assistant I	7/1/13 – 6/30/14	Custodian to fill in when other custodians are out on extended leaves, plant services	\$9.96
Ortega, Rebecca	Police Support Services Coordinator	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, public safety/campus police	\$18.66
Poole, Jarrod	Multimedia Technician	7/1/13 – 12/31/13	Temporary staffing review, not to exceed 100 actual working days, multimedia services	\$20.71
Pozos, Adelina	Career/Job Placement Services Assistant	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, career and job placement center	\$15.50
Ramirez, Richard	Program Assistant IV	7/1/13 – 6/30/14	Reserve police officer to fill in when full time officers are on leave or not available and for special events, public safety/campus police	\$18.81
Rodriguez, Alfredo	Campus Safety Officer	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days,	\$15.50

			public safety/campus police	
Rosa, Craig	Program Assistant II	7/1/13 – 6/30/14	Groundskeeper to fill in while full time employee is out on leave, plant services	\$14.00
Rubio, Amner	Program Assistant IV	7/1/13 – 6/30/14	Reserve police officer to fill in when full time officers are on leave or not available and for special events, public safety/campus police	\$18.81
Sims, Nathan	Testing Technician	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, testing center	\$18.13
Smith, Dalia	Student Services Medical Assistant	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, health services	\$15.50
Teniente, Cecelia	College Achievement Now (CAN)/Trio Student Support Services Assistant	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, CAN program	\$17.61
Walch, Jennifer	Instructional Assistant – STEM Center	7/1/13 – 10/8/13	Temporary staffing review, not to exceed 100 actual working days, HSI STEM	\$18.66
Walters, Shanell	Clerk I	7/1/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, The Extended Campus	\$10.32
Wobrock, Mike	Program Assistant IV	7/1/13 – 6/30/14	Maintenance carpenter to fill in while full time employee is out on leave, plant services	\$18.81

Professional Expert Appointments:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Babb, Robin	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Brophy, Hannah	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Canales, Michael	Program Assistant I, III, IV	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81
Cazares-	Program Assistant I, III,	7/1/13 – 12/31/13	Technical aide needed to meet	\$9.96/

Martinez, Mayra	IV		mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$15.59/ \$18.81
Corley, Christina	Interpreter II	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$28.00
Dacus, Carson	Lifeguard I	7/1/13 – 6/30/14	Lifeguard for instructional credit/non-credit courses	\$8.47
Dacus, Cody	Lifeguard I	7/1/13 – 8/31/13	Lifeguard for instructional credit/non-credit courses	\$8.47
Eaton, Kimberly	Program Assistant VI	8/19/13 – 12/13/13	Costumer for dance program's fall concerts	\$35.00
Ferrari, Tara	Lifeguard I	7/1/13 – 6/30/14	Lifeguard for instructional credit/non-credit courses	\$8.47
Hart, Stephanie	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00
Hightower, Kevin	Program Assistant I, III, IV	7/1/13 – 6/30/14	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81
Hood, Debra	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Houston, Clifford	Program Assistant I, III, IV	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81
James, Jessica	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Kopp, Abigail	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00
Lambert, Michael	Program Assistant I, III, IV	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81

Luna, Jeffrey	Program Assistant I, III	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59
Lyons, Vanessa	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00
Medina, Fernando	Program Assistant I, III, IV	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81
Morales, Jennie	Interpreter III	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$32.00
Pettit, Deborah	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Schmitz, Patrick	Program Assistant I, III, IV	7/1/13 – 12/31/13	Technical aide needed to meet mandatory supervision and safety requirements of training activities conducted on behalf of the Central California Environmental Training Center	\$9.96/ \$15.59/ \$18.81
Schneppe, Elaine	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00
Scott, Lauren	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00
Simmons, Elijah	Interpreter I	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$25.00
Stevens, Laura	Lifeguard I	7/1/13 – 6/30/14	Lifeguard for instructional credit/non-credit courses	\$8.47
Van Maanen, Julie	Interpreter I	7/1/13 – 6/30/14	Transcriber for deaf and hard-of-hearing students, learning assistance program	\$25.00
Veloz, Sarah	Lifeguard I	7/1/13 – 6/30/14	Lifeguard for instructional credit/non-credit courses	\$8.47
Ware, Sara	Interpreter IV	7/1/13 – 6/30/14	Interpreter for deaf and hard-of-hearing students, learning assistance program	\$35.00

Waters, Lori	Interpreter I	7/1/13 – 6/30/14	Transcriber for deaf and hard-of-hearing students, learning assistance program	\$25.00
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Revisions/Additions

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Andrews, Wanda	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Beck, Barbara	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Brown, Marcia	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Burke, Lindsay	Program Specialist – STEM	7/1/13 – 6/30/14	Assist with the implementation of new transfer agreements and other clerical duties in support of HSI STEM & Articulation grant	\$18.00
Coleman, Terri Lee	Advancement Specialist – STEM	7/1/13 – 6/30/14	Work with project director, grants office, and foundation office to pursue external funding support to advance ongoing STEM needs	\$22.00
Fries, Rebecca	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
George, Ken	Program Assistant VI	7/1/13 – 6/30/14	To conduct background investigations, assist with computerized building security and maintain/repair/replace parking permit machines, public safety/campus police	\$35.00
Guardado, Siboney	Outreach Coordinator – STEM	7/1/13 – 6/30/14	Coordinate the implementation of projects in the HSI STEM & Articulation grant	\$35.00
Hamilton, Nanette	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Hill, David	Program Assistant III	8/19/13 – 12/11/13/	Art model, fine arts department	\$15.59
Hunt, Mary	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
LaPointe, Angelina	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Lynn, Patricia	Program Assistant I	7/1/13 – 12/31/13	Responsible for the music library and supervision of the musical instruments owned by the college, fine arts department	\$9.96

Sena, Leilani	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59
Smith, Emily	STEM Internship Specialist	7/1/13 – 6/30/14	Establish functions to develop an internship program for STEM students	\$30.00
Thacker, Cynthia	Program Assistant III	8/19/13 – 12/11/13	Art model, fine arts department	\$15.59

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:

<u>Positions:</u>	<u>Hrly Rate</u>	<u>Max Hrs</u>	<u>Max Days</u>
Program Assistant I	\$ 9.96	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Program Assistant II	\$14.00		
Program Assistant III	\$15.59		
Program Assistant IV	\$18.81		
Program Assistant VI	\$35.00		

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

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Abbas, Hussein	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments –

			EMS, Fire, Law Enforcement Programs
Acosta, Adam	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Anderson, Charles	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Angelo, Tiarra	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Aubert, Gabriel	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Baal, Tim	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Baker, David	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Baker, Richard	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Beres, Jason	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Berrios, George	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Birchfield, Michelle	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law

			Enforcement Programs
Boeken, David	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Bosma, Angela	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Brim, Douglas	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Briscoe, Coy	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Burch, William	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Byrne, John	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Camacho, Jeremy	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Canales, Michael	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cariaga, Daniel	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cazares, Mayra	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs

Cecena, John	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Champion, Leonard	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Coffman, Kyle	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Coffman, Scott	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Comerford, Larry	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Coppo, Joseph	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cota, Frederick	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cota, Kevin	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cottam, Michael	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Crotty, John	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cucchiarelli, Phil	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional

			Expert Appointments – EMS, Fire, Law Enforcement Programs
Culliver, Vincent	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
D’Andrea, Dana	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Daphne, Gregory	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
DeLeo, Michael	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Delgado, Taylor	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Densmore, Dustin	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Dickel, Jason	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Dickson, Bradley	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Dickson, Douglas	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments –

			EMS, Fire, Law Enforcement Programs
Dillard, Bryan	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Dodds, Kyle	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Enriquez, Emiliano	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Equiluz, Antoinette	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Fabie, Shane	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Faithfull, Helen	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Farmer, Michael	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Fibich, Terrance	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Flick, Stephen	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Foss, Nathan	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law

			Enforcement Programs
Furber, James	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Garcia, Eric	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Garcia Gomez, Josue	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
George, Alex	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Gerber, Sonny	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Gonzales, Richard	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Greene, Marcus	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Guillen, Shannon	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Halbeisen, Marissa	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hale, Roy	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs

Hallmark, Timothy	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Halucka, Frederick	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hammer, Robert	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Harris, Randall	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hart, Jared	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hart, Stanley	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Harwick, Phillip	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Herrick, Robert	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hightower, Kevin	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hill, Paul	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hill, Ryan	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional

			Expert Appointments – EMS, Fire, Law Enforcement Programs
Hollis, Michael	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hoose, Michael	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Houston, Clifford	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Houston, Courtney	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hudley, Anthony	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hutton, Trevor	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Janatsch, Bruce	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Janatsch, Max	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Kellar, Tiffany	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Klein, Andrew	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments –

			EMS, Fire, Law Enforcement Programs
Kramp, Jennifer	Program Assistant IV	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Laframboise, John	Program Assistant I, III	7/1/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Lambert, Michael	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Lockwood, Christopher	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
LoMonaco, Michael	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Lopez, Joe	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Luna, Jeffrey	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Markley, John	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Martinez, Christopher	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Martinez, Paul	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs

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			Programs
McDonough, Michael	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
McGready, Edward	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
McLeod, Derek	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
McMahon, Sean	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
McMann, Scott	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
McKnight, Ian	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Medina, Fernando	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Mihlhauser, Matthew	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Miller, John	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Mina, Andrew	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs

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Mina, Colby	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Moore, John	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Moore, Michael	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Morgan, Thomas	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Muller, Leslie	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Murdock, Timothy	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Nelson, Michael	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Orr, Daniel	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Paige, Brandon	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Patarak, Eric	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term

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			Appointments – EMS, Fire, Law Enforcement Programs
Pipan, Stephanie	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Ponce, Arnulfo	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Pontes, Jillian	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Pray, Heath	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Roberts, Kevin	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Roehl, Susan	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Ruth, Ross	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Sandahl, Eric	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Scally, Brian	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Schmitz, Patrick	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire,

			Law Enforcement Programs
Schnorf, Mark	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Schuetz-Jonez, Deborah	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Searby, Mark	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Serna, Joseph	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Shay, Kevin	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Shute, Jerry	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Signorelli, Henri	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Silva, Martin	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Smith, Richard (Rick)	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Souza, Adrian	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement

			Programs
Spendlove, Donald	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Stowe, Brian	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Strommen, Kristopher	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Takaoka, Dan	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Totorica, Nathan	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Uhl, Paul	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Vasquez, Frank	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Wagner, Christopher	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Ward, Christi	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Wathen, Shaun	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs

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Wells, Seth	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
White, Kyle	Program Assistant IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Woodard, Tiffani	Program Assistant I, III	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs
Wright, Jacky	Program Assistant I, III, IV	7/1/13 – 6/30/14	See above “Short Term Appointments – EMS, Fire, Law Enforcement Programs



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Interim Appointment of Superintendent/President		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.F.	Enclosures: Page 1 of 1

BACKGROUND

At the May 15, 2012 board meeting, Dr. Elizabeth Miller was appointed by the Board of Trustees as the interim superintendent/president, effective June 20, 2012 through June 30, 2012 and July 1, 2012 through June 30, 2013. This is a continuation of the interim appointment effective July 1, 2013 through July 5, 2013. Dr. Kevin Walthers officially begins his assignment as the permanent Superintendent/President on July 8, 2013.

FISCAL IMPACT

The cost to the district is approximately \$4,721 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the continuation of the temporary appointment of Dr. Elizabeth Miller, Interim Superintendent/President, effective July 1, 2013 through July 5, 2013.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Appointment and Reappointment of Classified Management		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.G.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Reappointments:

1. Margaret Lau, project director, Central California Environmental Training Center, previously known as project director, south coast environmental, health, safety and homeland security environmental training center (EHS²), full time, 6 months, range 18, step C, management salary schedule, effective July 1, 2013 through December 31, 2013. The continuation of this position is contingent upon continued grant funding.

Reason: This is a continuation of Ms. Lau's appointment as project director, Central California Environmental Training Center, which was approved by the board of trustees on June 19, 2012.

(continued)

FISCAL IMPACT

1. The cost to Environmental Training Center grant is approximately \$49,881 for the 2013-2014 fiscal year.
2. The cost to TRIO – Student Support Services Program (SSSP), Allan Hancock College is approximately \$114,645 for the 2013-2014 fiscal year.
3. The cost to the district is approximately \$57,739 for the 203-2014 fiscal year.
4. The cost to the district is approximately \$117,385 for the 2013-2014 fiscal year.

These costs will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the reappointments of Margaret Lau, project director, Central California Environmental Training Center, effective July 1, 2013 through December 31, 2013, or earlier per district need and contingent on continued funding; Francisco Dorame, Project Director, TRIO – Student Support Services Program (SSSP), Allan Hancock College, effective July 1, 2013 through June 30, 2014, or earlier per district need and contingent on continued funding; Marian Quaid-Maltagliati, interim director, admissions and records, admissions and records department, effective July 1, 2013 through December 31, 2013, or earlier per district need; and approve the appointment of Wesley Maroney, director, public safety/chief of police, public safety/police department, effective July 1, 2013, contingent on successful completion of pre-employment requirements.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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2. Francisco Dorame, Project Director, TRIO – Student Support Services Program (SSSP), Allan Hancock College, full time, 12 months, range 18, step D, management salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need and contingent upon continued funding.

Reason: This is a continuation of Mr. Dorame’s appointment as Project Director, TRIO – Student Support Services Program (SSSP), Allan Hancock College, which was approved by the board of trustees on June 19, 2012.

3. Marian Quaid-Maltagliati, FROM coordinator, admissions and records services, admissions and records, full time, 12 months, 37 hours weekly, range 30-C, classified bargaining unit salary schedule TO interim director, admissions and records, admissions and records department, full time, 12 months, 37 hours weekly, range 12-A, management salary schedule, effective July 1, 2013 through December 31, 2013, or earlier per district need.

Reason: This is a continuation of the interim appointment previously approved at the March 19, 2013 board meeting. Ms. Quaid-Maltagliati is temporarily replacing Adela Esquivel-Swinson, who resigned, effective March 1, 2013. Ms. Quaid-Maltagliati will return to her regular assignment, effective January 1, 2014, or earlier per district need.

Appointment:

4. Wesley Maroney, director public safety/chief of police, public safety/campus police, full time, 12 months, 37 hours weekly, range 16, step D, management salary schedule, effective July 1, 2013, contingent on successful completion of pre-employment requirements.

Mr. Maroney received an associate of science degree in police science in 1978 from Ventura Community College, Ventura, California. In 1982, he received an associate of science degree in business administration and an associate of arts degree from Allan Hancock College, Santa Maria, California. In 1990, Mr. Maroney attended the University of California, Long Beach, in Long Beach, California, for law enforcement management and, in 1996, he attended the University of Virginia, for police supervision. Mr. Maroney has been the interim director of public safety/chief of police at Allan Hancock College since January 2013. From January 1997 to January 2013, he was a Lieutenant - Information Services Bureau CMD. Santa Barbara County Sheriff; from May 1989 to December 1996, he was the assistant marshal for the Santa Barbara County Marshal’s Office; from May 1989 to December 1996, he was the assistant marshal for the Santa Barbara County Marshal’s Office; and he was the Marshal’s Field Supervisor – Sergeant, from May 1989 to October 1996. Mr. Maroney has been a tactical officer in the public safety department, Allan Hancock College, since March 2008; and he was a senior instructor from 1999 to 2008 at Los Medanos Community College.

Reason: Mr. Maroney replaces Lieutenant Kim Graham, who returned to the Santa Maria Police Department, effective December 31, 2012.

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Appointment of Tenure-Track Faculty Member		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.H.	Enclosures: Page 1 of 2

BACKGROUND

The following tenure-track faculty appointment is recommended:

1. Tyson Aye, kinesiology instructor/men's basketball coach, kinesiology, recreation, & athletics department, full time, 10 months, 175 days, tenure-track faculty, column II, step 8, faculty salary schedule, effective August 15, 2013.

Mr. Aye earned an associate of arts degree at Fresno City College, Fresno, California, in June 1998; a bachelor of arts degree in business administration, with a marketing emphasis, cum laude, from Concordia University, Irvine, California in May 2000, and a master of arts degree, kinesiology, with a sport management emphasis, from San Jose State University, San Jose, California, in May 2003. He has been employed as a full-time exercise science instructor at Imperial Valley College, Imperial, California, since August 2005 to present; and a part-time Physical Education Instructor, teaching on-line health, with Iowa Valley Community College District, Marshalltown, Iowa, from June 2005 to present. From September 2002 to July 2004, Mr. Aye was a part-time physical education instructor at San Jose/Evergreen Community College District in San Jose, California, and from February 2004 to May 2004, he was a high school substitute teacher and special education aid at Santa Clara County Office of Education and San Jose Unified School District, San Jose, California.

(continued)

FISCAL IMPACT

1. The cost to the district is approximately \$81,644 for the 2013-2014 fiscal year.
2. The cost to the district is approximately \$81,644 for the 2013-2014 fiscal year.
3. The cost to the district is approximately \$90,908 for the 2013- 2014 fiscal year.

These costs will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the appointment of Tyson Aye, kinesiology instructor/men's basketball coach, kinesiology, recreation, & athletics department, effective August 15, 2013; Gabriel Marquez, welding instructor, industrial technology department; and Christopher Pavone, mathematics instructor, mathematical sciences department, effective August 15, 2013.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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2. Gabriel Marquez, welding instructor, industrial technology department, full time, 10 months, 175 days, tenure-track faculty, column II, step 8, faculty salary schedule, effective August 15, 2013.

Mr. Marquez earned associate's degrees in liberal arts and welding technology in 1998, and an associate's degree in 2013, from Allan Hancock College, Santa Maria, California. He has been a part-time welding instructor at Allan Hancock College since August 2011. Mr. Marquez has been employed as a welder with Nickson's Machine Shop, Inc. since October 2002; he was a welder/fabricator with Rancho Harvest from February 1996 to August 2001; and from February 1990 to February 1996, Mr. Marquez was a welder at Teixeira Farms.

3. Christopher Pavone, Ph.D, mathematics instructor, mathematical sciences department, full time, 10 months, 175 days, tenure-track faculty, column IV, step 8, faculty salary schedule, effective August, 15, 2013.

Dr. Pavone earned a doctorate degree in mathematics and a master's degree in education in 2006, and a master's degree in mathematics in 2003 at the University of California, Santa Barbara, Santa Barbara, California. He earned a bachelor of science degree in mathematics in 2001 from the State University of New York, Plattsburgh, New York. Dr. Pavone is the founder/CEO of AppDomum Developers Consortium, LLC since spring 2012. He has also been an adjunct instructor at Butte College, Oroville, California since 2010; was an assistant professor at California State University, Chico California from 2006 – 2012. In spring of 2011, he was a quantitative analyst at Thompson Reuters, San Francisco, California. In the summer of 2007, he was a visiting assistant professor at the University of Nebraska, Lincoln, Nebraska; and from 2001 to 2006 Dr. Pavone was a teaching assistant/associate at the University of California, Santa Barbara.

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Appointments of Nontenure-Track Faculty		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.I.	Enclosures: Page 1 of 2

BACKGROUND

In accordance with California Education Code, sections 87470, 87482, the following temporary, nontenure-track faculty appointments are recommended:

1. Yvon Frazier, infant/toddler, preschool teacher, children's center, early childhood studies program, applied social sciences department, temporary, full time, 11 months over 12 months, not to exceed 198 days in a fiscal year, nontenure-track position, column III, step 12, parent participation nursery and day care center salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need, and contingent on continued funding.

Reason: To serve in the children's center, early childhood studies program, 198 days, 11 months over 12 months, since December 2008. Ms. Frazier was approved by the board of trustees on June 19, 2012 for service July 1, 2012 through June 30, 2013.

(continued)

FISCAL IMPACT

1. The cost to the Title V program is approximately \$67,993 for the 2013-2014 fiscal year.
2. The approximate cost of \$50,171 for the 2013-2014 fiscal year is divided between the Title V program (60 percent) and the CalWORKs Program (40 Percent).
3. The cost to the Title V program is approximately \$68,474 for the 2013-2014 fiscal year.
4. The cost to the CTEA grant is approximately \$96,360 for the 2013 – 2014 fiscal year.

These costs will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation to approve the temporary, full time nontenure-track faculty appointments of Yvon Frazier, infant/toddler/preschool teacher, Magdalena Ramos, infant/toddler/preschool teacher, and Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department; and approve the temporary, full time, nontenure-track faculty appointment of Anne Cremarosa, coordinator/instructor-entrepreneurship center, business education department, effective July 1, 2013 through June 30, 2014, or earlier per district need, and contingent on continued funding.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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2. Magdalena Ramos, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, temporary, full time, 11 months over 12 months, 198 days in a fiscal year, nontenure-track position, column III, step 8, parent participation nursery and day care center salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need and contingent on continued funding.

Reason: To serve in the children's center, early childhood studies program. Ms. Ramos has served as a temporary, full time, nontenure-track faculty, children's center, early childhood studies program, 198 days, 11 months over 12 months, since January 2010. Ms. Ramos was approved by the board of trustees on June 19, 2012 for service July 1, 2012 through June 30, 2013.

3. Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, temporary, full time, 11 months over 12 months, 198 days in a fiscal year, nontenure-track position, column III, step 14, parent participation nursery and day care center salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need and contingent on continued funding.

Reason: To serve in the children's center, early childhood studies program. Ms. Rolon has served as a temporary, full time, nontenure-track faculty, children's center, early childhood studies program, 198 days, 11 months over 12 months, since August 2000. Ms. Rolon was approved by the board of trustees on June 19, 2012 for service July 1, 2012 through June 30, 2013.

4. Anne Cremarosa, Ph.D., coordinator/instructor-entrepreneurship center, business education department, temporary, full time, 175 days, grant funded, nontenure-track faculty, column IV, step 10, faculty contract salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need, and contingent on continued funding.

Reason: To provide oversight to the Entrepreneurship Center, professional development planning and instructional delivery, business education department, 175 days, 10 months over 12 months, since February 1, 2012. Ms. Cremarosa was approved by the board of trustees on June 19, 2012 for service July 1, 2012 through June 30, 2013.



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Confidential Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.J.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

Kristina Aguilar, coordinator, human resources, office of human resources, full time, 12 months, 37 hours weekly, range 5-A, confidential/supervisory salary schedule, effective July 1, 2013.

Reason: Ms. Aguilar replaces Sharan Kelly, who transferred to coordinator, classification/compensation & leave of absence administration, office of human resources, effective June 1, 2013.

FISCAL IMPACT

The cost to the district is approximately \$67,760 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the appointment of Kristina Aguilar, coordinator, human resources, office of human resources, effective July 1, 2013.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Classified Employees		
Reason for Board Consideration: CONSENT – ACTION	Item Number: 9.K.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Promotion

1. Kathleen McGarry, FROM administrative secretary III/coordinator, cosmetology, academic affairs, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule TO coordinator, academic affairs /administrative secretary V, office of academic affairs, full time, 12 months, 37 hours weekly, range 31-E, classified bargaining unit salary schedule, effective July 1, 2013.

Reason: Ms. McGarry replaces Mary Girty, who is retiring, effective June 30, 2013.

(continued)

FISCAL IMPACT

1. The cost to the district is \$86,259 for the 2013-2014 fiscal year.
2. There is no fiscal impact.
3. The cost to the district is approximately \$24,987 (50 percent) and \$24,987 (50 percent) to the parking fee fund, for a total cost of approximately \$49,974 for the 2013-2014 fiscal year.
4. The cost to the district is approximately \$82,142 for the 2013-2014 fiscal year.
5. The cost to the AHC bookstore is approximately \$15,700 for the 2013-2014 fiscal year.
6. The cost to the district is approximately \$62,042 for the 2013-2014 fiscal year.

These costs will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the promotion of Kathleen McGarry, coordinator, academic affairs/administrative secretary V, office of academic affairs, effective July 1, 2013; the transfer of Judith Garner, library/multimedia services technician, library, Lompoc Valley Center, retroactive to May 29, 2013; and the appointments of Veronica Colon, police support services technician, public safety/police department, effective July 1, 2013; Eliseo Munoz, athletic trainer, kinesiology, recreation & athletics department, effective July 1, 2013; Glenda Courtright, auxiliary accounting services technician – bookstore, auxiliary accounting, effective July 1, 2013; and Judy Gabriel, information technology technical support assistant, information technology services, effective July 1, 2013.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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Transfer

2. Judith Garner, FROM police support services coordinator, public safety/police department, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule, TO library/multimedia services technician, library, Lompoc Valley Center, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule, retroactive to May 29, 2013.

Reason: This is a transfer to replace Chana Ortiz, who resigned, effective August 8, 2003.

Appointments

3. Veronica Colon, police support services technician, public safety/police department, full time, 12 months, 37 hours weekly, range 12-A, classified bargaining unit salary schedule, effective July 1, 2013.

Reason: Ms. Colon is filling the vacancy of a regular position in the public safety/police department.

4. Eliseo Munoz, athletic trainer, kinesiology, recreation & athletics department, full time, 12 months, 37 hours weekly, range 31-C, classified bargaining unit salary schedule, effective July 1, 2013.

Reason: New position.

5. Glenda Courtright, auxiliary accounting services technician - bookstore, auxiliary accounting, full time, 12 months, 18 hours weekly, range 14-B (prorated at .48648), classified bargaining unit salary schedule, effective July 1, 2013.

Reason: New position.

6. Judy Gabriel, information technology technical support assistant, information technology services, full time, 12 months, 37 hours weekly, range 22-A, classified bargaining unit salary schedule, effective July 1, 2013.

Reason: Ms. Gabriel replaces Stefano Drei, who resigned, effective June 21, 2013.

These new appointments are contingent upon the successful completion of pre-employment requirements.

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Out-of-Classification Assignment of Classified Employee		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.L.	Enclosures: Page 1 of 2

BACKGROUND

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

- David Hunt, FROM groundskeeper 1, plant services, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule TO lead groundskeeper, plant services, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule, retroactive to May 20, 2013 through June 30, 2013 and July 1, 2013 through December 31, 2013, or earlier per district need.

Reason: Mr. Hunt is temporarily replacing Paul (Matt) Meddings, who is on leave. Mr. Hunt will return to his regular assignment effective July 1, 2014.

- Richard Partida, FROM counseling assistant, counseling and matriculation, full time, 12 months, 37 hours weekly, range 20-E on the classified bargaining unit salary schedule TO range 30-A, classified bargaining unit salary schedule, full time, 12 months, 37 hours weekly, effective July 1, 2013 through June 30, 2014, or earlier per district need.

Reason: Mr. Partida will work on Degree Works, online orientations, SARS and other student services programs. Mr. Partida will return to his regular assignment effective July 1, 2014.

FISCAL IMPACT

(continued)

- The cost to the district is approximately \$2,789 for the 2012-2013 fiscal year and has been included in the 2012-2013 fiscal year budget.
- The cost to the President's Circle is approximately \$5,505 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.
- The cost to the district is approximately \$4,096 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the temporary out-of-classification assignment of David Hunt, lead groundskeeper, plant services, retroactive to May 20, 2013 through June 30, 2013, and July 1, 2013 through December 31, 2013, or earlier per district need; Richard Partida, counseling assistant, counseling and matriculation, effective July 1, 2013 through June 30, 2014, or earlier per district need; and John Maravick, custodial lead worker (evening), plant services, effective July 1, 2013 through June 30, 2014, or earlier per district need.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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3. John Maravick, FROM custodian (evening), plant services, full time, 12 months, 37 hours weekly, range 10-E, classified bargaining unit salary schedule, TO custodial lead worker (evening), plant services, full time, 12 months, 37 hours weekly, range 14-D, classified bargaining unit salary schedule, effective July 1, 2013 through June 30, 2014, or earlier per district need.

Reason: Mr. Maravick will temporarily assume the job duties of Michael Davison, custodial lead worker, (evening), who retired, effective June 30, 2012. He will return to his regular assignment effective July 1, 2014, or earlier per district need.

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Summer Assignments of Classified Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.M.	Enclosures: Page 1 of 1

BACKGROUND

Regular classified staff members who work less than twelve months each year can be scheduled for an extra duty assignment during the summer period at their request. These assignments are scheduled in accordance with article 9, section 9.9 of the district's agreement with the California School Employees Association Allan Hancock College Chapter #251. The following employee has accepted an assignment, and the following schedule is recommended:

<u>Name</u>	<u>Title</u>	<u>Employment Period</u>	<u>Maximum Hours</u>	<u>Maximum Days/Weeks</u>	<u>Hourly/Monthly Salary</u>
Lopez-Perea, Florentina	Administrative Secretary I, Academic Affairs	6/17/13 – 6/30/13	16 hrs./wk.	4 days/week	\$17.63/hr.
Lopez-Perea, Florentina	Administrative Secretary I, Academic Affairs	7/1/13 – 8/1/13	16 hrs./wk.	4 days/week	\$17.63/hr.
Townsend, Julia	Interpreter IV, LAP	7/1/13 – 7/31/13	16 hrs./wk.	4 days/week	\$35.00
Valadez-Andrade, Yvette	Administrative Secretary I, Facilities and Operations	6/19/13 – 6/30/13	37 hrs/wk.	4 days/week	\$17.63/hr.
Valadez-Andrade, Yvette	Administrative Secretary I, Facilities and Operations	7/1/13 – 8/8/13	37 hrs/wk.	4 days/week	\$17.63/hr.

FISCAL IMPACT

1. This extra duty assignment will result in an additional cost to the district of approximately \$711 for the 2012-2013 fiscal year and is included in the 2012-2013 fiscal year budget.
2. This extra duty assignment will result in an additional cost to the district of approximately \$1,769 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.
3. This extra duty assignment will result in an additional cost to the district of approximately \$3,155 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.
4. This extra duty assignment will result in an additional cost to the district of approximately \$1,792 for the 2012-2013 fiscal year and is included in the 2012-2013 fiscal year budget.
5. This extra duty assignment will result in an additional cost to the district of approximately \$4,704 for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the summer assignments of Florentina Lopez-Perea, administrative secretary I, academic affairs, effective June 16, 2013 through June 30, 2013 and July 1, 2013 through August 1, 2013; Julia Townsend, interpreter IV, learning assistance program (LAP), effective July 1, 2013 through July 31, 2013; and Yvette Valadez-Andrade, administrative secretary I, facilities and operations, effective June 19, 2013 through June 30, 2013 and July 1, 2013 through August 8, 2013, or earlier per district need.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Reclassifications of Classified Bargaining Unit Positions		
Reason for Board Consideration: CONSENT	Item Number: 9.N.	Enclosures: Page 1 of 23

BACKGROUND

A reclassification taskforce was established in accordance with article 18 of the Agreement between the district and the California School Employees Association Allan Hancock College Chapter #251 (CSEA). The reclassification taskforce committee 2012-2013 conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. The recommendations are as follows:

1. Bridget Tate, FROM maintenance repair worker III/locksmith, plant services, full time, 12 months, range 17-C, \$3,030 monthly, classified bargaining unit salary schedule TO maintenance specialist – locksmith, plant services, full time, 12 months, range 22-B, \$3,311 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
2. Stacy Krelle, FROM career center technician, CalWORKs, full time, 12 months, range 17-E, \$3,341 monthly, classified bargaining unit salary schedule TO EOPS/CalWORKs specialist, CalWORKs, full time, 12 months, range 19-E, \$3,533 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
3. Luis Ayala, FROM office services technician I, Extended Opportunity Program and Services (EOPS), full time, 12 months, range 12-E, \$2,826 monthly, classified bargaining unit salary schedule TO EOPS/CalWORKs specialist, EOPS, full time, 12 months, range 19-B, \$3,052 monthly, classified bargaining unit salary schedule, effective July 1, 2013.

(continued)

FISCAL IMPACT

The increased cost to the district is approximately \$27,531 for the 2013-2014 fiscal year.

RECOMMENDATION

A recommendation to approve the reclassifications of Bridget Tate, maintenance specialist – locksmith, plant services; Stacy Krelle, EOPS/CalWORKs specialist, CalWORKs; Luis Ayala, EOPS/CalWORKs specialist, Extended Opportunity Program and Services (EOPS); Steven Lopez, maintenance specialist – electrician, plant services; Regina Smith, grants and special project specialist, business services; Annette Chapman, grants and special project specialist, business services; Sandra Rodin, purchasing technician, business services; Holly Nolan-Chavez, grant analyst II, institutional grants; and Mary Alice Majoue, coordinator, mathematics center, mathematical sciences department, effective July 1, 2013; and to approve the job descriptions in line with the position reclassification process recommendations, as presented.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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4. Steven Lopez, maintenance specialist – electrician, plant services, full time, 12 months, range 23-E, \$3,934 monthly, classified bargaining unit salary schedule TO maintenance specialist – electrician, full time, 12 months, range 25-E, \$4,139 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
5. Regina Smith, FROM grants and special projects specialist, business services, full time, 12 months, range 26-E, \$4,272 monthly, classified bargaining unit salary schedule TO grants and special projects specialist, business services, range 27-E, \$4,407 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
6. Annette Chapman, FROM grants and special projects specialist, business services, full time, 12 months, range 26-E, \$4,272 monthly, classified bargaining unit salary schedule TO grants and special projects specialist, business services, full time, range 27-E, \$4,407 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
7. Sandra Rodin, FROM accounting services technician I, business services, full time, 12 months, range 14-E, \$3,020 monthly, classified bargaining unit salary schedule TO purchasing technician, business services, full time, range 17-D, \$3,182 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
8. Holly Nolan-Chavez, FROM grant analyst, institutional grants, full time, 12 months, range 29-E, \$4,695 monthly, classified bargaining unit salary schedule TO grant analyst II, institutional grants, full time, 12 months, range 30-E, \$4,843 monthly, classified bargaining unit salary schedule, effective July 1, 2013.
9. Mary Alice Majoue, FROM instructional assistant, math, mathematical sciences department, full time, 10 months, range 20-E, \$3,637 monthly, classified bargaining unit salary schedule TO coordinator, mathematics center, mathematical sciences department, 10 months, range 28-B, \$3,928 monthly, classified bargaining unit salary schedule, effective July 1, 2013.

The following new and revised job descriptions are attached and are recommended for approval in line with the position reclassification recommendations.

New or revised job descriptions replace existing job descriptions as indicated below:

New Job Descriptions	Existing Job Descriptions
Maintenance Specialist – Locksmith Range 22	Maintenance Repair Worker III/Locksmith Range 17
EOPS/CalWORKs Specialist Range 19	Career Center Technician Range 17
*Maintenance Specialist – Electrician Range 25	Maintenance Specialist – Electrician Range 23
*Grants and Special Projects Specialist Range 27	Grants and Special Projects Specialist Range 26
Purchasing Technician Range 17	Accounting Services Technician I Range 14
Grants Analyst II Range 30	Grants Analyst Range 29
Coordinator, Mathematics Center Range 28	Instructional Assistant – Math Range 20

*Two job descriptions were revised but job titles were not changed.

REVISEDMAINTENANCE SPECIALIST - MAINTENANCE REPAIR WORKER III—LOCKSMITH**DEFINITION:**

~~Under the general direction of Supervisor Maintenance, _____, to do performs skilled locksmith work, device programming, data entry, access control recordkeeping, door hardware maintenance and repair, and troubleshooting and diagnostics on automated doors and other doors on campus. and a variety of semiskilled and limited-skilled general construction, welding and equipment maintenance work; and other related work as required.~~

CLASS CHARACTERISTICS:

~~Working with minimal supervision, Incumbents in this class are assigned locksmith duties that require a high level of technical knowledge and ability in the locksmith trade as well as and a variety of related semi-skilled and -skilled tasks in other carpentry, welding, and general maintenance trades and construction work. The incumbent is required to report all safety, sanitary, and fire hazards when recognized or encountered. Although work requires the use of journeyman's tools and the ability to perform skilled work in some maintenance areas, the occasions when fully skilled work is required are limited. Positions in this class are assigned to the general maintenance area, and incumbents have a greater variety of work assignments than normally assigned to maintenance journeyman classes. The incumbent must be able to perform tasks with assistance or independently.~~

ESSENTIAL FUNCTIONS:

- ~~1. 1. —Installs, replaces, modifies, maintains, repairs and removes mechanical and electronic locks, hardware, door alarms; sets up and manages access control on a variety of door assemblies, locksets, electronic locks, cipher locks, passage sets, padlocks, furniture and equipment locks, and specialty locking devices.~~
- ~~2. 2. —Makes, modifies, distributes, and monitors, tracks and records keys and keying devices; creates and assigns access codes, and programs, and maintains and services electronic locking devices.~~
- ~~3. Troubleshoots and determines necessary parts needed for repair work and new installations; estimates labor and materials costs for assigned tasks.~~
- ~~4. Orders and stores material approved by supervisor and maintains appropriate ordering documentation.~~
- ~~5. Manages electronic and written records for key distribution and credential assignments; setup and manages access control.~~
- ~~6. Maintains time, labor, material records of work performed and submits reports as required.~~
- ~~7. Replaces, modifies, maintains, and removes door hardware such as locking devices, panic hardware, manual door alarms, closers, hinges, automatic door systems, sweeps, weather stripping, astragals, security windows, and specialty devices.~~
- ~~8. Constructs partitions, erects walls, and assists in remodeling of classrooms and offices.~~
- ~~9. Fabricates, obtains and installs a variety of signs for doors, doorways, classrooms and offices.~~
- ~~10. Welds, fabricates, braces, rivets, forms, and cuts metal.~~
- ~~11. Sets up materials, safety equipment, welding machine and hand tools for welding.~~
- ~~12. Operates standard power equipment saws, key cutting machines, drills, battery operated tools, power tools, and hand tools.~~
- ~~13. Operates standard acetylene or arc welding equipment for routine door hardware repair, and equipment repair.~~
- ~~14. Installs and removes windows, cut in, glass panels, vision panels in doors and walls.~~
- ~~15. Loads and operates vehicles with material and equipment and delivers materials and/or equipment.~~
- ~~16. Performs heavy manual labor.~~
- ~~17. Assists in the set up and take down of stages and furnishings.~~
- ~~18. Cleans up work area upon completion of jobs.~~
- ~~19. Maintains records of work performed. Performs other related duties as needed assigned.~~

LICENSES AND CERTIFICATES REQUIRED:

~~Possession of a valid and appropriate California driver's license and the ability to qualify for district vehicle license coverage;~~

;

~~Possession of a Hilti power actuated certificate;~~

~~Possession of a basic welding certificate within first year of employment;~~

~~Fork lift operators' certificate within first six months of employment.~~

MINIMUM QUALIFICATIONS

Knowledge of:

~~Tools, materials, methods and terminology used in one or more of the building maintenance and locksmith trades; areas such as carpentry, welding and plumbing;~~
 Locking devices, door hardware, and locking systems;
 General construction and appropriate welding safety practices and procedures.

Demonstrated ability to:

~~Estimate the scope of each assignment and secure necessary tools and material to complete the assignment;~~
 Perform a variety of semi-skilled and skilled building maintenance and repair work;
 Work on locking mechanisms including installing, altering, rekeying and repairing;
 Work from shop drawings, sketches, plans and specifications;
 Use hands tools, ~~and~~ power tools, ~~and other equipment;~~
~~Operate standard welding equipment;~~
 Perform shop math;
 Follow safety practices and procedures;
 Operate light to heavy equipment including a truck, observing legal and defensive driving practices;
 Understand and carry out oral and written directions;
 Work cooperatively with those contacted during the course of work;
 Read and interpret technical manuals related to lock repair and installation;-
 Drive a forklift and operate a man lift safely;
 Use a computer to access the work order system ~~and complete other assignments to access work orders.~~

Education and Experience:

High school diploma or GED, or higher, and three years of experience in semi-skilled and skilled general maintenance work, preferably in more than one of the building maintenance trades; and experience in operating standard welding equipment.
 Professional locksmith diploma and/or certificate is required.

Licenses and certificates required:

Possession of a valid California driver's license and the ability to qualify for district vehicle license coverage.
Possession of a Hilti powder actuated certificate;
Man lift operators certificate, within first year of employment;
Fork lift operators' certificate within first six months of employment.
~~Training certificate's in lock and hardware maintenance.~~

Working Conditions:

Duties are primarily performed on the Santa Maria campus and the off-campus centers as assigned. Duties are performed indoors and outdoors.
 Work requires standing and walking for prolonged periods.
The incumbent will experience interruptions while performing normal duties during the regular workday.
Must be able to perform work on high ladders and scaffolding.
May be required to respond or assist with campus maintenance emergencies wither during normal working hours or after normal working hours
 May be required to perform work in inclement weather conditions.

Physical Demands:

Strength: Heavy work –including lifting, carrying, pushing and/or pulling ~~100-75~~ pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 50 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.

