
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, August 20, 2013

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

Larry Lahr, President
Gregory A. Pensa, Vice President
Tim Bennett
Bernard E. Jones
Hilda Zacarias
Lauren Kueffler, Student Trustee

- | | <u>Page</u> | <u>Tent.
Time</u> |
|---|-------------|-----------------------|
| 1. Call to Order | | 4:30 PM |
| 2. Public Comment | | |
| <p>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 confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.</p> | | |
| 3. Adjourn to tour Industrial Technology Buildings | | |
| 4. Call to Order | | 5:00 PM |
| 5. 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> | | |
| 6. Adjourn to Closed Session | | 5:00 PM |
| 6.A. Labor Negotiations (Govt. Code §54957.6) | | |

	<u>Page</u>	<u>Tent. Time</u>
7. Reconvene to Open Session		6:00 PM
8. Pledge of Allegiance		
9. Approval of Agenda as Presented		
10. Public Comment		
<p>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.</p> <p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.</p>		
11. Presentation		
11.A Entrepreneurship		
<p style="padding-left: 40px;">Small Business Entrepreneurship Center Coordinator, Anne Cremarosa will give a PowerPoint presentation regarding Entrepreneurship.</p>		
12. Approval of Minutes	8	6:10 PM
12.A. Approval of Minutes from the July 16, 2013 regular board meeting.		
13. Consent Agenda		6:12 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>		
13.A. Register of Warrants		
Supplemental Payroll 7/10/13	15	
Regular Payroll 7/31/13		
<p style="padding-left: 40px;">A recommendation that the board of trustees approve commercial warrants.</p>		

	<u>Page</u>	<u>Tent. Time</u>
13.B. Fourth Quarter Financial Status Report	54	
A recommendation that the board of trustees accept the fourth quarter financial status report, a routine report that monitors the financial health of the district, to be submitted to the State Chancellor's Office.		
13.C. Authorization to Declare District Property as Surplus	59	
A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.		
13.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	60	
A recommendation to approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
13.E. New Community Services (Fee-Based) Education Courses	81	
A recommendation to approve the community services courses as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.		
13.F. Second Reading: Revised Board Policy 8992, Public Safety & Security	82	
A recommendation that the board of trustees adopt revised Board Policy 8992, Public Safety & Security.		
13.G. Second Reading: Proposed Board Policy 8350, Sustainability	87	
A recommendation that the board of trustees adopt Board Policy 8350, Sustainability.		
13.H. Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	89	
A recommendation that the board of trustees approve the short-term, substitute and professional expert appointments exempt from classified service as presented.		

	<u>Page</u>	<u>Tent. Time</u>
13.I. Appointments, Transfers, and Promotions of Classified Employees	92	
<p>A recommendation that the board of trustees approve the promotion of Sandy Zepeda, administrative secretary III, academic affairs, effective September 1, 2013. A recommendation may be made to approve the appointments of benefits technician, business services; instructional assistant, dental laboratory - health sciences department; instructional assistant - Science Technology Engineering Math (STEM) center, mathematical sciences department; and multimedia technician, library & learning resources.</p>		
13.J. Out-of-Classification Assignments of Classified Employees	94	
<p>A recommendation that the board of trustees approve the temporary out-of-classification assignment of Holly Costello, administrative secretary III/coordinator cosmetology, academic affairs, retroactive to July 10, 2013 through June 30, 2014, or earlier per district need; and Henry Schroff, coordinator, student activities, student services, retroactive to July 16, 2013 through August 30, 2013, or earlier per district need.</p>		
13.K. Coaching Appointments and Stipends	95	
<p>A recommendation may be made that the board of trustees approve coaching appointments and stipends, kinesiology, recreation & athletics department. If a recommendation is made, a revised board agenda item will be presented.</p>		
13.L. Appointment of Nontenure-Track Faculty	96	
<p>A recommendation may be made that the board of trustees approve the appointment of a nontenure-track faculty position in the life and physical sciences department. If a recommendation is made, a revised board agenda item will be presented.</p>		
14. Oral Reports		6:20 PM
14.A. Superintendent/President's Report		
14.B. Board Member Reports		