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R05/10

REVISEDEOPS/CalWORKs SPECIALIST**DEFINITION:**

Under supervision of Director, EOPS and Special Outreach to assist with the planning and implementation of the college's Extended Opportunity Program and Services (EOPS) and CalWORKs programs; ~~to carry out assigned program responsibilities; to assist in developing and implementing plans to increase awareness of EOPS and CalWORKs programs among students, faculty, staff, and the community; explain written procedures regarding both programs; recruit, orient, train, and monitor peer counselors and determine eligibility for programs; advise students on EOPS and CalWORKs issues and assist in report preparation; and to do related work as required.~~

CLASS CHARACTERISTICS:

~~The incumbent in this position~~ Working under minimal supervision, the incumbent performs ~~paraprofessional and technical work in the administration of the college's EOPS and CalWORKs programs and relieves the supervisor of a wide range of routine program administration.~~ to carry out assigned program responsibilities; assist in developing and implementing plans to increase awareness of EOPS and CalWORKs programs among students, faculty, staff, and the community; explain written procedures regarding both programs; recruit, orient, train, and monitor peer counselors and determine eligibility for programs; advise students on EOPS and CalWORKs issues and assist in report preparation. The incumbent has a high frequency of contact with college staff and with representatives of other institutions and community-based organizations and with entering students with considerable independence of action requiring tact and excellent oral and written communications skills. The ability to use a computer and its programs is essential.

ESSENTIAL FUNCTIONS:

- ~~1.~~ ~~Determines CalWORKs eligibility according to the Welfare and Institutions Code; provide intake, orientation, and follow-up, including testing.~~
- ~~12.~~ Meets with CalWORKs participants to discuss established objectives.
- ~~23.~~ Determines EOPS and CARE eligibility according to the state Title V regulations.
- ~~43.~~ Provides orientation to college staff regarding EOPS, CARE, and CalWORKs programs, services, and policies.
- ~~54.~~ Makes referrals to counseling, Learning Assistance, Tutorial Center, Job Placement, Children's Center and other college service areas as appropriate.
- ~~65.~~ Assists participants with admissions and registration procedures; EOPS and CARE applications; Board of Governor's (BOG) fee waivers, and financial aid applications, and obtaining vouchers through the department of social services for books and fees.
- ~~76.~~ Assists EOPS, CARE, and CalWORKs students making the transition from non-credit to credit programs; coordinate with non-credit and matriculation to facilitate a smooth transition for first time credit students.
- ~~87.~~ Advises students on EOPS, CARE, and CalWORKs eligibility/participation issues; meet with participants to explain written procedures regarding programs.
- ~~98.~~ Interacts with instructors and staff on behalf of students and prepare and distribute individual progress schedules to evaluate progress and consult with instructors to determine appropriate test levels.
- ~~109.~~ Identifies, develops, and maintains records of participants; manages EOPS/CARE/CalWorks campus wide book lending program by determining eligibility and tracks and monitors materials to purchase and use. Uses computer and programs to access and input information; maintains the EOPS and CalWORKs
- ~~110.~~ ~~databases and on campus Maintenance Information System (MIS) which tracks pertinent data for chancellor's office reports for the EOPS, CARE, and CalWORKs programs;~~
- ~~111.~~ ~~acts as liaison with computer services for developing programs and resolving technical problems.~~
- ~~112.~~ Provides data and reports as required for the college and other governmental agencies.
- ~~123.~~ Assists with budget development and with monitoring expenditures for EOPS, CARE, and CalWORKs programs.
- ~~123.~~ Acts as liaison for participants with other college services areas and with community services agencies; including coordination of in-service training meetings with the staff from the department of social services in both Santa Barbara and San Luis Obispo counties to promote awareness of EOPS, CalWORKs and CARE programs to potential students.

- 134. Recruits, orients, trains, and supervises EOPS, CARE, and CalWORKs peer advisors; develops and provides monthly training meetings for both main campus and the Lompoc Valley Center; develops work schedules, and provides quarterly evaluations of peer advisor staff.
- 145. Prepares correspondence, flyers, brochures, and notices as necessary; assists in development of outreach on campus, and within the local communities to increase awareness of the EOPS, CARE, and CalWORKs programs and services; coordinates and collaborates with other student services programs to broaden outreach possibilities.
- 156. Develops and conducts workshops for new and potential EOPS, CARE, and CalWORKs students.
- 1716. Participates in inter-agency meetings and workshops as required; attends and participates in EOPS, CARE, AND CalWORKs annual conferences to stay current with state regulations governing these programs.
- 178. Participates in monitoring and compliance reviews including progress updates.
- 18. Works with staff to update and develop internal database features and its files as well as trains staff in use of new features and file management.
- 199. Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Office management techniques and organizational skills;
- Office methods, practices, and equipment;
- Filing systems and word processing;
- Written communications;
- Processes, procedures, and requirements of the college's EOPS, CARE and CalWORKs programs.

Demonstrate ability to:

- Plan, organize, conduct and supervise group functions and meetings;
- Compile and maintain accurate and complete records;
- Operate a word processor, computer terminal, and file scanner;
- Understand and carry out oral and written directions;
- Work independently, plan and organize work, and establish priorities;
- Develop and maintain cooperative working relationships with those contacted during the course of work;
- Present oral and written reports in a clear and concise manner.

Education:

Bachelor's degree in sociology, psychology, education, or related field, OR any equivalent combination of training and experience. (Qualifying experience performing duties closely related to this position may be substituted for the required education on the basis of two years experience for one year of education.)

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 contact, in person or on the telephone, with ~~executive, management, supervisory, academic and classified staff, community based organizations~~ 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:

Evidence of 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.

REVISEDMAINTENANCE SPECIALIST- ELECTRICIANDEFINITION:

Under direction of the Supervisor of Maintenance, performs skilled work in the repair, alteration, construction, installation, and maintenance of electrical systems and equipment.

CLASS CHARACTERISTICS:

Working with minimal supervision, incumbents in this class are assigned a variety of electrician duties that require a high level of technical knowledge and ability in the electrician trade as well as semi-skilled and skilled tasks in other maintenance trades. The incumbent is required to reports all safety, sanitary, and fire hazards when recognized or encountered.

Under general supervision, to of the maintenance supervisor, performs skilled electrical work in the repair, alteration, construction, installation and maintenance of electrical systems and equipment; and to do related work as required.

CLASS CHARACTERISTICS:

A major portion of the time of positions in this class is spent in performing skilled electrical work. Incumbents regularly carry out a wide range of general maintenance work within the electrical trade. As assigned, positions are expected to perform tasks in other maintenance trades at a skilled, semi-skilled, or unskilled level as a helper or independently.

With limited supervision by the maintenance supervisor, incumbents in this class are assigned electrician duties that require a high level of technical knowledge and ability in the electrical trade and will carry out a wide range of electrical general maintenance work. They will plan, organize, and prioritize assigned tasks. Computer use is necessary for communication and access to the energy management system. Incumbents may be required to respond to or assist with campus emergencies during normal working hours, and may be called and requested to assist in emergencies or repairs at times other than normal working hours.

ESSENTIAL FUNCTIONS:

1. Inspects, troubleshoots, repairs, installs, tests, services, and maintains low and high voltage electrical systems, and assists as needed with heating and air conditioning systems electrical components, including conduit and raceway systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bell, intercom and buzzer systems, clock systems.
2. Troubleshoots and repairs electrical problems. Assists other trades and outside vendors/contractors in evaluating and resolving electrical related problems; performs demolition.
3. Installs interior and exterior and conduit wiring for new or remodeled buildings, equipment, lighting, machinery, HVAC systems and appliances to meet plans or equipment specifications and requirements. Wires new and altered buildings to the requirements of the project.
4. May estimate labor and material costs for assigned tasks. Replaces fuses. Orders and stores parts and materials approved by supervisor.
5. Reinsures electrical components and parts on all systems and equipment is safe and operational and replaces parts as needed and approved. eplaces parts needed to make equipment safe and operational.
6. Assembles, and repairs lighting fixtures and field lighting systems, programs and schedules, installs, and makes repairs to lighting fixtures and schedules/programs field lighting systems.
7. Evaluates efficiency and makes recommendations on improvements of the lighting and electrical system.
7. May direct the work of helpers.
8. Assists in other maintenance trades, perform demolition, or assist with setups for functions, areas by performing skilled, semi-skilled and unskilled duties.

8. ~~Use computer skills in obtaining, monitoring, and updating work assignments, inter-campus communications, interaction with clients and suppliers, and to seek technical support as needed.~~
 Works from verbal instructions, technical manuals, electrical blueprints, sketches and work orders.
 May estimate labor and material costs for assigned tasks; order and store supplies and materials approved by supervisor.
 May direct the work of helpers.
 Builds, modifies, repairs, assembles setups and anchors, takes down, and stores ramps, stages, and temporary floors.
 May transport, setup, or rearrange furniture as assigned for district authorized events.
 Must be able to perform work on high ladders, man lifts, scissor lifts, and scaffolding. Must be able to assemble and safely set up equipment as needed. Use harnesses and other safety equipment as required.
 Possesses basic computer skills for obtaining, monitoring, and updating work assignments from the district work order system.
9. ~~Reports safety, sanitary, and fire hazards when recognized or encountered.~~
9. Maintains simple records of work performed and submits records of work performed and submit reports on activities as required.
10. Schedules and performs emergency generator testing including and -maintaining-s necessary and required operation and maintenance records.
- 10.11. Performs other related duties as assigned.
~~Reports safety, sanitary, and fire hazards when recognized or encountered.~~
 Employee may be required to respond or assist with campus emergencies as assigned during normal working hours; employee may be called and requested to assist in emergencies or repairs at times other than normal working hours.
 Will perform demolition tasks as they relate to job duties.
 Assists in other maintenance trades as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Tools, materials, methods and terminology used in the electrical trade;
- Standard practices, materials and methods of the electrical trade;
- Design, construction, installation and maintenance of electrical apparatus and equipment together with skill in performing electrical installation and repair work;
- Appropriate electrical codes;
- General construction and appropriate safety precautions and procedures.
- Computer skills to allow for data entry and record keeping as it pertains to electrical work.;

Demonstrated ability to:

- Perform skilled electrical work;
- Estimate the scope of each assignment and secure necessary tools and materials to complete the assignment;
- Perform and learn to perform a wide range of general maintenance and repair work in other trades not requiring journeyman skill;

- Use hand tools and power tools and equipment in making electrical repairs skillfully;
- Plan and lay out electrical work including estimating labor and material costs;
- Work from shop drawings, sketches, wiring schematics, electrical blueprints, plans and specifications;
- Maintain routine records;
- Read and interpret technical manuals related electrical repair and installation;
- Operate light to heavy equipment including a truck, observing legal and defensive driving practices;
- Drive a forklift and operate a man lift- and scissor lift safely;
- Operate a truck, observing legal and defensive driving practices;
- Perform shop math;

Understand and carry out oral and written directions.;

Use harnesses and other safety equipment.

~~Work cooperatively with those contacted in the course of work;~~

~~Use a computer for recordkeeping, accessing and keeping keying records, internet research, district business email, and accessing work orders.~~

Education and Experience:

High school diploma or GED or higher, and -three years of journeyman level experience as a maintenance electrician; and/or equivalent.

~~Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education;~~

Licenses and Certificates Required:

~~Electrical certificate or Journeyman _____ ;~~

~~Possession of a valid and appropriate California driver's license and the ability to qualify _____ for district _____ vehicle insurance coverage;~~

~~Hilti powder actuated certificate within first year of employment;~~

~~Fork lift operator' certificate, within first year of employment;~~

~~Manlift operator certificate, within first year of employment.;~~

Working Conditions:

~~-Duties are primarily performed on the Santa Maria campus and the off campus centers as assigned.-Duties are performed indoors and outdoors;~~

~~-Work requires standing and walking for prolonged periods;~~

~~-The incumbent will experience interruptions while performing normal duties during the -regular workday.~~

~~Must be able to perform work on high ladders, man lifts, scissor lifts, and scaffolding.~~

~~May be required to respond or assist with campus emergencies either during normal _____ working or after normal working hours.~~

~~May be required to perform work in inclement weather conditions.~~

~~_____;~~

Physical Demands :

~~Strength: Medium work- including l-Lifting, carrying, pushing and/or pulling 75 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 4050 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 disabilities.-

R 07/13

R 3/09

Reclass 10/08

Reclass 3/2013

MINIMUM QUALIFICATIONS:

Knowledge of:

~~Standard practices, materials and methods of the electrical trade;~~

~~Design, construction, installation and maintenance of electrical apparatus~~

~~and equipment together with skill in performing electrical installation~~

- ~~_____ and repair work;~~
- ~~_____ Appropriate electrical codes;~~
- ~~_____ Appropriate safety precautions and procedures.~~

Demonstrated ability to:

- ~~_____ Perform skilled electrical work;~~
- ~~_____ Perform and learn to perform a wide range of general maintenance and repair work not requiring journeyman skill;~~
- ~~_____ Use tools and equipment in making electrical repairs skillfully;~~
- ~~_____ Plan and lay out electrical work including estimating labor and material costs;~~
- ~~_____ Work from wiring diagrams, electrical blueprints, plans and specifications;~~
- ~~_____ Maintain routine records;~~
- ~~_____ Read and interpret technical manuals related electrical repair and installation;~~
- ~~_____ Operate a truck, observing legal and defensive driving practices;~~
- ~~_____ Perform shop math;~~
- ~~_____ Understand and carry out oral and written directions;~~
- ~~_____ Work cooperatively with those contacted in the course of work.~~

Experience:

- ~~_____ One year of journeyman level experience as a maintenance electrician;~~
- or
- ~~_____ Three years of experience as a maintenance repair worker III at Allan Hancock College in an area in which the incumbent has acquired competence at a skilled level in this trade.~~

Education:

- ~~_____ Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education.~~

~~High school diploma or GED~~

Physical Demands and Working Conditions:

- ~~_____ Strength: Medium work—Lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds.~~

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 disabilities.~~

~~R 3/09~~

Reclass 10/08

REVISEDGRANTS AND SPECIAL PROJECTS SPECIALIST**DEFINITION:**

The incumbent, under supervision of Director, Business Services, serves in a lead capacity to oversee and monitor categorical, restricted and special project funds and performs a variety of complex professional accounting duties and provides guidance to staff as needed to accomplish the goals of the funding agency.

CLASS CHARACTERISTICS:

The incumbent will exercise independent judgment with minimal supervision and maintain technical responsibilities in the financial management of grants and special projects required. An incumbent must have an excellent understanding of accounting functions and record keeping needs and updates and maintains procedures relating to the position. The incumbent ~~must~~ understand, interpret, and apply a multitude of federal, state and district policies and regulations and ~~serves as financial/fiscal contact with local and state funding agencies.~~

ESSENTIAL FUNCTIONS:

1. Plans, tracks and coordinates ~~tracking requirements~~ fiscal activities of categorical programs and grants and ~~reports~~ to ensure compliance with funding agencies requirements.
2. Coordinates and prepares ~~Oversees~~ all financial reports ~~sings requirements~~ for district grants and categorical funds; ~~may~~ coordinate and/or direct the work of other staff in ~~business services~~ as needed.
3. Assists ~~with the details of accounting applications, including Sets~~ setting up program codes for new grants and other categorical funds.
4. ~~Assists in the preparation of proposals.~~ Review and analyze financial data for integrity of categorical funding; ~~m.~~ Make recommendations for corrective action with key administrators.
5. ~~Monitors grant progress.~~ Research, analyze and gather information on grant expenditures and budgets.
6. Prepares and submits external and internal reports and claims; review expenditures and receipts; provides additional support to staff on computer systems, grant financial accounting and reporting requirements.
7. Acts as business services liaison with district program directors, ~~administrators~~ and other grant recipients support staff.
Provide additional support to ~~Conducts training sessions as needed for appropriate staff on computer system; grant for proper financial accounting and reporting requirements.~~
8. Reviews Ed Code, Federal OMB's, CFR's, EDGAR and other state and federal regulations applicable to grants and categorical programs.

~~Assists and~~ ~~Consults with grant directors and human resources staff in the hiring process of grant personnel; may assist and consult with employees on personnel policies and benefits.~~

~~Serves as financial/fiscal contact with local and state funding agencies.~~

~~Updates and maintains procedures relating to position.~~

~~Prepares quarterly financial status report for Board of Trustees.~~

9. 13. Processes journal entries, budget transfers, county journal vouchers, and creates reports in the financial system; provides access to various accounts through the computer system (removes "blocks").
10. 14. Verifies available funds for all grant and categorical purchase requests, travel requests, personnel
11. action requests, and benefits changes.
12. 15. Assists in the development of proposals, including the budget function and projections for multi-year grants.
13. 16. Collaborates with Institutional Grants and AHC Foundation in the development of grant applications, including the budget function and projections for multi-year grants.
14. 17. Coordinates activities with director, institutional grants, and grant categorical program managers.

~~15. 18. Provides information and reports to reconciled federal and state categorical schedules to district contracted auditors for semi-annual and annual external audit.~~

~~15.~~

~~16. 19. Participates in internal and program audits.~~

~~20. Calculates and provides Assists with fiscal impact reports for board agenda items.~~

~~16.~~

~~17. 21. Reviews contracts and MOU's to verify legal requirements included for district language and fund availability.~~

~~18. 22. Reviews, calculates, and enters the appropriate budget for all existing programs at the beginning and end of each fiscal year at fiscal year end and beginning; set up new budgets in the system for new grants, allocations, awards and revisions.~~

~~19. 23. Draws down funds from government agencies for deposit into accounts.~~

~~19-20. Performs other related duties as assigned.~~

~~24. Set up new budgets in system for new grants, allocations, awards and revisions.~~

~~25. Check Excluded Parties List System (EPLS) for debarred individuals and/or entities.~~

ADDITIONAL RESPONSIBILITIES:

~~1. Attends workshops/conferences/training sessions as required.~~

~~2. Serves on various district committees.~~

~~3. Performs related work as required.~~

MINIMUM QUALIFICATIONS

Knowledge of:

~~Principle s, methods and practices-procedures of governmental and fund-public accounting and financial record keeping;~~

~~College and county accounting and financial record keeping requirements;~~

~~Pertinent federal, state, and local laws, codes, and regulations;~~

~~Computerized accounting and data processing systems as applied to accounting functions;~~

~~Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and integrated accounting software.~~

~~California Education Code and State Budget and Accounting Manual (BAM);~~

~~Generally Accepted Accounting Principles (GAAP);~~

~~Modern office equipment, procedures and practices;~~

~~PC and mainframe applications;~~

~~MS Word, Excel, and scanning software.~~

Demonstrated ability to:

~~Use a computer keyboard with speed and accuracy;~~

~~Work with high level of accuracy and great attention to details;~~

~~Plan, organize, and prioritize work in order to meet frequent and changing deadlines;~~

~~Communicate effectively both orally and in writing;~~

~~Conceptualize and work out the details of financial management for grants and special projects.~~

~~Maintain cooperative and effective working relationships with those contacted during the course of work.~~

~~Direct and review the work of others.~~

~~Understand and carry out oral and written instructions.~~

~~Operate a computer terminal and word processor.~~

~~Work independently with minimum supervision.~~

~~Read, understand, and interpret grant applications, proposals and reporting and compliance requirements.~~

~~Develop detailed and comprehensive spread sheet applications.~~

Education and Experience:

~~AA or AS or higher in accounting or accounting technologies or an accounting certificate with -course work in computer science or equivalent; -~~

Four years of increasingly responsible financial record keeping experience (preference will be given to Allan Hancock College or other community college experience) in an educational environment.

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 staff and the general

public. Duties are primarily performed in an office environment at a desk or computer terminal. The incumbent is subject to interruptions and contact in person and on the telephone with executive, management, supervisory, academic, and classified staff, and local and state funding agencies. Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

~~Typically sits for extended periods of time.~~

~~Operates a computer keyboard.~~

~~Communicates over the telephone and in person.~~

Regularly lifts, carries, and/or move 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.

R 7/13

R9/04

R10/00

8/90

REVISEDACCOUNTING SERVICES TECHNICIAN IPURCHASING TECHNICIAN**DEFINITION:**

Under supervision of Purchasing Agentt., Business Services, to perform technical duties associated with purchasing commodities and services for the college requiring advanced training and experience.

~~Under general supervision, to perform clerical and technical accounting duties requiring advanced training and experience; and to do related work as required.~~

CLASS CHARACTERISTICS:

~~Incumbents in this position will work under limited supervision and will be~~

Positions in this class are distinguished from those in the entrance level class by being assigned clerical and technical purchasing accounting duties that require a good working knowledge of subject matter and accounting functions for the assigned office as well as of public educational institutions. Incumbents may serve as an in-charge person and/or as a lead worker over entry level incumbents or student help in the performance of these functions. Incumbents may assist the Purchasing Agent accounting service technician II and perform the functions of ~~the cashier~~. ~~Incumbents may have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills. All positions in this class require the ability to use a computer terminal to input and retrieve data with speed and accuracy and may require word processing and typing skills, providing technical support to the purchasing process with specific responsibility for processing purchasing documents and materials and responding to related inquiries and maintain vendor/source information and inventories.~~

ESSENTIAL FUNCTIONS:

1. Examines and analyzes departmental purchase requisitions for completeness and accuracy of information; contacts department or initiator to clarify or complete information; determines method to process requisition based on dollar amount and timeliness required. Collects various fees; receipt warrants, accounts payable and receivable; prepares paperwork for transfer of funds.
2. Interprets and communicates purchasing procedures to departments; assists departments in initiating requisitions and orders, and solves problems with orders. Prints checks on printer; prepares payments; processes bills; prints warrants and corrects warrant proof lists; makes partial payment of invoices; cancels warrants.
3. Maintains records of all financial transactions; maintains accurate financial document files; reconciles bank statements; reconciles district financial reports to county financial data; assigns loans to the government for collection; types checks for purchase orders; Pprovides p-purchase order numbers; and prepares purchase requisitions.
4. Resolves challenges associated with purchase orders, shipping, receiving, price changes, and product changes. Prepares financial reports for board of trustees agenda.
5. Informs staff regarding procedural requirements for the purpose of facilitating the purchasing process with established practices. Assists with reports in researching and compiling data regarding courses offered, class size, and fees collected.
6. Reviews for accuracy all purchases, materials, equipment, supplies and services of a specialized or complex nature in accordance with the college's purchasing policies and procedures. Prepares reports on deposits and cash sheets; reports financial aid expenditures; compiles semester end report for noncredit education and community programs, and events.
7. Reviews independent contract agreements and service agreements for accuracy and full signature execution. Prepares monthly summary cash sheets; prepares and updates monthly insurance statements;

compiles the year end and cumulative expenditures of FISAP report; gathers financial data on grant students.
8. Reviews and monitors legal paperwork and timelines for bid related financial transactions.
9. Implements and monitors federal and state documentation for payment of independent contractors.
10. Generates yearly open purchase orders for Business Services.
9. Processes Purchase Order Change Requests to make corrections to purchase orders; runs purchasing reports for

history of receipts and payments; disencumber purchase orders.

~~Posts invoices and credit memos to purchase ledger and purchase return ledger; invoices and processes credits; reconciles cash expenditures, accounts, statements, and reports.~~

~~1104. Provides purchasing training campus wide. Balances accounts and statements; posts to income and expense ledgers; posts interest on investments; posts to bank book; posts to general journal; maintains proper account of cash in funds; prepares income statements and balance sheets; makes correcting journal entries; maintains the general journal; prepares a trial balance.~~

~~13. Answers questions and gives directions in person or over the phone; informs students of financial obligations for repayment of loans works with auditors; and works with collection agency.~~

~~14. Prepares and types letters; lists all delinquent short term loans; maintains accurate records of requisitions; turns delinquent checks over for collection; sets up and maintains files; compiles data for billing systems; generates checks from holding fund; places holds on student records.~~

~~1511. Assists with the inventory process; inputs bills and expenditures; copies bills, warrants, and backup paperwork; reconciles items received against items ordered; mails checks; lists outstanding checks/returned checks; Reviews and applies account codes to requisitions, claim forms, reimbursements, and deposit permits.~~

~~162. Receives-in all district checks; verify with accounts receivable reports that all checks have been deposited.~~

~~13. Collects payment on auction surplus items.~~

~~14. Performs other related duties as assigned.~~

~~Operates a computer terminal to input and retrieve data; operates a word processor and typewriter and other standard accounting office equipment; and performs related duties as assigned.~~

Other Requirements:

Ability to qualify for district crime insurance coverage.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices of financial record keeping;

Office equipment, procedures and practices;

Bank deposit procedures;

General office procedures, practices, and methods.;

Methods and practices of bookkeeping.

Demonstrates ability to:

Perform financial and statistical clerical work;

Make arithmetical computations quickly and accurately;

Count and receive money;

~~Post and maintain ledgers and journals;~~

~~Operate office equipment such as fax, scanner and VoIP phone system;~~

~~calculating and adding machines;~~

Operate a computer terminal keyboard with speed and accuracy;

~~Type and operate a word processor;~~

Understand and carry out oral and written directions;

Develop and maintain cooperative relationships with those contacted during the course of work.

Education and Experience:

Equivalent to completion of the 12th grade or higher with the ability to read and make arithmetic computations at a highly competent level and ~~three two~~ years of increasingly responsible financial record keeping experience or ~~two one~~ years of experience in performing accounting clerical duties comparable to an accounting services assistant at Allan Hancock College or other public school accounting office. An associate of science degree in accounting or office accounting technologies can be substituted for one year of general accounting clerk experience.

Working Conditions:

Duties are primarily performed in an office environment, at a desk or at a computer keyboardterminal;

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 understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

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REVISEDGRANTS ANALYST IIDEFINITION

~~The grants analyst II~~ The incumbent is a grants generalist who, ~~reports directly under the supervision of to the D~~ reports directly under the supervision of the Director of Institutional Grants, ~~and assists in~~ coordinates activities related to preparing and writing grant proposals, researching grant opportunities, and reviewing and submitting progress and compliance reports for the institutional grants office.

CLASS CHARACTERISTICS

An incumbent in this position under minimal supervision ~~may relieve the supervisor of various duties and~~ independently performs professional work-plannings, preparing, and researching-researches grant proposals; ~~and monitoring-monitors~~ monitors funded projects to ensure compliance with requirements of funding agencies. ~~The incumbent acts as a resource person to the director of institutional grants and must have excellent technical writing and word processing skills, and the ability to locate and interpret data sources, and a working knowledge of federal, state, and Chancellor's Office regulations and guidelines regarding grants management.~~ The incumbent is expected to monitor funded projects to ensure compliance with requirements of funding agencies, and to ~~The incumbent may~~ assist the director with developing fundable projects and at times may be assigned full responsibility for developing and submitting proposals and reporting grant activity for the department. The position requires independent judgment in the interpretation and application of college policies and procedures, ~~and the incumbent will have frequent interaction with district administrators, faculty, and support staff, federal and state agencies, and the general public.~~ The responsibilities requires a high degree of independent sound judgment, tact, and excellent oral and written communication skills, ~~and the ability to work cooperatively with staff, faculty, and administrators.~~ The incumbent will be self directed and able to work with minimal supervision is expected to keep abreast of changes in sponsored projects administration and to make recommendations for improving procedures and services.

ESSENTIAL FUNCTIONS

- ~~1.~~ 1. Assists with Coordinate activities related to planning, ~~and implementing, and coordinating~~ district-wide preparation of ~~—~~ applications for federal, state and foundation grants and contracts for instructional programs, student services, and other special projects.
- ~~1.~~ 2. Assists with Locateing and distributeing funding information to the district staff and departments, ~~via email, web page, and/or by newsletter.~~
- ~~3.~~ 3. Assists the director in maintaining eCorrespondence with and scheduleing meetings with ~~deans, directors, department chairpersons and administrators,~~ faculty and staff to support the planning and developing of appropriate proposals; ~~:-~~
- ~~2.3.~~ 4. Meets with faculty and staff in a variety of forums to inform them of grant opportunities matched with expressed interests-priorities and need; ~~s~~ and assist them with initial approval to apply.
- ~~3.4.~~ 5. Assists director in preparing monthly Board agenda items and annual reports on proposals submitted and grants received.
- ~~5.~~ 6. Researches available funding opportunities ~~from federal, state, local and private sources, matched~~ those sources with district needs and strategic priorities and ~~and~~ and makes recommendations to the director, ~~and maintain calendar of proposal due dates.~~
- ~~4.6.~~ 7. Research, interpret, and apply federal, state, and local policies, regulations, and guidelines as they relate to grants management.

- ~~7. 7.~~ Assists Work with faculty and staff in defining and maintaining calendar of proposal due dates and meeting procedures for preparing grant proposals, and ensuring that timelines are met.
- ~~5.8. 8.~~ Compile, interpret, and present statistical data for grant proposals.
- ~~6.9. 8.~~ Assists staff and faculty with writing and editing grant proposals; prepare proposal budgets.
- ~~10. 9.~~ Coordinates and works with the grant director and Business Services to ensure budget requirements are adequately and legally met.
- ~~7.11. 10.~~ Seek clarification and/or resolve problems Liaison with agency program and contract officers. to seek clarification and/or resolve problems.
- ~~8.12. 10.~~ Monitors and tracks activity on funded grants, including activity, maintaining each project's audit file and maintaining a system of notification for report due dates, s files and record-keeping system on grant opportunities and applications, awards, reports and audit trails, assuring project requirements are completed and filed with funding agency on time.
- ~~13. 11.~~ Oversee the closeout of grant projects according to district and funder's regulations, policies and procedures.
- ~~14. 12.~~ Conduct new pProject dDirector orientations to explain the role and responsibilities of implementing a grant project in compliance with district and agency policies.
Assists in the preparation of board agendas for grant activities and prepares grants activity reports and annual summary of grant activities.
- ~~12.~~ Utilizes PC's and networks for internet searches, word processing, data base management, and spreadsheet development to support grants activity and office management.
- ~~9.15. 13.~~ Utilize agency-specific grant program guidelines and electronic submission portals to submit proposals and reports.
- ~~10.16. 14.~~ Attends or participates in national, state, and local professional organizations to develop and improve skills, and knowledge to increase success in funding.
- ~~14.~~ Responds to telephone contacts and collects information through correspondence, e-mail, internet, and other reference sources.
- ~~11.17. 15.~~ Assist in all activities of the office to ensure continuity of operations and timely implementation of services.
- ~~12.18. 15.~~ Performs related duties as required other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Trends in the design and administration of specially funded programs;

Correct English usage, spelling, grammar, and punctuation;

Sources of grants for educational programs and respective regulations and guidelines;

Methods and techniques of writing, and editing and grant writing proposals and preparing grant budgets;

Correct English usage, spelling, grammar, and punctuation; Demonstrated excellence in oral and written communication, including correct English usage, spelling, grammar, and punctuation;

Networks and web-based portals used to prepare, file, and submit grant documents;

Computer systems and software applications mainframe access for word processing, data base management, and spreadsheet development;

Financial and project recordkeeping processes and procedures.

Organization and management of records;

Grants and other funding requirements.

Internet based and library research Sources of data for analysis and interpretation.

Demonstrated ability to:

Use a computer keyboard with speed and accuracy;
Work with high level of accuracy and great attention to details;
Plan, organize, and prioritize work in order to meet frequent and changing deadlines;
Communicate effectively both orally and in writing;
~~Develop and maintain cooperative working relationships with those contacted during the course of work; Work with a high degree of independence and initiative.~~

Education and Experience:

Bachelor's degree or higher in related area required; ~~Master's degree preferred;~~
3-5 years increasingly responsible experience with grant writing, proposal development, grants management; or ~~a~~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 contact, in person or on the telephone with ~~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. R 7/2/13

R1/11
R7/00
12/96

REVISEDCOORDINATOR, MATHEMATICS CENTERDEFINITION:

Under supervision of the Academic Dean, plan, organize, and coordinate a wide range of activities and oversee staff in support of ~~cross-curricular literacy education and language arts~~ mathematics programs, ~~and perform related work as required.~~

CLASS CHARACTERISTICS:

~~A coordinator is a paraprofessional characterized by possession of at least a college degree in an appropriate field. With minimal supervision, the incumbent in this position independently performs professional work necessary for the success of literacy education and language arts~~ mathematics support programs. ~~The incumbent Under the general direction of the dean, the language arts center coordinator~~ exercises independent judgment in the day-to-day operation of the Language Arts Math Center ~~and, working with individual instructors and groups of students across curricular disciplines to design, develop and organize learning experiences. The incumbent may be expected to operate the laboratory alone for extended periods of time throughout the day and must be willing to work a workweek which may include evenings and Saturdays. The work week and/or schedule may change as the semester and/or program changes. The incumbent must be self directed and able to work with minimal supervision.~~

ESSENTIAL FUNCTIONS:

1. Oversees the day-to-day activities of the language arts mathematics laboratory center; ~~sets and monitors goals and develops tasks.~~
2. ~~Sets and monitors goals and develops tasks; oversees and coordinates the work of classified laboratory assistants.~~
2. Schedules faculty, students, interns, and temporary classified personnel to work in the laboratory center; tracks hours of faculty service in center.
3. _____
4. ~~Works as a liaison with other institutions to recruit interns.~~
- 5.3. Creates and evaluates laboratory center services, and procedures; assists faculty with curriculum; reports to the supervisor and/or department for program modification and approval; ~~a-~~ssists faculty with curriculum development in mathematics.
4. Analyzes and provides solutions to problems; handles complaints; ~~-~~maintains order and discipline in the center.
6. _____
- 7.5. Plans, organizes, and conducts faculty and student orientations.
6. Plans, organizes, and conducts professional development math workshops,
8. for faculty across the disciplines.
- 9.7. Develops informational materials about the laboratory center and its services.
- 10.8. Provides information to the campus community about laboratory center services across the curriculum (including, but not limited to, presenting at faculty meetings, speaking to students in the classroom, and advertising in college publications or via email) and promotes the writing center center at college events.
- 11.9. Attends department meetings and reports on laboratory center operations, as appropriate.
12. Organizes and conducts writing center committee meetings.
13. Recommends policies and procedures for language arts center facilities to committees, department, and/or dean.
14. Provides instructors with information relative to student attendance, behavior, and
- 15.10. achievement in the laboratory center.
16. Maintains order and discipline in the laboratory.
- 17.11. Monitors annual budget allocations and expenses; orders materials, supplies, and equipment.
18. Tracks hours of faculty service in laboratory.
- 19.12. Recruits, trains, and coordinates the work of learning facilitators; oversees tutors, interns, and student workers.
20. Tutors and assists students with written and computerized laboratory and/or class

- ~~21.13. assignments work; diagnoses students-deficient skill areas and develops intervention strategies as needed for students.~~
- ~~22. Coordinates and provides information about unit laboratory courses for the department chair.~~
- ~~23.14. RCoordinates laboratory curriculum; reviews and evaluates the effectiveness of laboratory center experiences; assesses operational student learning outcomes, analyzes data, and makes recommendations for improvement. .~~
- ~~24.15. Researches, dDevelops, designs, and revises instructional materials used in the writing-math center; including handouts, worksheets, and computer manuals/videos, as needed.~~
- ~~25. Liaison to Lompoe Valley Center (LVC) instructors who teach courses with a writing laboratory component.~~
- ~~26.16. Identifies space, facility, equipment, and software needs and reports such needs to the department.~~
- ~~27. Attends planning meetings for the LVC, provides input on Center needs.~~
- ~~28.17. Participates on grant teams to secure funding for laboratory expansion and staffing.~~
- ~~29. Coordinates, edits, and oversees production of student anthology.~~
- ~~30.18. Collaborates with the Tutorial-/Open Access Lab Technician, Learning Assistance Program, and Community Education Services Coordinator in the Open Access Lab, on a variety of functions.~~
- ~~31. Assists speech faculty in overseeing the speech laboratory.~~
- ~~32. Collaborates with the math laboratory coordinator to develop and conduct basic skills workshops.~~
- ~~19. Coordinates the department's response to requests from other disciplines for literacy-math services and assists faculty from other disciplines to develop solutions for student literacy-math issues.~~
- ~~33.20. Performs other related duties as assigned.~~

MINIMUM QUALIFICATIONS:

Knowledge of:

- College-level subject area germane to learning-math laboratory center assignment;
- Educational needs of community college students;
- Tutorial techniques for assisting students in multiple disciplines;
- Office procedures, filing and business correspondence, report writing;
- ~~Office procedures, filing and business correspondence, report writing;~~
- Office methods, practices, and equipment;
- ~~Database utilization for scheduling, budgeting, and program evaluation;~~
- ~~Assists faculty with curriculum development in language arts;~~
- Budget procedures and financial records;
- Basic functions and operations of computers and software programs;
- ~~Working effectively with people and coordinating assignments.~~

Demonstrated ability to:

- Perform at a college graduate level in the assigned academic field;
- Tutor students effectively;
- Work effectively with people and coordinating assignments;
- Learn laboratory center and department operations, procedures and practices;
- Create seminars and workshops which meet the literacy-mathematics needs of the college community;
- Analyze language arts/math center program needs and recommend changes;
- Learn, interpret, and apply department and school rules and policies relating to the laboratory center with sound judgment;
- ~~Analyze situations accurately and make judgments on laboratory center matters; with minimal supervision;~~
- ~~Assess student achievement and diagnose learning problems;~~
- Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment;
- Coordinate and monitor the work of others;
- Communicate effectively, both orally and in writing;
- Develop and maintain cooperative relationships with students, college faculty and staff, other community colleges, local universities, and area high schools.

Education and Experience:

- A bachelor's degree, or higher, in English-Mathematics or a related field. A minimum of one year -experience in an education environment that emphasizes grammar and composition mathematics.
- Individuals possessing the education, knowledge and abilities listed above are considered to -possess the necessary experience.

Working Conditions:

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.

Duties are primarily performed in a learning laboratory center or classrooms throughout campus, at a desk or at a computer terminal.

1.

The incumbent will experience interruptions while performing normal duties during the

regular workday.

The incumbent will have contact in person, via telephone or electronically with students, management, supervisors, academic and classified staff and the

general public.

Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

Typically may sit and/or stand for extended periods of time.

Operates a computer keyboard.

Communicates over the telephone, in person, or electronically.

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.

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 disabilities.~~

R 07/13
R2/08
R9/06
R10/01

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Second Reading: Board Policy 7930, Program Review		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.O.	Enclosures: Page 1 of 2

BACKGROUND:

Faculty and administration have identified the need to revise board policy 7930, Program Review and accompanying administrative procedures 7930.01 (Educational Program Review) and 7930.02 (Student Services Program Review) to reflect the Senate approved revisions to the program review process from three years ago to align program review with accreditation mandates regarding planning, resource allocation, and SLO's assessment.

The proposed revisions to the policy and administrative procedure have been reviewed through the shared governance process and was submitted for the Board's review on May 21, 2013, and is being presented to the Board of Trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation to adopt revised board policy 7930, Program Review.

(continued)

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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PROGRAM REVIEW

The primary purpose of program review is to determine program effectiveness; its processes are designed to recognize good performance and to identify and assist programs needing improvement. Program review also drives the institution's annual planning and resource allocation processes. All educational programs, student support services, and administrative departments of Allan Hancock College will be reviewed at least once every six years in accordance with the procedures. Based on findings and recommendations, such reviews may result in expansion or modification of programs, services, or departments, or a recommendation of review for discontinuance. Board Policy 7960 addresses the process for instructional programs referred for discontinuance review.

The superintendent/president may initiate an additional program review based on the needs of the district.

References:

Educational Programs:

- Education Code Section 78016
- Title 5 Section 51022
- Title 5 Section 53200
- Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges - Standard 2

Student Services Programs:

- Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges - Standard 2

Administrative Programs:

- Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges – Standard 3

Adopted: 1/16/85
 Revised: 3/17/98
 Revised: 1/25/00
 Revised: 1/11/01
 Revised: 3/11/04
 Revised: 12/16/08
 Revised:



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 7110, Selection of Library Materials		
Reason for Board Consideration: CONSENT – ACTION	Item Number: 9.P.	Enclosures: Page 1 of 3

BACKGROUND:

The current board policy has been reviewed and revised to align with the standards set by the Community College League of California (CCLC).

The revised board policy 7110, Selection of Library Materials was reviewed at College Council on May 20, 2013. It was also submitted for the Board's review on May 21, 2013, and is being presented to the Board of Trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation to adopt board policy 7110, Selection of Library Materials.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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SELECTION OF LIBRARY MATERIALS

The libraries of Allan Hancock College are responsible for serving the students, faculty, and staff of the college. The libraries provide print, audiovisual, electronic and other materials to

- support the instructional programs of the college,
- aid faculty and staff in teaching and other professional duties,
- support to a limited degree the general reading interests of users,
- make available resources in formats accessible to disabled users.

In addition, the libraries support students and faculty who are members of institutions with which agreements for reciprocal use are in effect. The libraries may also serve members of the local community.

The libraries do not purchase textbooks or other instructional materials used in the classroom. The function of the libraries is to provide ancillary resources, not primary instructional materials.

The commitment of the district to superior education assumes that library users will read and evaluate materials on controversial issues. Materials acquired for the collection will represent all points of view. Materials will not be proscribed or removed because of partisan or doctrinal disapproval. The libraries will have freedom of discretion in providing materials presenting divergent points of view appropriate to the educational program.

Reference: Allan Hancock College Board Policies 7200, 8050, 8941

Adopted: 7/15/03



SELECTION OF LIBRARY MATERIALS

The ~~associate~~ dean/learning resources is responsible for:

1. the selection of materials for the libraries' collections. (The ~~associate~~ dean relies mainly on the recommendations of faculty librarians and instructional and other non-instructional faculty for selection of materials. Students and other college staff are encouraged to suggest items for the collection.)
2. the review of unsolicited materials and gifts and recommending the acceptance or return of such materials and gifts within the context of the district's policy on gifts and donations.
3. the removal of materials in order to manage the collections, remove dated items, or respond to a changing curriculum.

Adopted: 7/15/03



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 8050, Gifts and Contributions to the District		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 9.Q.	Enclosures: Page 1 of 3

BACKGROUND:

The current board policy has been reviewed and revised to align with the standards set by the Community College League of California (CCLC).

The revised board policy 8050, Gifts and Contributions to the District was reviewed at College Council on May 6, 2013. It was also submitted for the Board's review on May 21, 2013, and is being presented to the Board of Trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation to adopt revised board policy 8050, Gifts and Contributions to the District.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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GIFTS AND CONTRIBUTIONS TO THE DISTRICT

The Board of Trustees accepts its responsibility to provide from public funds, to the extent possible, the necessary supplies, equipment, facilities, and support services programs. The board recognizes, however, that individuals and organizations may wish to make contributions to maintain, enhance or expand opportunities for students. Such contributions shall be encouraged and acknowledged by the board.

It is the policy of the Board of Trustees to ~~accept~~ consider gifts, donations, and bequests made to the district to support college programs and services. The board reserves the right to refuse any gift.

Although the district assumes no responsibility for appraising the value of gifts made to the district, it may, under extraordinary circumstances, consider assisting the donor in seeking an appraisal for tax purposes. The acceptance of a gift shall not ~~contain language that could be construed to be an endorsement by the district of a commercial product or business enterprise or institution of learning~~ entity.

Recognition for contributions of service to the college shall not be acknowledged by naming buildings, facilities, monuments, furnishings, structures, or sites after individuals or organizations. Exception to this policy can be approved by the board or its designee(s) in the event of a donation of funds.

With a donation at the designated level, the Board of Trustees may approve recognition by authorizing placement of a plaque or naming a location. The board will approve the placement, design and material of the recognition plaque. No cost for the plaque or mounting shall be borne by the district.

Every approved recognition is intended to be enduring. However, it is foreseeable that situations may arise where the disassociation of a name from a college building, facility, activity or program may be warranted and in the best interest of the college. A recommendation to change or alter, in any way, the name appearing on a previously authorized recognition plaque or named location must be initiated by the superintendent/president and approved by the Board of Trustees.

When an approved recognition plaque or named location is proposed for renaming, college representatives will make all reasonable efforts to inform in advance the original donor/honoree and/or their immediate families.

In no event shall the district or the Board of Trustees accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical

or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

References: Education Code Section 72122

Adopted: 2/16/93
Revised: 2/20/96
Revised: 10/9/01
Revised (Admin): 3/18/03



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Authorized Signature Forms and Resolution 13-14, Delegation of Governing Board Powers and Duties		
Reason for Board Consideration: ACTION	Item Number: 11.A.	Enclosures: Page 1 of 4

BACKGROUND:

School Business Advisory Services uses authorized signature forms and board resolutions to verify information and validate signatures on various documents audited and released from the Santa Barbara County Education Office (SBCEO). SBCEO requires that new authorized signature forms and a board resolution be approved each December for the upcoming calendar year and also when new board members take office or other key personnel changes occur. The signature forms include the new payroll technician, Pamela J. Blanchard, and the new superintendent/president, Dr. Kevin G. Walthers.

Resolution 13-14 authorizes the superintendent/president, the associate superintendent/vice president of administrative services, and the director of business services to make cash and budget transfers. This action includes the new superintendent/president, effective July 8, 2013.

FISCAL IMPACT:

None.

RECOMMENDATION:

It is recommended that the board of trustees approve the authorized signature forms and adopt resolution 13-14, delegation of governing board powers and duties.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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Authorized Signatures
District Personnel Approved by the Superintendent or his/her Designee
for Release of Commercial and Payroll Warrants

District: Allan Hancock Joint Community College District


Signature <i>Elizabeth A. Miller</i> Typed Name/Title Elizabeth A. Miller, Assoc Supt/VP, Admin Srv	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Signature <i>Richard J. Carmody</i> Typed Name/Title Richard J. Carmody, Director, Business Services	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Signature <i>Cathleen Solano</i> Typed Name/Title Cathleen Solano, Accounting Services Tech II	<input checked="" type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Signature <i>Keri Common</i> Typed Name/Title Keri Common, Payroll Technician	<input type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Signature <i>Pamela J. Blanchard</i> Typed Name/Title Pamela J. Blanchard, Payroll Technician	<input type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Signature Typed Name/Title	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants

I certify that the names and signatures above are authorized district personnel who may pick up warrants on behalf of our district.

_____ Signature Superintendent or his/her Designee	_____ Date
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Authorized Signatures
District Personnel Approved by the Board to Act as District Agents

District: Allan Hancock Joint Community College District

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Kevin G. Walthers, Superintendent/President			

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Elizabeth A. Miller, Assoc Supt/VP, Admin Serv			

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Richard J. Carmody, Director, Business Services			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

<hr style="width: 80%; margin: 0 auto;"/> Board President/Secretary	<hr style="width: 80%; margin: 0 auto;"/> Date
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K-12 Reference: Ed. Code § 42632, 42633, 17604
 Community College Reference: Ed. Code § 85232, 85233, 81655

RESOLUTION 13-14

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DELEGATION OF GOVERNING BOARD POWERS AND DUTIES

(Authority to make cash and budget transfers)

Reference: Education Code Section 70902(d)

WHEREAS, Education Code Section 70902(d) provides that “Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate...;” and

WHEREAS, Education Code Section 70902(d) further provides, “However the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation;” and

WHEREAS, the governing board of the Allan Hancock Joint Community College District recognizes that, while the authority provided in Education Code Section 70902(d) authorizes the board to delegate its vested powers, the governing board retains the ultimate responsibility over the performance of those vested powers; and

WHEREAS, the governing board further recognizes that where other statutory provisions make certain powers nondelegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the authority provided in Education Code Section 70902(d), effective July 8, 2013, the governing board of the Allan Hancock Joint Community College District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

Authorized District Employee/Officer:	Dr. Kevin G. Walthers, Superintendent/President
Authorized District Employee/Officer:	Dr. Elizabeth A. Miller, Associate Superintendent/ Vice President, Administrative Services
Authorized District Employee/Officer:	Richard J. Carmody, Director, Business Services

PASSED and ADOPTED this 18th day of June, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary to the Board of Trustees



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Resolution 13-15 Commending Elizabeth A. Miller for serving as Interim Superintendent/President		
Reason for Board Consideration: ACTION	Item Number: 11.B.	Enclosures: Page 1 of 2

BACKGROUND:

Dr. Elizabeth Miller served as Interim Superintendent/President of Allan Hancock College during the 2012-2013 academic year. Resolution 13-15 acknowledges Dr. Miller for her exemplary leadership.

FISCAL IMPACT:

None

RECOMMENDATION:

It is recommended that the board of trustees adopt Resolution 13-15 commending Dr. Elizabeth A. Miller for her exemplary work as interim superintendent/president during the 2012-2013 academic year of the Allan Hancock College Board of Trustees.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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RESOLUTION 13-15
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
COMMENDING ELIZABETH A. MILLER FOR SERVING AS
INTERIM SUPERINTENDENT/PRESIDENT

Whereas Dr. Miller stepped up to the role of Interim Superintendent/President in her unassuming and dignified way and held down two very big jobs with a high level of competence; and

Whereas, Dr. Miller remained polite and thoughtful despite the long days, endless social demands, challenging economic circumstances, and delicate political environment; and

Whereas, Dr. Miller has been a steady and sure-footed steward for our college for many years and deserves our enduring respect and appreciation; and

Whereas, Dr. Miller has kept a steady focus on our mid-term report accreditation milestones and with her encouragement and keen understanding of accreditation requirements, steered our college toward a very positive mid-term report; and

Whereas, Dr. Miller has leapt tall buildings in a single bound, balanced a budget, wrote and rewrote policies, stayed connected with community leaders and elected officials and as she so often said, wore two hats, both of which carried heavy weight; and

Whereas, Dr. Miller has survived the 2012-2013 academic year and as her reward may now return to her temperature-challenged, slightly cramped, corner office down the hall... with the added bonus that her personal time may return to her, including opportunities for kayaking in San Luis Harbor and knitting those teeny-tiny works of art for the grand kids; and

Now, therefore, be it resolved that the Allan Hancock College Board of Trustees, along with the entire college community, thanks Dr. Miller for her exceptional service and congratulates her upon a job well done.

Dated this 18th day of June, 2013

President, Board of Trustees



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Adoption of the 2012-13 Education Protection Account Expenditure Plan		
Reason for Board Consideration: ACTION	Item Number: 11.C.	Enclosures: Page 1 of 2

BACKGROUND:

Proposition 30, the Schools and Local Public Safety Protection Act of 2012, passed in November 2012. This proposition temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide continuing funding for local school districts and community colleges. Proposition 30 created an Education Protection Account (EPA) within the General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs, which include district-wide administrative activities, such as district-level fiscal and personnel services; activities concerned with directing and managing the operation of a particular campus; and activities for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students.

The following EPA Expenditure Report document and the related reporting guidelines were provided by the California Community Colleges Chancellor's Office.

(continued)

FISCAL IMPACT:

The revised 2012-13 district budget adopted March 19, 2013 included the impact of the passage of Proposition 30.

RECOMMENDATION:

It is recommended that the board of trustees adopt the 2012-13 Education Protection Account expenditure plan.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Adoption of the 2013-2014 Allan Hancock Joint Community College District Tentative Budget		
Reason for Board Consideration: ACTION	Item Number: 11.D.	Enclosures: Page 1 of 29

BACKGROUND:

Attached is the 2013-2014 Allan Hancock Joint Community College District tentative budget. The budget document is submitted for review and adoption.

Section 58196 of Title 5 of the California Code of Regulations requires that each district develop a tentative budget and forward an information copy to the appropriate county officer on or before the first day of July in each year.

The budgets presented are tentative only and subject to further review and revision. Included are projections of income and expenditures for fiscal year 2013-2014 and yet to be finalized federal, state, and local funding for 2013-2014. Further adjustments will be made as the district ledgers are closed for fiscal year 2012-2013, as the State of California's budget is finalized, and as refinements in expenditure projections are completed.

It is anticipated that a proposed budget will be available for public inspection September 3 through 6, 2013. The district is required to hold a public hearing and adopt the 2013-2014 budget on or before the 15th day of September. The board of trustees is required to establish a date for the public hearing.

(continued)

FISCAL IMPACT:

The tentative budget provides the initial estimate of funding available for fiscal year 2013-2014.

RECOMMENDATION:

It is recommended that the board of trustees adopt the 2013-2014 tentative budget and establish the public hearing for September 10, 2013, at 6 p.m. in the Allan Hancock College Boardroom.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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2013-2014 Tentative Budget

The following budgets and funds are included for review and adoption.

- General Fund - Unrestricted
- General Fund - Restricted
- Bond Interest and Redemption Fund
- 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

Budget development activities for fiscal year 2013-2014 have focused on cash flow issues, maintaining fiscal stability, and the district's unrestricted reserve. The following information is intended to highlight significant components of the budget and to assist in the overall review process.

GENERAL FUND UNRESTRICTED BUDGET

The 2013-2014 proposed budget projects an unrestricted beginning balance of \$3,597,815, total income of \$49,055,464, and total expenditures of \$49,352,149. The result is an unrestricted reserve of \$3,301,130 or 6.69 percent of total expenditures. The district is continuing to review all expenditure augmentation requests, plus revenue enhancement and expenditure reduction possibilities with the intention of developing a balanced budget with an appropriate reserve for 2013-2014.

INCOME

With the following exceptions, the 2013-2014 income budget assumes the same funding level as 2012-2013.

COLA: \$700,000. There is a 1.6 proposed inflation adjustment.

Growth: \$660,000. There is a 1.56 percent proposed growth adjustment.

Deficit: It is anticipated that a 2.5 percent deficit will be applied to the district's apportionment calculation. The deficit represents a loss of \$1,178,763 in funding to the district for 2013-2014.

Lottery: Revenues have been calculated on approximately \$110 per full-time equivalent student for a total of \$1,100,000.

Interest: Interest income is projected to be \$77,500 and has been calculated based on possible participation in the California Community College League Cash Reserve Program, lower cash balances, and interest rates remaining at 2012-13 levels.

EXPENDITURES

With the following exceptions, the 2013-2014 expenditure budget generally reflects continuation of existing programs and services at the 2012-2013 approved funding levels.

Salaries: Salary schedule movement is projected at \$440,000. Increases to salary/benefit accounts include \$230,000 for increase in class sections available to students and \$313,517 for salary adjustments/increases/positions.

Benefits: The Public Employee Retirement System (PERS) has announced a rate increase projected to increase district expense by \$125,489.

The Self Insurance Program for Employees (SIPE) has announced an experience charge increase for Allan Hancock College in workers' compensation premiums that is projected to increase expenses by \$86,015.

Unemployment insurance is anticipated to increase by \$145,504.

Other: Utilities have been reduced by \$200,000.

Technology expenses are projected to increase by \$50,000.

Other miscellaneous net increases total \$53,870.

GENERAL FUND-RESTRICTED

The restricted general fund accounts for resources available for the operation and support of the educational programs that are specifically restricted by donors or other outside agencies as to their expenditure. Only the known or approved categorical programs have been included at this time. Categorical expenditure budgets are currently undergoing state and program review. Unbudgeted expenditures are reflected in the restricted reserve accounts pending final program approval. Expenditure budgets still reflect 85 percent of prior year funding and will be adjusted to reflect approved funding levels upon action of the state legislature.

BOND INTEREST AND REDEMPTION FUND

The bond interest and redemption fund reflects the activity of the County Treasurer related to the collection of property taxes and repayment of taxpayer approved bond issuances.

CHILD DEVELOPMENT FUND

The child development fund accounts for all revenues for, or from the operation of, childcare and development services.

PCPA FUND

The PCPA fund is used to account for the district's vocational program for aspiring actors and theater technicians consisting of lecture, performance lab, and production lab elements. Graduates of the two-year program receive a certificate of completion.

CAPITAL OUTLAY PROJECTS FUND

The capital outlay projects fund is used to account for the accumulation of money for the acquisition of capital outlay items or construction. Projects include the One-Stop Student Services Center and scheduled maintenance projects.

GENERAL OBLIGATION BOND BUILDING FUND

The general obligation bond building fund is used to account for the proceeds from the issuance of the election of 2006 general obligation bonds and for authorized expenditures related to those proceeds. The first series of general obligation bonds, in the amount of \$68 million, was issued during 2006-2007. The second series in the amount of \$30 million was issued during 2009-2010. The third series was issued during 2012-2013 in the amount of approximately \$39 million.

BOOKSTORE FUND

The bookstore is treated as an enterprise fund for accounting purposes, which is similar to the treatment of a for-profit organization. The bookstore fund accounts for all operations of the bookstore and reflects total costs, including depreciation.

The bookstore supports the Associated Student Body Government (ASBG) by providing 1.6 percent of the bookstore's prior-year gross earnings. The 2013-2014 tentative budget reflects a transfer of \$37,952 for this purpose.

2013-2014 Tentative Budget

The projected beginning balance of \$1,461,734 for 2013-2014 includes a \$106,817 reserve for buildings, equipment, and rental books that have been acquired, reflected as an asset on the balance sheet, and expensed through depreciation over the useful life of the asset. Also included is a \$510,000 reserve for inventory, which reflects the book value of inventory held for sale as of June 30, 2013, and a reserve of \$30,000 for replacement of bookstore equipment and software. These reserves are not available to meet current expenditure obligations.

DENTAL SELF-INSURANCE FUND

This fund is used to account for the income and expenditures of the dental self-insurance program. Based on the current fund balance and utilization data, it appears unlikely that a rate increase will be required.

HEALTH EXAMS FUND

The health exams fund is a self-insurance fund and accounts for the transactions related to the employee physical examinations benefit. The district will maintain a fund balance equal to projected outstanding obligations as of June 30, 2013.

PROPERTY AND LIABILITY SELF-INSURANCE FUND

The self-insurance fund accounts for the deductible portion of the district's property and liability insurance program. The funding for this program is provided by the general fund and is currently budgeted as an expenditure in the general fund and as income to the property and liability self-insurance fund. The fund balance is established to meet actuarial standards of projected open reserves and unbilled closed claims plus \$50,000 for an estimate of incurred but not reported claims.

POST-EMPLOYMENT BENEFITS FUND

The tentative budget reflects continuation of the district's plan to fund the GASB 45 requirement to disclose and fund obligations related to retiree health benefits. Until the district establishes an irrevocable trust arrangement, assets held to meet the retiree health benefit obligation will be managed within the post-employment benefits fund.

STUDENT FINANCIAL AID FUND

The student financial aid fund is a trust fund and accounts for the deposit and direct payment of government-funded student aid. These moneys are restricted and may not be used for other purposes. The 2013-2014 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2013-2014 award year.

ASSOCIATED STUDENTS TRUST FUND

The associated students trust fund is designated to account for moneys held in trust by the district for organized student body associations. The fund is supported by transfers from the bookstore, the general fund unrestricted, and by fundraising activities. The bookstore supports the Associated Student Body Government (ASBG) by providing 1.6 percent of the bookstore's prior-year gross earnings. For 2013-2014 the bookstore support is projected to be \$37,952. The final calculation for the allocation will be completed upon adoption of the district budget in September.

STUDENT REPRESENTATION FEE TRUST FUND

The student representation fee trust fund is designated as the receiving fund for fees collected pursuant to Education Code Section 76060.5, which provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The fee is to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints.

STUDENT BODY CENTER FEE TRUST FUND

The student body center fee trust fund is designed to account for income and expenditure of moneys for fees collected pursuant to Education Code Section 72253, which provides for the building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fund was established at the August 20, 1996 board meeting. The district began to collect the fees in spring 1997.

DISTRICT TRUST FUND

The district trust fund is used to account for the income and expenditure of moneys held in trust by the district for individuals, organizations, or clubs. Income is received primarily through fundraising activities.

STUDENT CLUBS AGENCY FUND

The student clubs agency fund is used to account for assets held by the district as an agent for student clubs. Income is received primarily through fundraising activities and an allocation from the Associated Student Body.

FOUNDATION AGENCY FUND

The Allan Hancock College Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of operating to advance education, to promote and provide educational and recreational facilities, to receive gifts and bequests, and to expend moneys for the general welfare of the students and faculty. The Allan Hancock College Foundation Investment Committee and the foundation board have reviewed components of the proposed budget for the foundation.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
	Unrestricted	3,559,259	3,559,259	3,597,815
	Restricted Reserves	1,051,084	1,051,084	801,497
	NET BEGINNING BALANCE JULY 1	4,610,343	4,610,343	4,399,312
	FEDERAL INCOME			
8110	Forest Reserve	5,200	5,200	5,200
8199	Other Federal Income	20,000	20,000	20,000
Total	Federal Income	25,200	25,200	25,200
	STATE INCOME			
8611	Principal Apportionment	29,334,826	21,874,951	24,569,893
8611	Principal Apportionment - Prior Year	261,678	261,678	0
8612	Apprenticeship	29,735	29,735	30,000
8614	Board Financial Assistance Program	142,421	142,421	35,000
8618	Over Cap FTES (Basic Skills)	0	0	0
8630	Education Protection Account	0	7,459,875	7,459,875
8672	Homeowners Property Tax Relief	90,000	90,000	90,000
8680	Lottery Funds	1,100,000	1,100,000	1,100,000
8681	Mandated Cost Claims	252,486	252,486	252,486
8699	State One-Time Funds	0	0	0
8699	Other State Funds	237,286	237,286	237,286
Total	State Income	31,448,432	31,448,432	33,774,540
	LOCAL INCOME			
8811	District Taxes - Secured Roll	11,000,000	11,000,000	11,000,000
8812	District Taxes - Unsecured Roll	500,000	500,000	500,000
8813	District Taxes - Prior Years	0	0	0
8814	District Taxes - ERAF	0	0	0
8815	In Lieu Housing Authority	0	0	0
8818	Redevelopment Agency Funds	0	0	0
8820	Contributed Income	235,000	235,000	245,000
8831	Contract Instructional Services	16,163	16,163	2,000
8840	Sales	52,623	52,623	49,123
8850	Rentals and Leases	20,000	20,000	20,000
8860	Interest and Investment Income	77,500	77,500	77,500
8872	Community Services Classes	124,000	124,000	124,000
8874	Enrollment Fees	2,862,379	2,862,379	2,400,000
8875	Use of Nondistrict Facilities	11,000	11,000	17,500
8877	Sales, Instructional Materials	385,704	385,704	257,701
8880	Nonresident Tuition	540,000	540,000	350,000
8885	Student Fines/Fees	32,900	32,900	32,900
8890	Miscellaneous Income	184,312	184,312	100,000
8890	Prior Year Adjustment	0	0	0
8891	Parking Citations	70,000	70,000	70,000
Total	Local Income	16,111,581	16,111,581	15,245,724
	INCOMING TRANSFERS			
8980	Interfund Transfers	311,510	311,510	10,000
Total	Incoming Transfers	311,510	311,510	10,000
TOTAL	INCOME - ALL SOURCES	47,896,723	47,896,723	49,055,464
TOTAL	BEGINNING BALANCE AND INCOME	52,507,066	52,507,066	53,454,776

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	8,282,161	8,282,161	8,753,778
1200	Regular Non-Instructional Salaries	3,856,782	3,856,782	4,472,616
1300	Other Instructional Salaries	6,628,219	6,628,219	6,128,221
1400	Other Non-Instructional Salaries	690,994	690,994	668,363
Total	Academic Salaries	19,458,156	19,458,156	20,022,978
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	8,930,445	8,930,445	9,561,608
2200	Regular Inst Aide Salaries	367,570	367,570	390,509
2300	Other Classified Salaries	601,894	601,894	494,419
2400	Other Inst Aide Salaries	583,545	583,545	622,838
Total	Classified Salaries	10,483,454	10,483,454	11,069,374
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	1,298,890	1,298,890	1,310,209
3200	Public Employees' Retirement	1,403,580	1,403,580	1,639,317
3300	Social Security - OASDI	999,869	999,869	1,055,892
3400	Health and Welfare	4,253,277	4,253,277	4,473,673
3500	Unemployment Insurance	397,451	397,451	532,762
3600	Workers' Compensation Insurance	333,013	333,013	435,168
3700	Other Benefits Retirement	121,970	121,970	121,970
3900	Other Benefits	268,167	268,167	18,580
Total	Staff Benefits	9,076,217	9,076,217	9,587,571
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	475,323	475,323	353,151
4400	Instructional Media Supplies	0	0	0
4500	Non-Instructional Supplies	634,918	634,918	594,279
4600	Pupil Transportation Supplies	147,483	147,483	155,832
4700	Food Supplies	6,425	6,425	4,625
Total	Books, Supplies, and Materials	1,264,149	1,264,149	1,107,887
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	1,066,677	1,066,677	1,040,422
5200	Travel, Conf. and In-Service Training	134,414	134,414	138,994
5300	Dues, Memberships, and Licenses	438,793	438,793	613,796
5400	Insurance	425,274	425,274	425,274
5500	Utilities and Housekeeping Services	1,900,185	1,900,185	1,703,508
5600	Rents, Leases and Repairs	1,451,350	1,451,350	1,424,145
5700	Legal, Elections and Audit Expenses	312,982	312,982	275,761
5800	Other Services, Postage, Advertising	344,106	344,106	340,716
5900	Other Operating Expenses	(115,000)	(115,000)	(115,000)
Total	Operating Expenses & Services	5,958,781	5,958,781	5,847,616

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	10,000	10,000	10,000
6200	Buildings & Improvements	21,040	21,040	13,740
6300	Books and Media for Libraries	67,624	67,624	66,274
6400	Equipment	176,040	176,040	41,213
Total	Capital Outlay	274,704	274,704	131,227
7000	OTHER OUTGO			
7300	Interfund Transfer - Debt Svc/Cap Proj	0	0	0
7100	Debt Reduction			0
7300	Interfund Transfer - Transformer Failure	0	0	0
7300	Interfund Transfer - Cap Proj - Misc Projects	0	0	0
7300	Interfund Transfer - Co-curricular	127,047	127,047	127,047
7300	Interfund Transfer - Child Development	16,797	16,797	10,000
7300	Interfund Transfer - PCPA	1,426,949	1,426,949	1,426,949
7300	Interfund Transfer - Foundation	0	0	0
7300	Interfund Transfer - Restricted G/F	1,000	1,000	1,000
7300	Interfund Transfer - Miscellaneous	0	0	0
7500	Student Financial Aid	20,000	20,000	20,000
7600	Misc Payments to/for Students	500	500	500
Total	Other Outgo	1,592,293	1,592,293	1,585,496
Total	Expenditures and Other Outgo	48,107,754	48,107,754	49,352,149
7900	Appropriation for Contingencies	3,597,815	0	3,301,130
7922	Restricted Reserve	29,395	29,395	29,395
7923	Reserve for One-Time Funds	0	0	0
7924	Reserve for Reduction	672,102	672,102	672,102
7925	Reserve for Recovery	0	0	0
7928	Reserved for Retirement Incentive	0	0	0
7991	Reserve for Reallocation	100,000	100,000	100,000
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCIES	52,507,066	48,909,251	53,454,776
	General Reserve (Net Ending Balance)		3,597,815	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	52,507,066	52,507,066	53,454,776

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	6,098,004	6,098,004	5,632,710
	FEDERAL INCOME			
8120	College Work Study	141,801	141,801	140,326
8121	Higher Education Act/Title V	1,946,052	1,946,052	448,146
8133	Workforce Investment Act WIA	0	0	0
8140	TANF	70,737	70,737	67,200
8170	VTEA - Basic Grant	439,962	439,962	0
8170	VTEA - Special Projects	0	0	0
8170	Tech-Prep/CTE Grants	49,389	49,389	0
8199	Other Federal Income	1,458,336	1,458,336	793,840
Total	Federal Income	4,106,277	4,106,277	1,449,512
	STATE INCOME			
8619	Basic Skills Apportionment	404,962	404,962	0
8621	Disabled Students Programs & Svc	484,081	484,081	459,877
8622	Extended Opportunity Program & Services	435,646	435,646	413,864
8623	Student Maintenance Allow	0	0	0
8624	Cooperative Agencies Resources for Education CARE	211,664	211,664	201,080
8625	Other State Categorical Programs	451,204	451,204	400,135
8626	Matriculation	525,079	525,079	498,287
8627	Block Grant/Instructional Equipment & Physical Plant	61,644	61,644	61,644
8628	CalWORKS	254,521	254,521	240,228
8651	Foster Parent Training Grant	91,630	91,630	87,023
8652	Instructional Equipment & Physical Plant	0	0	0
8653	Economic Development	737,597	737,597	161,552
8654	Child Dev Trng Consortium	0	0	0
8655	Scheduled Maintenance & Special Repair	0	0	0
8656	Independent Living Grant	0	0	0
8659	Misc State Grants	431,285	431,285	0
86XX	Other State Revenues	175,000	175,000	145,000
Total	State Income	4,264,313	4,264,313	2,668,690
	LOCAL INCOME			
8820	Contributions	127,037	127,037	156
8830	Contracted Instruction	41,040	41,040	25,000
8840	Sales	0	0	0
8850	Leases and Rentals	0	0	0
8876	Health Fees	450,000	450,000	450,000
887X	Sales, Instr Mtl	324,594	324,594	324,594
8881	Parking Services Fees	285,000	285,000	285,000
8885	Other Student Fees	36,714	36,714	35,161
8890	Other Income	57,678	57,678	43,119
Total	Local Income	1,322,063	1,322,063	1,163,030
	INCOMING TRANSFERS			
8980	Interfund Transfers	121,907	121,907	13,500
TOTAL	INCOME - ALL SOURCES	9,814,560	9,814,560	5,294,732
TOTAL	BEGINNING BALANCE AND INCOME	15,912,564	15,912,564	10,927,442

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	176,849	176,849	76,592
1200	Regular Non-Instructional Salaries	813,465	813,465	606,646
1300	Other Instructional Salaries	30,097	30,097	10
1400	Other Non-Instructional Salaries	575,558	575,558	245,747
Total	Academic Salaries	1,595,969	1,595,969	928,995
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	1,357,154	1,357,154	1,033,955
2200	Regular Inst Aide Salaries	169,077	169,077	23,212
2300	Other Classified Salaries	1,121,324	1,121,324	465,977
2400	Other Inst Aide Salaries	300,568	300,568	78,929
Total	Classified Salaries	2,948,123	2,948,123	1,602,073
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	129,657	129,657	69,316
3200	Public Employees' Retirement	220,179	220,179	159,343
3300	Social Security - OASDI & Medicare	156,575	156,575	98,713
3400	Health & Welfare	450,217	450,217	322,610
3500	Unemployment Insurance	50,528	50,528	9,674
3600	Workers' Compensation Insurance	46,698	46,698	32,283
3700	Non-Academic STRS	7,282	7,282	1,484
3900	Other Benefits - Projects	0	0	0
Total	Staff Benefits	1,061,136	1,061,136	693,423
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	515,539	515,539	355,582
4500	Non-instructional Supplies	295,386	295,386	153,954
4600	Pupil Transportation Supplies	20,720	20,720	1,160
4700	Food Supplies	21,574	21,574	4,300
Total	Books, Supplies, and Materials	853,219	853,219	514,996
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	282,071	282,071	102,464
5200	Travel, Conf. & In-service Training	377,163	377,163	104,549
5300	Dues, Memberships, and Licenses	177,914	177,914	76,119
5400	Insurance	35,402	35,402	35,403
5500	Utilities and Housekeeping Services	105,787	105,787	35,738
5600	Rents, Leases and Repairs	151,989	151,989	115,303
5700	Legal, Elections and Audit Expenses	113,177	113,177	92,107
5800	Other Services, Postage, Advertising	57,326	57,326	16,531
5900	Indirect Support Charges	152,053	152,053	34,345
Total	Operating Expenses & Services	1,452,882	1,452,882	612,559

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL FUND - RESTRICTED**

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	0	0	0
6200	Buildings & Improvement	369,242	369,242	377,602
6300	Books & Media for Libraries	41,756	41,756	5,000
6400	Equipment	957,747	957,747	166,789
6500	Lease/Purchase Agreements	0	0	0
Total	Capital Outlay	1,368,745	1,368,745	549,391
7000	OTHER OUTGO			
7300	Interfund Transfer - Capital Projects - Infrastructure	0	0	0
7300	Interfund Transfer - Scheduled Maintenance Projects	0	0	0
7300	Interfund Transfer - Capital Projects	0	0	0
7300	Interfund Transfers	341,296	341,296	15,022
7500	Student Financial Aid	542,939	542,939	521,739
7600	Other Payments to Students	115,545	115,545	136,914
Total	Other Outgo	999,780	999,780	673,675
7950	Restricted Reserve	5,632,710	0	5,352,330
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCY	15,912,564	10,279,854	10,927,442
	General Reserve (Net Ending Balance)		5,632,710	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	15,912,564	15,912,564	10,927,442

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
BOND INTEREST AND REDEMPTION FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	7,255,823	6,934,035	7,269,155
	LOCAL INCOME			
88XX	Local Income	5,300,000	5,300,000	5,300,000
TOTAL	Local Income	5,300,000	5,300,000	5,300,000
TOTAL	BEGINNING BALANCE AND INCOME	12,555,823	12,234,035	12,569,155
	EXPENDITURES			
	DEBT RETIREMENT			
7100	Debt Retirement	4,964,880	4,964,880	5,786,321
TOTAL	EXPENDITURES	4,964,880	4,964,880	5,786,321
7900	Appropriation for Contingencies	7,590,943	0	6,782,834
TOTAL	EXPENDITURES AND CONTINGENCIES	12,555,823	4,964,880	12,569,155
	NET ENDING BALANCE	0	7,269,155	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	12,555,823	12,234,035	12,569,155

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
CHILD DEVELOPMENT FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	150,580	148,641	149,292
	FEDERAL INCOME			
8100	Other Federal Income	188,956	188,956	188,956
	STATE INCOME			
8600	Other State Income	270,108	270,108	270,108
	LOCAL INCOME			
8820	Contributions	0	0	0
8860	Interest	500	500	500
8890	Other Local Revenue	140,000	140,000	140,000
Total	Local Income	140,500	140,500	140,500
	INCOMING TRANSFERS			
8980	Interfund Transfers	50,516	50,516	50,516
TOTAL	INCOME AND INCOMING TRANSFERS	650,080	650,080	650,080
TOTAL	BEGINNING BALANCE AND INCOME	800,660	798,721	799,372
	ACADEMIC SALARIES			
1000	Regular - Non-instructional Salaries	222,235	222,235	222,235
1300	Other Instructional Salaries	0	0	0
1400	Other - Non-instructional Salaries	14,050	14,050	14,050
Total	Academic Salaries	236,285	236,285	236,285
	CLASSIFIED SALARIES			
2000	All Classified Salaries	294,571	294,571	327,403
	STAFF BENEFITS			
3000	All Staff Benefits	77,923	77,923	85,983
	BOOKS, SUPPLIES & MATERIALS			
4000	All Books, Supplies & Materials	34,403	34,403	34,098
	OTHER OPERATING EXPENSES			
5100	Consultants	0	0	0
5200	Conferences	1,809	1,809	2,114
5300	Licenses and Permits	2,636	2,636	2,636
5500	Utilities	0	0	0
5600	Contracts, Repairs	1,409	1,409	1,409
5800	Other Services	172	172	172
5900	Other Expenses	0	0	0
Total	Other Operating Expenses	6,026	6,026	6,331
	CAPITAL OUTLAY			
6000	Equipment	221	221	221
TOTAL	EXPENDITURES	649,429	649,429	690,321
7900	Appropriations for Contingency	151,231	0	109,051
TOTAL	EXPENDITURES AND OTHER OUTGO	800,660	649,429	799,372
	NET ENDING BALANCE		149,292	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	800,660	798,721	799,372

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
PCPA**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	4,512	4,511	8,800
	STATE INCOME			
8600	State Grant	0	0	0
	LOCAL INCOME			
8830	Contribution from General Fund	1,426,949	1,426,949	1,426,949
8800	Ticket Revenue	1,309,087	1,309,087	1,343,449
8800	Other Revenue	767,226	767,226	974,814
TOTAL	INCOME	3,503,262	3,503,262	3,745,212
TOTAL	BEGINNING BALANCE AND INCOME	3,507,774	3,507,773	3,754,012
	EXPENDITURES			
1000	Academic Salaries	0	0	0
2000	Classified Salaries	1,499,917	1,499,917	1,498,048
3000	Staff Benefits	501,856	501,856	532,094
4000	Supplies and Materials	315,870	315,870	422,121
5000	Operating Expenses and Services	548,018	548,018	614,734
6000	Capital Outlay	39,000	39,000	43,000
7000	Other Outgo	594,313	594,312	633,000
TOTAL	EXPENDITURES	3,498,974	3,498,973	3,742,997
7900	Appropriation for Contingencies	8,800	0	11,015
TOTAL	EXPENDITURES AND CONTINGENCIES	3,507,774	3,498,973	3,754,012
	NET ENDING BALANCE		8,800	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	3,507,774	3,507,773	3,754,012

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	4,725,273	4,725,273	4,690,839
	FEDERAL INCOME			
8199	Other Federal Income	0	0	0
Total	Federal Income	0	0	0
	STATE INCOME			
8650	Community College Construction	5,054,317	2,153,504	2,900,814
8657	Hazardous Substance Program	0	0	0
8690	Scheduled Maintenance Income/Other State	0	8,018	0
Total	State Income	5,054,317	2,161,522	2,900,814
	LOCAL INCOME			
8820	Contributions	0	0	0
8860	Interest	20,000	4,850	10,000
8890	Other Local Revenue	1,616	35,861	1,616
Total	Local Income	21,616	40,711	11,616
	INCOMING TRANSFERS			
8910	Comp for Loss of Fixed Assets	0	0	0
8940	Debt Proceeds	0	0	0
8980	Interfund Transfers	0	49,742	100,258
8980	Interfund Transfers - Block Grant	0	0	0
8980	Interfund Transfers - Energy Funds	0	0	0
8985	Intrafund Transfers	0	0	0
Total	Incoming Transfers	0	49,742	100,258
TOTAL	INCOME	5,075,933	2,251,975	3,012,688
TOTAL	BEGINNING BALANCE AND INCOME	9,801,206	6,977,248	7,703,527

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
4000	BOOKS, SUPPLIES, & MATERIALS			
4500	Operational Supplies	780	10,617	3,363
Total	Total Books, Supplies, & Materials	780	10,617	3,363
5000	OTHER OPERATING EXPENSES			
5100	Consultant & Architectural Svc	3,007	7,817	1,091
5200	Conferences/Travel	0	0	0
5300	Licenses and Permits	0	0	0
5500	Utilities	0	0	0
5600	Contracts, Repairs	11,616	0	0
5700	Legal Fees	0	0	4,100
5800	Other Services	0	0	0
Total	Other Operating Expenses	14,623	7,817	5,191
6000	CAPITAL OUTLAY			
6100	Site Improvement	0	0	0
6200	Buildings	5,141,086	2,223,840	2,976,164
6300	Library Books	0	0	0
6400	Equipment	1,615	44,135	100,380
6900	Construction contingency	5,000	0	5,000
Total	Capital Outlay	5,147,701	2,267,975	3,081,544
7000	OTHER OUTGO			
7170	Debt Payment	0	0	0
7300	Interfund Transfers	0	0	0
7300	Intrafund Transfers	0	0	0
Total	Other Outgo	0	0	0
TOTAL	EXPENDITURES AND OTHER OUTGO	5,163,104	2,286,409	3,090,098
7900	Appropriations for Contingency	4,638,102	0	4,613,429
7901	Reserve for State Construction Project	0	0	
Total	Contingency and Reserves	4,638,102	0	4,613,429
	NET ENDING BALANCE		4,690,839	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	9,801,206	6,977,248	7,703,527

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
GENERAL OBLIGATION BOND BUILDING FUND**

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	30,133,426	30,133,426	35,420,696
	LOCAL INCOME			
88XX	Local Income	250,000	175,000	150,000
TOTAL	Local Income	250,000	175,000	150,000
	INCOMING TRANSFERS			
8940	Other Financing Sources	38,996,199	38,996,200	0
8980	Interfund Transfer	0	0	0
TOTAL	Incoming Transfers	38,996,199	38,996,200	0
TOTAL	BEGINNING BALANCE AND INCOME	69,379,625	69,304,626	35,570,696
	EXPENDITURES			
	BOOKS, SUPPLIES, & MATERIALS			
4000	Operational Supplies	121,687	18,678	79,531
TOTAL	Total Books, Supplies, & Materials	121,687	18,678	79,531
	OPERATING EXPENSES & SERVICES			
5000	Consultant & Architectural Svc	1,954,728	1,278,927	755,844
5100	District Business Expense	98,082	62,854	40,159
5200	Licenses and Permits	337,892	153,260	86,540
5300	Utilities	49,627	40,305	14,667
5500	Contracts, Repairs	192,547	202,210	29,944
5600	Legal Fees	763,663	145,088	464,340
5700	Other Services	38,217	146,435	32,889
TOTAL	Other Operating Expenses	3,434,756	2,029,079	1,424,383
	CAPITAL OUTLAY			
6000	Site Improvement	0	0	0
6100	Buildings	58,797,815	30,621,829	28,955,396
6200	Library Books	0	0	0
6300	Equipment	2,520,108	1,214,344	1,482,089
6400	Construction Contingency	4,480,832	0	3,547,997
6900				
TOTAL	Capital Outlay	65,798,755	31,836,173	33,985,482
	OTHER OUTGO			
7100	Debt Retirement	0	0	0
7300	Interfund Transfers	0	0	0
TOTAL	EXPENDITURES	69,355,198	33,883,930	35,489,396
7900	Appropriation for Contingencies	24,427	0	81,300
TOTAL	EXPENDITURES AND CONTINGENCIES	69,379,625	33,883,930	35,570,696
	NET ENDING BALANCE	0	35,420,696	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	69,379,625	69,304,626	35,570,696