	<u>Page</u>	<u>Tent. Time</u>
14.C. Association Reports		6:40 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		
15. Action Items		7:00 PM
15.A. Authorization of Dental Insurance Premium Rate Increase	97	
A recommendation that the board of trustees authorize a 5.7 percent dental insurance premium rate increase effective October 1, 2013.		
15.B. Public Safety Complex, Bid 11-02, Change Order 10	98	
A recommendation that the board of trustees approve change order 10 to the contract with Sinanian Development, Inc., and authorize the vice president, facilities and operations to sign change order 10.		
15.C. New and Revised Classified Bargaining Unit Job Descriptions	101	
A recommendation that the board of trustees approve the new and revised classified bargaining unit job descriptions as presented, including some salary range adjustments for these positions.		
15.D. New Classified Management Job Description	114	
A recommendation that the board of trustees approve the new classified management job description of director - special projects (grants) as presented.		
15.E. Approval of the Amendments to the Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for 2012-2013 and 2013-2014	117	
A recommendation that the board of trustees approve the Amendments to the Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185, pending ratification by the association.		

	<u>Page</u>	<u>Tent. Time</u>
15.F. The District and The Faculty Association of Allan Hancock Joint Community College Contract Reopeners for Fiscal Year 2013-2014	155	
A recommendation that the board of trustees invite the public to forward any comment on the proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on September 10, 2013, in accordance with Board Policy 3100.		
16. Information Items		7:40 PM
16.A. 2013-14 State Budget Update	157	
A summary of the 2013-14 state budget.		
16.B. Grant Proposals Submitted	158	
A report on grant proposals submitted.		
16.C. Annual Distance Learning Report	159	
An annual report on distance learning		
16.D. Employee Resignation	161	
The Superintendent/President has accepted the resignation of Sarah Thien, public/sports information specialist, public affairs and publications, effective August 8, 2013.		
16.E. Bond Measure I Status Report	162	
A status report on the bond measure I projects.		
16.F. District Monthly Financial Report	167	
A report on the year-to-date data for various funds.		
17. New Business		7:55 PM
18. Calendar	179	
19. Adjournment		8:00 PM

A special meeting of the Board of Trustees will be held on September 6, 2013 in Santa Ynez. The next regular meeting of the Board of Trustees will be held on Tuesday, September 10, 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.



Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, July 16, 2013

Larry Lahr, President
Gregory A. Pensa, Vice President
Tim Bennett
Bernard E. Jones
Hilda Zacarías
Lauren Kueffler, Student Trustee

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

1. Call to Order

Trustee Lahr called the meeting to order at 4:03 p.m. with the following trustees present:
Tim Bennett, Bernard Jones, Larry Lahr, Greg Pensa

Trustees absent: Hilda Zacarías

2.1 Public Comment

No public comment was made.

2.2 Adjourn to tour One-Stop Student Services Center

Trustee Lahr adjourned the meeting to tour the One-Stop Student Services Center at 4:04 p.m.

3. Trustee Lahr reconvened the meeting to closed session at 4:40 p.m. with the following trustees present: Tim Bennett, Bernard Jones, Larry Lahr, Greg Pensa, Hilda Zacarías

Trustees absent: None

4. Public Comment to Closed Session

No public comment was made.

5. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 4:40 p.m.

6. Reconvene to Open Session

Trustee Lahr reconvened the meeting to open session at 6:01 p.m. and announced that no action was taken in closed session.

7. Pledge of Allegiance

Lauren Kueffler, student trustee, led the audience in the pledge of allegiance.

8. Approval of Agenda as Presented

On a motion by Trustee Zacarías, seconded by Trustee Jones, the Board approved the agenda on a roll-call vote as follows:

Ayes: Bennett, Zacarías, Jones, Lahr, Pensa

Noes: None

Abstentions: None

9. Seating of Student Trustee

Superintendent/President Walthers administered the oath of office to Lauren Kueffler, who was then seated as student trustee for 2013-2014.

10. Public Comment

No public comment was made.

11. Approval of Minutes

11.A. Approval of Minutes from the May 21, 2013 regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee Jones, the Board voted unanimously to approve the minutes for the May 21, 2013 regular board meeting as submitted.

11.B. Approval of Minutes from the June 18, 2013 regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee Jones, the Board voted unanimously to approve the minutes for the June 18, 2013 regular board meeting as submitted.