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
BOOKSTORE FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	1,566,175	1,566,174	1,461,734
	INCOME			
	Sales	1,975,000	1,975,000	2,104,000
	NON-OPERATING INCOME			
	Interest Income	2,000	2,000	2,000
	Rental Text Income	350,000	350,000	350,000
	Other Income	45,000	45,000	30,000
TOTAL	INCOME	2,372,000	2,372,000	2,486,000
TOTAL	BEGINNING BALANCE AND INCOME	3,938,175	3,938,174	3,947,734
	COST OF SALES - PURCHASES	1,581,000	1,581,000	1,668,720
	OPERATING EXPENSES			
	Payroll	264,000	264,000	264,000
	Contracted Salaries	271,691	271,691	274,166
	Contracted Benefits	129,236	129,236	119,547
	Advertising	200	200	200
	Bad Debt Expense	2,000	2,000	2,000
	Bank Charges	30,000	30,000	30,000
	Miscellaneous Expense	7,000	7,000	7,000
	Office Supplies	25,000	25,000	25,000
	Postage	12,500	12,500	16,000
	Software/Computer Professional Fees	30,000	30,000	33,000
	District Overhead	32,000	32,000	32,000
	Repairs & Maintenance	27,000	27,000	27,000
	Telephone	7,300	7,300	7,300
	Travel	5,000	5,000	5,000
	Consultant/New Store Interior	0	0	0
	Depreciation	15,313	15,313	13,100
Total	Operating Expenses	858,240	858,240	855,313
	NON-OPERATING EXPENSES			
	Transfers to Other Funds - ASB	37,200 *	37,200 *	37,952 *
	Transfers to Other Funds	0	0	0
Total	Non-Operating Expenses	37,200	37,200	37,952
TOTAL	EXPENDITURES	2,476,440	2,476,440	2,561,985
	Reserve for Building, Equipment, Rental Books	106,817	106,817	101,504
	Reserve for Inventory	510,000	510,000	510,000
	Reserve for Long Term Debt	0	0	0
	Reserve for New Hardware and Software	30,000	30,000	30,000
	Reserve for Contingencies	814,918	0	744,245
	NET ENDING BALANCE		814,917	
TOTAL	EXPENDITURES AND NET ENDING BALANCE	3,938,175	3,938,174	3,947,734

* The Bookstore supports the Associated Student Body Government (ASBG) by providing 1.6% of the Bookstore's prior year total income.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
DENTAL SELF INSURANCE FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	899,521	899,521	900,921
	LOCAL INCOME			
8830	Contribution from General Fund	675,000	675,000	675,000
8860	Interest	1,400	1,400	1,400
8980	Transfers In	0	0	0
TOTAL	INCOME	676,400	676,400	676,400
TOTAL	BEGINNING BALANCE AND INCOME	1,575,921	1,575,921	1,577,321
	EXPENDITURES			
5430	Self Insurance Claims	675,000	675,000	675,000
5890	Miscellaneous Fees	0	0	0
TOTAL	EXPENDITURES	675,000	675,000	675,000
7900	Appropriation for Contingencies	900,921	0	902,321
TOTAL	EXPENDITURES AND CONTINGENCIES	1,575,921	675,000	1,577,321
	NET ENDING BALANCE		900,921	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,575,921	1,575,921	1,577,321

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
HEALTH EXAMS FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	Reserve	488,637	488,637	351,206
	NET BEGINNING BALANCE JULY 1	488,637	488,637	351,206
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	1,600	1,600	1,600
8890	Other Local Income	0	0	0
TOTAL	INCOME	1,600	1,600	1,600
TOTAL	BEGINNING BALANCE AND INCOME	490,237	490,237	352,806
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	8,000	8,000	8,000
3410	Classified Benefits	116,031	116,031	116,031
3420	Non-Academic Benefits	15,000	15,000	15,000
3430				
TOTAL	EXPENDITURES	139,031	139,031	139,031
	OTHER OUTGO			
7000	Interfund Transfer	0	0	0
7390				
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingencies	351,206	0	213,775
TOTAL	EXPENDITURES AND CONTINGENCIES	490,237	139,031	352,806
	NET ENDING BALANCE		351,206	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	490,237	490,237	352,806

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
PROPERTY AND LIABILITY SELF INSURANCE FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	NET BEGINNING BALANCE JULY 1	1,077,511	1,077,241	818,241
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	4,000	4,000	4,000
8890	Other Local Income	0	0	0
8910	Compensation for Loss of Fixed Assets	0	0	0
TOTAL	INCOME	4,000	4,000	4,000
TOTAL	BEGINNING BALANCE AND INCOME	1,081,511	1,081,241	822,241
	EXPENDITURES			
5410	District Insurance	0	0	0
5430	Self-Insurance Claims	0	0	0
5650	Contracted Repairs	0	0	0
5740	Settlements	0	0	0
5830	District Claims Expense	263,000	263,000	263,000
6420	Replacement Equipment	0	0	0
TOTAL	EXPENDITURES	263,000	263,000	263,000
7900	Appropriation for Contingencies	818,511	0	559,241
TOTAL	EXPENDITURES AND CONTINGENCIES	1,081,511	263,000	822,241
	NET ENDING BALANCE	0	818,241	0
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,081,511	1,081,241	822,241

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
POST-EMPLOYMENT BENEFITS FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	Reserve for GASB 45	4,632,482	4,632,482	5,089,482
	NET BEGINNING BALANCE JULY 1	4,632,482	4,632,482	5,089,482
	LOCAL INCOME			
8830	Contribution from General Fund	445,000	445,000	445,000
8860	Interest	18,000	12,000	12,000
8890	Other Local Income	0	0	0
	INCOMING TRANSFERS			
8980	Interfund Transfers	0	0	0
TOTAL	INCOME	463,000	457,000	457,000
TOTAL	BEGINNING BALANCE AND INCOME	5,095,482	5,089,482	5,546,482
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	0	0	0
3410	Classified Benefits	0	0	0
3420	Non-Academic Benefits	0	0	0
3430		0	0	0
TOTAL	EXPENDITURES	0	0	0
	OTHER OUTGO			
7000	Interfund Transfer	0	0	0
7390		0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingencies	5,095,482	0	5,546,482
TOTAL	EXPENDITURES AND CONTINGENCIES	5,095,482	0	5,546,482
	NET ENDING BALANCE		5,089,482	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	5,095,482	5,089,482	5,546,482

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
STUDENT FINANCIAL AID TRUST FUND**

Account Number	Description	2012-13 Revised Adopted	2012-13 Actual	2012-13 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	18,436	18,436	18,436
	FEDERAL INCOME			
8150	Supplemental Ed. Opportunity Grants Prog.	144,234	143,934	141,698 *
8153	Pell Grant Program	7,831,117	7,831,117	2,500,000 *
8155	Academic competitiveness Grant	0	0	0
8158	Financial Aid Prior Year	0	0	0
8199	Other Federal Income	0	-	0
Total	Federal Income	7,975,351	7,975,051	2,641,698
	STATE INCOME			
8659	Cal Grant	316,421	316,421	0
8699	Other State Revenues	0	0	0
Total	State Income	316,421	316,421	0
	LOCAL INCOME			
8860	Interest	0	0	0
8890	Other	0	0	0
8980	Interfund Transfers	29,295	29,295	0
Total	Local Income	29,295	29,295	0
TOTAL	INCOME	8,321,067	8,320,767	2,641,698
TOTAL	BEGINNING BALANCE AND INCOME	8,339,503	8,339,203	2,660,134
	EXPENDITURES			
5000	Operating Expenses & Services	0	0	0
	OTHER OUTGO			
7390	Interfund Transfers	0	0	0
7510	Pell Grant Program	7,850,254	7,850,254	2,500,000 *
7512	Pell/SEOG Overpayments	0	0	0
7520	Supplemental Ed. Opportunity Grants Prog.	144,234	144,234	141,698 *
7530	Scholarships from Other Institutions	0	0	0
7540	Extended Opportunity Prog. & Serv. Grants	19,975	19,975	0
7541	EOPS Loans	0	0	0
7542	CARE Grants	8,610	8,610	0
7550	Cal Grant B	297,928	297,928	0
7551	Cal Grant C	12,000	12,000	0
7555	Academic Competitiveness Grant	0	0	0
7591	Pell Grant Prior Year	-19,137	-19,137	0
7592	SEOG Prior Year	-300	-300	0
7593	Cal Grant Prior Year	6,493	6,493	0
7595	EOPS Prior Year	0	0	0
7596	ACG Prior Year	0	0	0
7612	Care Child Care Reimbursements	710	710	0
7900	EOP&S Loan Contingency	0	0	0
7950	Restricted Reserve	18,736	0	18,436
TOTAL	OTHER OUTGO	8,339,503	8,320,767	2,660,134
TOTAL	EXPENDITURES AND OTHER OUTGO	8,339,503	8,320,767	2,660,134
	General Reserve (Net Ending Balance)		18,436	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	8,339,503	8,339,203	2,660,134

* Budget amount reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2013-14 award year

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
ASSOCIATED STUDENTS TRUST FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	Unrestricted (ASB)	90,642	90,642	75,292
	Restricted	19,800	19,800	19,800
	ADJUSTED NET BEGINNING BALANCE JULY 1	110,442	110,442	95,092
	INCOME			
	A.S.B.	3,000	3,000	3,000
	Athletics	45,000	45,000	45,000
	Transfer from District	127,047	127,047	127,047
	Transfer from Bookstore	37,200	37,200	37,952 *
	Interest	500	500	500
	Miscellaneous Income	0	0	0
TOTAL	INCOME - ALL SOURCES	212,747	212,747	213,499
TOTAL	BEGINNING BALANCE AND INCOME	323,189	323,189	308,591
	EXPENDITURES			
	ASSOCIATED STUDENTS	55,300	55,300	55,300
	ATHLETICS	172,047	172,047	172,047
	OTHER CO-CURRICULAR	0	0	0
	CLUBS & SCHOLARSHIPS	750	750	750
TOTAL	EXPENDITURES	228,097	228,097	228,097
	Appropriation for Contingencies	75,292	0	60,694
TOTAL	EXPENDITURES & CONTINGENCIES	303,389	228,097	288,791
	Restricted Ending Balance	3,000	3,000	3,000
	Reserve for Scholarships	16,800	16,800	16,800
	Reserve for Site Improvement			
	Net Ending Balance		75,292	
GRAND TOTAL	EXPENDITURES AND ENDING BALANCE	323,189	323,189	308,591

* The Bookstore supports the Associated Student Body government (ASBG) by providing 1.6% of the Bookstore's prior year total income.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
STUDENT REPRESENTATION FEE TRUST FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	8,604	8,604	8,129
	INCOME			
8860	Interest	25	25	25
8884	Student Representation Fee	14,000	14,000	14,000
8890	Other Local Revenue	0	0	0
8890	Interfund Transfer	0	0	0
		0		
Total	INCOME	14,025	14,025	14,025
TOTAL	BEGINNING BALANCE AND INCOME	22,629	22,629	22,154
	EXPENDITURES			
4000	Supplies & Other	500	500	500
5000	Operating Expenses & Services	14,000	14,000	14,000
6000	Equipment	0	0	
TOTAL	EXPENDITURES	14,500	14,500	14,500
7000	OTHER OUTGO			
7300	Interfund Transfers	0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingency	8,129	0	7,654
TOTAL	EXPENDITURES AND OTHER OUTGO	22,629	14,500	22,154
	NET ENDING BALANCE		8,129	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	22,629	22,629	22,154

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
STUDENT BODY CENTER FEE TRUST FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	174,750	174,750	173,350
	INCOME			
8860	Interest	600	600	600
8883	Student Fees	38,000	38,000	38,000
8980	Interfund Transfer	0	0	
TOTAL	INCOME	38,600	38,600	38,600
TOTAL	BEGINNING BALANCE AND INCOME	213,350	213,350	211,950
	EXPENDITURES			
4000	Supplies & Other			
5000	Operating Expenses & Services	0	0	0
6000	Equipment	0	0	0
TOTAL	EXPENDITURES	0	0	0
7000	OTHER OUTGO			
7300	Interfund Transfers	40,000	40,000	40,000
TOTAL	OTHER OUTGO	40,000	40,000	40,000
7900	Appropriation for Contingency	173,350	0	171,950
TOTAL	EXPENDITURES AND OTHER OUTGO	213,350	40,000	211,950
	NET ENDING BALANCE		173,350	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	213,350	213,350	211,950

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
DISTRICT TRUST FUND**

Account Number	Description	2011-12 Actual Income & Expenditures	2012-13 Actual Income & Expenditures	2013-14 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	650,186	693,815	759,865
	INCOME			
8820	Donations	12,156	25,000	25,000
8840	Sales	141,351	125,000	125,000
8850	Leases and Rentals	0	300	300
8860	Interest	589	750	750
88XX	Miscellaneous Income	14,947	20,000	20,000
8980	Interfund Transfers	35,503	3,000	3,000
TOTAL	INCOME	204,546	174,050	174,050
TOTAL	BEGINNING BALANCE AND INCOME	854,732	867,865	933,915
	EXPENDITURES			
2000	Salaries	6477	0	0
3000	Benefits	0	0	0
4000	Supplies & Materials	67,557	60,000	60,000
5000	Other Operating Exp & Svcs	35,332	25,000	25,000
6000	Capital Outlay	0	3,000	3,000
TOTAL	EXPENDITURES	109,366	88,000	88,000
7000	OTHER OUTGO			
7300	Interfund Transfers	39,214	15,000	15,000
7600	Other Payments to/for Students	12,337	5,000	5,000
TOTAL	OTHER OUTGO	51,551	20,000	20,000
TOTAL	EXPENDITURES AND OTHER OUTGO	160,917	108,000	108,000
	NET ENDING BALANCE	693,815	759,865	825,915
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	854,732	867,865	933,915

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
STUDENT CLUBS AGENCY FUND**

Account Number	Description	2011-12 Actual Income & Expenditures	2012-13 Actual Income & Expenditures	2013-14 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	24,807	32,514	26,234
	INCOME			
8820	Donations	52	200	200
8840	Sales	16,031	15,000	15,000
8860	Interest	13	20	20
88XX	Miscellaneous Income	2,068	500	500
8980	Interfund Transfers	2,486	1,000	1,000
TOTAL	INCOME	20,650	16,720	16,720
TOTAL	BEGINNING BALANCE AND INCOME	45,457	49,234	42,954
	EXPENDITURES			
4000	Supplies & Materials	7,937	14,000	14,000
5000	Other Operating Exp & Svc	2,110	2,000	2,000
6000	Capital Outlay	0	0	0
TOTAL	EXPENDITURES	10,047	16,000	16,000
7000	OTHER OUTGO			
7300	Interfund Transfers	146	5,000	5,000
7500	Student Assistance	2,750	2,000	2,000
TOTAL	OTHER OUTGO	2,896	7,000	7,000
TOTAL	EXPENDITURES AND OTHER OUTGO	12,943	23,000	23,000
	NET ENDING BALANCE	32,514	26,234	19,954
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	45,457	49,234	42,954

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2013-2014 TENTATIVE
FOUNDATION AGENCY FUND**

Account Number	Description	2012-13 Adopted Budget	2012-13 Actual	2013-14 Tentative Budget
	FUND EQUITY	6,623,209	6,634,636	18,261,019
	Accumulated Fair Market Value inc/(dec)		0	
	ADJUSTED NET BEGINNING BALANCE JULY 1	6,623,209	6,634,636	18,261,019
	INCOME			
	Contributions	740,000	11,563,038	1,150,000
	Contributions Non-cash	2,500	2,424	2,500
	Interest and Dividends	125,000	173,145	500,000
	Gain/Loss on Sale of investments	0	51,079	0
	Change in Asset Portfolio	275,000	736,588	650,000
	Royal/Other/Bad Debt Recovery	1,500	4,416	5,000
	Transfers in	375,000	264,056	308,000
TOTAL	INCOME	1,519,000	12,794,746	2,615,500
TOTAL	BEGINNING BALANCE AND INCOME	8,142,209	19,429,382	20,876,519
	EXPENDITURES			
	Salaries	153,627	87,020	146,824
	Employee Benefits	18,147	8,325	17,450
	Supplies and Materials	50,000	38,066	50,000
	Consultants	10,000	4,088	7,500
	Conference Expense	5,000	5,745	6,000
	Business Travel Expense	1,200	0	1,200
	Dues and Memberships	450	1,323	1,250
	Licenses, Permits, Filing Fees	170	0	170
	Telephone	1,750	1,274	1,750
	Technology	0	0	9,500
	Maintenance Agreements	0	0	400
	Equipment Leases and Agreements	415	1,918	1,500
	Legal Fees	0	0	0
	Postage and UPS	6,290	1,991	3,500
	Advertising	500	0	1,500
	Brokerage Fees	38,000	50,220	62,500
	Miscellaneous	500	0	500
	Equipment Purchases	1,200	0	0
	Scholarships	350,000	488,748	510,000
	Project Accounts	0	0	0
	O/S Faculty Awards & Faculty Dev. Grants	0	0	0
	Transfers Out/Other Outgo	427,500	479,645	562,500
TOTAL	EXPENDITURES	1,064,749	1,168,363	1,384,044
	Reserve for Contingency	7,077,460	0	19,492,475
TOTAL	EXPENDITURES AND CONTINGENCY	8,142,209	1,168,363	20,876,519
	NET ENDING BALANCE	0	18,261,019	0
GRAND TOTAL	EXPENDITURES, CONTINGENCY AND ENDING BALANCE	8,142,209	19,429,382	20,876,519



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Award of Contract for the Purchase of Computer Numerical Controlled Milling Machines and Lathe, Bid 13-05		
Reason for Board Consideration: ACTION	Item Number: 11.E.	Enclosures: Page 1 of 1

BACKGROUND:

This Computer Numerical Controlled (CNC) equipment will be used to prepare students for employment in manufacturing by training them to safely set up, operate, and program the devices. The equipment will be used in three foundational courses of the Machining and Manufacturing Technology program, CNC Principles and Practices 1, 2, and 3.

The equipment will help achieve objectives in accordance with the Industry Driven Regional Collaborative (IDRC) grant. Students will be able to produce completed products in a single operation by working on several sides of the raw material at once. This technology is in wide use around the world as well as locally at companies such as Atlas-Copco, Mafi-Trench, Melfred Borzall, Helical Products, and Zodiac Aerospace.

Legal ads were placed in the *Santa Maria Times* on May 22 and May 29, 2013. The college invited four companies that supply this equipment to participate in the bid process, and one company responded to the bid opening on June 4, 2013. Because of irregularities during the bidding process, the district will solicit new bids.

<u>Vendor</u>	<u>Location</u>	<u>TOTAL</u>
Haas Factory Outlet, a Division of Machining Time Savers, Inc.	Anaheim, California	\$190,199.63

FISCAL IMPACT

The total estimated cost of \$183,000 will be funded entirely from the IDRC Grant.

RECOMMENDATION

It is recommended that the board of trustees reject the bid and authorize the district to solicit new bids for the purchase of Computer Numerical Controlled milling machines and lathe.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: New and/or Revised Classified Bargaining Unit Job Descriptions		
Reason for Board Consideration: ACTION	Item Number: 11.F.	Enclosures: Page 1 of 20

BACKGROUND

After review by the appropriate administrators, the Director/Human Resources & Labor Relations, and CSEA, the following new and revised classified bargaining unit job descriptions are recommended for approval:

New

Children's Center Administrative Secretary, Range 12, classified bargaining unit salary schedule
 Community Education Technician/Clerk II, Range 13, classified bargaining unit salary schedule
 Community Education Technician/Clerk III, Range 14, classified bargaining unit salary schedule
 English As Second Language (ESL) Clerk, Range 11, classified bargaining unit salary schedule
 Testing Technician, Range 19, classified bargaining unit salary schedule

New (pending CSEA review)

College Achievement Now (CAN)/TRiO SSS Assistant, Range 18, classified bargaining unit salary schedule
 College Achievement Now (CAN)/TRiO SSS Specialist, Range 26, classified bargaining unit salary schedule
 Instructional Assistant, STEM Center, Range 20, classified bargaining unit salary schedule

Revised

Benefit Technician, Range 27, classified bargaining unit salary schedule

NOTE: Approval of job description does not automatically approve hiring for the position.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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Allan Hancock College
Human Resources

Classified-Clerical
Range 12

NEW

CHILDREN'S CENTER ADMINISTRATIVE SECRETARY

DEFINITION

Under supervision of the Dean Academic Affairs, the incumbent will perform a variety of responsible and comprehensive secretarial and clerical work to interpret and implement program policies, procedures, and regulations.

CLASS CHARACTERISTICS

The incumbent is under the limited supervision of the Dean and receives direction from the program director. The incumbent in this position will serve as secretary and receptionist for the Children's Center; handle a variety of student, parent, staff, and public contacts. The incumbent will be responsible for explaining policies, procedures, and precedence to students, faculty, staff, and the public. The incumbent is required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions

ESSENTIAL FUNCTIONS

1. Screen visitors and phone calls, take and refer messages, make appointments, open and route mail and act as receptionist to the Children's Center.
2. Answer inquiries from teachers, parents, school administrators, or other authorities; and provides appropriate information as required.
3. Provide information and assistance on school and district policies and procedures..
4. Keep attendance records on employees and substitutes; prepare payroll time sheets and absence slips for submittal.
5. Maintain attendance records for children and prepares attendance reports; contact parents regarding absences.
6. Type a variety of materials and prepare and publish reports, correspondence, lists, announcements, and forms.
7. Participate in registration and scheduling of children/staff; set up and maintain children / staff permanent cumulative record files for licensing requirements.
8. Process billing for Children's Center; maintain financial records; balance fee reports; deposit checks.
9. Assist Children Center Program Director with preparation of budget information.
10. Prepare requisitions for supplies and instructional materials; confirm accuracy of orders received.
11. Verify eligibility requirements for families based on funding source for the program.
12. Prepare meal records and assist with preparation of weekly/monthly/annually reports for each Federal, State and County agencies.
13. Assist with emergency practice drills and follows written plan and procedures for medical and disaster related emergencies.
14. May give guidance to other clerical staff including student workers.
15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills with emphasis on records management;
- Written business communications;
- Word/Information processing, database and software applications and production;

Correct English usage, spelling, grammar, and punctuation;
Office methods, procedures, and computer/office equipment, including filing systems, receptionist and telephone techniques.

Demonstrated ability to:

Develop and maintain cooperative non biased, respectful working relationships with those contacted during the course of work;
Understand and carry out oral and written directions;
Support the program philosophy and follow program policy and procedures;
Work independently, organize workload and establish priorities;
Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations to include National Association for the Education of Young Children Code of Ethical Conduct; California Department of Education Child Development Division Title 5 Regulations; California Department of Education Child Nutrition Services Division Regulations (CACSP); Department of Social Services Community Care Licensing Division Title XXII Regulations; Child abuse reporting requirements, and understands the responsibility for action as mandated by law;
Maintains confidentiality regarding all personal information about children, staff and families;
Operate a computer keyboard with accuracy and speed;
Establish and maintain office records and files;
Compose correspondence independently;

Education and Experience:

An associate of science degree in secretarial science or word/information processing systems or related subject matter and one year of clerical and secretarial experience at or equivalent to completion of the 12th grade and two years of increasingly responsible clerical and secretarial experience OR an equivalent combination of training and experience.

Physical Demands:

Typically sits for extended periods of time.
Operates a computer keyboard.
Communicates over the telephone and in person.
Ability to lift, carry, and/or moves objects weighing up to 50 pounds and be able to run across play area to meet children's needs

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 students, staff, and the general public.

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.

Allan Hancock College
Human Resources

Classified-Technical
Range 13

NEW

COMMUNITY EDUCATION TECHNICIAN/CLERK II

DEFINITION:

Under supervision of Dean, Academic Affairs, this position will act as receptionist, interpret and apply departmental policies, procedures, and regulations, perform clerical and technical work involving registration, maintenance of student data, and perform cashiering and related clerical and accounting functions.

CLASS CHARACTERISTICS:

Under limited supervision, this is a clerical/technical position is distinguished from those in the entry level class by performing clerical and technical accounting duties. This position will provide the front desk customer service support and assist Community Education department staff. The incumbent may give guidance to other clerical staff, including student workers.

ESSENTIAL FUNCTIONS:

1. Responsible for front desk duties including receptionist duties and providing college information to the general public, staff, and students.
2. Enter student data information from admissions forms and maintain accuracy of student data base.
3. Register students and process student identification cards.
4. Perform cashiering duties to include accepting, verifying, and preparing cash receipts for deposit and post to the proper general ledger accounts for all board approved fees.
5. Prepare reports and reconcile daily work.
6. Advise students of financial obligations for payment of student accounts; post payments to student accounts receivable.
7. Assist faculty with accessing online roster.
8. May assist with positive attendance data entry.
9. Assist students individually with online registration, online permit parking purchases and parking pass inquiries.
10. Research and resolve student data discrepancies from error reports.
11. Run rosters and notify students of cancelled classes or class changes and create classroom signs; drop students from cancelled classes and prepare refund request forms.
12. Assist staff in proofreading data, enter data on spreadsheets, and type documents and certificates.
13. May assist staff in gathering information for special projects and preparing student information packets.
14. Create and maintain student files and maintain log of registration forms returned to the students for missing data.
15. Provide bilingual translation from English to Spanish to the general public, staff and students by telephone or in public.
16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices of financial record keeping;
Bank deposit procedures;
Correct English usage, spelling, grammar, and punctuation;
Office methods, procedures, and equipment, including filing systems, receptionist and

telephone etiquette;
Word/Information processing and applications and production.

Demonstrated ability to:

Count and receive money;
Make change rapidly and accurately;
Make mathematical computations quickly and accurately;
Perform financial and statistical clerical work;
Operate office equipment;
Operate a computer keyboard with speed and accuracy to enter and retrieve data;
Understand and accurately carry out detailed oral and written directions;
Learn and apply with good judgment laws, policies and procedures related to the assigned student personnel area;
Plan, organize, and complete assigned work independently and within established time deadlines.

Education and Experience:

Equivalent to completion of the 12th grade or higher and two years of increasingly responsible financial record keeping or cashiering experience OR one year experience performing clerical work at a comparable level of accounting services assistant.
Bilingual Spanish/English oral and written communication skills are required.

Physical Demands:

Typically sits 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.

Working Conditions:

Duties are primarily performed in an office environment, at a desk, or at a computer keyboard.
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 students, staff, and the general public.

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.

NEW**COMMUNITY EDUCATION TECHNICIAN/CLERK III****DEFINITION:**

Under supervision of Dean, Academic Affairs, this position will act as receptionist; interpret and apply departmental policies, procedures, and regulations; perform clerical and technical work involving registration, maintenance of student data; and perform cashiering and related clerical and accounting functions.

CLASS CHARACTERISTICS:

This is a clerical/technical position with limited supervision. Positions in this class are distinguished from those in the lower level class by duties that require working knowledge of cashiering and accounting functions performing at an increased level of complexity in scheduling classrooms and reporting positive attendance. While incumbents may be assigned responsibility for work within a functional area of community education, incumbents are required to have broad and extensive skills and knowledge of all office operations and may be responsible for off-campus registration. They may also direct or give guidance to other clerical staff, including student workers, and assist faculty with clerical duties.

ESSENTIAL FUNCTIONS:

1. Responsible for front desk duties which includes providing college information to students, staff, and the general public.
2. Accept, verify, and prepare cash receipts for posting to proper general ledger accounts the deposits for all board approved fees.
3. Create, gather, track, enter and calculate monthly positive attendance hours for FTEs statistics and must meet monthly and end of semester reporting deadlines.
4. Enter student data information from admissions forms and maintain accuracy of student data system.
5. Inform students of financial obligations for payment of student accounts receivable.
6. Prepare reports and reconcile daily work.
7. Distribute, collect, track and process data for faculty evaluations.
8. Schedule on-campus and satellite campus classrooms for Community Education classes as well as for staff and faculty meetings or events.
9. Create and maintain positive attendance files; report low and missing attendance records to the coordinator.
10. Follow up with faculty regarding missing registration and attendance data.
11. Assist faculty with accessing online rosters.
12. Assist students with online registration and online parking permit purchases and contact Credentials Solutions Centers for student parking pass inquiries.
13. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Methods and practices of financial record keeping;
Office equipment, procedures and practices;
Bank deposit procedures;
General office procedures, practices, and methods;
Correct English usage, spelling, grammar, and punctuation;
Word/Information processing applications and production.

Demonstrated ability to:

Count and receive money;
Make change rapidly and accurately;
Make mathematical computations quickly and accurately;
Perform financial and statistical clerical work;
Operate office equipment;
Operate a computer keyboard with speed and accuracy to enter and retrieve data;
Understand and accurately carry out detailed oral and written directions;
Plan, organize, and complete assigned work independently and within established time deadlines.

Education and Experience:

Equivalent to completion of the 12th grade or higher with ability to read and make mathematic computations at a highly competent level and three years of increasingly responsible financial record keeping or cashiering experience OR two years of experience performing clerical work at a comparable level of accounting services assistant.

Physical Demands:

Typically sits 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.

Working Conditions:

Duties are primarily performed in an office environment, at a desk, or at a computer keyboard.
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 students, staff, and the general public.

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.

NEW
ENGLISH AS SECOND LANGUAGE (ESL) CLERK

DEFINITION

Under supervision of Dean Academic Affairs, this position will perform a variety of entry level clerical and technical work needed for the noncredit English as Second Language (ESL) registration process and interpret and apply departmental policies, procedures, and regulations.

CLASS CHARACTERISTICS

This position works under limited supervision of the Dean Academic Affairs and at the direction of the non-credit ESL program coordinator to include clerical and technical duties, which require knowledge of noncredit ESL registration policies. Incumbents in this class are responsible for registering students, explaining policies and procedures to students and the public, and assisting noncredit ESL staff.

ESSENTIAL FUNCTIONS

1. Responsible for providing noncredit ESL program information to the general public, staff, and students.
2. Maintains and updates student data.
3. Processes noncredit ESL admission and registration forms.
4. Opens, screens, and distributes incoming mail and prepares outgoing mailings.
5. Answers the telephone, relays messages, transfers calls, and assists students and visitors.
6. Prepares and maintains instructional and office materials.
7. Assists staff with copying, printing, and distribution of office materials.
8. Establishes and maintains filing systems.
9. Assists staff with attendance records.
10. Assists staff with notifying students of cancelled classes or class changes.
11. Assists with data reports as required by supervisor.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques;
 Word/Information processing applications and production;
 Correct English/Spanish word usage, spelling, grammar, and punctuation;
 Office methods, procedures, and computer/office equipment, including filing systems;
 Receptionist and telephone techniques.

Demonstrated Ability to:

Understand and carry out oral and written directions;
 Organize workload and establish priorities;
 Learn and interpret specific rules and department policies and apply them with good judgment in a variety of procedural situations;
 Operate a computer keyboard with accuracy and speed;
 Maintain office records and files;
 Converse fluently in English and Spanish.

Education/Experience

Equivalent to the completion of the 12th grade and one years of increasingly responsible clerical experience OR any equivalent combination of training and experience. Bilingual Spanish/English oral and written communication skills are required.

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 a contact, in person, with staff, students, and the general public.

Physical Demands:

May sit for extended periods of time.
Operates a computer keyboard.
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.

Allan Hancock College
Human Resources

Classified-Technical
Range 19

NEW
TESTING TECHNICIAN

DEFINITION

The incumbent performs work under supervision of the Dean, Student Services. This is a position responsible for administering the placement tests and acts as a proctor for students from other colleges taking a distance learning exam.

CLASS CHARACTERISTICS

The testing technician, under limited supervision, is responsible for informing students about testing policies and procedures, administering tests, performing basic computer technical operations, as well as performing basic troubleshooting. The testing technician will be present in the computer lab at all times while students are testing.

ESSENTIAL FUNCTIONS

1. Determines student eligibility for placement testing and retesting.
2. Administers a variety of tests, including the online ACCUPLACER placement test, and the Combined English as a Second Language (CELSA) test, and other tests as adopted by the district.
3. Explains test placement results to students and refers them to a counselor to develop a student educational plan (SEP).
4. Assists students with physical and/or learning disabilities to test in an adaptive environment.
5. Assists in maintaining various testing platforms at college testing locations.
6. Analyzes, troubleshoots, and devises solutions related to software and hardware issues in the testing lab.
7. Reviews student placement letters and mainframe data for programming errors.
8. Monitors the needs of the testing room.
9. Assists in placement testing at the local high schools.
10. Proctors paper/pencil and online tests for students from other colleges.
11. Collects proctoring fees for proctored exams.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Word processing and keyboarding skills, databases, operating systems, modern office practices;
Basic functions and operations of computers, computer programs, and networking;
Family Educational Rights and Privacy Act (FERPA) rules and appropriately apply.

Demonstrated Ability to:

Manage a testing lab;
Operate a computer keyboard;
Understand and carry out oral and written directions, including the application of technical manuals;
Learn, understand, interpret, and apply regulations, policies, guidelines and procedures;
Use correct English usage, spelling, grammar, and punctuation;
Develop and maintain good interpersonal skills using tact, patience, and courtesy with those contacted during the course of work;
Load computer software.

Education/Experience

Required: 10 to 20 units of computer science, programming, and/or information systems course work, and one year related practical job experience, or any equivalent combination of training and experience. An AA. degree in Computer Science or an A.S. degree in Computer Business Information Systems is desirable.

Working Conditions:

Duties are primarily performed in a computer lab environment, at a desk or a computer. The incumbent is subject to interruptions while performing normal duties during the regular work day. The incumbent will have contact with faculty, classified staff, and students.

Physical Demands:

May sit for extended periods of time.
Operates a computer keyboard.
Speak clearly and distinctly to provide information in person or on the telephone.
Ability to lift, carry, and/or move objects weighing up to 30 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.

Allan Hancock College
Human Resources

Classified- Technical
Range 18

NEW
COLLEGE ACHIEVEMENT NOW (CAN)/TRiO SSS ASSISTANT

DEFINITION:

Under supervision of Project Director, TRiO, the incumbent will perform a variety of secretarial and accounting assistance in support of the federally funded grant TRiO Student Support Services named College Achievement Now (CAN) and to interpret budgetary grant program policies, procedures and regulations.

CLASS CHARACTERISTICS:

The incumbent, under limited supervision, performs professional and technical duties required in support of the management of accounting functions and record keeping needs; database and spreadsheet design and support. The incumbent reports to the Director of CAN/TRiO and also assists with the budgetary functions of the project. The incumbent must relate a broad knowledge of the functions of the organizational unit. The incumbent will have a substantial amount of administrative detail and non-routine work delegated to her/him and will explain policies, procedures, and precedence to other staff and to faculty and students. The incumbent exercise considerable independence of action and are expected to make independent decisions concerning appropriate policies and procedures of the organizational unit.

ESSENTIAL FUNCTIONS:

1. Establishes and maintains divisional electronic budget records; coordinates budget requests; maintains appropriate budget files; verifies funds available and reconciles discrepancies; and researches budget allocations.
2. Informs staff of current budget status; assist with budget planning; research vendor and pricing; verifies total classified and student help amounts from final approved budget printout.
3. Compiles and prepares budgetary and statistical reports; gathers database information, attrition ratios, enrollment, and budget expenditures.
4. Composes and prepares correspondence, memorandums, reports, and other materials from rough draft or general instruction; and edits all written materials as required.
5. Serves as liaison with external agencies.
6. Assists with CAN/TRiO student registration and orientation.
7. Establishes and maintains electronic filing systems.
8. Provides and gathers information from the grants analyst, payroll, and from various departments.
9. Designs forms, reports, queries, tables and macros in an Access database.
10. Orients and trains support and temporary staff with office procedures as needed.
11. Coordinates and assists with the preparation for special events.
12. May provide instructions and/or guidance to other clerical support staff including student workers.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Office management techniques and organizational skills;
Principles, methods and practices of financial accounting and record keeping;
Written business communications;

Word/Information processing applications production and design;
Records management;
Correct English usage, spelling, grammar, and punctuation;
Formatting;
Office methods, procedures, and equipment, including filing systems, receptionist, and telephone techniques.

Demonstrated ability to:

Design Database systems;
Perform financial and statistical clerical work;
Prepare clear and accurate financial statements and reports and analyze accounting data;
Demonstrate high level skills of Excel and Word/Information processing and production;
Design and utilize Adobe Pro forms;
Design and maintain Blackboard classrooms;
Understand principles, methods and practices of financial accounting and record keeping;
Understand and utilize computer and mainframe applications;
Understand and carry out oral and written directions;
Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
Operate a word processor and computer terminal with accuracy and speed;

Education and Experience:

An associate of science degree, or higher, in word/information processing systems and a certificate in accounting or related subject matter and two years of increasingly responsible related experience OR the equivalent to completion of the 12th grade and three years of increasingly responsible related experience, one year of which must be with TRiO federal grants 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.
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 understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

NEW
COLLEGE ACHIEVEMENT NOW (CAN)/TRiO SSS SPECIALIST

DEFINITION:

Under supervision of Project Director, TRiO, the incumbent will develop, promote, implement, and evaluate the federally funded grant TRiO Student Support Services named College Achievement Now (CAN) and perform a variety of student support services in the grants operations, policies, procedures and regulations.

CLASS CHARACTERISTICS

The incumbent, under the minimal supervision performs professional and technical duties required in this class establish CAN/TRiO SSS standards and goals and evaluate results of an assigned program or area. They establish and maintain relationships with community leaders, organizations, and public agencies to encourage participation, stimulate interest, and coordinate projects with specially funded programs and activities. Incumbents in this class have responsibility for multiple program functions that may affect the work performance of other positions.

ESSENTIAL FUNCTIONS

1. Develop, promote, implement, and evaluate CAN/TRiO SSS assigned activity or area.
2. Provide academic support and advising to CAN/TRiO SSS participants including financial aid, financial literacy, meet with probationary students, and provide seminars and orientations.
3. Attend and participate in program-related activities, professional conferences, and meetings concerned with the development and implementation of CAN/TRiO SSS programs and/or projects.
4. Plan and organize student retention activities to CAN/TRiO SSS participants.
5. Design and develop programs to advance CAN/TRiO SSS students towards graduation.
6. Conduct informational sessions using lectures, small group exercises, audiovisual materials, and other methods related to CAN/TRiO SSS.
7. Maintain and monitor student documents both hardcopy and electronically.
8. Utilize BLUMEN database and SARS grid to create, edit, and translate data into reports and graphic formats.
9. Gather, compile, and analyze a variety of data related to the assigned activity or area and make recommendations based on these analyses.
10. Perform a variety of technical support, web page design and maintenance, and multimedia creation duties for assigned area.
11. Estimate financial, staffing, facilities, and/or equipment requirements based on assigned activities.
12. Prepare correspondence, presentations, and comprehensive reports related to assigned activities.
13. Prepare news releases, brochures, bulletins, and public service announcements to promote specially funded program.
14. Participate in selection, training, and supervision of assigned program staff and/or student workers.
15. Perform related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Current trends in implementing and evaluating federally funded programs and services such as TRiO;
- Mission, objectives, and goals of assigned specially funded program;
- Principles of business and personnel management;
- Training principles and methods for varied learning styles;

Methods and techniques of writing, composition, layout, and production of training materials;
Principles of public relations, publicity, and marketing, and research;
Federal, state, and/or local regulations and District administrative policies and procedures governing assigned federally funded program;
Community resources, organizations, and services common to community colleges and various target populations served by the assigned federally funded program;
Computer software such as word processing, spreadsheets, database management (BLUMEN), desktop publishing, and applications used in the management of a federally funded program;
Methods of statistical analysis and presentation of data;
Principles of work direction and training;
Organization and management of records;
Operation and application of a variety of multimedia software and development tools;
Basic webpage and site design and maintenance.

Demonstrated ability to:

Formulate and coordinate an assigned activity or area;
Develop innovative services to meet diverse needs and interests of program participants;
Establish realistic standards and goals and evaluate results of assigned activities;
Interpret and apply relevant regulations, guidelines, and procedures;
Analyze problems accurately and take effective action;
Gather and analyze data pertaining to assigned area and make recommendations based on findings;
Communicate effectively with individuals from various educational, ethnic and socio-economic backgrounds and ability levels.

Education/Experience:

Graduation from a recognized four-year college or university with coursework in a field related to CAN/TRiO SSS program AND at least one year of full-time paid experience related to the assigned duties of the position and/or Any combination of experience and education that would likely provide the required knowledge, skills, and abilities would be qualifying.

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 a contact, in person, with staff, faculty and the general public.
Ability to travel within the district and region requiring a valid California drivers' license and access to a vehicle may be required.

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.

Allan Hancock College
Human Resources

Classified-Professional
Range 20

NEW
INSTRUCTIONAL ASSISTANT – STEM CENTER

DEFINITION:

Under supervision of Dean, Academic Affairs, this position will assist with the planning, scheduling, operation and coordination of the Science, Technology, Engineering, and Math (STEM) Center.

CLASS CHARACTERISTICS:

An instructional assistant is a paraprofessional characterized by possession of at least a college degree in an appropriate field. Incumbents, under minimal supervision, are expected to assume the overall responsibility for the operation of a department's learning laboratory, which provides supplemental instruction to students. Instructional assistants are required to perform at a skilled level with a considerable degree of independence in the learning laboratory. Positions in this class are expected to work with individual instructors to design, develop and order learning materials. Incumbents may be expected to operate the laboratory alone for extended time periods throughout the day. And instructional assistant receives direction and technical supervision from the department, which operates the learning laboratory.

ESSENTIAL FUNCTIONS:

1. Hires, supervises, and evaluates tutors.
2. Schedules tutoring within the STEM Center and in related areas.
3. Assists department instructors in the design and development of learning materials.
4. Develops supplemental worksheets as required.
5. Administers quizzes and tests if requested by faculty.
6. Tutors and assists students on an individual basis and prescribes practice worksheets and/or assignments.
7. Schedules students for individual tutorial sessions.
8. Provides support to the STEM Counselor as needed in the center or at outreach events.
9. Maintains order and discipline in the STEM Center.
10. Orders materials and supplies for the STEM Center.
11. Assembles and maintains student folders.
12. Updates, maintains, and stores laboratory records.
13. May develop posters, handouts, and other informational materials about the STEM Center and its services.
14. Keeps records as required.
15. Assists with data collection, including but not limited to student attendance and survey feedback.
16. Provides instructors with information relative to student attendance and achievement in the STEM Center.

MINIMUM QUALIFICATIONS:

Knowledge of:

- College-level subject area germane to learning laboratory assignment;
- Tutorial techniques for remedial or slow students;
- Filing and business correspondence.

Demonstrates ability to:

Perform at a college graduate level in the assigned academic field;
Tutor students effectively;
Learn laboratory and department operation, procedures and practices;
Learn, interpret, and apply department and school rules and policies relating to the laboratory;
Analyze situations accurately and make judgments on laboratory matters without immediate supervision;
Assess student achievement and diagnose learning problems;
Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment;
Understand and carry out oral and written directions.

Education and Experience:

A bachelor's degree in a Science, Technology, Engineering, and Math (STEM) discipline with one year experience in tutoring in one of the Science, Technology, Engineering, or Math discipline (STEM).

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 staff, faculty and the general public.
The workweek may include evening and Saturday work or which may change as the semester and/or program changes.

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 understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

Allan Hancock College
Human Resources

Classified-Fiscal
Range ~~2227~~

REVISED
BENEFITS TECHNICIAN

DEFINITION:

~~Under general supervision of the Director, Business services, this position; to performs complex clerical and technical accounting duties involving the responsibility for sets of homogeneous financial records related to employee and retiree benefits, and to do related work as required.~~

CLASS CHARACTERISTICS:

~~Under limited supervision;~~

~~This is a specialist and/or lead level class.the –iIncumbent performs a variety of difficult and complex clerical and technical accounting duties that require a good working knowledge of subject matter and accounting functions for Business Services as well as public educational institutions. The incumbent for the assigned office as well as of public educational institutions. Incumbent may serve as an in-charge person and/or as a lead worker over entry level incumbents or student help in the performance of these functions. Incumbent may perform the functions of the accounting services technician I, II, III and cashier. Incumbent may have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills. The incumbent in this class uses a computer terminal to input and retrieve data with speed and accuracy and may require good word processing and typing skills.~~

ESSENTIAL FUNCTIONS:

- ~~1. Records various fees/payments; distributes warrants. Prepares and reconciles insurance eligibility reports for additions, terminations, and changes including but not limited to life insurance, income protection, medical, vision, dental and Section IRC 125 insurance carriers.~~
- ~~2. Prints checks on printer; prepare payments; processes bills; prints warrants and corrects warrant proof lists; makes partial payment of invoices; cancel warrants. Responds to all inquiries regarding eligibility for health and welfare benefits and gives directions and guidance.~~
- ~~3. Sets up and maintains records of financial transactions; maintains accurate financial document files; reconciles bank statements.~~
- ~~4.3. Prepares financial reports and summaries related to benefits and benefits surveys; prepares and updates monthly insurance statements.~~
- ~~5.4. Posts invoices and credit memos to purchase ledger and purchase return ledger; invoices and processes credits; reconciles cash expenditures, accounts, statements, and reports; balances accounts and statements; posts to income and expense ledgers; maintains proper account of cash in funds; works with auditors; prepares income statements and balance sheets; makes correcting journal entries; maintains the general ledger; prepares trial balances. all health and welfare benefit information including but not limited to medical, dental, and vision plan descriptions and retirement information to the staff website.~~
- ~~5. Answers questions and gives directions in person or over the phone; consults with employees and/or family members regarding employee benefits. Reconciles various fees/payments including but not limited to TSA's, credit unions, PARS, agency fees.~~
- ~~6. Distributes and mails payroll deduction warrants monthly.~~
- ~~6. Coordinates the collection of monthly Workers' Compensation Administrators checks and recaps, for PCPA, ASB, and AHC bookstore.~~
- ~~7. Prepares letters; types checks for purchase orders, and others; maintains accurate records of requisitions; sets up and maintains files; compiles data for billing systems; inputs bills and expenditures; copies bills,~~

- warrants, and backup paperwork; reconciles items received against items ordered; mails checks.
- ~~8.7. Reviews the application of account codes to requisitions, claim forms, reimbursements.~~
- ~~9. Operates a computer terminal to input and retrieve data; may operate a word processor and typewriter; and other standard accounting office equipment.~~
- ~~10.8. Processes open enrollment for all employee and retiree health and welfare benefits including but not limited to; processes new open enrollment, new hire enrollments, additions, terminations, or changes in accordance with union agreements and Board Policy 3405 enrollment and change forms; prepares activity reports for medical carrier for additions, terminations, or changes; reconciles monthly checks to medical carrier; updates monthly eligibility roster for dental coverage; then reconciles monthly checks for dental to eligibility roster; answers employee questions regarding their benefits; corresponds with medical carrier regarding employee claims being denied and/or lost medical cards.~~
- ~~11.9. Distributes TSA checks to companies and reconciles statements; answers questions regarding Section IRC 125 plan. Notifies all employees and retirees in writing of all insurance plan changes.~~
- ~~12. Coordinates the collection of monthly Workers' Compensation Administrators checks and recaps to SBCEO for PCPA, ASB, and AHC bookstore; coordinates the collection of monthly PARS contribution checks.~~
- ~~13.10. Tracks and processes monthly payments for retirees' medical and dental benefits and keeps retirees informed of their status.~~
- ~~11. Reconciles monthly life insurance checks to change forms; converts insurance policies. Refers employees and retirees directly to insurance carrier for questions regarding detailed benefit coverage, denied claims, or lost ID cards.~~
- ~~12. Maintains employee and retiree health and welfare benefits in the college's financial management system.~~
- ~~14.13. Reviews and processes physical exam fund encumbrances and reimbursements and tuition assistant reimbursements.~~
- ~~15.14. Processes all physical exam fund reimbursements. Provides information concerning active employees and retirees to the contracted actuarial firm for the completion of the required GASB 45 actuarial valuation of the districts OPEB (other post-employment benefits)~~
- ~~16. Serves as member of Staff Benefits Committee and works with committee to organize benefits workshops.~~
- ~~15.~~
- ~~16. Prepares invoices, reconciles and maintains retiree medical and dental accounts; notify regarding outstanding and past due insurance premiums and terminate coverage when necessary.~~
- ~~17. Tracks and process retiree 2% District contribution according to Board Policy 3405.~~
- ~~17.18. Performs related work as required.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices of financial record keeping;
- Office equipment, procedures and practices;
- ~~Bank deposit procedures;~~
- General office procedures, practices, and methods;
- Microsoft Word and Excel.
- Basic methods and practices of bookkeeping;
- ~~Full charge bookkeeping, record keeping and reporting;~~
- ~~General principles of supervision.~~

Demonstrated ability to:

- Perform financial and statistical clerical work;
- Operate office equipment such as calculating and adding machines;
- Make arithmetical computations quickly and accurately;

~~Type and operate a word processor;
Understand and carry out oral and written directions;
Develop and maintain cooperative relationships with those contacted during the course of work;
Count and receive money;
Post and maintain ledgers and journals;
Prepare clear and accurate financial statements and reports and analyze accounting data;
Direct and review the work of subordinate staff;
Operate a computer terminal with speed and accuracy.~~

Education and Experience:

~~Equivalent to completion of the 12th grade with ability to read and make arithmetic computations at a highly competent level and three years of increasingly responsible financial benefits and/or business services record keeping experience or one year of experience in performing accounting technician duties comparable to an accounting services technician I and II at Allan Hancock College or other public school accounting office. An associate of science degree in accounting or office accounting technologiesany related business services discipline can be substituted for one year of general accounting clerk experience.~~

License Requirement:

A current and valid California Driver License.

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 contact, in person or on the telephone, with executive, ___management, supervisory, academic, and classified staff and the general public.

Physical Demands:

Typically sits 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 understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R 06/13
R9/04
R12/00
7/90



AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: New Classified Management Job Description		
Reason for Board Consideration: ACTION	Item Number: 11.G.	Enclosures: Page 1 of 1

A recommendation may be made to approve a new classified management job description. If a recommendation is made, a revised board agenda item will be submitted.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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AGENDA ITEM

To: Board of Trustees		Date: July 18, 2013
From: Director, Human Resources/EEO/Labor Relations		
Subject: Salary and Benefits for Part Time Faculty and Related 2012-2013 Budget Revisions		
Reason for Board Consideration: ACTION	Item Number: 11.H.	Enclosures: Page 1 of 1

BACKGROUND

At the discretion of the Board of Trustees, the following action is recommended for those staff members who are on the Part-time Faculty salary schedule:

1. An increase to the part-time faculty salary schedules equivalent to a .88 percent salary increase, effective Fall of 2013.
2. For the fiscal year, 2012-2013, the funding will be distributed among all part-time faculty members who were eligible for parity monies in the fall of 2012 and the spring of 2013.

FISCAL IMPACT

The cost to the district is approximately \$57,000 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 equivalent of .88 percent salary increase to the part-time faculty salary schedules, effective the fall of 2013. For the 2012-2013 fiscal year, the funding will be distributed among all part-time faculty members who were eligible for parity monies in the fall of 2012 and the spring of 2013. It is additionally recommended that the board of trustees adopt revisions to the 2012-2013 district budget to reflect the recommended salary adjustments.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Public Safety Complex, Bid 11-02, Change Order 9		
Reason for Board Consideration: ACTION	Item Number: 11.I.	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 originally sent 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 9 provides for changes based upon the following design clarifications including additional phone, data, and power outlets in the administration building, and additional power to a fan coil unit at the shooting range that were not originally shown on the drawings. Along with the substitution of solar window coating to meet LEED Silver requirements, over-excavation of soil on the EVOC to achieve specified compaction levels, deletion of conduit, wire, and disconnect to the chiller unit deemed unnecessary, and replacement of a 1" water line pipe with a 1.5" pipe to meet the flow demand. And lastly, additional slab dowels at door openings on all buildings to prevent uplifting of concrete slab at threshold, additional wall slab dowels at the fire tower building not shown on the drawings; installation of shim plates between the top of concrete masonry unit (CMU) block

(continued)

The contingency balance prior to the approval of Change Order 9 is \$1,799,010.54.

The following page shows an itemized list for Change Order 9:

FISCAL IMPACT:

The amount of Change Order 9 is \$42,996.60. This change order will increase the contract amount from \$27,218,599.49 to \$27,289,043.05.

RECOMMENDATION:

Approve Change Order 9 to the contract with Sinanian Development, Inc., and to authorize the vice president of facilities and operations to sign Change Order 9.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition
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and the bottom of beams to make a structurally sound connection, weather resistant silicone sealant upgraded to resist UV radiation and modification of sand/oil interceptor to accommodate water flow from the training area.

Public Safety Complex Bid 11-02, Change Order 9		Amount
CCD #		
43.1	COP #106 (Add phone, data, & power in the administration building) CM #180	\$3,971.38
65.1	COP #115 (Solarban 60 coating) CM #206	\$6,639.13
110	COP #120 (Over-excavation at EVOC track alignment 1) CM #222	\$11,829.52
107	COP #134 (Delete chiller conduit, wire, & disconnect) CM #233	(\$1,558.62)
106	COP #146 (Power to fan coil units at the shooting range building) CM #255	\$2,143.07
55.1	COP #155 (Replace 1" CU water line with 1.5" PVC water line) CM #191	\$10,158.44
38.1	COP #164 (Slab dowels at door openings on all buildings) CM #173	\$292.38
70.1	COP #166 (Wall slab dowels at the fire tower building) CM #253	\$465.89
59.1	COP #177 (Shim top of CMU wall to bottom of beam) CM #209	\$2,518.99
96	COP #189 (Change sealant from polyurethane to silicone) CM #303	\$570.84
99.1	COP #210 (Modify sand/oil interceptor to allow 10" pipe) CM #330	\$5,965.58
Change Order 9 Total		\$42,996.60

Public Safety Complex Bid 11-02, Change Order 9		
	Amount	Time (Days)
Original Contract	\$26,888,000.00	761
Change Orders To Date	\$358,046.45	0
Change Order 9	\$42,966.60	0
Current Contract	\$27,289,043.05	761



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 7		
Reason for Board Consideration: ACTION	Item Number: 11.J.	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 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 7 includes basic construction changes due to stakeholder design modifications provided to the Design-Build Entity (DBE) during working drawings review and after DSA approval of the project. Design modifications included provision of security cages at the exterior water heaters in the enology yard for student safety, upsized electrical service to building O-200 to accommodate future power needs and additional power requirements to accommodate the new electrical and lighting loads in the improved PCPA work yard. In addition, construction changes required by field conditions include repair of the parking lot lighting, relocation of the street light at the new loop road and additional removal of asbestos pipe.

The contingency balance prior to the approval of change order 7 is \$522,226.48.

The following page shows an itemized list for change order 7.

(continued)

FISCAL IMPACT:

The amount of change order 7 is \$290,379.00. This change order will increase the contract amount from \$20,200,354.00 to \$20,490,733.00.

RECOMMENDATION:

A recommendation to approve change order 7 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operations, to sign change order 7.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition
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On November 20, 2012, the board of trustees authorized the interim superintendent/president to enter into a joint-use agreement with the City of Santa Maria for use of the district's new athletic fields and running track. The financial commitment, funded through the City of Santa Maria's Park Development Funds, proposes an annual payment plan of \$62,500 over four fiscal years for a total of \$250,000, which is reflected in the contingency balance. This money will be applied to CCD #49 which will provide for the installation of track events and sod at select areas of the athletic fields. An additional sixty-one non-compensable days have been included to allow the contractor adequate time to complete this scope change.

CCD #	Industrial Technology and Physical Education/Athletic Fields Project Bid 11-03, Change Order 7	Amount
43	Security cages at exterior water heaters	\$1,872.00
44	Parking lot lighting repair	\$7,691.00
45	Upsized electrical power service	\$6,517.00
46	Relocate street light	\$4,300.00
47	PCPA yard electrical	\$4,492.00
48	Transite (asbestos) pipe remediation costs	\$3,007.00
49	Track events and athletic field sod	\$262,500.00
Change Order 7 Total		\$290,379.00

Industrial Technology and Physical Education/Athletic Fields Project Bid 11-03, Change Order 7		
Original Contract.....		\$19,520,000.00
Change Orders To Date.....		\$680,354.00
This Change Order.....		\$290,379.00
Current Contract.....		\$20,490,733.00

Contract Component Duration (Days)			
	<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 7	0	0	61
Current Contract	760	344	391



To: Board of Trustees		Date: June 18, 2013
From: Director, Human Resources/EEO/Labor Relations		
Subject: Ratification of the Amendments to the Agreement between the Allan Hancock College Joint Community College District and the Faculty Association of Allan Hancock College with regard to the reopeners of Fiscal Year 2012-2013 for 2013-2014		
Reason for Board Consideration: ACTION	Item Number: 11.K.	Enclosures: Page 1 of 64

BACKGROUND

Negotiations between the District and the Faculty Association began in October, 2012 and were completed in May, 2013, when a tentative agreement was reached on the reopeners for Articles 11, 13, 14, 16, 17 and 18 of the collective bargaining agreement, effective July 1, 2012 – June 30, 2015. This tentative agreement was previously ratified by the Faculty Association in May, 2013.

FISCAL IMPACT

The cost to the district is approximately \$114,000 for the 2012 – 2013 fiscal year and is included in the 2012-2013 fiscal year budget.
 The cost to the district is approximately \$142,775 for the 2013 – 2014 fiscal year and will be included in the 2013 – 2014 fiscal year budget.

RECOMMENDATION

A recommendation that the board of trustees approve the Amendments to the Agreement between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, effective July 1, 2012 – June 30, 2015.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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AMENDMENTS TO THE AGREEMENT

(July 1, 2012 through June 30, 2015)

BETWEEN

**ALLAN HANCOCK COLLEGE
JOINT COMMUNITY COLLEGE DISTRICT**

AND

**FACULTY ASSOCIATION
OF
ALLAN HANCOCK COLLEGE**

EFFECTIVE

July 1, 2013 through June 30, 2014



Reopeners 2012-2013
Amendments to the Agreement between the District and
Faculty Association of Allan Hancock College

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Article 11:	Health and Welfare
Article 13:	Sabbatical Leave and Academic Rank
Article 14:	Compensation
Article 16:	Assignment and Contract Year
Article 17:	Evaluation and Tenure
Article 18:	Faculty Load

Appendix -	Article 17 – Evaluation And Tenure Reassigned / Assigned Time
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Pending Approval by the Board of Trustees at the board meeting on June 18, 2013
Pending Ratification by Faculty Association of Allan Hancock College

FA initial proposal 11/9/12 rev 12/14/12, revised 1/16/13, 1-25-13 **FINAL rev 2/22/13 rev 2/27/13 rev 4/12/13**

ARTICLE 11

HEALTH AND WELFARE

11.1 General Provisions

11.1.1 The district reserves the right to select a carrier to provide claims, administration, and services described in this article. The district shall consult with the Association when considering any changes in carrier and/or individual plans prior to implementation.

The Association will appoint three (3) representatives to the Allan Hancock College Staff Benefits. Decisions of this committee are not considered binding on the Association.

11.1.2 The district in consultation with the Association shall determine the basis for establishing equivalency in considering individual carrier plans.

11.1.3 The health and welfare benefits which are expressly provided by this article are the sole health and welfare benefits which are part of this agreement and made available to employees.

11.1.4 Except when authorized under Article 10.8.3.1 or elsewhere in this Agreement, Employees, serving less than full time, shall have their district contribution prorated at the same ratio that their yearly employment bears to full-time yearly employment. Employees, serving less than full time, desiring coverage shall be required to complete a payroll deduction form for the difference between the district contribution and the total premium cost.

11.1.5 The district agrees to make available medical and dental insurance (as defined in Section 11.2) for each eligible employee, spouse, domestic partner, and dependent children, as well as life and income protection insurance for the employee only. Employees may secure more life insurance than the district contribution covers, subject to insurance company approval, by authorizing a salary deduction to cover the added premium cost. See Section 11.2.1-4 for costs of additional medical insurance coverage.

11.1.6 Employees on an approved unpaid leave of absence of more than one pay period may continue to participate in the district health/medical and dental programs subject to the carrier's rules and regulations by remitting in advance the total remaining cost of such programs for the period of the unpaid leave.

11.2 Insurance Programs

11.2.1 Health/Medical Insurance

11.2.1.1 For each eligible employee and each bona fide dependent, the district will make a monthly contribution for medical insurance (drugs and mental/nervous included) through SISC or another carrier selected by the district, effective October 1, 2004.

11.2.1.2 Except when authorized under Article 10.8.3.1 or elsewhere in this Agreement, Employees working partial assignments shall receive a prorated district contribution based on the percentage of their assignment as provided in Section 11.1.4.

11.2.1.3 Health/medical insurance coverage for the employee is mandatory except that an employee who submits proof of duplicate coverage at a level equivalent to the district plan may be excused from the plan.

11.2.1.4 Cash-in-lieu: Unless otherwise prohibited by the policy carrier, the District shall provide 25 percent of the district contribution as cash-in-lieu to those employees who meet the criteria listed in 11.2.1.3 and opt out of the District's medical insurance plan. The contribution amount shall be based on

~~single coverage for the lowest available employee plan. During the enrollment period, if 27 or more full-time faculty members opt out of the health/medical insurance coverage, the District shall provide 25 percent of the district contribution as cash in lieu to those members who have opted out.~~

11.2.1.5 The district is not obligated to pay any increase in premium cost after September 30, 2004. Any increase in cost shall be borne by the employee through automatic payroll deduction. Any such deduction shall be the difference between the new premium and the district contribution listed below. Prior to implementing payroll deductions, the district will meet with employee groups to consider possible alternatives, such as a different carrier, revisions to coverage, or changes in deductibles. Effective October 1, 2004, the district will pay \$323.38 per month for single coverage, \$640.73 per month for two-party coverage, and \$907.23 per month for family coverage.

Additional plans will be made available to Faculty Association bargaining unit members. The difference in cost between the dollar amounts set forth above and the more expensive plans will be paid for by the individual bargaining unit member through payroll deduction, effective October 1, 2004, if the bargaining member chooses one of the more expensive plans.

The district agrees to provide domestic partner insurance coverage under the following conditions: (1) domestic partner insurance is available through the selected carrier and is allowed under the guidelines set by the district; (2) employees who request such insurance provide acceptable proof to the district of a long-term relationship by signing an affidavit required by the district and submitting a copy of a "Declaration of Domestic Partnership" which has been filed with the California Secretary of State; (3) an employee who is accepted for domestic partner insurance pays the same as an employee with a spouse, or an employee with a family, depending on the plan chosen.

11.2.2 Dental Insurance

11.2.2.1 For each eligible employee and bona fide dependent, the district will provide a monthly contribution for dental insurance through the district self-insurance dental plan.

11.2.2.2 Except when authorized under Article 10.8.3.1 or elsewhere in this Agreement, Employees working partial assignments shall receive a prorated district contribution based on the percentage of their assignment as provided in Section 11.1.4.

11.2.2.3 Dental coverage for the employee is mandatory.

11.2.2.4 The district is not obligated to pay any increase in premium cost after June 30, 2004. Any increase in cost shall be borne by the employee through automatic payroll deduction. Any such deduction shall be the premium increase, if any, since July 1, 2003. Prior to implementing payroll deductions, the district will meet with employee groups to consider possible alternatives, such as a different carrier, revisions to coverage, or changes in deductibles. Effective October 1, 2004, the district will pay \$44.88 per month for single coverage; \$92.20 per month for two-party coverage, and \$132.40 per month for family coverage.

11.2.3 Life Insurance

(If the district no longer provides this insurance for other employee groups, the Faculty Association agrees that this language will no longer apply.)

11.2.3.1 The district shall provide each eligible employee a paid life insurance with a maximum benefit upon death of \$6,000 including accidental death and dismemberment and a paid decreasing term life insurance with accidental death and dismemberment.

11.2.3.2 Except when authorized under Article 10.8.3.1 or elsewhere in this Agreement, Employees working partial assignments shall receive a prorated district contribution based on the percentage of their assignment as provided in Section 11.1.4.

11.2.3.3 Life insurance coverage for the employee is mandatory.

11.2.3.4 The district is not obligated to pay any increase in premium cost after the term of this Agreement. Any increase in cost shall be borne by the employee through automatic payroll deduction unless modified by a successor Agreement. Any such deduction shall be the premium increase, if any, since July 1, 2003. Prior to implementing payroll deductions, the district will meet with employee groups to consider possible alternatives, such as a different carrier or revisions to coverage.

11.2.4 Income Protection Insurance

(If the district no longer provides this insurance for other employee groups, the Faculty Association agrees that this language will no longer apply.)

11.2.4.1 The district shall provide each eligible employee of the district with an income protection plan.

11.2.4.2 Income protection insurance coverage for the employee is mandatory.

11.2.4.3 The district is not obligated to pay any increase in premium cost after the term of this Agreement. Any increase in cost shall be borne by the employee through automatic payroll deduction unless modified by a successor agreement. Any such deduction shall be the premium increase, if any, since July 1, 2003. Prior to implementing payroll deductions, the district will meet with employee groups to consider possible alternatives, such as a different carrier or revisions to coverage.

11.3 Medical Insurance For Retirees

11.3.1 For employees hired on or after July 1, 1993, but prior to July 1, 1997, the district will maintain coverage at the same dollar level as for active bargaining unit members for a retiree under the medical insurance plans upon STRS retirement as evidenced by the receipt of monthly retirement payments from the State Teachers' Retirement System provided the unit member is at least 55 years of age but less than 65 and has been a regular employee of the district for twenty or more consecutive years of service. Upon reaching age 65, the employee shall no longer be eligible for district-paid medical benefits. The retiree's spouse or domestic partner shall not be eligible for this benefit through district-paid premium. However, the retiree may purchase spousal or domestic partner coverage.

11.3.2 Employees hired before July 1, 1993, shall be eligible for medical insurance coverage as provided for in Allan Hancock College Board Policy 3405. Board Policy 3405 is incorporated into and made a part of this Agreement (see Appendix F for Board Policy 3405).

11.3.3 For employees hired on or after July 1, 1997, the district will maintain coverage at the same dollar level as for active employees for a retiree under the medical insurance plans upon STRS retirement as evidenced by the receipt of monthly retirement payments from the State Teachers' Retirement System provided the employee is at least 58 years of age but less than 67 or federal Medicare eligibility, whichever comes first, and has been a regular employee of the district for twenty or more consecutive years of service. Upon reaching age 67 or federal Medicare eligibility, whichever comes first, the employee shall no longer be eligible for district-paid medical benefits. The retiree's spouse or domestic partner will not be eligible for this benefit through district-paid premium. However, the retiree may purchase spousal or domestic partner coverage.

11.4 Parking Permit Fee

Effective July 1, 2010 the District shall provide each member of the bargaining unit with a portable parking permit. ~~the parking fee for a one-year period for employees shall be a flat rate of \$10 per member to be paid by The Faculty Association of Allan Hancock College.~~ The parking permit shall be portable and may be used with multiple vehicles. Each employee will be issued one permit only and may be used in staff or general parking areas.

11.5 Indemnity

In accordance with provisions of Government Code sections 825 and 995, the District shall defend a bargaining unit member from any and all demands, claims, suits, actions and legal proceedings brought against the bargaining unit member in the bargaining unit member's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the bargaining unit member was acting within the scope of employment.

11.6 Facility use by Employees

Employees shall have access to, and use of, the District's physical fitness lab, swimming pool and shower and locker room facilities without charge at times when the same are in use, as long as the employee's presence does not interfere with instruction or operations of the facility and as long as the employee is using the facility and equipment in a safe and sensible manner.

11.7 Vision Insurance: Effective July 1, 2013, for each eligible employee, the District shall provide a monthly contribution for vision insurance through the District vision plan.

11.7.1 The District will 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.

11.7.2 Vision insurance for the bargaining unit employee is mandatory unless an employee submits proof of coverage elsewhere.

11.8 One-time Benefit Cost Offset: The District shall provide each member of the bargaining unit a one-time benefit stipend in the amount of \$820.00 (determined by the 2012-2013 fiscal year allocation of funds divided by the number of members). This stipend is to offset the increased costs to the employee for health and dental benefits.

FA proposal 12/14/12; revised 1/11/13; revised 1/16/13, revised 1/25/13 (FINAL); rev 4/8/13

ARTICLE 13

SABBATICAL LEAVE AND ACADEMIC RANK

13.1 Sabbatical Leave

13.1.1 Purpose: The purpose of the sabbatical leave is professional improvement of the employee which will benefit students and the district. The purposes for which a sabbatical leave may be granted are as follows (see Section 13.1.7 for specific approved activities):

- (a) Scholarly or creative endeavors in the employee's discipline; and/or
- (b) Improvement of skills in the employee's discipline; and/or
- (c) Retraining in a new discipline as specified by the district; and/or
- (d) Improvement of teaching or job assignment skills; and/or
- (e) Development of new programs and curriculum.

The district must agree to the need for an employee's retraining in a new discipline before any request for a sabbatical leave for retraining may be considered by the Sabbatical Leave Committee. (~~See also Section 13.1.7.6~~)

13.1.2 Criteria: The proposed plan must significantly relate to the mission ~~and philosophy~~ of the college and meet specific institutional goals and objectives.

13.1.3 Eligibility: Applicants for sabbatical leave must have rendered full-time service in the district for at least six consecutive academic years, or the full-time equivalent of six years if hired for less than full-time service, immediately preceding the sabbatical leave. Not more than one such leave shall be granted in each six-year period or full-time equivalent.

However, if an employee requests and receives a leave without pay, credit for service prior to the leave may be counted toward the six consecutive academic years (with a limit of two years counted prior to the leave), provided the employee returns and completes at least an additional four years of full-time service immediately preceding the sabbatical leave. The year(s) of unpaid leave will not count toward the required six years of full-time service. The appropriate vice president will give the employee a written explanation, prior to the leave, of the effect of this article upon his/her sabbatical eligibility status.

The Sabbatical Leave Committee shall not use the amount of potential service time remaining after the required service time as defined in Section 13.1.12 of this article as a criterion for recommending a proposal.

13.1.4 Duration of Leave: A sabbatical leave may be granted for a period of not less than one full semester nor more than one full year in each six consecutive year period of service. A semester leave shall fall within the semester dates indicated on the district calendar. A one-semester leave shall constitute a full sabbatical.

13.1.5 Number of Leaves: The District shall provide funding for at least three (3) approved sabbatical leaves per academic year. ~~number of sabbatical leaves granted during a full academic year and will be based on total available funds not to exceed \$60,000 per fiscal year. In addition to district funds, categorical funds may be available.~~

13.1.6 Compensation and Conditions:

a. An employee on a one-semester sabbatical leave shall receive 100 percent of the salary which would have been received had the employee remained in active service. An employee on a one-year sabbatical leave shall receive fifty percent of the salary which would have been received had the employee remained in full service. There shall be no reduction in employee benefits during the term of an employee's sabbatical leave.

b. Employees on sabbatical leave are not required to serve on District-wide committees. The employee on sabbatical leave may vote in department and District-wide elections and run for offices for which s/he is eligible.

c. Employees on sabbatical leave shall be considered in work status and shall receive all benefits provided by the District in the same manner as if s/he were not on sabbatical leave.

d. Employees on sabbatical leave shall be entitled to accrue sick leave, service credit, step advancement, and seniority credit.

The appropriate vice president shall determine the appropriate replacement for an employee granted a sabbatical leave.

Employees granted sabbatical leave shall not perform additional professional services for the district. During the sabbatical leave, an employee shall not be employed by any other employer unless the employee had been so employed in the semester immediately preceding the sabbatical leave. An exception to this shall be made in the case of approved sabbatical-related employment. The total compensation an employee on leave could receive from both the district and from non-district approved sabbatical-related employment shall not exceed the amount of the contract salary the employee would receive on active duty in the district except where the employee can show extraordinary need such as higher cost of living.

The district will not furnish equipment or materials, pay travel costs, or provide additional compensation during the period of sabbatical leave. Exceptions shall be considered only upon the recommendation of the superintendent/president.

13.1.7 Approved Activities for Sabbatical Leave: All categories which follow shall be considered of equal value and relevancy except that priority will be given in a case where an applicant requires retraining because of district needs based on changing patterns of enrollment or program needs.

13.1.7.1 Category I: Academic and/or Professional Study. The proposed activity in this category expands the professional knowledge, competence, and effectiveness of the applicant. The purpose is to provide the opportunity for growth and development regarding new information, insights, and ideas occurring in the applicant's discipline or area of expertise. Applicants under this category shall submit a detailed statement of the academic and/or professional study courses and/or projects to be undertaken to achieve specific objectives. These studies must be undertaken at an accredited institution, and they must constitute an organized program of full-time study (at least 12 semester units or the equivalent of full-time graduate study)

designed to enhance the employee's performance in his or her area of specialization.

13.1.7.2 Category II: Work Experience. A program to study in schools or job site maintained by a business or industry for craftspeople or technical workers to obtain full-time work experience in the vocational field in which the employee works. Ideally, the specific school or job offer shall be submitted with the proposed program, but may be submitted before the beginning of the leave.

13.1.7.3 Category III Retraining and or Supplemental Education. This category provides for the retraining of employees in new areas of teaching or student support services. The purpose of retraining should reflect the changing needs of the institution and shifting enrollment patterns. Cultural diversity and relevant foreign language training might be included in this category. Such training is considered supplemental to the employee's existing field of expertise and would provide a general benefit to the college community. Leaves for retraining must have the recommendation of the appropriate dean.

13.1.7.4 Category IV Other. A program may be designed to meet multiple objectives such as study, research or special project, or work experience, travel, and/or curriculum planning which relates to the employee's area of assignment. An applicant shall submit specific objectives showing their relationship to the institutional assignment.

13.1.8 Sabbatical Leave Committee: The sabbatical leave committee shall consist of two (2) administrators to be appointed by the superintendent/president and three (3) faculty representatives serving three-year staggered terms appointed by the President of the Faculty Association. No applicant shall be a member of the committee. The chair shall be a faculty member elected by vote of the committee members, ~~and the chair shall be a faculty member.~~

13.1.9 Application Process: Application forms for employees considering sabbatical leave for the following academic year are available the first week of the spring semester from the office of vice president, academic affairs. Applications must be filed with the supervising administrator not less than five working days before they are due in the office of the associate superintendent/vice president, academic affairs. Applications must be filed in the office of associate superintendent/vice president, academic affairs, by ~~November~~ February 1. All applications will be processed in the following manner:

13.1.9.1 Content of application:

1. A one (1) page abstract summarizing the proposal.
2. A comprehensive description of the purposes, objectives, and importance of the proposed leave according to one category or a combination of categories described in Section 13.1.6 ~~7~~.
3. A detailed description of the activities and schedule of activities to be undertaken. If the sabbatical is for study, indicate the name of the institution and specific class titles and number of units.
4. A statement which addresses how the leave will improve the applicant's professional growth and performance and contribute to the instructional or service programs in the Allan Hancock Joint Community College District.
5. A statement justifying the length of leave in relation to the scope of the proposal.

6. An explanation of the materials and facilities needed to complete the proposal and the access the applicant has to them.
7. An explanation of how travel is clearly necessary to the sabbatical leave proposal if the proposal includes travel including a detailed itinerary.
8. A letter of review evaluating the project from an administrator responsible for the area.

13.1.9.2 Submitted proposals shall be initially evaluated by the Sabbatical Leave Committee during the month of February each ~~fall~~ spring semester. Applicants will be given the opportunity to appear before the committee to present their proposal and receive feedback.

13.1.9.3 Proposal Evaluation:

Sabbatical leave applications will be evaluated using the evaluation rubric (in the Appendix) and will be made available with sabbatical leave application forms.

13.1.9.4 Approval and Ranking

a. The Sabbatical Leave Committee shall indicate whether or not the application has met the criteria and eligibility and then ranks those applications pursuant to the rubric.

b. The committee shall notify the candidates whose applications fail to meet the criteria or eligibility and provide the applicant of the reason(s) for denial. These applicants are given five (5) days to revise their applications if they so choose.

13.1.10 Applicants will be notified in writing as to the status and ranking of their proposals by the office of the vice president, academic affairs by March 4th 10.

~~No sabbatical leave shall be granted unless the superintendent/president certifies that suitable provision can be made for carrying on the assignment during the absence of the applicant.~~

If a ~~qualified~~ ranked applicant is denied a sabbatical, he or she shall not need to reapply, but may notify the sabbatical committee in writing of his or her desire to be reconsidered for the following year.

Final approval of sabbatical leave proposals shall rest with the board of trustees whose decision shall be final.

13.1.11 Changes in Proposal: Changes in original sabbatical proposals must be filed in writing and be approved by the associate superintendent/vice president, academic affairs, prior to the beginning of the sabbatical leave. Once the board of trustees approves the proposals, any changes to a proposal must be by mutual agreement between the district and the employee, and subject to Board approval.

13.1.12 Return to Service: Every employee, as a condition to being granted a sabbatical leave pursuant to Education Code Section 87767, shall agree in writing to render a period of full-time service in the employ of the governing board of the district equal to twice the period of the leave.

Within sixty (60) calendar days of returning to duty, the employee shall complete the sabbatical leave report. The report shall include a copy of the original proposal and any approved changes together with transcripts of work taken and grades received if leave

was for advanced academic study. The report shall provide documentation to substantiate that the objectives set forth in the application have been met.

Within the semester following the return, the employee will organize and present the sabbatical leave report at one of the district's campus/site locations.

13.1.13 Failure to Perform: Failure to complete the activity and objective(s) as set forth in the approved sabbatical proposal and the required report shall result in reimbursement to the district of the total ~~backfill/replacement costs~~ ~~compensation paid to the employee~~ during the period of the leave. In addition, there will be no advancement on the salary schedule for the time on leave.

13.1.14 Liability and Waiver: ~~The governing board of the district shall be free from any liability for the payment of any compensation or any other damages in case of death or injury or illness of an employee while on sabbatical leave.~~

13.2 Instructional and Service Improvement Leave: refer to Article 18.16 (Load Banking)

13.3 Academic Ranks for Full-time Faculty

Effective fall ~~2000~~ 2013, the district will award academic rank to recognize teaching excellence, professional achievement, and district service. ~~Faculty who believe their professional and service activities meet the criteria are invited to submit a written request to the appropriate vice president, who will make a recommendation to the superintendent/president and the Board of Trustees after consultation with the Academic Senate and appropriate administrators. Achievement and service criteria listed below must have been started and completed during the faculty member's employment by the district.~~

13.3.1 The awarding of academic rank shall not result in any change in the salary schedule or in the position which the faculty member occupies on the salary schedule.

13.3.2 Designations

- A. Professor: Full-time faculty who have been tenured for five (5) years shall have the rank of Professor. At least ten years as a full-time faculty member at Allan Hancock College, with tenure granted by the district, and at least five of the criteria in Section 13.3.3 (below), preferably at least two from each category.
- B. Associate Professor: Full-time faculty who have achieved tenure shall have the rank of Associate Professor. At least six years as a full-time faculty member at Allan Hancock College, with tenure granted by the district, and at least three of the criteria in Section 13.3.3 (below), to include at least one from each category.
- C. Assistant Professor: Full-time faculty hired in probationary status shall have the rank of Assistant Professor. At least four years as a full-time faculty member at Allan Hancock College, with tenure granted by the district, and at least two of the criteria in Section 13.3.3 (below), preferably one from each category.D. Instructor: Full-time instructional temporary faculty shall have the rank of Instructor. a non-tenured full-time faculty member or a tenured faculty member eligible for rank but not meeting the above criteria or choosing not to apply for rank.

~~E. Librarian, counselor, or other currently used title.~~

13.3.3 Designations for Service Faculty (Optional)

Service faculty may select to receive the following rank in lieu of the rank designation listed in 13.3.2

- A. Senior: Full-time service faculty who have been tenured for five (5) years shall have the rank of Senior preceding their title.
- B. Approved titles for service faculty include counselor, academic specialist, and health service faculty (nurse).

~~13.3.3 Criteria~~

~~Category One—Professional Achievement~~

- ~~A. Possesses an earned doctorate from an accredited institution.~~
- ~~B. Initiated and played a major role in the implementation of a new educational program recognized by the district as a significant benefit to our students.~~
- ~~C. Made significant contribution(s) to the community's cultural enrichment through personal achievement(s) in the performing, literary, and/or visual arts.~~
- ~~D. Authored or co-authored a referenced text or research article, or computer software in petitioner's subject matter area which is published and recognized by the district as significant.~~
- ~~E. Edited or co-edited at least two texts or other reference material within the petitioner's discipline, whether or not used within the district.~~
- ~~F. Made at least five presentations at professional conferences or meetings recognized by the district as academically significant to the petitioner's discipline. Obtained at least two outside funding sources or grants (not renewal grants) and successfully completed objectives to enhance the district's teaching, research, and/or educational resources.~~
- ~~G. Completed other professional achievement recognized by the district as at least equal to any of the above criteria A through G.~~

~~Category Two—District and Community Service~~

- ~~H. Served at least three years as a department chair or coordinator or served at least three years as a member of the Academic Senate.~~
- ~~I. Actively served with regular attendance at least two years on one, or one year on two shared governance committees.~~
- ~~J. Served at least three years on any combination of college or district committees or district committees not covered by criterion J above.~~
- ~~K. Chaired a shared governance committee for a period of at least two years.~~
- ~~L. Served as a board member of a community non-profit organization, in either an advisory or governing position, for a period of at least three years, or served as chair or director for at least two years.~~

~~M. Made outreach visits to high school classes in his/her discipline at three or more local high schools each semester during the preceding three years.~~

~~N. Promoted articulation efforts through meetings with discipline counterparts at three or more local high schools to discuss course content and progress of students from high school courses to college during the preceding two years.~~

~~O. Performed other district and/or community service which the district deems to be at least equal in significance to any of the above criteria I through O.~~

~~13.3.4 Process~~

~~A. Petitioner shall submit evidence of meeting the above criteria to the appropriate vice president during the fall semester of the year prior to the academic year during which the rank would be awarded.~~

~~B. The appropriate vice president shall confirm that the petitioner has met the service and tenure requirements and then consult with appropriate administrators, department personnel, and the Academic Senate before making a recommendation to the superintendent/president.~~

~~C. The superintendent/president shall submit recommendations to the board of trustees during spring semester. If approved by the board of trustees, academic rank shall be effective the following fall semester~~

FA proposal 11/16/12; rev 12/7/12; rev 12/12/12; rev 12/14/12; rev 1/11/13; rev 1/16/13; rev 1/25/13; rev 2/22/13 FINAL rev 4/12/13

ARTICLE 14

COMPENSATION

14.1 Salaries

14.1.1 Effective July 1, 2013, The Faculty Contract Salary Schedule and the Parent Participation Nursery and Day Care Center Salary Schedule shall remain unchanged for fiscal year 2013-2014 except as follows:

Effective July 1, 2013 employees who are on step 24 shall receive a 0.5% longevity increase each year thereafter to a maximum of ten years.