12. Consent Agenda

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board voted unanimously to approve the consent agenda on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

13. Oral Reports

13.A. Superintendent/President's Report

Dr. Walthers said he is happy to be at Allan Hancock College. He referred to a board update memo providing details on current events. He shared he is working on the retreat agenda for the board of trustees in September and a joint board meeting with Cuesta and Santa Barbara City Colleges to take place in the spring.

13.B. Board Member Reports

Trustee Jones welcomed Dr. Walthers to Allan Hancock College and new student trustee Lauren Kueffler.

Trustee Pensa saw *Fiddler on the Roof* and recommends it to everyone. He also welcomed Dr. Walthers to Allan Hancock College.

Trustee Bennett said he looks forward to working with Dr. Walthers and new student trustee Kueffler. He also enjoyed PCPA's *Fiddler on the Roof* play.

Trustee Zacarías welcomed student trustee Kueffler and Dr. Walthers to the college.

Student trustee Kueffler thanked the Board for their hospitality and said she is excited to be part of the Board of Trustees.

13.C. Association Reports

1) Management Association

Nancy Meddings welcomed student trustee Kueffler and Dr. Walthers. She introduced past co-presidents Paul Murphy and Ardis Nielsen. She went on to introduce the current board of the management team, Roanna Bennie, Michael Black, Carol Moore, Janet Ford and herself. She noted that she and Janet Ford will serve as co-presidents. She said they have co-presidents because of the current work load and the number of managers has diminished. She shared a few examples of additional jobs performed by administrators when one administrator is out on medical leave.

2) Part-Time Faculty Association

No report was given.

3) Faculty Association

Roger Hall welcomed Dr. Walthers and student trustee Kueffler. He noted that the student trustee's voice is very important and encouraged Ms. Kueffler to participate. He said that the association recently met and their negotiation team will remain the same. He thanked the board of trustees for approving the contract but is concerned the association does not have a copy of the signed contract. He said the association encourages and supports the Open Hour for the board of trustees and suggested providing Open Hour signs to alert students.

4) Academic Senate

Glenn Owen introduced himself as the new Academic Senate president and welcomed Dr. Walthers. He said he was able to meet a few times with Dr. Walthers and noted that a lot was accomplished at their first College Council meeting. He looks forward to improving relationships between faculty and

management. He referred to the CCPD, (Councils and Committees: Pathways to Decisions) and noted College Council is implementing it and may be revising it. He added that Academic Senate looks forward to hiring a new vice president of student services.

5) California School Employees Association

Kelly Underwood welcomed Dr. Walthers and student trustee Kueffler to Allan Hancock College. She noted that revisions to the board meeting agenda were published which contained CSEA items she was unaware of. She referred to a handout on health rate increases. She pointed out the last a true COLA received was in 2007. At that time, the cost for medical insurance for a single individual was \$10.00. This year, with the proposed increase, the cost will be \$153.31. She said that if next year's COLA is applied to benefits, it still won't cover this medical increase for half of CSEA's members. She gave an example of how this increase will affect an average employee. She noted that even with a COLA, some staff will still bring home less money due to this increase in medical cost. She said lots of staff are worried about these increases. She went on to discuss the lack of professional development for classified staff. She noted that there is no process for classified staff to improve professionally and asked the board to consider this. She said there is a Senate bill, in the approval process, that puts an emphasis on classified staff development. She gave a few reasons why staff development is beneficial.

6) Associated Student Body Government

No report was given.

7) AHC Foundation

Jeff Cotter joined his colleagues and welcomed Dr. Walthers and student trustee Kueffler. He said that in addition to the Boyd Trust gift, there have been lots of smaller gifts totaling approximately two million dollars. He believes there is a possibility for many smaller gifts because the community is now aware of the Boyd Estate gift.

14. Action Items

14.A. Resolution 13-16 Requesting Board of Supervisors of the County of Santa Barbara to Establish Tax Rate for Bonds.