14.1.2 Overload, Summer, Intersession and Substitute Instructional Assignment Compensation

14.1.2.1 ~~Overload~~: Pursuant to the terms in Articles 16 and 18, overload teaching assignments, and teaching assignments during summer session, intersession, or as a substitute (prorated at the team taught rate) shall be paid using the Overload and Extra Assignment Salary Schedules in the appendix by multiplying the number of hours for the assignment by the employee's hourly rate based on step, column, and assignment type.

As specified in Article 18, full-time load is defined as .970 FTE through 1.023 FTE. An employee is considered to have an overload for pay if the load exceeds 1.023 FTE. If the employee has an overload, compensation shall be paid for the amount of load that exceeds 1.000 FTE.

14.1.3 Extra/Fewer Duty Days Compensation

14.1.3.1 Salary levels are based on a yearly 175-day, full-time assignment. Employees serving less than full time or fewer than 175 days or more than full-time or more than 175 days shall have their annual salary prorated at the same ratio that their yearly employment bears to full-time yearly employment by using the following formula:

Base Annual Salary divided by 175 = Daily Rate
Daily Rate x Total Days of Assignment = Compensation;

14.1.3.2 Base Annual Salary is defined as the employee's placement on the appropriate Salary Schedule (in the appendix) which specifies the salary for 175-day annual contracts.

14.1.3.3 Subsections 14.1.3.1 and 14.1.3.2 do not apply to employees working partial days as defined in the overload, extra assignment, or summer pay sections of this article.

14.1.4 Payroll Notices

~~The District recognizes that every employee should receive clear and reasonably understandable monthly pay statements which identify the pay rate for each assignment, the amount of compensation received for each assignment, and appropriate deductions.~~

The District shall provide each employee with clearly understandable monthly pay notices for each pay period. The notices shall list the pay rate for each assignment, the total compensation received for each assignment, the total gross compensation and itemize all deductions.

Unless otherwise requested by the employee, the payroll notice shall be sent to the employee by U.S. mail or inter-office mail no later than 30 calendar days from the time of the pay distribution.

~~The District will provide the Association with the recommendations of the workgroup no later than November 30, 2011. If the Association accepts the recommendation of the workgroup, the process will begin implementation on January 1, 2012. If the Association does not accept the recommendation, the District agrees to provide a separate itemized breakdown of the information to each bargaining unit member upon request via inter-office mail no later than on the last day of the each month for the preceding month's payroll warrant.~~

~~Time extensions may be allowed by mutual agreement of the parties.~~

14.1.5 Reduced Load Compensation

14.1.5.1 Employees approved for a reduced load as defined in Article 18 of this agreement, shall have their compensation prorated based on the percentage of load relative to the daily rate of a full-time load.

14.2 Salary Schedules: Employees shall be paid in accordance with the salary schedules attached and incorporated herein as in the appendix (SS-10, SS-60). The following salary schedules shall apply to the designated groups of employees.

14.2.1 Faculty Contract Salary Schedule, (SS-10)

14.2.1.1 All regular, ~~and~~ contract, and full-time temporary instructional and service faculty employees teaching credit and/or non-credit classes or performing counseling, librarian and/or nursing functions or serving as an academic specialist shall be paid in accordance with the provisions of this salary schedule.

14.2.2 Parent Participation Nursery & Day Care Center Salary Schedule, (SS-60)

14.2.2.1 All regular, ~~and~~ contract, and full-time temporary faculty employees responsible for the care and teaching of pre-school children shall be paid in accordance with the provisions of this salary schedule.

14.3 Initial Salary Placement on the ~~Faculty Contract~~ Salary Schedules, (SS-10 and SS-60)

14.3.1 Step and column placement shall be based on Allan Hancock College associate faculty services and for out-of-district faculty experience at an accredited education institution or applicable work experience directly related to the ~~academic~~ primary assignment at the time of initial employment. Such experience shall not exceed seven years; therefore, the highest placement on the salary schedule shall ordinarily be step 8. However, consideration of initial placement at step 9 will be given to a candidate who has received tenure at another accredited college or university.

14.3.1.1 Occupational experience directly related to the employee's ~~academic~~ primary assignment in the district will be accredited as follows: for each two (2) years of previous full-time related occupational experience, one (1) step advancement will be granted. The experience must be beyond the occupational experience needed to satisfy minimum qualification requirements.

14.3.1.2 Employees hired as a contract regular employee shall receive one-step advancement for each year of full-time ~~teaching~~ experience related to the primary assignment.

14.3.1.3 Employees with no previous experience will be placed at step 1.

14.3.2 It shall be the responsibility of the employee at the time of initial employment by the college to present a complete official transcript of all academic work from an accredited college/university and verification of occupational experience. Salary placement shall be based upon degrees, units, and occupational experience presented at that time and shall be final.

14.3.3 Exclusions: Credit for previous experience for placement purposes shall not be granted for the following:

14.3.3.1 Experience as a teaching or laboratory assistant

14.3.3.2 Work experience necessary to meet minimum qualifications

14.4 Step Advancement, Faculty Contract Salary Schedules, (SS-10 and SS-60)

14.4.1 Bargaining unit members shall receive one-step advancement within the appropriate column upon satisfactory completion, the preceding year, of two full semesters of required service including days of paid leave until step 12 for employees on SS-10 salary schedule and step 14 for employees on the SS-60 salary schedule preschool teachers has been reached. Thereafter, employees shall receive bi-annual anniversary increments up to step 24 and longevity increases thereafter for ten years.

14.5 Column Advancement, Faculty Contract Salary Schedules, (SS-10 and SS-60)

14.5.1 Employees who take course work related to their primary assignment from an accredited college or university at the upper division or graduate level will be advanced into columns III and IV on the SS-10 schedule and for columns II and III on the SS-60 schedule without prior district approval. The request for advancement should be submitted directly to the office of human resources.

14.5.2 All course work taken by employees for advancement into column III and column IV which is lower division or outside of the employee's primary assignment must be approved in writing in advance of enrollment by the associate superintendent/vice president, academic affairs, or the vice president, student services. It must be demonstrated that a lower level course or course work outside of the employee's authorized primary assignment will significantly contribute to the improvement of the quality of instruction or service.

14.5.3 Any course work under staff development/flex day activities does not count toward column advancement.

14.5.4 In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the employee.

14.5.5 It is the responsibility of the employee to notify the director, human resources, in writing when she/he has met requirements to move to a higher pay column. Verification, official transcripts, and, when appropriate, written authorization from the appropriate vice president must be submitted prior to the beginning of the semester in which the change is requested.

~~14.6 Initial Salary Placement and Advancement on the Parent Participation Nursery & Day Care Center Salary Schedule, (SS-60)~~

~~For initial placement of faculty personnel on this salary schedule, the following criteria are used for the evaluation of the individual's education and experience.~~

~~14.6.1 The maximum credit granted for out-of-district experience is seven (7) years. The maximum entry step is number 8. However, consideration of initial placement at step 9 will be given to a candidate who has received tenure at another accredited college or university.~~

~~14.6.2 Prior teacher experience is granted full credit based on a 10-month school year up to the maximum allowable. Part-time hourly credit will be based on 1,062 hours being equivalent to one 10-month school year.~~

~~14.6.3 Each year of experience advances the candidate one step on the schedule.~~

~~14.6.4 It shall be the responsibility of the faculty member at the time of initial employment by the college to present a complete official transcript of all academic work from an accredited college/university and verification of occupational experience as well as appropriate California Children's Center permit. Salary~~

~~placement shall be based upon education, appropriate occupational experience, and type of children's center permit presented at that time and shall be final.~~

~~14.7 Column Advancement, Parent Participation Nursery & Day Care Center Salary Schedule, (SS-60)~~

~~It is the responsibility of the instructor to notify the director, human resources, in writing when she/he has met requirements to move to a higher pay column. Verification must be submitted prior to the beginning of the semester in which the change is requested.~~

14.86 Stipends-Regular

14.8.1 Doctoral Stipend

Effective July 1, ~~2008~~ 2013, full-time regular and contract faculty employees who have an earned doctorate from a regionally accredited institution shall receive a ~~\$2000~~ \$2500 annual doctoral stipend. Employees serving less than full time each year shall have the doctoral stipend prorated at the same ratio that their yearly employment bears to full-time yearly employment.

It is the responsibility of the employee to notify the director, human resources, in writing when she/he has met stipend requirements. Verification in the form of official transcript must be submitted prior to the beginning of the semester in which the stipend is requested.

14.86.2 Department Chair Stipend

Effective July 1, 2013 Department chairs shall receive an annual stipend in the amount of ~~\$4,702~~ \$5,000. The stipend shall be paid in monthly installments over 10 months.

14.8.2.1 Granting of stipends does not obligate the district to maintain department chair positions in the future or obligate the district to negotiate the maintenance of such positions with the Association.

14.86.3 Coaching Stipend

14.86.3.1 Effective July 1, ~~2008~~ 2013 full-time faculty members with coaching assignments shall receive a stipend in the amount of \$7,000 for years 1-4, \$8,000 for years 5-8, and \$9,000 for year 9 and beyond, paid in monthly installments over 10 months.

14.86.3.2 Granting of stipends does not obligate the district to maintain coaching positions in the future or obligate the district to negotiate the maintenance of such positions with the Association.

14.8.6.4 The continuation of individual assignments which result in stipends is dependent on annual satisfactory evaluations of the individuals receiving the stipends.

14.86.5 Class Size Stipend

Minimum of 60 students maximum of 69 students \$300 per unit of credit provided as a stipend or applied to the cost of a reader.

Minimum of 70 students maximum of 79 students \$355 per unit of credit provided as a stipend or applied to the cost of a reader.

Minimum of 80 students maximum of 89 students \$410 per unit of credit provided as a stipend or applied to the cost of a reader.

Minimum of 90 students maximum of 99 students \$464 per unit of credit provided as a stipend or applied to the cost of a reader.

Minimum of 100 students maximum of 109 students \$519 per unit of credit as a stipend or applied to the cost of a reader.

Minimum of 110 students maximum of 119 students \$573 per unit of credit as a stipend or applied to the cost of a reader.

Minimum of 120 students maximum of 129 students \$628 per unit of credit as a stipend or applied to the cost of a reader.

14.8.6 Program Review, Program Discontinuance Review and Annual Review Stipends

14.8.6.1 Bargaining unit members assigned to perform program review or program discontinuance review shall receive a stipend in the amount \$1,000 upon completion of the ~~program~~ review; or the member may opt to receive .05 reassigned time, or 25 hours of professional development credit in lieu of the stipend allocated in accordance with Article 16.6.

14.8.6.2 Bargaining unit members assigned to perform annual reviews shall receive a stipend in the amount of \$250 upon completion of the review; or, the employee may opt to receive .008 reassigned time, or 5 hours of professional development credit in lieu of the stipend.

14.8.7 Cooperative Work Experience Stipend: Bargaining unit members who participate in the supervision of students will be compensated up to \$100.00 paid on the following schedule: \$60.00 after completion of an initial meeting and relevant documentation is completed and \$40.00 upon the student's successful completion of work experience credit. The bargaining unit member will complete the following activities: meeting with the student, two (2) employer contacts including one onsite visit and the review and completion of appropriate paperwork.

14.8.8 Part-time Faculty Evaluations: For each completed evaluation of a part-time faculty member, the employee shall receive a stipend of \$105 or, the employee may opt to receive 2 hours of professional development credit in lieu of the stipend.

14.8.9 Course Development and Modification: For each board approved ~~new~~ course developed or modified in accordance with provisions in Article 18.11-12, the bargaining unit member shall receive compensation as follows:

New Course Development: a stipend of ~~\$500~~ \$250 or, the employee may opt to receive .02 reassigned time, or 10 hours of professional development credit in lieu of the stipend.

b) Major Course Modification: a stipend of \$150 or, the employee may opt to receive 8 hours of professional development credit in lieu of the stipend.

14.9 Short-Term Stipends

14.9.1 The district may offer short-term stipends to employees for individual projects and/or assignments, which are not part of the regular assignment for the employee, under the following conditions:

A. The funding source for the stipend must be from categorical funds.

B. The Short Term assignment form in the Appendix must be completed and signed by all parties prior to any work being performed.

14.9.2 Short-term stipend assignments are voluntary and may be rejected by the employee. If the employee agrees to the short-term assignment and stipend, she or he is obligated to the terms and conditions of the assignment as listed on the Short Term assignment form.

14.9.3 Termination of a short-term assignment. Either the district or the employee may withdraw from the assignment with 30-days advance notice (pay period). Any work completed or incomplete at the time of withdraw shall be the property of the district. The employee shall be entitled to any payment for the period of time completed.

FA initial proposal 10/19/2012 rev.2 10/26/2012rev.11/9/12rev.11/16 rev 12/12/12 rev 12/14/12rev 1/16/13

rev.1/25/13; rev 2-1-13; rev 2-8-13; 2-22-13 FINAL

ARTICLE 16

ASSIGNMENT AND CONTRACT YEAR

16.1 Definitions

"~~Appropriate administrator~~ Supervisor," unless otherwise specified in this agreement, is the District's administrator assigned to supervise immediate supervisor of the bargaining unit member (faculty coordinators and department chairs are not administrators).

"~~Appropriate~~ Vice-president," unless otherwise specified in this agreement, is the vice-president who oversees the bargaining unit member.

"Assignment year" is the number of days in the employee's contracted year.

"Fiscal year" is from July 1 through June 30.

"Academic year" shall consist of the fall and spring semesters beginning with two professional development days on the Thursday and Friday immediately prior to the first day of instruction for each semester.

"Client" is a broad spectrum of persons who use the professional services of a bargaining unit member.

"Holidays" are those days recognized by the District and identified in the academic year calendar for college closure.

"Instruction" is providing credit or non-credit lecture and/or ~~lab I or lab II (activity)~~ student based instruction in the classroom, lab setting, field site, distance learning, or any combination of the aforementioned.

"Load" is the daily workload of a faculty member as part of their assignment year.

"Non-instructional assignment" is a non-instructional administrative assignment other than those designated as service faculty and which carries responsibility for oversight of programs or activities. Examples of non-instructional assignments are faculty coordinators, directors, and department chairs and others with similar duties.

"Preparation Time" is time spent preparing for or as part of an assignment. Preparation includes planning, grading, organizing, exam development, scoring, gathering course information and materials, developing handouts, developing student or client evaluations and plans, preparing for student activities, and reviewing student or client work and records.

"Professional Responsibilities" ~~Activities~~ are college service and professional growth activities and include program development and review, staff development activities, committee assignments, the accreditation process, curriculum development, student advisement, district related meetings, peer evaluation review, part-time faculty evaluations, registration activities (during registration periods), outreach activities when not part of the primary assignment, reading and responding to district related mail and correspondence, consulting with colleagues, and/or other activities as approved by the ~~appropriate administrator~~ supervisor.

"Instructional Faculty" are bargaining unit members with a primary assignment consisting of instruction. Instructional faculty shall include pre-school faculty except when specifically otherwise described.

"Service faculty" are bargaining unit members with primary assignments serving students and clients. Service faculty includes counselors, librarians, health service faculty, and academic specialists.

"Pre-school Faculty" are bargaining unit members with a primary assignment consisting of teaching in the children's center and who are paid on the Parent Participation, Nursery, and Day Care Salary Schedule.

"Office hour" for instructional faculty is time dedicated to being available* spent in offices for student contact and communication. For pre-school teachers it is time dedicated to being available* spent for parent contact and class preparation. For service faculty it is time dedicated to being available* spent in offices for professional contacts and communication with community colleagues such as high school counselors, instructors, administrators, social service agency representatives, and other student success professionals. *Office hours may be conducted in the manner the bargaining unit member deems most appropriate.

"Travel" as used in this Article means travel required and/or approved by the District as a condition of an employee's assignment or conditions of employment. It includes travel between centers, travel to off-site locations for workshops, conferences, outreach, field trips, and other approved activities. It does not include commute travel between an employee's residence and district worksite.

"Extra Duty Day" is a non-teaching duty day in addition to an employee's contracted assignment year.

"Reduced Load" is a reduction in workweek hours or daily hours.

"Reduced Assignment Year" is a reduction in workdays within the assignment year.

"Workday" is between the hours of 8:00 A.M. and 6:00 P.M.

"Evening time" is the time between 6:00 P.M. and 8:00 A.M.

"Workweek" is Monday through Friday.

16.2 Assignment

16.2.1 The ~~appropriate~~ vice president shall determine the primary assignment of the bargaining unit member as per Article 15.

16.2.2 The ~~appropriate administrator~~ supervisor, with input from the ~~appropriate~~ department chair and faculty member, shall make the workday and workweek assignments. The employee's assignment may include working at the Santa Maria Campus and off-campus centers or sites. The assignment may include day and/or evening and weekend assignments per district need.

16.2.3.1 Bargaining unit members shall be given first consideration of assignments. If two or more bargaining unit members desire the same assignment, the bargaining unit member with the most seniority within the discipline as a fulltime faculty member in the district will be given priority.

16.2.4.2.2 Assignments on Saturday and/or Sunday will be by voluntary agreement of the employee unless the District determines that such assignment is necessary to achieve 1.0 FTL.

16.2.5.2.3 If the faculty member disagrees with the assignment, the faculty member may go to the ~~appropriate~~ vice-president. The vice-president's decision shall be final, but that decision shall not be arbitrary or capricious and shall take into consideration the schedule of the faculty member and the needs of students and the district.

16.3 Regular Contract Year

The regular contract year consists of one hundred seventy-five (175) days:

The equivalent of one hundred sixty-nine days of instruction or service; plus

Six (6) days worth (36 hours) of professional development activities, consisting of:

1. Two (2) all staff days (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each; plus
2. Two (2) days of District-designated activities (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each which may include curriculum development, student learning outcomes development, program development, departmental meetings, special projects including grants or partnerships, health and/or safety related trainings, or any other regular faculty obligation to the District; plus
3. ~~Two (2) days (12 hours)~~ of professional development activities selected by the employee and may be conducted at anytime during the fiscal year.

16.3.1 An annual contract of 175 days shall be equivalent to 10 months or, 35 weeks; an annual contract of 198 days shall be equivalent to 11 months or, 40 weeks; and an annual contract of 220 days shall be equivalent to 12 months or, 44 weeks.

~~16.3.2 Except when otherwise authorized, bargaining unit members shall be on campus or in an assigned approved work situation teaching classes and/or participating in other professional activities at least four (4) days per week, provided however, that employees must be available to report to campus on any day of their regularly assigned work week (e.g., Monday through Friday, Tuesday through Saturday) to attend professional meetings and activities. This is covered in 16.4 and 16.5.~~

16.3.3 Instructional Faculty

For 10-month instructional faculty, the annual contract year shall be from the beginning of professional development days in the fall through commencement in the spring; for 11-month faculty, the annual contract year may specify which month shall be a non-contract -unpaid month, or the 198 days may be spread over a 12-month period (11 over 12). The annual contract year of 220 days (12 months) shall be from July 1 through June 30. During the contract period, employees shall consider employment with Allan Hancock College to be primary.

16.3.3.1 For instructional faculty, professional development hours (as listed in Article 17.3.4) shall be self-reported.

16.3.4 Service Faculty

The regular contract year for service faculty with 175-day contracts shall be within an eleven (11) consecutive month period; for service faculty with 198-day contracts and 220-day contracts, the regular contract year shall be from July 1 through June 30. The district has the right to assign employees at those times during the year to best meet district needs. Notwithstanding the 37 hour workweek/175 day obligation service faculty may develop an equivalent schedule for approval.

16.3.5 Reduced Assignment Year (see also Article 10 and 11)

An employee may request to be approved to work fewer days than the equivalent of a 175-day contract. The employee shall submit the request in writing to his/her immediate supervisor. The request shall include a detailed summary of the proposed work schedule along with an impact statement of how the reduction will affect operations and recommendations to address affected operations.

16.4 Workweek

The District professional service workweek shall be 37 hours.

16.4.1 Instructional Faculty: The workweek for instructional faculty shall be thirty-seven (37) hours which will include 30 hours for primary assignment activities (instruction and preparation time), 5 hours per week for designated office hours and 2 hours for professional activities/college service.

16.4.2 Pre-school Faculty: The workweek for pre-school faculty shall be 37 hours for classroom related activities. Professional activity/college service is encouraged and must be preapproved by the appropriate supervisor.

16.4.3 Service Faculty: The ~~thirty-seven (37) hours~~ workweek for service faculty shall be thirty-seven (37) hours which will include 30 hours for primary assignment activities (25 service hours and 5 hours of preparation time); 25 hours of primary assignment activities, 5 office hours (scheduled in accordance with Article 16.5), 5 hours of preparation time, and 2 hours of professional activities and/or college service. Upon mutual agreement, service faculty may work a 9 hour/15minute workday in a four-day workweek. For those faculty who select to work a four-day workweek, the week shall count as five days toward the annual obligation.

~~The supervisor will ensure workweek coverage is adequate.~~

16.4.4 Other noninstructional assignments shall be based on six (6.0) hours per week for each twenty percent (20%) of a full-time teaching load. The noninstructional load value is $1/30=0.03333$.

16.4.5 Employees are expected to be reasonably available for district communications throughout the workweek.

16.5 Office Hours

Bargaining unit members shall hold five (5) office hours per week, ~~on at least four (4) days per week~~ as regularly scheduled office hours as defined in this Article; and Instructional faculty shall post their schedule of office hours on or adjacent to their office doors by the end of the first week of classes.

~~16.5.1 Office hours shall be submitted to and approved by the appropriate administrator.~~

16.5.2 When the bargaining unit member is unable to ~~meet~~hold a regularly scheduled office hour ~~during a particular week~~ because of an emergency or other unforeseeable circumstance(s), the bargaining unit member instructor shall notify the appropriate department secretary, or department chair, or appropriate administrator supervisor of the change of the office hour prior to or on for that day. A notice of the change shall be posted To the extent possible bargaining unit members should arrange to have affected students notified.

16.5.3 When an office hour is to be changed for the remainder of the semester or term, it must be reported to the ~~appropriate administrator~~ supervisor. If the change is approved, the instructor shall revise the posted schedule of office hours and inform the affected students and/or clients of the new office hour schedule.

~~16.5.4 A bargaining unit member cannot reschedule an office hour in order to avoid using a sick leave day or other type of absence. For the purposes of illness or other approved absences, the member shall follow the procedures in Article 10.~~

16.5.5 Bargaining unit members with a reduced load shall hold office hours proportionate to their load (for example: .20 FTL equals one office hour).

16.5.6 Online Office Hours

Unit members may designate online office hours under the following conditions:

16.5.6.1

Unit members who are teaching distance education courses (utilizing web technology) during the fall or spring semesters may choose to designate online office hours, proportional to the load of online courses taught (example: 1 hour per .20 FTEF load), but not to exceed 2 hours per week.

~~16.5.6.1.2 Unit members who do not teach distance education courses may choose to designate one online office hour per week.~~

~~16.5.6.23 During online office hours, the faculty member is expected to be logged on to the a computer and immediately available to respond to all students through email, a discussion board, chat board, or other online means of communication, as appropriate.~~

~~16.5.6.3 4 The unit member may choose to physically hold online office hours off campus as long as s/he has full computer access to comply with the conditions outlined in this section at the off campus location.~~

16.5.7 Summer Office Hours

The district will designate up to a total of \$5,000.00 per summer session to support office hours for eligible unit members. Summer office hours will be subject to pre-approval by the ~~appropriate academic administrator~~ supervisor and available funding.

Unit members will be paid for office hours at a rate of \$25.00 per hour, proportional to their instructional load at a rate of 1 weekly office hour per .20 FTEF instructional load. Pre-approved office hours will be funded beginning in the second week of the summer session through the end of the session. Unit members who teach a course/courses scheduled less than the length of the term will be eligible for one hour per week for the length of the course (4 week course = 4 hours, 6 week course= 6 hours, etc.). Unit members approved for summer office hours shall publish regularly scheduled office hours in all course syllabi as well as in the designated area for posting office hour information (as described in (Section 16.5) by the end of the first week of instruction.

~~Unit members, who choose to utilize online office hours during the summer session, as described in Article 16.5, are required to obtain all additional approval and subject to all requirements described in the aforementioned Article.~~

16.5.8 Final Exam Period Office Hours

During the final examination period, instructors shall hold office hours at times that best serve student needs. ~~post and hold one office hour for consultation each day for three days and will be available for consultation during the entire final examination period.~~

16.6 Program and Annual Review

16.6.1 Program and annual review are recognized as professional activities. It is also recognized that a program and annual review carries an additional workload for which the employee(s) assigned responsibility for a program or annual review should be compensated. The ~~supervising administrator~~ supervisor, in consultation with the department chairperson, shall make program review assignments. While only one employee shall be assigned primary responsibility for a program or annual review, other employees within the discipline or department may be asked to assist in the review.

16.6.2 The ~~supervising administrator~~ supervisor will be responsible for scheduling the program and annual reviews no later than April 1 for each succeeding year. The program review shall be completed in accordance with established District guidelines and procedures unless mutually agreed upon deviations are approved by the District administration and the employee during the course of the review and in advance of final submission. The employee who is assigned program review responsibility shall have co-editorial responsibility with the District administration. The self-study should reflect all opinions of the discipline instructors.

16.6.3 The employee assigned responsibility for a review and all employees of the discipline and the department chair will sign the final report indicating that they have reviewed the final report. If there is disagreement with the final report, the dissenting employee(s) may submit a minority report that becomes a permanent part of the final report.

16.6.4 Upon completion of the program review and acceptance by the ~~supervising administrator~~ supervisor and ~~appropriate~~ vice president, the employee assigned responsibility for a program review shall be compensated with a stipend, as described in article 14. When more than one faculty member is involved in the review, the compensation shall be divided proportionate to the workload.

16.7 Overload, Summer session, Intersession, Substitute, ~~Non-teaching~~ Extra Duty-Day Assignments

16.7.1 Overload assignments, summer session assignments, intersession assignments, substitute assignments, and ~~nonteaching~~ extra duty-day assignments are not part of the employee's regular contract year assignment, ~~and shall be compensated as provided in Article 14 of this Agreement.~~

Overload assignments, summer session assignments, intersession assignments, and substitute assignments shall be compensated at the overload rate per Article 14 of this Agreement.
Extra duty-day assignments shall be compensated at the prorated daily rate per Article 14 of this Agreement.

16.7.2 Bargaining unit members shall be given first consideration in filling overload assignments, summer session assignments, intersession assignments, substitute assignments and ~~nonteaching~~ extra duty day assignments. The district shall make the final decision.

16.7.3 If two or more employees request the same assignment, then the employee with most seniority within the discipline as a full-time faculty member shall be given priority. ~~Once assigned to an initial intersession and/or summer load, bargaining unit members will continue in their intersession and summer level of load unless they notify the district they are not available for an assignment or if classes are unavailable to support all bargaining unit members' previous level of load. If insufficient courses are available to fill the load of previously assigned bargaining unit members, seniority in teaching in an intersession or summer will be used to determine assignments.~~

16.7.4 ~~In future academic years, summer and intersession courses will be assigned in the following order:~~

~~Bargaining unit members with previous assignments to .80 FTE maximum, or .40 FTE maximum as assigned in the initial assignment.~~

~~Part time faculty with previous assignments to the load level of their previous assignment.~~

~~Bargaining unit members with previous assignments less than .80 FTE who wish to increase their assignment.~~

~~Part time faculty with previous summer or intersession assignments less than .80 FTE who wish to increase their assignment.~~

~~Bargaining unit members without previous summer or intersession assignments to a maximum of .80 FTE.~~

~~New part time faculty to a maximum of .80 FTE.~~

16.7.5 ~~Bargaining unit members who voluntarily give up their intersession or summer assignments shall not retain rights to those assignments (unless preapproved by the appropriate administrator supervisor) and will be assigned to future intersession or summer assignments as described in the order above. Bargaining unit members are responsible to submit the appropriate form (in the appendix) to their administrator supervisor for preapproval prior to the finalization of the schedule for the relevant term.~~

16.7.6 Bargaining unit members who receive a needs improvement or unsatisfactory evaluation may teach intersession or summer assignments only with the approval of the ~~appropriate administrator supervisor.~~

16.8 Academic Calendar

The academic calendar will not be a negotiable item each year. However, the Association shall appoint one member and the academic senate shall appoint one member to the calendar committee.

16.9 Advisory Mentoring

Faculty who agree to act as advisor mentors under the faculty internship program per California Education Code Section 87487 and California Title 5, Section 53500-53502, will be paid for an extra

assignment using the Overload and Extra Assignment Salary Schedule (in the appendix for each semester the faculty member acts as an advisor mentor for each classroom faculty intern. (The intern is paid using the part-time faculty salary schedule.)

16.9.1 ~~The appropriate administrator-supervisor~~, with input from the department chair, will approve the assignment of the advisor mentor.

16.9.2 The advisor mentor shall not take the place of the department chair with regard to orientation and evaluation of part-time faculty. It is the department chair's responsibility to evaluate and to provide orientation on college procedures to all part-time faculty, including faculty interns.

16.9.3 The duties of the advisor mentor shall be as follows:

A. Conduct a minimum of four scheduled meetings with the faculty intern each semester. The topics to cover shall include, but not be limited to, curriculum planning, teaching strategies and methodologies, assessment of student work, and review of course materials.

Conduct a minimum of three one-hour classroom visitations with a faculty intern each semester.

The advisor mentor shall prepare written documentation to include dates and topics of meetings, dates and summaries of classroom visits, and discussion summaries.

D. The advisor mentor shall not teach a class at the same time as the mentee and shall be available on campus.

16.9.4 The extra assignment salary shall be determined as follows:

The faculty member's advisor mentor extra assignment salary when working with a first semester faculty intern will be determined by the bargaining unit employee's appropriate pay rate on the Overload and Extra Assignment Salary Schedule (in the appendix) to equal .056 FTE.

The faculty member's advisor mentor extra assignment salary when working with a second-semester faculty intern will be determined by the bargaining unit employee's appropriate pay rate on the Overload and Extra Assignment Salary Schedule (in the appendix) to equal .040 FTE.

16.9.5 Section 16.9 of the Agreement shall be effective as long as Board Policy 4115 or its successor remains in effect. (See California Education Code Section 87487 and California Title 5, Sections 53500-53502.)

16.10 ~~Travel between Centers~~

~~Faculty will be paid mileage per district policy if they are required by regular load assignment to travel from center to center on the same day and use their own vehicle.~~

The District may require employees to travel as a condition of employment assignments per this Article. In such cases the following will apply:

16.10.1 The employee shall notify his/her supervisor of the travel. The supervisor shall determine whether District vehicle, rental vehicle or personal vehicle shall be used.

16.10.2 Employees required to use their own vehicle shall be paid mileage per district policy.

16.10.3 If an employee is involved in a traffic collision during District travel using a personal vehicle, the employee's personal insurance shall cover the costs of damages to the extent allowable under that insurance policy. The District or its insurance carrier shall cover any damages (personal or property) not covered by the employee's personal coverage and shall cover the employee's deductible up to \$1,000 per occurrence.

16.10.4 If an employee is injured during District travel, the employee shall be covered under the District's worker's compensation program.

16.11 Evening Assignments

If an employee has an evening assignment that is part of the regular load assignment and it is not an overload assignment and he/she has a scheduled assignment the next day, the ~~supervising~~

~~administrator-supervisor~~ shall schedule a break of at least eleven (11) hours between the end of the evening assignment and the beginning of the first assignment the next day unless there is a compelling district need, including the need to make load, to have less than eleven (11) hours or if the employee requests the assignment.

16.12 Coordinators

The district will appoint coordinators of programs after consulting with full-time faculty in the appropriate affected department.

16.13 Department Chairs

Ten (10) extra days shall be provided to department chairs with assignments of fewer than 198-days.

16.14 Holidays and Campus Closure

When a holiday or college closure is a day that an employee would normally work in a scheduled workweek the day shall count toward the employee's load and assignment year obligations. This section does not apply to designated summer Friday closures.

ARTICLE 17

EVALUATION AND TENURE

17.1 Definitions

“Supervisor” refers to the administrator who is the immediate supervisor of a bargaining unit member.

“Appropriate vice president” refers to the vice president who oversees the bargaining unit member.

“Classroom” or “worksite” may refer to either a physical location or to distance learning instruction of all modalities used by the district, including but not limited to Internet, audio cassette, instructional television, and videoconferencing.

“Client” means persons served or assisted by the bargaining unit member as part of his or her primary duty. Students are considered a primary client. Other clients include but are not limited to community resource contacts, academic and career institution contacts, advisory groups, professional colleagues and administrators.

“Contract faculty” or “probationary faculty” or “tenure-track faculty” means a bargaining unit member who is employed on the basis of a contract in accordance with the provisions of Education Code Section 87605 or Subdivision (b) of Section 87608.

A “day” in this article is a “business day” – any day Monday through Friday on which the Allan Hancock Joint Community College District administrative offices are open for business.

“Evaluation forms” refer to evaluation forms mutually agreed upon between the District and the Faculty Association to be used in the evaluation of a bargaining unit member. The District shall post a~~All evaluation forms are posted on the AHC Intranet online management system under human resources department – district forms.~~

“Evaluation team” refers to the members of the approved group consisting of the supervisor and two tenured bargaining unit members, one of which is selected by the bargaining unit member undergoing evaluation and the other is selected by the supervisor as provided within this Article. All members of an evaluation team shall be trained in accordance with the provisions of this Article.

“Primary ~~D~~duties/assignment” are defined as those duties associated with the assignment area in which an employee was hired: which are the 100 percent contract load assignment and are instructional or service in nature.

“Probationary faculty” - see “contract faculty”

“Regular faculty” or “tenured faculty” means a tenured bargaining unit member who is employed in accordance with the provisions of Education Code Subdivision (c) of Section 87608 or Section 87609.

“Temporary faculty” means a nontenure-track bargaining unit member who is employed in a full-time capacity on a temporary basis fully compensated by categorical funds within the provisions of Education Code section 87470.

SGID - Small Group Instructional Diagnosis is an evaluation process conducted by a trained

facilitator.

“Special assignments” are assigned or reassigned activities other than the bargaining unit member’s primary duties.

“Overload assignment” is an activity in addition to a regular contract load of the bargaining unit member.

“Worksite” (see “Classroom” definition)

“Performance techniques” are methods used appropriate to the bargaining unit member’s teaching or service assignment.

17.2 Purpose and Intent

17.2.1 The primary purpose of the evaluation of faculty is the ~~continued~~ continuous improvement of instruction and ~~instructional~~ support services at Allan Hancock College. Other purposes include the maintenance of quality in programs and instruction and the professional competence of the faculty.

17.2.2 The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts.

17.2.3 The temporary faculty hired as preschool teachers are exempt from the professional ~~growth~~ development and responsibilities evaluation requirement and criteria.

17.2.4 The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice.

17.2.5 The intent of the regular periodic evaluations is to evaluate up to a 1.0 full-time equivalent load of the employee’s primary assignment activities.

17.3 Criteria

The following criteria delineate the areas of faculty evaluation and tenure as they relate to their primary assignment.

17.3.1 Competency

17.3.1.1 Bargaining unit members shall demonstrate satisfactory performance in the following areas:

- a) ~~currency and depth~~ of knowledge of teaching field or assignment;
- b) ~~proficiency in written and oral English ensuring clear, effective communication to students, staff, and colleagues;~~
- c) ~~use of contemporary teaching, counseling or other service techniques~~ performance techniques, materials and resources as approved by the department in providing a challenging student learning environment appropriate to the subject matter and/or service provided and is responsive to the needs of the student, and consistent with departmental practices;
- d) ~~provides effective organization skills in the classroom or worksite;~~
- e) ~~develops appropriate~~ use of appropriate materials related to primary assignment including but not limited to course syllabi, course objectives, tests, grading criteria, and other classroom policies;
- f) ~~as appropriate, incorporates~~ incorporation of appropriate evaluation measurements testing, measurement, and reporting of student progress in accordance with the outcomes and objectives of the course/program;

- ~~g) demonstrates evidence of meeting course or service objectives being met;~~
- ~~h) as appropriate, effectively uses the district's course management systems to facilitate the primary assignment; and~~
- i) utilizes use of appropriate technology appropriately in the completion of work activities.

17.3.2 Students

- 17.3.2.1 Bargaining unit members shall evidence respect for students' rights and needs by demonstrating
 - a) objectivity and fairness in the evaluation and discussion of student work;
 - b) maintenance of contractual obligations to hold regular and timely office hours;
 - c) respect for the rights and responsibilities of students as expressed in official college policies; and
 - d) appropriate record keeping and reporting.

17.3.3 Colleagues

- 17.3.3.1 Bargaining unit members shall evidence respect for colleagues and the teaching profession by:
 - a) acknowledging and defending the free inquiry of their associates in the exchange of ideas;
 - b) acknowledging academic debts (crediting sources to avoid plagiarism);
 - c) acting in accordance with the ethics of the profession and with a sense of personal integrity; and
 - d) establishing and maintaining cooperative working relationships among faculty, administrators, and staff.

17.3.4 Professional Development Growth

- 17.3.4.1 The bargaining unit member shall demonstrate continued professional growth development by completing 36 hours annually as defined in Article 16.
regarding including:

- ~~a) 12 hours of mandatory All Staff Day participation for fall and spring semesters; and~~
- ~~b) 24 hours of college approved professional development activities. In lieu of organized activities, independent projects may be submitted for professional development credit to the Academic Senate Professional Development Committee.~~

- 17.3.4.2 By the end of the third week of each fall semester, bargaining unit members will submit a tentative professional development plan to their supervisor for approval. Changes can be made at any time during the academic year and a final validation of completed activities shall be submitted to the supervisor's office no later than the fourteenth week of the spring semester.

- 17.3.4.3 Activities completed between the end of the spring semester and June 30th can be counted to the prior year's professional development plan. Activities completed between July 1st and the beginning of fall semester will be counted in the next year's plan.

- 17.3.4.4 College service over and above the required two hours per week of professional responsibilities (as defined in 17.4) can be used towards the professional development obligation.

17.4 Professional Responsibilities

17.4.1 Examples include but are not limited to the following: Committee participation and work, district related meetings, program review, peer evaluation review, part-time faculty evaluations, registration activities (during registration periods), outreach activities when not part of the primary assignment, and/or volunteer work to support college events and activities. Under the current contract load bargaining unit members are responsible for an average of two hours per week of professional responsibilities.

17.5 Special Assignments

17.5.1 Special assignments are considered voluntary activities. Performance in special assignments is not evaluated for the purpose of tenure. The district may evaluate faculty performance in a special assignment as a basis to determine suitability for that particular assignment.

17.5.2 Criteria for evaluation of special assignments:

- a) Evaluation shall be based on the bargaining unit member's ability to perform the assigned duties as defined in the assignment job description.
- b) The evaluation shall utilize a standardized evaluation form and method developed for the assignment.
- c) Unless otherwise prohibited, the evaluations of special assignments or reassigned duties shall not be more frequent than an annual review.

17.5.3 Department Chair and Coordinator shall be evaluated pursuant to article 17.5.2 and 18.14.2.

17.5.4 Evaluation of Faculty with Overload Assignments: faculty with teaching loads greater than 1.0 FTL shall select which classes are evaluated up to 1.0 of teaching assignments

17.6 Frequency of Evaluations

17.6.1 Probationary faculty shall be evaluated in their first, third, fifth, and seventh semesters, ~~for fall hires and first, second, fourth, and sixth semesters for spring hires.~~ Mid-year (spring) hires shall be considered as entering into the first probationary year in the first fall semester of the assignment.

17.6.2 Regular faculty shall be evaluated every third academic year and may be evaluated in either semester.

17.6.3 Temporary faculty hired as preschool teachers shall be evaluated in each of their first four years and thereafter on a tri-annual schedule. These evaluations will be the basis of the recommendation for reemployment.

17.6.4 In addition to the periodic evaluations, the appropriate vice president may, ~~at anytime,~~ authorize an off cycle evaluation of a bargaining unit member based upon substantiated complaints that his/her performance is less than satisfactory in the areas delineated in Section 17.3.

17.6.4.1 The supervisor shall notify the bargaining unit member of such an off cycle evaluation in advance. See off cycle evaluation in this Article.

17.6.5 A bargaining unit member who teaches or provides service in a discipline outside their primary assignment will be evaluated using the off cycle process during the first semester of the new assignment, after which evaluations will continue on the employee's regular

cycle.

17.7 Timelines

In order to fulfill the purpose of this article, bargaining unit members shall be evaluated according to the timelines set forth in this article.

17.8 Training for Evaluators

17.8.1 The District and Faculty Association shall jointly develop and provide annual training in evaluation techniques including how to conduct class/worksite visits, interpreting student ratings, and administering Small Group Instructional Diagnoses (SGIDs).

17.8.2 The evaluation training shall be mandatory for supervisors of evaluation teams effective fall 2009. The supervisors will provide orientation prior to or in conjunction with the initial team meeting for team members who have not been oriented within the prior three years.

17.9 Evaluation Team

17.9.1 The evaluation team shall consist of the supervisor and two (2) tenured bargaining unit members; one selected by the bargaining unit member undergoing evaluation and the other selected by the supervisor in the following order of preference: the designated program coordinator; the department chair; other tenured faculty member.