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board approved the authorized signature forms and voted unanimously to adopt Resolution 13-16, requesting Board of Supervisors of the County of Santa Barbara to establish a tax rate for the district's general obligation bonds, on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

14.B. Resolution 13-17 California Department of Education, General Child Care and Development Programs

On a motion by Trustee Bennett, seconded by Trustee Jones, the Board voted unanimously to adopt Resolution 13-17 certifying the approval of the governing body to enter into contract number CCTR-3267 to receive funds for its child care program, on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

14.C. Resolution 13-18 California Department of Education, Preschool Programs

On a motion by Trustee Pensa, seconded by Trustee Bennett, the Board voted unanimously to adopt Resolution 13-18 certifying the approval of the governing body to enter into contract number CCTR-3518 to receive funds for its child care program, on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

14.D. Award of Contract for the Purchase of Computer Numerical Controlled Milling Machines and Lathe, Bid 13-06, Rebid

On a motion by Trustee Bennett, seconded by Trustee Pensa, the Board awarded the contract for the purchase of Computer Numerical Controlled milling machines and lathe.

14.E. Acceptances of Grants Approved

On a motion by Trustee Pensa, seconded by Trustee Bennett, the Board accepted funded proposals.

14.F. Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Change Order 8

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board approved change order 8 to the contract with Flintco Pacific, Inc., and to authorize the vice president, facilities and operation, to sign change order 8.

14.G. Building D Repairs and Upgrades, Bid 13-03, Change Order 3

On a motion by Trustee Bennett, seconded by Trustee Pensa, the Board approved change order 3 to contract with Vernon Edwards Constructors, Inc., and to authorize the vice president, facilities and operations, to sign change order 3.

15. Information Items

15.A. 2013-2014 State Budget Update

Dr. Miller said the budget is consistent with the tentative budget the board adopted. She explained how the analysis of the dollars previously received is used to estimate the amount of money to be received. She emphasized that these figures are true estimates and will know more after attending the August budget workshop. She added that the governor signed a budget that is consistent with the tentative budget.

15.B. Grant Proposals Submitted

Dr. Walthers noted that the Child Care Access grant is new and if awarded will be brought back for approval.

15.C. First Reading: Revised Board Policy 8992, Public Safety & Security

Vice President Hernandez said that when this policy was revised in 2011, the revisions overlooked the use of surveillance cameras in the bookstore's operation. The policy has been revised to clearly distinguish the difference between security cameras for safety purposes and cameras for instructional use.

15.D. First Reading: Proposed Board Policy 8350, Sustainability

Vice President Hernandez explained that the policy on a sustainability plan is recommended by the Sustainability Taskforce. It provides that an energy and sustainability plan be integrated into the college's master plan.

15. E. Bond Measure I Status Report

Vice President Hernandez said there is forward momentum in the construction of the Student Services buildings as well as the other projects. He noted that projected completion dates are still on target.

15.F. District Monthly Financial Report

Dr. Miller pointed out that the projected general fund balance is shown as a deficit amount. She explained that the books are on a cash basis during the year and the state has had a significant cash deferral process. A significant portion of the Proposition 30 dollars came in prior to the end of June and the deferrals do not change the revised budget adopted in March.

16. New Business

No new business was reported.

17. Calendar

Dr. Walthers briefly reviewed the calendar of events. He invited the everyone to attend the Joe White Memorial fundraising dinner on August 17.

18. Adjournment

Trustee Lahr adjourned the meeting at 6:48 p.m.

A handwritten signature in black ink, appearing to read 'K. Walthers', with a long horizontal flourish extending to the right.

Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Register of Warrants		
Reason for Board Consideration	Item Number	Enclosures
CONSENT - ACTION	13.A.	Page 1 of 39

BACKGROUND:

The following warrants are submitted for board of trustees approval:

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 1,645,416.10	
SUPPLEMENTAL PAYROLL 7/10/13	524,211.32	
REGULAR PAYROLL 7/31/13	2,370,341.42	
TOTAL GENERAL FUND		\$ 4,539,968.84
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	849.73	
SUPPLEMENTAL PAYROLL 7/10/13	18,948.11	
REGULAR PAYROLL 7/31/13	30,456.02	
TOTAL CHILD DEVELOPMENT FUND		50,253.86
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	425,701.37	
TOTAL GO BOND CLEARING FUND		425,701.37
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	2,979,342.23	
TOTAL GO BOND BUILDING FUND		2,979,342.23
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	50,862.94	
TOTAL CAPITAL OUTLAY PROJECTS FUND		50,862.94
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	6,081.54	
TOTAL SELF INSURANCE HEALTH FUND		6,081.54
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 8,163,180.78</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 1830820 through 1831184 for a subtotal of \$5,219,223.91, and payroll warrants in the amount of \$2,943,956.87 for a grand total of \$8,163,180.78.