17.9.2 The supervisor is the team leader and shall be responsible for communications between the bargaining unit member and the team, assigning evaluation workload to team members, ensuring compliance with process and timelines, distributing and gathering forms, coordinating meetings, and submitting the final report to the vice president.

17.9.3 Team Conduct and Meetings: The evaluation team shall conduct its evaluation in confidence. Team members shall not discuss a bargaining unit member's performance with anyone not directly involved in the process.

17.10 Process

17.10.1 Notification: Prior to the end of the first week of the semester the supervisor shall provide the bargaining unit member with the Evaluation Notification Form in the appendix and request the student feedback summary report for the bargaining unit member.

17.10.2 Team Selection: Prior to the end of the second week of the semester, the evaluation team shall be identified. If the bargaining unit member being evaluated does not provide a name to the supervisor, the second member of their team will be appointed by the bargaining unit member's supervisor.

17.10.3 Initial/Orientation Meeting: Prior to the end of the fifth week, the evaluation team shall meet with the bargaining unit member being evaluated to discuss the purpose, criteria, procedures, and timelines for the evaluation. The team, with input from the bargaining unit member being evaluated, will identify colleagues and staff who are in positions to comment on his/her job performance. Team member orientations shall be held prior to or in conjunction with this meeting.

17.10.3.1 Probationary/Temporary Faculty (excluding the preschool teachers): The probationary bargaining unit member shall be evaluated using student evaluations and the SGID process, classroom visits, colleague and

supervisor feedback, and a self-evaluation packet as provided in the appendix.

- 17.10.3.2 Regular Faculty: Regular faculty shall be evaluated using student evaluations (or the bargaining unit member may request an SGID in place of the student evaluations), colleague and supervisor feedback and the self-evaluation packet as provided in the appendix.
- 17.10.3.3 Preschool Teachers: Preschool teachers shall be evaluated using parent feedback forms, colleague and supervisor feedback, and classroom evaluations using the designated forms in the appendix.
- 17.10.4 Observation and Feedback Reports: Between the first day of the eighth week and the last day of the tenth week of the semester, the evaluation team shall conduct worksite observations and/or distribute and collect the colleague ~~and student~~ feedback surveys as specified in the appendix.
- 17.10.4.1 ~~For distance learning classes, the supervisor shall initiate a request to the appropriate support staff to link the survey to the specified course(s) beginning in the eighth week.~~
- 17.10.4.2 Self Evaluation Due: Prior to the end of the tenth week of the semester, the bargaining unit member shall submit his/her self-evaluation packet to the supervisor.
- 17.10.4.3 For distance learning classes, at the end of the tenth (10th) week of the semester, the supervisor shall requests the survey results from the appropriate support staff.
- 17.10.5 Consensus Meeting: Prior to the end of the twelfth week, the evaluation team shall meet to review all documents and prepare the Evaluation Report in the appendix.
- 17.10.6 Special Meeting(s): At anytime during the evaluation process a team member may meet with the bargaining unit member to gain clarification and understanding. The purpose of this meeting is to ensure each team member fully understands the issue(s) and has provided due consideration for fairness.
- 17.10.7 Final Meeting: Prior to the end of the fourteenth week of the semester, the team shall meet with the bargaining unit member to review the Evaluation Report; its findings and recommendation. The bargaining unit member shall be provided a copy of the report.
- 17.10.8 Administrative Review and Approval: After signature by the team members and the bargaining unit member, the final written evaluation and attachments shall be forwarded to the appropriate vice president for review and signature.
- 17.10.8.1 The appropriate vice president shall make a recommendation to the superintendent/president.
- 17.10.8.2 The superintendent/president shall make a final recommendation to the Board of Trustees.
- 17.10.9 Personnel File: One copy of the final evaluation report shall be provided to the bargaining unit member and the original shall be placed in the bargaining unit member's personnel file. No other copies, drafts and materials shall be maintained outside the office of human resources.

- 17.10.9.1 If the overall rating is satisfactory then only the evaluation report need be included, all observation and feedback reports shall be destroyed pursuant to district policy.
- 17.10.9.2 If the overall rating is unsatisfactory, then all feedback and observation reports shall be retained in the office of human resources in a separate file.

17.11 Classroom/Worksite Visit

- 17.11.1 Classroom/worksite visits are required for all probationary faculty. They are optional for regular faculty with the exception of faculty who have not been observed (at least once) teaching in the distance learning modality.
 - 17.11.11.1 Purpose: The purpose of classroom/worksite visits is to observe the bargaining unit member in the performance of his/her primary assignment and to provide feedback to the bargaining unit member.
 - 17.11.11.2 Each evaluation team member shall schedule with the bargaining unit member a time to make a 50-minute class/worksite visit. After the visit, the evaluator shall complete the classroom/worksite observation form (in the appendix) and meet with the bargaining unit member to review the results.
 - 17.11.11.3 The bargaining unit member shall sign the form acknowledging the review and may indicate agreement with the content or may, within seven (7) days, submit a written response to the visitation evaluation form.
 - 17.11.11.4 Each team member shall perform at least one classroom or worksite observation of a primary duty. Every attempt shall be made for the evaluators to observe different class sections or courses. If the bargaining unit member's load includes distance learning classes, then at least one of the observations shall include a distance learning class.
 - 17.11.11.5 In the case of counselors and other academic specialists, at least one worksite visitation shall include an observation of an activity relevant to his or her primary duty such as a counseling session or in-group session. If the load includes instruction, then at least one observation shall be a classroom visit.
 - 17.11.11.6 All classroom/worksite/SGID evaluation forms shall be submitted to the supervisor no later than the end of the 11th week of the semester.

17.12 Student/Client Feedback Evaluations

- 17.12.1 The purpose of student/client feedback is to obtain input from students/clients pertaining to the bargaining unit member's effectiveness.
- 17.12.2 For probationary faculty, at least one evaluation shall be by the SGID method .
- 17.12.3 The feedback forms shall be distributed to students/clients of the bargaining unit member being evaluated.
- 17.12.4 Distance learning classes will be evaluated using the distance learning student evaluation form (in the appendix) posted to the bargaining unit member's site on the district's course management system.

- 17.12.5 Except where otherwise specified, team members shall administer the student survey process and, when appropriate, conduct student SGID's.
- 17.12.6 The supervisor shall collect the forms and submit the student survey forms and have them tabulated and processed.
- 17.12.7 The supervisor will distribute the computer printouts of numerical data from the student evaluation form to the evaluation team members and the bargaining unit member for review and discussion.
 - 17.12.7.1 In order to maintain student confidentiality, written comments on student ratings forms will not be returned to the person being evaluated until the end of the semester and after grades have been submitted. Only the person being evaluated, the evaluation team, and the appropriate clerical personnel shall see written comments on student ratings forms.
- 17.12.8 Within seven (7) days from date of distribution, the person being evaluated shall submit a written response on the appropriate form to the student ratings and SGID reports, which shall be attached to the numerical printouts for distribution to team members.
- 17.12.9 Any reference to student ratings in the final written evaluation shall be based upon the student evaluation forms and the SGID(s).
- 17.12.10 Student/client surveys may be distributed before or after classroom observations.

17.13 Colleague Feedback

- 17.13.1 Colleague feedback forms in the appendix are used to gather input from colleagues and staff.
- 17.13.2 The supervisor shall distribute the colleague feedback forms to the persons identified during the initial meeting and collect the completed forms.
- 17.13.3 Colleague feedback forms shall include the name and signature of the person completing the form. Anonymous forms shall be discarded and not considered for evaluation.
- 17.13.4 The bargaining unit member undergoing evaluation shall not have a right to see the names of the person(s) completing the feedback. The supervisor shall ensure that the bargaining unit member undergoing evaluation does not view the name(s) of the person(s) completing the feedback forms.

17.14 Evaluation Report

- 17.14.1 The evaluation report shall accurately describe the evaluation process used, evaluation activities engaged in by the bargaining unit member and significant findings according to the criteria listed in this Article and the overall assessment reached by the team of how well the bargaining unit member meets the criteria. The Evaluation Report shall include a recommendation based upon the findings.
- 17.14.2 Conclusions reached by the team shall be based on direct observation and feedback documentation gathered during the evaluation. The team may consider documented complaints or concerns as well as commendations that have been previously shared with the bargaining unit member and are part of the bargaining unit member's personnel file.

- 17.14.3 Second-hand information, hearsay, and unsubstantiated complaints shall not be considered by the team or included in the evaluation report.
- 17.14.4 All members of the evaluation team must sign the evaluation report. If a member of the evaluation team is not in agreement with the assessment of the other team members, the dissenting member must ~~may~~ attach a statement giving the reason(s) for the disagreement.
- 17.14.5 The bargaining unit member being evaluated shall acknowledge receipt of the evaluation report by signature and may, within eight (8) days after receipt of the report, submit a written response to it, which shall be attached. A copy of the evaluation report shall be provided to the bargaining unit member.
- 17.14.6 Recommendations - Pursuant to the provisions of the Education Code sections 87606, 87608.5, and 87609:

Satisfactory Evaluations:

- 17.14.6.1 Regular Faculty: An overall satisfactory rating requires no further action.
- 17.14.6.2 Probationary Faculty: An overall satisfactory rating during the first three years shall result in a recommendation to re-hire. An overall satisfactory rating during the fourth year shall result in a recommendation to award tenure.

Unsatisfactory Evaluations:

- 17.14.6.3 Regular Faculty: An overall unsatisfactory rating may result in one or more of the following:
 - a) a recommendation for an off-cycle evaluation
 - b) development and measurement of specific goals for improvement
 - c) additional training
- 17.14.6.4 Probationary Faculty: An overall unsatisfactory rating may result in an off-cycle evaluation, additional mentoring/training or recommendation not to reemploy/not to award tenure pursuant to provisions in the Education Code. The vice president's decision regarding an unsatisfactory evaluation will be based on the severity of the noted deficiencies, previous evaluations. The appropriate vice president will provide the bargaining unit member an opportunity to meet and discuss the unsatisfactory evaluation.

17.15 Procedural Compliance

- 17.15.1 It is the intent of the procedures and timelines defined in this Article to provide effective, meaningful, and fair evaluations of bargaining unit members. Every effort shall be made to comply with the defined process and timelines of this Article.
- 17.15.2 The parties recognize there will be occasions when a timeline or process may not apply to a particular bargaining unit member's situation or that it may be inadvertently misapplied or overlooked.
- 17.15.3 If non-compliance is due to a unique assignment or to an accidental oversight, then the supervisor shall immediately notify the director of human resources who in turn shall notify the Faculty Association to meet and confer. The district, bargaining unit member and Faculty Association shall agree to a modified process and/or timeline.
- 17.15.4 Any delays resulting from procedure or timeline non-compliance shall not be held

against the bargaining unit member and every effort should be made to implement a modified process, which is fair and has the least adverse impact on the bargaining unit member.

- 17.15.5 Failure to comply with a procedure or timeline shall not result in a probationary bargaining unit member automatically acquiring tenure.

17.16 Off Cycle Evaluations

- 17.16.1 The appropriate vice president may authorize an off cycle evaluation of a bargaining unit member based upon substantiated complaints that a bargaining unit member's performance is less than satisfactory in the areas delineated in Section 17.3; or, when a bargaining unit member receives an overall unsatisfactory rating during a periodic evaluation.
- 17.16.2 When the vice president authorizes an off cycle evaluation it will be limited to those areas in which deficiencies were delineated in Section 17.3.
- 17.16.3 The evaluation process/timelines as outlined in this article for regular evaluations shall be followed in the off cycle evaluation, except that feedback forms and SGID shall be limited to address only the areas noted for review.
- 17.16.4 Materials gathered in previous evaluations may be used in the initial meeting of the off cycle evaluation.
- 17.16.5 If the off cycle evaluation is the result of an overall unsatisfactory rating during a periodic evaluation, then the same team shall perform the off cycle evaluation unless, the bargaining unit member requests a team change. The bargaining unit member shall have the right to change the faculty team members. Selection of replacement team members shall be determined in the same manner as described for the regular evaluation.
- 17.16.6 If the bargaining unit member requests a new administrator, then the appropriate vice president may appoint a different administrator to conduct the off cycle evaluation.
- 17.16.7 The evaluation team shall work constructively with the person being re-evaluated to encourage improvement. The techniques involved shall include consultation and may include class/worksite visits, recommended course work, review of literature, arrangement for updating of background, staff development activities, and any other appropriate activities agreed upon by the team.

17.17 Grievance Process

- 17.17.1 The contents of evaluations of tenured bargaining unit members are not subject to the grievance procedures set forth in Article 6. The procedures of Article 6 shall apply to any allegation that the specific procedures contained herein have been misinterpreted, misapplied or violated. However, nothing in the procedures contained in Article 6 shall be construed to permit revision of the contents of any evaluation.
- 17.17.2 Allegations that the District, in a decision not to reappoint a probationary bargaining unit member, violated, misinterpreted or misapplied any of the procedures contained in this article shall be classified and procedurally addressed as grievances. They shall thereafter be processed in accordance with this article. Article 6 shall not apply.

17.17.3 General Provisions

- 17.17.3.1 A “grievance” as used in this article only is a formal written allegation that the District, in a decision not to offer a probationary bargaining unit member a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the probationary bargaining unit member.
- 17.17.3.2 A “grievance” is also a formal written allegation that the District, in a decision denying tenure to a probationary bargaining unit member employed under a third contract, acted unreasonably or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of the probationary bargaining unit member.
- 17.17.3.3 A “grievant” as used in this Article is a probationary bargaining unit member denied reappointment or tenure; or the Faculty Association on behalf of the bargaining unit member.

17.17.4 Level One — Written Grievance

- 17.17.4.1 Within ten (10) days of receiving the Board of Trustees official written notice, the grievant must present his/her grievance in writing to the appropriate vice-president.
The grievance shall:
- (a) be specific;
 - (b) contain a synopsis of the facts supporting the allegation;
 - (c) identify the specific policy or procedure of this article which is alleged to have been violated;
 - (d) contain the date of the alleged violation;
 - (e) state the remedy requested; and
 - (f) be signed by the grievant.
- 17.17.4.2 The vice president shall communicate his/her decision to the bargaining unit member in writing within ten (10) days after receiving the grievance. If the vice president does not respond within the time limits, the grievant may appeal to the next level.

17.17.5 Level Two — Arbitration

- 17.17.5.1 If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within ten (10) days after submission of the grievance to the vice president, the grievant may, within an additional five (5) days, request in writing that the grievance be submitted to arbitration.
- 17.17.5.2 The grievant and the District shall attempt to agree upon an advisory arbitrator. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to supply a panel of five (5) names of persons experienced in hearing grievances in public schools and community colleges. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the advisory arbitrator. The order of the striking shall be determined by lot. If the arbitrator will not be available within sixty (60) days, the parties shall secure another list and repeat the selection.
- 17.17.5.3 The arbitrator shall be without power to grant tenure, except for failure to

give notice on or before March 15 pursuant to subdivision (b) of Education Code Section 87610. The arbitrator may issue an appropriate make-whole remedy, which may include, but need not be limited to, back pay and benefits, reemployment in a probationary position, and reconsideration.

17.17.5.4 The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of the procedures of this article in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the parties in the presence of each other and upon arguments presented in briefs, if any. The arbitrator shall consider and decide only on the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.

17.17.6 Arbitrator's Decision and Board Review

17.17.6.1 The arbitrator's decision will be in writing and will set forth all findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of any act prohibited by law or which violates any term of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities, or obligations as such are prescribed in state or federal law. The decision of the arbitrator will be submitted to the Board of Trustees, the Superintendent/President of the college, the grievant, and the Association.

17.17.6.2 The decision of the arbitrator shall be in the form of a recommendation to the Board of Trustees. The Board shall render a decision on the matter within thirty (30) days after receiving the arbitrator's decision. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached by the vice president at Level One.

17.17.6.3 Arbitration Costs: The district will incur the cost of arbitration for grievances under this section of this article.

17.18 Evaluation Forms to be used in this article shall ~~be developed by a joint Adhoc Committee during summer 2009 and completed no later than August 7, 2009~~ not be altered or replaced except by mutual agreement via the negotiations process. Approved forms shall be placed into the appendix of this Article and the District shall post the forms on the District's online management system.

FA proposal 2-1-13; rev 2/22/13 Final rev 2/27/13 rev 4/12/13

ARTICLE 18

FACULTY LOAD

18.0 Definitions

“Load” is the daily workload of a faculty member as part of their assignment year.
 “Assignment year” is the number of days in the employee’s contracted year.
 “Reduced Load” is a reduction in workweek hours or workday hours.
 “Reduced Assignment Year” is a reduction in workdays within the assignment year.
“Reassigned Time” for instructional faculty is time reassigned from the employee’s regular assignment to perform a non-instructional assignment. For service faculty it is time reassigned from the student/client contact time to perform any other assignment.

18.1 Load

18.1.1 A bargaining unit member's load assignment shall be based upon a Full-Time Load (FTL), which is equivalent to teaching fifteen (15) lecture hours weekly each semester during the regular contract year. The scale in Section 18.3 defines the FTL for all types of assignment. Combinations of types of assignments shall be calculated by the percentage of each type with a full-time load equivalent to 1.00 FTL. The acceptable range for 1.00 FTL shall be from .97 FTL to 1.023 FTL. However, when it is not possible to equal the minimum of the range, load shall be averaged over not more than three (3) semesters, including summer session, if scheduled, within the three semester period.

18.1.2 Preparation time: The district recognizes the value of adequate preparation time to maintain quality of instruction and services. Instructional activities are identified as lecture, lab, or activity. Lecture courses shall recognize preparation time as determined in Article 16 at a ratio of 1:1 (1 hour of lecture will have 1 hour of preparation); Lab I courses refer to section 18.3.2 et.seq. Beginning fall semester 2013, Lab I courses shall have a ratio of 1: 0.94 (1 hour of lab will have 56 minutes of preparation); Lab II courses shall have a ratio of 1: 0.88 (1 hour of lab will have 53 minutes of preparation); Activity (Lab III) courses shall have a ratio of 1: 0.71 (1 hour of activity will have 43 minutes of preparation); Non-credit courses, ~~preschool teacher assignments~~, and service assignments shall include preparation time in a ratio of 1: 0.167 (1 hour of assignment will have 10 minutes of preparation); noninstructional activities do not have preparation time.

18.2 Workweek Load

The District professional workweek shall be based on 37 hours; 30 hours per week are designated for duties associated with the primary assignment(s) as outlined in section 18.3.2--a combination of assignment and preparation time as specified in 18.1.2; plus 5 hours which are designated as office hours; and 2 hours per week for professional activities/college service.

18.3 Load Assignments and Calculations

Effective July 1, 2012, the load calculation form in the appendix shall be used to determine load based on the load information from this Article.

18.3.1 Types of Assignments Full Time Load

Lecture Instructional Hours (Credit)	15 hours/week = 1.00 FTL
*Laboratory I Instructional Hours (Credit)	16 hours/week = 1.00 FTL
Laboratory II Instructional Hours (Credit)	17 hours/week = 1.00 FTL
Laboratory III (Activity) Instructional Hours (Credit)	21 hours/week = 1.00 FTL
Non-credit hours	25 hours/week = 1.00 FTL
Preschool Teachers Hours	25 30 hours/week = 1.00 FTL
**Service Assignments	25 hours/week = 1.00 FTL
Non-instructional Re-Assigned Activities	30 hours/week = 1.00 FTL
Fee-based Instruction outside regular load	Not applicable

*Effective July 1, 2013

**Counseling, academic specialists, health services faculty, and librarians

18.3.1.1 Lab Load Study

The parties agree to establish a lab-load-analysis standing committee to determine the specific courses that shall be categorized as laboratory I. The structure of the committee will consist of a chair (elected by the committee members) and be comprised of an equal number of members, not to exceed six (6) persons total, representing the District and the Association. The committee shall convene on or before September 1, 2012.

Phase I: The committee shall establish criteria and present recommendations to the negotiation team no later than October 1, 2012.

Phase II: The committee shall then solicit requests from department chairs to determine which courses shall be placed in the lab I category. The committee shall submit their findings to the negotiation team no later than December 10, 2012.

18.3.1.2 The negotiated recommendations shall be implemented commencing fall 2013. Thereafter, any new requests for changes to lab load shall be reviewed by the committee and their findings referred to the negotiation team.

18.3.1.3 All timelines in this section may be extended by mutual agreement.

18.3.2 Load Notification

The District shall provide each bargaining unit member with a copy of his or her load assignment for review and signature prior to the end of the 1st week of May for fall semester and prior to the end of the last week in November for spring semester and prior to the end of the last week of March for summer. The district is not responsible for keeping to this timeframe for faculty who do not submit the faculty load development form by the due dates. Except as otherwise permitted, no changes to the assignment shall be made after the notification dates without agreement between the employee and the appropriate vice president.

18.4 Conversion of Credit Courses to Noncredit or and Fee-Based Courses/Classes

18.4.1 Fee-Based Instruction

Bargaining unit members may teach approved fee-based courses outside of their 1.0 FTEL. ~~In all such instances the District shall inform the bargaining unit member in writing that the District's Workers' Compensation Policy and retirement plans do not apply to such assignment.~~ Bargaining unit members shall be considered employees of the district when teaching fee based classes and are covered by the District's Workers Compensation Policy.

18.4.2 Converting credit courses to non-credit or fee based

~~Bargaining unit member rights and responsibilities with fee based courses.~~

Prior to any conversion of credit or non-credit courses to fee-based courses the District shall negotiate the impact and effect upon bargaining unit members.

18.4.3 Compensation for fee based courses.

The administrator of community education shall determine the amount of compensation for fee-based courses with input from the bargaining unit member.

18.5 Lab Load Credit

For an employee to receive laboratory load credit, he/she: (1) must be the instructor of record in a laboratory setting with line-of-sight contact; (2) must be responsible for the schedule(s) of assignments and the development of appropriate instructional materials for his/her students; and (3) must assign a grade for the laboratory. Employees who assist with laboratory courses, but are not the instructor of record, shall be loaded at the activity rate.

18.6 Independent Projects

An employee teaching independent projects as approved by the supervising administrator, whether for individual students or for small groups, for which she/he assumes normal grading and record keeping responsibilities, shall receive one (1) lecture hour credit for each 15 student units (for example, five [5] students enrolled for three [3] credits each would equal one lecture hour credit) or fraction thereof. The faculty member will be paid at his/her hourly rate using the Overload and Extra Assignment Salary Schedule (See Appendix). This does not apply if independent projects are an overlay with a class that is already part of load since these students shall be counted when calculating class size.

18.7 Load Adjustment for Specific Courses

18.6.1 Pursuant to the intent of Ed Code Section 87486, the following courses: English 100, 101, 102, 103, 104, 106, 511, 512, 513, 514, Philosophy 114, and all Math courses with the exceptions of Math 511, 513, 514 and Math 579, which have the improvement of student composition and writing, or math skills, identified as the primary goal of the course and have student papers designed to meet this goal assigned on a regular basis, shall have load computed at the rate of .072 FTL for each lecture hour. The office of the vice president of academic affairs shall notify the Faculty Association when newly developed and approved courses meet the above criteria and shall be included in this article.

18.8 Overload, Summer, and Intersession Assignments

The intent of this section is to maintain the quality of instruction by setting load limits that provide faculty members adequate time during the term to prepare and manage instructional demands. Nothing contained in this section is intended to preclude service faculty from working five (5) days per week during summer or intersession.

18.8.1 Overload assignments are voluntary, unless the excess is to balance an annual load required for the employee.

18.8.2 Overload assignments may not exceed 0.67 FTL in ~~any~~ fall or spring semester unless approved by the appropriate vice president.

18.8.3 Except where necessary to balance an annual load, no overload assignments will be granted or assigned to any faculty member whose most recent evaluation is less than satisfactory.

18.8.4 Reassigned time shall be considered part of the employee's 1.0 load and shall not be considered as overload.

18.8.5 Summer assignments, which are not part of the employee's regular assignment, may not exceed 0.80 FTL unless approved by the appropriate vice president.

18.8.6 Intersession assignments, which are not part of the employee's regular assignment, may not exceed 0.40 FTL unless approved by the appropriate vice president.

18.9 Short-Term Classes

Short-term classes, which are classes less than semester or term-length, shall be counted as part of an instructor's contract load.

18.10 Evaluation of Part-time Faculty

Employees shall participate in the evaluation of part-time faculty members within the same discipline area and shall complete at least two (2) evaluations of part-time faculty members per academic year unless

there are too few part-time faculty within the employee's discipline to evaluate. However, in order to provide each part-time faculty member with an evaluator, employees may evaluate a part-time faculty member from another discipline. For each completed evaluation of a part-time faculty member, the employee shall receive a stipend as specified in Article 14.8.8 or may request prior approval from the appropriate vice president to use the evaluation of part-time faculty toward satisfying the professional development obligation as specified in Article 17.3.

18.11 Accreditation

Participation in college and program accreditation processes is a professional responsibility of employees. The District shall select up to four faculty members to serve as a co-chair. Each co-chair shall be provided .20 FTL reassigned time during the academic year of the college and program accreditation.

18.12 Course Development and Distance Learning

18.12.1 Course Development is recognized as a professional activity. It is also recognized that these activities carry additional workload for which the employee assigned should be compensated. A faculty member who develops a new course or program; or modifies an existing course or program, other than for minor modifications, shall receive compensation pursuant to the terms in Article 14 of this agreement.

18.12.1.1 To be eligible for compensation, the course developed must be approved by the Academic Senate and the Board of Trustees.

18.12.1.2 Employees are limited to five (5) new courses and five (5) course modifications for compensation per academic year. Additional compensation for course development or modifications may be approved by the appropriate vice-president to meet district needs.

18.12.2 Teaching Requirements for Distance Learning

Prior to teaching online, an instructor shall demonstrate the skills necessary to teach online courses to the satisfaction of the District's designated administrator.

18.13 Class Size

The course offering is subject to District policy regarding minimum class size in order for a class to be offered. The Course Master will govern the maximum enrollment of a class; however, the instructor may choose to add students beyond the course maximum number.

18.14 Reassigned Time

18.14.1 The office of the associate superintendent/vice president academic affairs will provide a list of all reassigned time assignments to the Association each year during the second week of November and the first week of April (COU 102R1 report). The list shall include the reassigned time FTE, the name of the faculty member receiving reassigned time, the duration of reassigned time, and the purpose of reassignment.

18.14.2 When an employee is given and/or accepts reassigned time from the District, he/she shall be informed prior to the start of the assignment at least the following: (1) Dates of the assignment; (2) FTE for the assignment; (3) duties for the assignment; and (4) performance evaluation methods.

18.14.3 Reassigned Time Allocations

18.14.3.1 Effective fall 2012 all reassigned time requests and the allocations listed in the appendix shall be reviewed for consideration, adoption or adjustment each year as part of the automatic reopeners. This reopener shall only apply to the reassigned time appendix and not to the entire Article.

~~The parties agree to establish a reassigned time allocation standing committee to review reassigned time duties and allocation amounts for bargaining unit members. The committee will consist of equal number of members, not to exceed six (6) persons total, representing the District and the Association. The committee shall convene on or before June 30, 2011. The committee shall establish criteria including but not limited to assignment duties, workload, and number of employees in the program for determining~~

~~reassignment amounts and then, with input from the appropriate vice president, appropriate division dean, department chair and the affected member, use the criteria to establish appropriate reassigned time amounts for the level of duties being performed.~~

~~18.14.3.1 — The committee shall provide the results of their review to the negotiations teams no later than November 30, 2011. The committee's recommendations shall be implemented commencing spring 2012. The timeline may be extended by mutual agreement. If the committee cannot reach consensus on certain positions they will submit their findings to the negotiation teams to be negotiated. Thereafter, any new assignments or requests for changes in reassigned time shall be reviewed by the committee and their findings referred to the negotiation teams for negotiations into the approved list for reassignments.~~

18.14.3.2 The approved list of positions with reassigned time shall be placed in the appendix. The approved FTEF reassigned time is the minimum amount. The District may increase the reassigned time amount to meet District needs.

~~18.14.3.3 — Both parties agree that the reassignment appendix associated with this section of Article 18 shall be included as an automatic reopener in Article 1.~~

18.15 Past Practices

Past practices will continue and prevail on all matters pertaining to workload and class size not covered in this article.

18.16 Load Balancing

Employees may bank up to 1.0 FTEL of overload credit and/or additional duty days in lieu of receiving pay under the following terms and conditions:

Overload credit and/or additional duty days must be banked within two consecutive semesters and redeemed within the following two semesters.

The employee must submit a request to his/her immediate supervisor to bank load during the scheduling process for the period in which the overload or extra duty day(s) are assigned. The request shall indicate the amount of load to be credited and the semester(s) in which the employee plans to redeem it.

The employee's request shall be granted unless one or more of the following conditions exists:

There are no other faculty in the discipline qualified or able to take on the vacated workload.

An undue hardship would exist if the request were granted.

The employee is due for a performance evaluation in the semester the load is redeemed and alternative arrangements are not feasible.

The employee has a less than satisfactory performance evaluation in the most recent evaluation period.

The request is to bank an exempt assignment as defined in this section.

If a request is denied, the employee shall be allowed to appeal the decision to the appropriate vice-president.

Revoking an Approved Request

Approved requests are irrevocable by the employee.

The District may revoke an approved request if one or more of the conditions listed in 18.16.2 occurs after the initial approval.

Where an approved request is revoked by the district, the employee shall be given the option to receive pay for the banked load at her or his earned overload rate or to change the semester in which the banked load is redeemed.

Redeeming Banked Load

Banked load may be redeemed in one semester or divided over two semesters.

Exempt Assignments: Time for the following activities may not be banked.

Summer and Intercession Instructional Assignments

Department Chair and Coordinators Extra Duty Days

Include the "Reassigned Time Appendix 2-22-13" document in the appendix

APPENDIX



APPENDIX

**ARTICLE 17 – EVALUATION AND
TENURE**

Faculty Evaluation Planning Form
(Formerly referred to as Faculty Assignments)

Full-Time Faculty Self-Evaluation Form

Student/Client Feedback Form

- a. Instruction
- b. Service Faculty

Colleague/Staff Feedback

Classroom/Worksite Observation Form

Full-Time Faculty Evaluation Form

Classroom/Worksite Observation Form

Section 17.11.1: Classroom worksite visits are required for all probationary faculty. They are optional for regular faculty with the exception of faculty who have not been observed (at least once) teaching in the distance learning modality.

Instructions: The focus during the observation is to describe events and collect data to be used in the evaluation.

Observation for: _____
(Name of faculty member being evaluated)

Observer: _____
(Name of team member conducting observation)

Date of Observation: _____ Time: _____

Course Prefix and Title or Type of Activity Observed: _____

SUMMARY: Provide a brief summary, without commentary, of the activity being observed. You may include a chronology of the specific topics covered. Please indicate the number and the classifications (e.g., students, staff, faculty, physicians, nurses, patients) of people in attendance.

Please answer the following:

1. **Knowledge:** The faculty member is knowledgeable of the subject matter.

Agree Disagree Not Observed

Comments (required for Disagree rating):

2. **Communication:** The faculty member provides clear and effective communication.

Agree Disagree Not Observed

Comments (required for Disagree rating):

3. **Performance:** The faculty member utilizes contemporary techniques and materials in the performance of his/her assignment.

Agree Disagree Not Observed

Comments (required for Disagree rating):

4. **Organizational skills:** The faculty member is organized.

Agree Disagree Not Observed

Comments (required for Disagree rating):

5. **Respect to students/clients:** The faculty member is responsive to questions and the needs of students/clients.

Agree Disagree Not Observed

Comments (required for Disagree rating):

6. **Use of technology:** The faculty member appropriately uses technology.

Agree

Disagree

Not Observed

Comments (required for Disagree rating):

Observer's Signature

Date

Response from faculty member being evaluated (optional)

Faculty Member's Signature

Date

Colleague/Staff Feedback Report

Statement of Purpose: Your thoughtful responses to the following items will assist in the evaluation of the below listed faculty member.

Evaluation Process: Please answer the items based on your direct knowledge of the employee's performance only as it relates to the assignment(s) indicated. Avoid answering questions based on hearsay or speculation. If you do not have direct knowledge please indicate N/O (not observed). Feedback forms must be signed. Your name will not appear on the form shared with the faculty member. The faculty member will see your responses only. Do not discuss items or responses with other employees.

Faculty Member Name:

Assignment(s) being evaluated:

Directions: Choose the answer that best describes your response to the following statements.

- | A. Agree | B. Disagree | C. Not Observed |
|----------|-------------|-----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

11. The faculty member develops appropriate materials including course syllabi, tests, and grading criteria.
12. The faculty member appropriately tests, measures and reports student progress.
13. The faculty member utilizes technology appropriately.

Explain any “Disagree” responses. (Provide an example)

Completed by: _____ Date: _____

**Faculty Evaluation
Planning Form**

This form is to be completed during the first team meeting during the evaluation semester. Please attach a district load report.

Faculty Member _____

Faculty member's Primary Assignment(s) (as part of the regular load up to 1.0 FTEL)

Instructional Assignments:

Course _____	Lecture/Lab/Activity	Onsite/Online	FTE _____
Course _____	Lecture/Lab/Activity	Onsite/Online	FTE _____
Course _____	Lecture/Lab/Activity	Onsite/Online	FTE _____
Course _____	Lecture/Lab/Activity	Onsite/Online	FTE _____
Course _____	Lecture/Lab/Activity	Onsite/Online	FTE _____

Service Faculty Assignments:

Counseling	FTE _____
Librarian	FTE _____
Student Health	FTE _____
Pre-school Teacher	FTE _____
Other support service	FTE _____

Complete this section if the faculty member's 1.0 FTEL includes reassigned duties (Note: these duties are evaluated using a separate report and are not evaluated within this report).

- Department Chair
- Coordinator
- Other _____

Complete this section if the faculty member's load includes Overload Assignments:

Assignment _____	FTE
Assignment _____	FTE
Assignment _____	FTE
Assignment _____	FTE

Faculty Member

Team Member _____

Team Member _____

Supervisor _____

**Full-time Faculty Evaluation Form
(Article 17 – Evaluations)**

Instructor: _____ Academic Year and Semester: _____

Department: _____ Supervisor: _____

Faculty Status (check one): Regular (Tenured) Probationary (tenure track) Temporary

If probationary, check one: 1st year 2nd year 3rd year 4th year

If Temporary, check one: 1st year 2nd year 3rd year 4th year over 4 years

Evaluation Type and Cycle (17.6) (check one):

Probationary faculty (tenure track) __ 1st __ 3rd __ 5th __ 7th semester

Regular Faculty (Tenured) triennial

Temporary Faculty __ 1st yr __ 2nd yr __ 3rd yr __ 4th yr __ triennial

Off cycle (indicate reason): _____

Evaluation Team Members (17.8, 17.9 , 17.10):

Supervisor: _____

Faculty member (Supervisor designee): _____

Faculty member (Faculty designee): _____

Evaluation process (17.10.3.1, 17.10.3.2, 17.10.3.3) used in this evaluation:

___ SGID (required for probationary/temporary faculty; faculty option for regular faculty) (attach results)

___ Classroom/worksite observation (required for probationary/temporary faculty) (attach results)

___ Self-evaluation Form (attach)

___ Student/Client Feedback Forms (attach results summary)

___ Colleague/Staff Feedback form (attach results summary)

___ Parent Feedback Form (Preschool program) (attach results summary)

The following section summarizes the assessment of the faculty member’s performance based on input collected during the evaluation process. For each area of evaluation refer to the appropriate rubric pertaining to the faculty member’s primary assignment.

Rate the following areas based on the information gathered from the evaluation process. Comments are required when performance is below standards.	Meets-standards	Does not Meet Standards	Not applicable to assignment
Section 1: COMPETENCY (17.3.1)			
1. Knowledge of teaching field or assignment			
2. Effective communication			
3. Performance techniques			
4. Organization skills			
5. Use of appropriate materials related to primary assignment			
6. Incorporation of appropriate evaluation measurements			
7. Evidence of meeting course objectives			
8. Use of the district’s course management systems			
9. Use of appropriate technology			
Section 1 narrative comments required for does not meet standards ratings.			
Section 2: STUDENTS (17.3.2)			
1. objectivity and fairness in the evaluation and discussion of student work.			
2. maintenance of contractual obligations to hold regular and timely office hours.			
3. respect for the rights and responsibilities of students as expressed in official college policies.			
4. appropriate record keeping and reporting.			

Rate the following areas based on the information gathered from the evaluation process. Comments are required when performance exceeds or is below standards.	Meets standards	Does not Meet Standards	Not applicable to assignment
Section 3: COLLEAGUES (17.3.3)			
1. Acknowledging and defending the free inquiry of their associates in the exchange of ideas.			
2. Acknowledging academic debts (crediting sources to avoid plagiarism).			
3. Acting in accordance with the ethics of the profession and with a sense of personal integrity.			
4. Establishing and maintaining cooperative working relationships among faculty, administrators, and staff.			
Section 3 narrative comments required for does not meet standards ratings.			
Section 4: PROFESSIONAL GROWTH (17.3.4)			
1. Maintained 36 hours of professional development per Article 16.3			
Section 4 narrative comments required for does not meet standards ratings.			
Section 5: PROFESSIONAL RESPONSIBILITIES (17.4)			
Meets Professional Responsibilities average 2 hours per week per 17.4 of the contract.			
Section 5 narrative comments required for does not meet standards ratings.			

Evaluation Team’s Final Assessment

Evaluation team’s assessment of how well the faculty member meets the criteria in 17.3 of the contractual agreement.

- Satisfactory
- Unsatisfactory (attach plan)_

The Evaluation Team Recommendation

- continue employment pursuant to terms and conditions of his/her appropriate status.
- continue employment under the following condition:
 - an off-cycle evaluation to be conducted _____.
 - specified goals (see attached) to be completed by _____.
 - specified training (see attached) to be completed by _____.
- award tenure.
- deny tenure.

Evaluation Team Signatures

Supervisor: _____ Date

Faculty team member: _____ Date

Faculty team member: _____ Date

NOTE: If a team member does not agree with the assessment, he or she shall attach a statement indicating the reason(s) for the disagreement.

Acknowledgement Statement

I have read this report and have had the opportunity to discuss it with each of the evaluation team members. My signature indicates receipt of the evaluation report and not necessarily agreement with the evaluation. I am aware I have the right to discuss this evaluation with my vice-president if I so desire and may submit a written response to the evaluation within 8 days after receipt of the report.

Signature of Faculty Member

Date

Vice-president review and recommendation

I have reviewed the evaluation and recommend the following for the faculty member:

- continue employment pursuant to terms and conditions of his/her appropriate status.
- continue employment under the following condition:
 - an off-cycle evaluation to be conducted _____.
 - specified goals (see attached) to be completed by _____.
 - specified training (see attached) to be completed by _____.
- award tenure.
- deny tenure.

Appropriate Vice-President

Date

- Original to Faculty Member Personnel File in Human Resources
- Copy to Faculty Member

**Full-time Faculty Self-Evaluation Form
(Article 17 – Evaluations)**

Semester:

Academic Year and Semester:

Name:

Supervisor:

Instructions: Refer to Article 17 of the Agreement (contract) between the District and the Faculty Association to complete this self-evaluation form. Pursuant to Article 17.4, bargaining unit members are responsible for an average of two hours per week of professional responsibilities. Complete this form and submit it to the evaluation team by the date indicated in your evaluation timeline as provided during your initial meeting.

Faculty Status (check one): Tenured (Regular) Probationary (Tenure track) Temporary

If Probationary, check one: 1st year 2nd year 3rd year 4th year

If Temporary, check one: 1st year 2nd year 3rd year 4th year over 4 years

Section 1A: List your assignment(s)/duties for this semester

(You may provide an attachment)

Section 1B: List your assignments/duties for each semester since your last evaluation

Section 2: List any overload assignments (if applicable)

(You may provide an attachment)

Section 2B: Is your current assignment typical of your previous assignments since your last evaluation? If not, please explain.

Section 3: Criteria and Expectations

Briefly indicate how you met each of the following contractual evaluation areas. Provide at least one example. You may attach examples and indicate a reference to it (i.e., see attached course syllabus; or, see attached student planning sheet, etc.). Indicate N/A if an area does not apply to your assignment.

COMPETENCY (17.3.1)

3-1. Knowledge of teaching field or assignment

3-2. Effective communication

3-3. Teaching, counseling, or other service techniques

3-4. Organization skills

3-5. Use of appropriate materials related to your primary assignment

3-6. Incorporation of appropriate evaluation measurements in your primary assignment

3-7. Evidence of meeting course or service objectives

3-8. Use of appropriate technology in your primary assignment

STUDENTS (17.3.2)

3-10. Objectivity and fairness in the evaluation and discussion of student work.

3-11. Maintenance of contractual obligations to hold regular and timely office hours.

3-12. Respect for the rights and responsibilities of students as expressed in official college policies.

3-13. Appropriate record keeping and reporting.

COLLEAGUES (17.3.3)

3-14. Acknowledging and defending the free inquiry of their associates in the exchange of ideas.

3-15. Acknowledging academic debts (crediting sources to avoid plagiarism).

3-16. Acting in accordance with the ethics of the profession and with a sense of personal integrity.

3-17. Establishing and maintaining cooperative working relationships among faculty, administrators, and staff.

PROFESSIONAL GROWTH (17.3.4)

3-18. Maintained 36 hours of professional development per Article 16.3.

Attached a summary of the hours.

If you did not maintain 36 hours annually, explain why.

PROFESSIONAL RESPONSIBILITIES (17.4).

3-20. Indicate how you satisfied the requirements of Article 17 Section 4

Section 4: Professional Conditions Survey

Please complete the following survey

A) Very Satisfied B) Somewhat Satisfied C) Somewhat Dissatisfied D) Very Dissatisfied

How satisfied are you with:

- | | | | | |
|---|---|---|---|---|
| 1. Your level of performance in your assignments | A | B | C | D |
| 2. The level and quality of clerical support you receive | A | B | C | D |
| 3. The level and quality of technical support you receive | A | B | C | D |
| 4. The adequacy and quality of facilities | A | B | C | D |
| 5. The quantity and quality of equipment | A | B | C | D |
| 6. The level and quality of department level support | A | B | C | D |
| 7. The level and quality of administrative support | A | B | C | D |
| 8. Overall satisfaction | A | B | C | D |

Section 5: Comments

You may use this section to explain answers or provide comments you feel will assist the team in reviewing your evaluation.

**Reassigned/Assigned Time
Revised 11/9/2012**

Position	Approved FTEF
Dental Asst. Coordinator	0.400
Medical Assisting Coordinator	0.200
Conservatory Director/Coordinator	0.476
Conservatory coordinator	0.476
Developmental Math Team Leader	0.300
Dance Coordinator	0.400
Film Video Faculty	0.200
Agribusiness Coordinator	0.400
Nursing	0.400
Early Childhood Studies	0.400
LVN	0.400
Certificated Nursing Assistant	0.400
Human Service	0.300
FCS/FSN	0.400
Dev. English & Reading	0.300
Culinary Arts	0.400
Coordinator Law Enforcement Training	0.600
Fire Academy Coordinator	0.600
Director Law Enforcement Training	0.800
EMS Program Coordinator	0.400
Director Fire & EMS	0.800
Environmental Technology	0.400
Law Enforcement Academy Coordinator	0.600

IT Coordinator	0.200
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Reassignment Time – November 16, 2012

Name	Position	Current	Requested	Approved FTEF
Kris Dutra	Head Coach-Football	.60 (in season) .40 (off season)	1.0 (in season) .60 (off season)	1.0 (in season) .60 (off season)
Chris Stevens	Head Coach-Baseball	.333 (off season) 0 (in season*) *loaded for intercoll. Baseball course	.40	.40
Scia Maumausolo	Head Coach-Softball	.333 (off season) 0 (in season*) *loaded for intercoll. Softball course	.40	.40
Thesa Roepka	Director, Children's Center	1.0	1.0	1.0
Academic Senate	Academic Senate	1.4	n/a	1.4
Vacant	Head Coach-Basketball	n/a	.40	.40
Vacant	Head Coach-Volleyball	n/a	.40	.40
Vacant	Head Coach-Soccer	n/a	.40	.40
Vacant	Head Coach-Track/Field	n/a	.40	.40
Vacant	Head Coach-Swimming	n/a	.40	.40
Vacant	Head Coach-Golf	n/a	.20 (in season only)	.20 (in season only)
Vacant	Head Coach-Tennis	n/a	.20 (in season only)	.20 (in season only)
Vacant	Head Coach-Cross Country	n/a	.20 (in season only)	.20 (in season only)

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Children's Center Self Evaluation Report		
Reason for Board Consideration: INFORMATION	Item Number: 12.A.	Enclosures: Page 1 of 1

BACKGROUND:

1. The Allan Hancock College Children's Center Lab School has prepared and submitted to the Board its annual Program Self-Evaluation. Two annual reports were prepared: one for the California State Preschool Program contact and one for the General Child Care and Development contract. Each consists of an assessment of the classroom environment conditions, a program action plan, and a listing of the credentials and educational qualifications of program staff.

All Title 5 requirements were met. The Program Self-Evaluation was submitted to the California Department of Education on May 29, 2013.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Grant Proposals Submitted		
Reason for Board Consideration: INFORMATION	Item Number: 12.B.	Enclosures: Page 1 of 1

BACKGROUND:

The office of institutional grants has submitted the following grant applications for a total of \$466,850 in requested funds:

1. California Community Colleges Chancellor's Office: Enrollment Growth for Associate Degree Nursing (\$84,200)

The college has submitted a proposal for continued funding to enroll additional students in the Associate Degree Nursing program and provide support to enhance retention and increase the number of students who pass the National Council Licensure Examination for Registered Nurse.

No matching funds are required. The project period is July 1, 2013 – June 30, 2014. (Submitted by Daphne Boatright, Roanna Bennie)

2. California Community Colleges Chancellor's Office: MESA Program (Mathematics, Engineering, Science Achievement) (\$50,500)

The college has submitted an application to renew its MESA grant to continue supporting the academic success and transfer of financially and educationally disadvantaged students in math-based fields of study.

A 1:1 match is required in addition to the requirement that the district cover the project director's salary and staff benefits (\$118,407). The project period is July 1, 2013 – June 30, 2014. (Submitted by Christine Reed, Paul Murphy)

3. California Student Aid Commission: California Student Opportunity and Access Program (Cal-SOAP) (\$332,150)

The Central Coast Cal-SOAP Consortium, with AHC as fiscal agent, has submitted its annual plan to increase the accessibility and information of post-secondary educational opportunities for elementary and secondary students in schools with low college-going rates.

A 1:1 match is required and is supported by each member agency through in-kind salaries, facilities, supplies, administrative oversight, and unrecovered indirect costs. Total matching contribution is \$348,605 of which AHC is contributing \$26,435 (\$16,435 in-kind and \$10,000 work-study). The project period is August 14, 2013 – September 30, 2014. (Submitted by Diana Perez; Rob Parisi)

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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AGENDA ITEM

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Quarterly Report on Volunteers		
Reason for Board Consideration: INFORMATION	Item Number: 12.C.	Enclosures: Page 1 of 3

BACKGROUND

California Education Code 72401 and Board Policy 3900 authorizes the use of volunteer aides to perform nonteaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Bass, Susan	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Bell, Nicia	July 1, 2012 – June 30, 2013	Studio monitor, fine arts department
Bewley, Renee	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Bombelyn, William	June 1, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Assist with auto shop, industrial technology
Campbell, Scott	May 16, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Cendejas, Aldredo	July 1, 2013 – June 30, 2014	Campus vineyard activities, life and physical sciences department
Coffey, Lawrence	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Diaz, Guadalupe	September 1, 2013 – June 30, 2014	Counseling intern for 2013 – 2014 fiscal year, counseling and matriculation
Erb, Ann Marie	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Fletcher, Annette	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department

Administrator Initiating Item: C. Mesaros	Final Disposition:
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Fletcher, Veronica	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Foster, Adrian	June 17, 2013 – August 8, 2013	Assist in the automotive technician laboratory, industrial technology department
Glick, Ronnie	April 10, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Havelka, Kathy	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Hinzo, Shirley	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Kueny, Carol	August 19, 2013 – June 30, 2014	Counseling intern for 2013-2014 fiscal year, counseling and matriculation
Lawrence, Phil	August 19, 2013 – May 31, 2014	Assist instructor with various tasks in the classroom, working in the shop and monitor laboratory safety, industrial technology
Moll, Laura	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Nash-Karner, Pandora	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Nelson, Katherine	June 17, 2013 – May 31, 2014	Shelve, dust, and straighten books, library
Phelan, Kathryn	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Ramirez, Yanelly	May 16, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Regino, Julio	June 17, 2013 – June 30, 2013	Auto technician laboratory assistant, industrial technology department
Rickett, Linda	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Roberts, Vlasta	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Sandoval, Jose	March 22, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Assist with vineyard activities, life and physical sciences department
Shafer, Terry	July 1, 2013 – June 30, 2014	Assist with vineyard activities, life and physical sciences department
Teats, Cheryle	May 14, 2013 – June 30, 2013, July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Thompson, Patricia	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department
Weinreich, Christine	February 21, 2013 – June 30, 2013	Assist with track field throwers, kinesiology, recreation & athletics department
Weldon, John	July 1, 2013 – June 30, 2014	Studio monitor, fine arts department

Whelan, John

July 1, 2013 – June 30, 2014

Studio monitor, fine arts department



To: Board of Trustees	Date: June 18, 2013	
From: Superintendent/President		
Subject: Santa Barbara County Fire Department Partnering Opportunity		
Reason for Board Consideration: INFORMATION	Item Number: 12.D.	Enclosures: Page 1 of 2

BACKGROUND:

The district received a letter of interest from the Santa Barbara County Fire Department seeking to expand their partnership with Allan Hancock College. The enhanced partnership concept includes constructing a joint-use facility at the Lompoc Valley Center paid for by the county. Their interests include a long-term lease with the district to construct and operate instructor training offices and a classroom. The proposed facility may also include a 911 dispatch center. The County has communicated that the funds to develop plans have been identified and are ready to be committed, however, this is subject to executing a lease agreement.

The goals of the Allan Hancock College Fire Safety and EMS Programs include making available, to all students, quality emergency services education. Allan Hancock College Fire Safety and EMS Programs take pride in providing the emergency responders in California with well trained candidates for initial employment and promotional opportunities. Allan Hancock College is dedicated to encouraging and guiding students to continue their education to acquire their four-year degree and provides the opportunity for interested students to enroll in a wide variety of certified courses to attain an A.S. degree or program certification.

At the May 4, 2011 meeting, district staff provided a report on a partnering opportunity with the Santa Barbara County Fire Department and Allan Hancock College pertaining to the Public Safety Training Center. The board of trustees authorized Felix Hernandez Jr., Vice President Facilities and Operations to investigate and identify the potential terms of a long-term lease agreement with the County.

Mr. Hernandez, working with Fire Technology program leadership, academic administration, and the Santa Barbara County Fire Department, and the assistance of Keith Berlin, district legal counsel, Public Agency Law Group has identified the potential terms of a long-term lease agreement. The next page highlights the key points of interest.

Administrator Initiating Item: F. Hernandez Jr.	Final Disposition:
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Allan Hancock Joint Community College District (District)
&
Santa Barbara County Fire Department (SBCFD)
Public Safety Complex
Lompoc Valley Center

Long-Term Lease Agreement
Points of Interest

	Terms	Interest
1	Long-Term Lease Agreement Duration	Initial 45 year term, right to renew the terms for 2 additional 20 year terms
2	Termination for Convenience	<p>a. <u>Prior to 45 Years</u>: District would pay SBCFD the appraised value of the building improvements less depreciation through the date of termination.</p> <p>b. <u>After to 45 Years</u>: District has the option of occupying the building or direct SBCFD to restore the Premises to their pre-construction condition at not cost to the District.</p>
3	Use of Premises	SBCFD's to construct and operate of a Fire Department Training and Dispatch Center that will include offices, training rooms, locker rooms, restrooms, and an operational Dispatch facility.
4	Development of the Premises	<p>a. District input and approval of design</p> <p>b. Complete CEQA process – District Lead Agency - SBCFD to pay all cost & fees</p> <p>c. Plan, specifications, & construction subject to DSA approval</p> <p>d. Deadlines after signing lease:</p> <ul style="list-style-type: none"> • Development Proposal 12 Mo. • DSA Approval 36 Mo. • Construction start within 12 Mo. after obtaining DSA plan-check approval
5	Shared Use of Premises	SBCFD shall provide classroom space and adjacent parking for District use when available, shall provide classroom instruction for District Students and shall provide Fire Department, EMS and Dispatch Center Training to District students and graduates
6	Monthly Lease Payment	<p><u>Monthly Lease Payments</u>: Recommendation under development.</p> <p><u>In-kind Donations and Lease Payments</u>: District would agree that SBCFD's yearly expensed monetary value of providing trained/certified instructors to teach in District programs, the monetary value of the District's shared use of SBCFD's facility and equipment, and the monetary value of equipment donations to the District apply towards SBCFD's monthly lease payment obligation.</p>
7	Operations and Maintenance Cost of Premises	Paid by SBCFD

To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Bike Path Development		
Reason for Board Consideration: INFORMATION	Item Number: 12.E.	Enclosures: Page 1 of 1

BACKGROUND:

The district administration attended a meeting with the City of Santa Maria and a representative from G. A. Hancock Properties, to explore the possibilities of developing a multi-purpose trail from Miller Street to Bradley Road.

The Towbes project constructs a multi-purpose trail. G.A. Hancock Properties owns an 8.8 acre parcel of land located in the 600 block East Boone Street in Santa Maria. This parcel is located only three tenths of a mile from the Allan Hancock College campus boundary. G.A. Hancock Properties is constructing the Towbes project, a development including a mixed-use apartment complex and a multi-purpose trail. The Towbes project develops the multi use trail from Miller Street to College Drive. A meeting was conducted to discuss G.A. Hancock Properties' interest to continue the multi-purpose trail from College Drive to Bradley Road as part of the Towbes project.

The meeting was held Thursday, May 23, 2013 to discuss the current and future needs for the trail. These discussions included pedestrian traffic from downtown to Allan Hancock College. Benefits included student access to the college, recreational benefits, and continuing to develop the city's multi-purpose trail. A review of the college's facilities site master plan highlighted possible access points onto the north side of the campus. The installation of a fence along the college's property line may serve to encourage pedestrians to cross at designated locations. Strategic fence line openings will guide pedestrians to established college internal pathways.

Administrator Initiating Item: F. Hernandez Jr.	Final Disposition:
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To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: Bond Measure I Status Report		
Reason for Board Consideration: INFORMATION	Item Number: 12.F.	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 glass is almost complete on all buildings. Drywall installation is complete at building A2, and is in progress throughout building B. Tape and texture is underway in preparation for paint at building A. Acoustical ceiling grid and light fixtures are being installed in building A and A2. Data cable is being run throughout building A and A2. Floor tiles are being procured and casework fabrication is in progress.

Of the current project budget of \$37,247,428.00, a total of 93.2% has been committed; of 93.2% committed, 80% has been paid. Division of State Architect (DSA) inspector estimates the project is 84% 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).

At the classroom/office building, gypsum board has been textured and painted; mechanical ducting, lath finish coat, MEP rough-in are in progress, and electrical for the air handling units is complete. At the apparatus vehicle storage building, the final electrical is being installed and the perimeter asphalt is in place. The fire training tower has CMU installed to the roof level and the stair concrete was placed. At the fire prop building, the structural steel for the sloped roof is complete. At the shooting range, interior painting is complete, along with electrical and plumbing rough-in. Installation of the baffles were installed under the steel frame roof and the sidewalls are remaining. At the trench rescue/confined space area; the water tight door has been installed. Asphalt pavement has been placed from the shooting range to the apparatus vehicle

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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storage building. Fine grading for concrete placement around Bldg. 1 and the Fire Training area is in progress.

The revised budget for this project is \$37,946,792, a total of 91.8% has been committed; of the 91.8% committed, 79.5% has been paid. DSA inspector estimates the project is 65% 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 replaces building Z (Child Study Center) which was demolished in January 2013. The project provides additional classrooms to accommodate the increased number of children that were housed in building Z. The project also provides a hands-on learning lab for the degree and certificate programs in early childhood studies.

The project is now substantially complete is designated locations, and children have now occupied the play yards. Recent activity has included corrective work identified by the staff, district and project team. Installation of the water wall and surrounding site work has been completed and the children are fully utilizing the interactive feature. Remaining contract work includes photovoltaic and audiovisual systems. Per the agreement approved by the board of trustees at the May board meeting, the contractor shall achieve substantial completion of all remaining work by August 15, 2013.

The revised budget for this project is \$8,696,208, a total of 99.6% has been committed; of the 99.6% committed, 90.1% has been paid. DSA inspector estimates the project is 97% 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).

Steinberg Architects 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 project budget of \$39,198,920, a total of 13.4% has been committed; of the 13.4% committed, 50.1% 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.

Steinberg Architects 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, 35.8% has been paid.

Industrial Technology and Physical Education/Athletic Fields Project:

This project provides 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 is 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 has been relocated, adjacent to the existing softball field across College Drive, the grass practice field and soccer fields have been 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.

Construction on the Increment 1, component C - football/track/practice fields includes finish grading, site concrete, soil amendments at fields, irrigation installation, fencing installation, and excavation for track amenities. Construction on Increment 2, component A - Industrial Technology building includes the installation of structural steel and metal stud framing at building O-100; concrete footings and slabs at classrooms, concrete masonry unit (CMU) placement and door frame installation is in progress at building O-200. In addition installation of CMU is ongoing at the PCPA yard site walls.

Of the revised project budget of \$24,712,722, a total of 92.7% has been committed; of the 92.7% committed, 51.5% has been paid. DSA inspector estimates the project is 51% 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.

The Severson Theatre remains occupied throughout the contract time with intermittent construction work scheduled between PCPA and dance productions. Productions ceased on May 19, and temporary restroom facilities were removed. Mechanical work at the Severson started and is substantially complete. Termite treatment was completed over the main entrance. Parking Lot work started early on May 11 and continues through June. Rough framing is complete except miscellaneous work and drywall has begun in the dressing room and lobby restroom areas. Roofing replacement at the Marian building is complete, with the Severson roofing substantially complete. Exterior painting is 50% complete. Light fixture installation is ongoing and interior color selection is complete.

Of the revised budget of \$5,725,434.00 a total of 96.9% has been committed; of the 96.9% committed, 49.4% has been paid. DSA inspector estimates the project is 54% 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 Division of State Architect (DSA) requested some additional information from Harris Architects which they are working to provide. DSA approval is estimated by the end of summer 2013.

Of the current budget of \$169,000, a total of 73.8% has been committed; of the 73.8% committed, 98% has been paid.

TECHNOLOGY PROJECTS

Phoenix Project: Work on IFAS payroll continues.

Of the \$8,123,954 budget, a total of 99.9% has been committed.

Technology and Instructional Equipment Modernization: The Technology Advisory Committee (TAC) recommended the following major modernization purchases in May: laptop for an athletic trainer, office computer and printer for an instructor, and sixty-two student computers for two classrooms.

Of the \$10,961,046 budget, a total of 73% has been committed.

VOIP Equipment Project: Tested the VoIP 911 service using the PSAP E911 database with building/floor locations. Based upon these tests, further testing is planned for June. PSAP is the public-safety answering point.

Of the \$1,594,000 budget, a total of 93% has been committed.

GO Bond Technology General: This account was created with savings from the VoIP project to be used for a portion of the IFAS upgrade to ONESolution and other general technology needs as appropriate. In May, the ONESolution project management, business process reviews, and custom development activities were paid.

Of the \$106,126 budget, a total of 66% has been committed.



To: Board of Trustees		Date: June 18, 2013
From: Superintendent/President		
Subject: District Monthly Financial Report		
Reason for Board Consideration: INFORMATION	Item Number: 12.F.	Enclosures: Page 1 of 12

BACKGROUND:

Attached are copies of financial statements for the following funds:

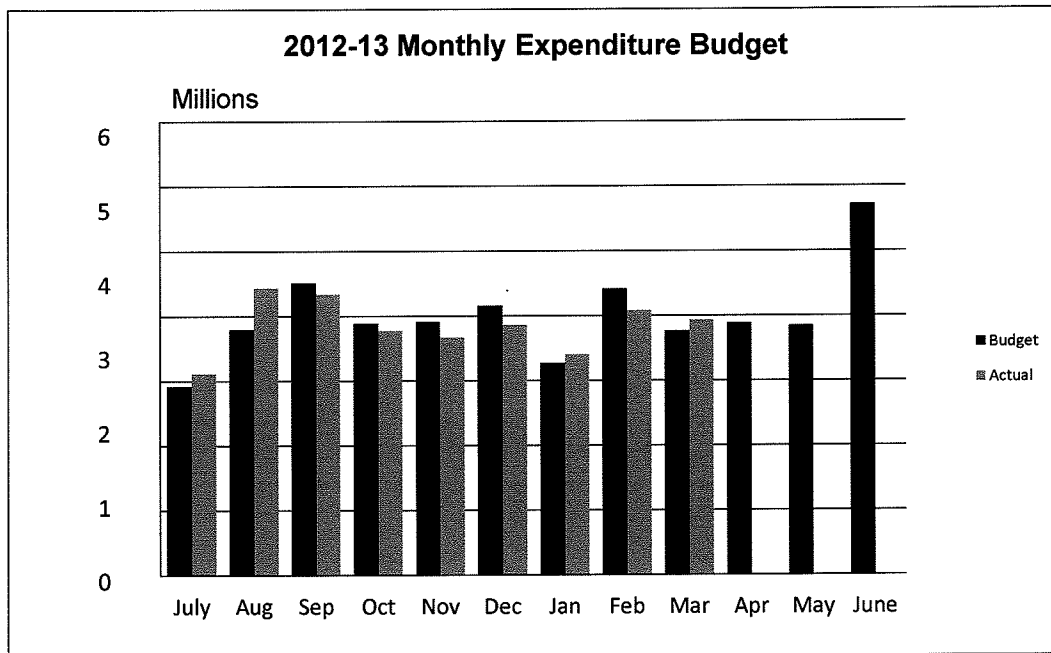
- General Fund Unrestricted - Monthly Budget Report
- General Fund - Unrestricted
- General Fund - Restricted
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Bookstore Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability 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:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

	April Budget	April Expenditures	Percentage Variance
Academic Salaries	1,788,818	1,965,683	109.89% *
Classified Salaries	897,468	864,368	96.31%
Employee Benefits	684,944	682,909	99.70%
Supplies and Materials	81,710	71,076	86.99%
Contracted Services	349,052	316,417	90.65%
Capital Outlay	22,043	34,628	157.09% *
Other Outgo/Transfers	64,554	3,397	5.26%
	3,888,589	3,938,478	101.28%



* Variances in monthly expenditures reflect timing differences from prior years.

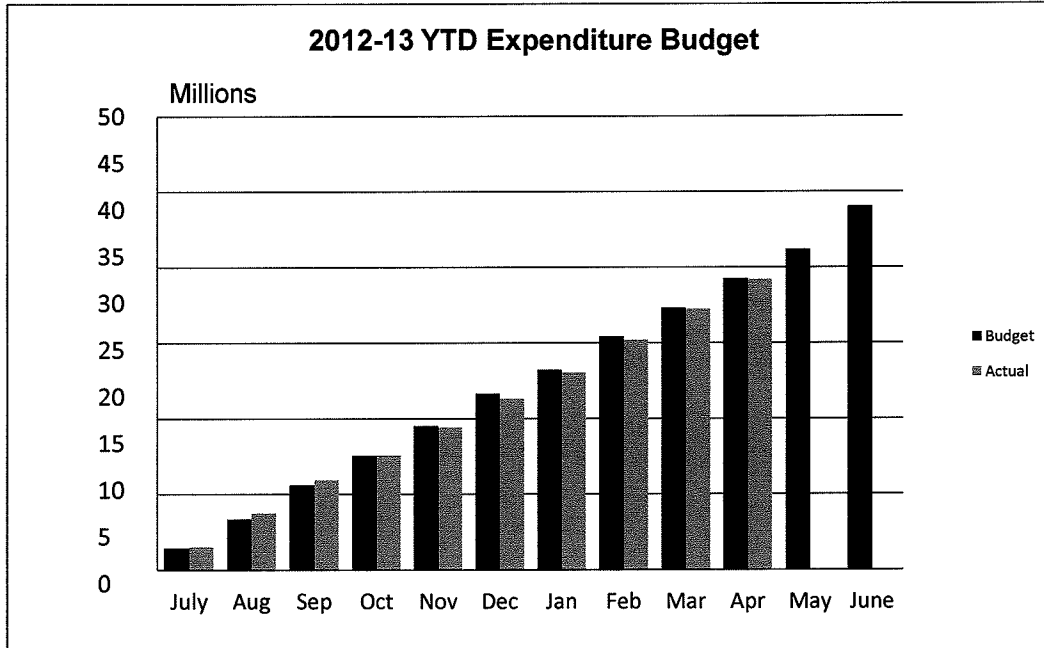
GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

Year to Date Expenditures

	July-April Budget	July-April Year to Date	Percentage Variance
Academic Salaries	16,956,379	17,091,125	100.79%
Classified Salaries	8,611,570	8,425,558	97.84%
Employee Benefits	6,747,028	6,733,558	99.80%
Supplies and Materials	850,840	696,109	81.81%
Contracted Services	4,152,530	3,646,353	87.81%
Capital Outlay	208,457	205,503	98.58%
Other Outgo/Transfers	<u>1,016,616</u>	<u>1,625,477</u>	159.89%
	38,543,420	38,423,683	99.69%

*

*



* 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 04/30/2013

	Rounded to the Nearest Dollar					
	UNRESTRICTED BUDGET	UNRESTRICTED ACTUAL	% BUDGET	RESTRICTED BUDGET	RESTRICTED ACTUAL	% BUDGET
	=====	=====	=====	=====	=====	=====
REVENUES:						
Federal	25,200	29,106	115.50%	3,848,553	1,611,026	41.86%
State	31,448,432	14,432,378	45.89%	4,264,314	3,325,387	77.98%
Local	16,111,581	16,575,697	102.88%	1,322,062	1,393,719	105.42%
Total Revenues	<u>47,585,213</u>	<u>31,037,182</u>	<u>65.22%</u>	<u>9,434,929</u>	<u>6,330,133</u>	<u>67.09%</u>
EXPENDITURES:						
Academic salaries	19,458,156	17,091,125	87.84%	1,548,332	1,102,788	71.22%
Classified salaries	10,483,454	8,425,558	80.37%	2,872,961	1,881,351	65.48%
Employee benefits	9,076,216	6,733,558	74.19%	1,032,383	726,030	70.33%
Supplies and materials	1,264,149	696,109	55.07%	839,870	330,809	39.39%
Contracted services	5,958,781	3,646,353	61.19%	1,422,963	703,207	49.42%
Capital outlay	274,703	205,503	74.81%	1,305,843	520,273	39.84%
Total Expenditures	<u>46,515,459</u>	<u>36,798,206</u>	<u>79.11%</u>	<u>9,022,351</u>	<u>5,264,457</u>	<u>58.35%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,069,754	(5,761,024)	(538.54)%	412,578	1,065,676	258.30%
OTH FIN SRCES (USES):						
Operating Transfers IN	311,510	1,357,720	435.85%	121,907	54,702	44.87%
Operating Transfers OUT	1,592,293	1,625,477	102.08%	999,780	1,442,705	144.30%
Total Oth Fin Srces (Uses)	<u>(1,280,783)</u>	<u>(267,757)</u>	<u>20.91%</u>	<u>(877,874)</u>	<u>(1,388,003)</u>	<u>158.11%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(211,029)</u>	<u>(6,028,782)</u>		<u>(465,296)</u>	<u>(322,328)</u>	
FUND BALANCE:						
Fund balance, July 1	4,610,343	4,610,343		6,098,004	6,098,005	
Current balance	<u>4,399,314</u>	<u>(1,418,438)</u>		<u>5,632,708</u>	<u>5,775,677</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
 SPECIAL REVENUE
 INCOME STATEMENT BY FUND
 FOR PERIOD ENDING 04/30/2013

Rounded to the Nearest Dollar
 CHILD DEVEL CHILD DEVEL
 BUDGET ACTUAL % BUDGET

	=====	=====	=====
	BUDGET	ACTUAL	% BUDGET
REVENUES:			
Federal	188,956	162,408	85.95%
State	270,108	176,404	65.31%
Local	140,500	160,603	114.31%
Total Revenues	<u>599,564</u>	<u>499,415</u>	<u>83.30%</u>
EXPENDITURES:			
Academic salaries	236,285	198,378	83.96%
Classified salaries	294,571	229,537	77.92%
Employee benefits	77,923	64,158	82.33%
Supplies and materials	34,098	24,293	71.24%
Contracted services	6,331	978	15.44%
Capital outlay	221	0	
Total Expenditures	<u>649,428</u>	<u>517,342</u>	<u>79.66%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(49,864)	(17,928)	35.95%
OTH FIN SRCS (USES):			
Operating Transfers IN	50,516	37,898	75.02%
Total Oth Fin Srces (Uses)	50,516	37,898	75.02%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	=====	=====	
	652	19,970	
FUND BALANCE:			
Fund balance, July 1	<u>150,580</u>	<u>173,447</u>	
Current balance	<u>151,232</u>	<u>193,417</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 04/30/2013

	Rounded to the Nearest Dollar PCPA BUDGET =====	PCPA ACTUAL =====	% BUDGET =====
REVENUES:			
Earned income			
Ticket Revenue	1,309,087	1,106,671	84.54%
Handling	39,669	32,257	81.31%
Concessions	20,000	25,103	125.51%
Advertising	50,000	40,578	81.16%
Touring	44,800	39,349	87.83%
Other	10,000	5,255	52.55%
Total Earned Income	1,473,556	1,249,212	84.78%
Contributed Income			
Individual sources	45,000	31,282	69.51%
Fundraisers	0	2,587	
Corporations	50,000	25,930	51.86%
Foundations	507,757	221,549	43.63%
Total contributed income	602,757	281,347	46.68%
Allan Hancock College	<u>1,426,949</u>	<u>1,426,949</u>	<u>100.00%</u>
Total revenues	3,503,262	2,957,509	84.42%
EXPENSES:			
Production	1,805,711	1,455,364	80.60%
Conservatory	81,484	97,793	120.02%
Scholarships	594,312	509,139	85.67%
Administration	211,125	192,231	91.05%
Development	0	5,057	
Marketing	453,234	359,055	79.22%
Box office	273,741	228,790	83.58%
Concessions	11,500	10,153	88.28%
Outreach/YPP	67,867	57,474	84.69%
Total expenses	<u>3,498,974</u>	<u>2,915,056</u>	<u>83.31%</u>
EXCESS OF REVENUES OVER EXPENSES	4,289	42,452	
Outside events (net)	0	14,342	
FUND BALANCE			
Balance, July 1	<u>4,511</u>	<u>4,511</u>	
Current balance	<u>8,800</u>	<u>61,306</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
 CAPITAL PROJECTS FUND
 INCOME STATEMENT BY FUND
 FOR PERIOD ENDING 04/30/2013

Rounded to the Nearest Dollar

	CAPITAL PROJECTS BUDGET	CAPITAL PROJECTS ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
State	5,054,318	1,909,450	37.78%
Local	21,616	45,578	210.86%
Total Revenues	<u>5,075,933</u>	<u>1,955,028</u>	<u>38.52%</u>
EXPENDITURES:			
Supplies and materials	780	10,419	1,335.96%
Contracted services	14,623	7,817	53.46%
Capital outlay	5,147,702	2,023,922	39.32%
Total Expenditures	<u>5,163,105</u>	<u>2,042,158</u>	<u>39.55%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(87,172)	(87,130)	99.95%
OTH FIN SRCES (USES):			
Operating Transfers IN	0	2,980	
Total Oth Fin Srces (Uses)	0	2,980	0.00%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(87,172)</u>	<u>(84,149)</u>	
FUND BALANCE:			
Fund balance, July 1	<u>4,725,273</u>	<u>4,725,272</u>	
Current balance	<u>4,638,101</u>	<u>4,641,122</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
 CAPITAL PROJECTS FUND
 INCOME STATEMENT BY FUND
 FOR PERIOD ENDING 04/30/2013

	Rounded to the Nearest GO BONDS BLDG FUND BUDGET	Dollar GO BONDS BLDG FUND ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Local	250,000	131,607	52.64%
Total Revenues	<u>250,000</u>	<u>131,607</u>	<u>52.64%</u>
EXPENDITURES:			
Supplies and materials	121,687	14,600	12.00%
Contracted services	3,434,757	1,676,882	48.82%
Capital outlay	65,798,756	27,687,794	42.08%
Total Expenditures	<u>69,355,199</u>	<u>29,379,277</u>	<u>42.36%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(69,105,199)	(29,247,670)	42.32%
OTH FIN SRCES (USES):			
Operating Transfers IN	38,996,199	38,996,200	100.00%
Total Oth Fin Srces (Uses)	<u>38,996,199</u>	<u>38,996,200</u>	<u>100.00%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(30,109,000)</u>	<u>9,748,530</u>	
FUND BALANCE:			
Fund balance, July 1	30,133,426	30,133,426	
Current balance	<u>24,426</u>	<u>39,881,956</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
 ENTERPRISE FUNDS
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS
 FOR PERIOD ENDING 04/30/2013

	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
OPERATING REVENUES:			
Net sales	1,975,000.00	1,790,145.20	90.64%
Rental Text Income	350,000.00	351,186.43	100.34%
COST OF SALES:			
Cost of goods sold	1,581,000.00	1,239,374.03	78.39%
Gross profit on sales	<u>744,000.00</u>	<u>901,957.60</u>	<u>121.23%</u>
OPERATING EXPENSES:			
Salaries	216,950.00	423,194.32	195.07%
Employee benefits	47,050.00	117,333.39	249.38%
Supplies and materials	25,000.00	18,269.51	73.08%
Other Operating Expenses	569,240.00	149,952.83	26.34%
Total expenses	<u>858,240.00</u>	<u>708,750.05</u>	<u>82.58%</u>
Net operating income (loss)	(114,240.00)	193,207.55	(169.12)%
OTHER INCOME AND EXPENSE:			
Interest income	2,000.00	1,252.73	62.64%
Miscellaneous income	45,000.00	23,305.04	51.79%
Total other income	<u>47,000.00</u>	<u>24,557.77</u>	<u>52.25%</u>
Non-operating income/(loss)	47,000.00	24,557.77	52.25%
Net income (loss)	<u>(67,240.00)</u>	<u>217,765.32</u>	<u>(323.86)%</u>
OTH FIN SRCS (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	<u>(104,440.00)</u>	<u>180,566.84</u>	
FUND BALANCE:			
Fund balance, July 1	1,566,175.00	1,566,173.52	
Current balance	<u>1,461,735.00</u>	<u>1,746,740.36</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 04/30/2013

	DENTAL BUDGET	DENTAL ACTUAL	Rounded to HLTH EXAM BUDGET	the Nearest HLTH EXAM ACTUAL	Dollar PROP/LIAB BUDGET	PROP/LIAB ACTUAL	PST-EMP BNF BUDGET	PST-EMP BNF ACTUAL
REVENUES:								
Local	676,400	503,532	1,600	1,189	4,000	2,798	463,000	110,917
Total Revenues	<u>676,400</u>	<u>503,532</u>	<u>1,600</u>	<u>1,189</u>	<u>4,000</u>	<u>2,798</u>	<u>463,000</u>	<u>110,917</u>
EXPENDITURES:								
Employee benefits	0	0	139,031	33,968	0	0	0	0
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	675,000	500,473	0	0	263,000	5,987	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>675,000</u>	<u>500,473</u>	<u>139,031</u>	<u>33,968</u>	<u>263,000</u>	<u>5,987</u>	<u>0</u>	<u>0</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,400	3,058	(137,431)	(32,779)	(259,000)	(3,189)	463,000	110,917
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>3,058</u>	<u>(137,431)</u>	<u>(32,779)</u>	<u>(259,000)</u>	<u>(3,189)</u>	<u>463,000</u>	<u>110,917</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>902,579</u>	<u>351,206</u>	<u>455,858</u>	<u>818,511</u>	<u>1,074,052</u>	<u>5,095,482</u>	<u>4,743,399</u>

ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 04/30/2013

Rounded to the Nearest Dollar
TRUST FUNDS

AGENCY

	<u>STUDENT FIN AID</u>	<u>ASB</u>	<u>STUDENT REP FEES</u>	<u>DISTRICT TRUST</u>	<u>STUDENT CENTER FEE TRUST</u>	<u>STUDENT CLUBS</u>
REVENUES:						
Sales	0	27,506	0	97,372	0	7,921
Gifts and contributions	0	2,199	0	13,156	0	696
Other local revenue	0	1,350	0	7,683	0	2,792
Interest	2	42	7	391	512	11
Miscellaneous revenue	10,827,200	0	20,919	11	25,895	70
Total Revenues	<u>10,827,202</u>	<u>31,096</u>	<u>20,926</u>	<u>118,613</u>	<u>26,407</u>	<u>11,491</u>
EXPENDITURES:						
Salaries	0	0	0	0	0	0
Supplies and materials	0	147,717	413	70,111	0	12,760
Contracted services	0	66,496	14,663	22,459	0	2
Capital outlay	0	0	0	1,745	0	0
Total Expenditures	<u>0</u>	<u>214,213</u>	<u>15,076</u>	<u>94,315</u>	<u>0</u>	<u>12,762</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	10,827,202	(183,117)	5,850	24,298	26,407	(1,272)
OTH FIN SRCES (USES):						
Operating Transfers IN	47,620	132,634	0	3,330	0	1,820
Operating Transfers OUT	10,850,831	5,970	0	10,703	0	7,919
Total Oth Fin Srces (Uses)	<u>(10,803,211)</u>	<u>126,664</u>	<u>0</u>	<u>(7,373)</u>	<u>0</u>	<u>(6,099)</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>23,991</u>	<u>(56,453)</u>	<u>5,850</u>	<u>16,925</u>	<u>26,407</u>	<u>(7,371)</u>
FUND BALANCE:						
Fund balance, July 1	18,435	110,441	8,604	690,814	174,750	32,514
Current balance	<u>42,426</u>	<u>53,988</u>	<u>14,453</u>	<u>707,739</u>	<u>201,157</u>	<u>25,143</u>

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 04/30/2013

	Cash Admin	Rounded to the Nearest Dollar			Endowment	Endowment	Total
		General	Restricted	Scholar-	Principal	Rev/Exp	
		Operations		ships			
REVENUE:							
Contributions	0	5,606	515,717	466,479	10,607,784	0	11,595,587
Contributions non-cash	0	2,424	0	0	0	0	2,424
Interest and dividends	0	19,257	0	0	0	153,888	173,145
Gain/Loss on sale of investments	0	2,274	0	0	0	48,805	51,080
Change in asset portfolio	0	48,812	0	0	0	687,775	736,587
Royal/Other/Bad Debt Recov.	0	500	8,899	500	0	0	9,899
Total revenue	0	78,874	524,616	466,979	10,607,784	890,468	12,568,721
EXPENDITURES:							
Scholarships	0	0	0	481,759	0	0	481,759
Student Assistance	0	0	6,959	0	0	0	6,959
Salaries	0	520,236	1,301,621	529,133	21,955	3,392,910	5,765,856
Employee benefits	0	106,619	233,338	86,821	2,266	671,390	1,100,434
Supplies and materials	0	17,711	65,757	12,654	0	10,670	106,793
Contracted personal services	0	0	4,088	8,005	0	0	12,093
Travel and conference	0	1,623	7,066	573	0	0	9,262
Memberships and permits	0	670	1,495	0	0	0	2,165
Telephone	0	1,274	0	0	0	0	1,274
Contracts and leases	0	1,818	6,904	9,060	0	0	17,781
Postage and advertising	0	1,991	0	638	0	0	2,629
Bank/brokerage charges	0	2,641	21	0	0	47,019	49,680
Miscellaneous expense	0	0	4,898	0	0	0	4,898
Building and equipment	0	215	17,016	538	0	0	17,770
Credit Card Disc. Fees	0	539	0	0	0	0	539
Total expenditures	0	655,337	1,649,163	1,129,181	24,222	4,121,989	7,579,893
Net income(loss)	0	(576,463)	(1,124,548)	(662,202)	10,583,562	(3,231,521)	4,988,829
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	129,654	47,832	65,013	22,862	10,252	275,613
Transfers out	0	103	210,243	83,679	28,616	157,004	479,645
Net transfers	0	129,551	(162,411)	(18,666)	(5,754)	(146,752)	(204,032)
Net inc/dec in fund bal	0	(446,911)	(1,286,959)	(680,868)	10,577,809	(3,378,273)	4,784,797
FUND BALANCE:							
Fund equity, July 1	0	246,299	332,540	664,535	5,295,101	84,736	6,623,210
YTD adj to accum FMV inc	0	0	0	0	0	11,427	11,427
Current balance	0	(200,613)	(954,419)	(16,333)	15,872,910	(3,282,111)	11,419,433

ALLAN HANCOCK COLLEGE

JUNE 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 <i>Fiddler on the Roof</i> PCPA thru July 6 at Solvang Festival Theater	14	15
16	17 Summer Classes Begin	18 6:00 p.m. Board of Trustees Meeting	19	20	21 Campus Closed	22
23	24	25	26	27	28 Campus Closed	29
30						

ALLAN HANCOCK COLLEGE

JULY 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 <i>Fiddler on the Roof</i> PCPA thru July 6 at Solvang Festival Theater	3	4 Independence Day College Closed	5	6
7	8	9	10	11	12 Campus Closed	13 <i>Monty Python's Spamalot</i> PCPA thru August 10 at Solvang Festival Theater
14	15	16 6:00 p.m. Board of Trustees Meeting	17	18	19 Campus Closed	20
21	22	23	24	25	26 Campus Closed	27
28	29	30	31			