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

07/10/13 PAYROLL

FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$76,835.87
1200	Academic Salaries, regular schedule, non-instructional time	27,597.25
1300	Certificated Salaries other than regular schedule teaching	255,560.94
1400	Certificated Salaries other than contract non-teaching	28,130.83
3100	State Teachers Retirement	17,192.19
3300	Medicare	6,079.90
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	203.27
3600	Worker's Compensation Insurance	6,559.93
3700	State Teachers Retirement/Cash Balance Plan/PARS	5,425.36
3911	Academic Retirement Incentive	0.00
	SUB TOTAL	\$423,585.54

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$8,837.41
2200	Classified Instructional Aide Salaries, regular schedule	5,156.70
2300	Classified Salaries, hourly	33,957.23
2300	Student Workers, regular	26,647.00
2400	Instructional Aides, hourly	9,014.92
2400	Student Workers, Tutors, Peer Counselors	12,451.01
3200	Public Employees Retirement	2,139.09
3300	Social Security/Medicare	1,316.73
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	20.66
3600	Worker's Compensation Insurance	1,085.03
3700	PARS	0.00
4512	Uniform Allowance	0.00
8890	Income released for stale dated warrant	0.00
	SUB TOTAL	\$100,625.78
	TOTAL FUND 9410	\$524,211.32

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$3,164.64
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	3,959.42
2300	Student Workers, regular	11,110.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	261.08
3200	Public Employees Retirement System (PERS)	40.05
3300	Social Security/Medicare	122.90
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	2.11
3600	Worker's Compensation Insurance	287.91
3700	State Teachers Retirement/Cash Balance Plan	0.00
	SUB TOTAL	\$18,948.11
	TOTAL FUND 9433	\$18,948.11

TOTAL DISTRICT PAYROLL543,159.43

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

07/31/13 PAYROLL

FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$32,050.77
1200	Academic Salaries, regular schedule, non-instructional time	340,340.11
1300	Certificated Salaries other than regular schedule teaching	393,693.73
1400	Certificated Salaries other than contract non-teaching	55,075.49
3100	State Teachers Retirement	50,409.13
3300	Medicare	12,649.15
3400	Health and Welfare Benefits	203,217.97
3500	State Unemployment Insurance	415.87
3600	Worker's Compensation Insurance	13,258.37
3700	State Teachers Retirement/Cash Balance Plan/PARS	6,141.22
3911	Academic Retirement Incentive	0.00
	SUB TOTAL	<u>\$1,107,251.81</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$790,379.32
2200	Classified Instructional Aide Salaries, regular schedule	15,769.44
2300	Classified Salaries, hourly	29,101.77
2300	Student Workers, regular	18,196.13
2400	Instructional Aides, hourly	17,227.61
2400	Student Workers, Tutors, Peer Counselors	12,192.94
3200	Public Employees Retirement	120,686.81
3300	Social Security/Medicare	59,382.19
3400	Health and Welfare Benefits	186,942.94
3500	State Unemployment Insurance	398.23
3600	Worker's Compensation Insurance	12,812.23
3700	PARS	0.00
4512	Uniform Allowance	0.00
8890	Income released for stale dated warrant	0.00
	SUB TOTAL	<u>\$1,263,089.61</u>
	TOTAL FUND 9410	<u>\$2,370,341.42</u>

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$11,753.09
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	1,729.44
2300	Classified Salaries, hourly	984.19
2300	Student Workers, regular	10,656.95
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,112.31
3200	Public Employees Retirement System (PERS)	65.33
3300	Social Security/Medicare	223.94
3400	Health and Welfare Benefits	3,544.14
3500	State Unemployment Insurance	6.53
3600	Worker's Compensation Insurance	380.10
3700	State Teachers Retirement/Cash Balance Plan	0.00
	SUB TOTAL	<u>\$30,456.02</u>
	TOTAL FUND 9433	<u>\$30,456.02</u>

TOTAL DISTRICT PAYROLL2,400,797.44

Allan Hancock College
Warrant Register
Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
STAPLES & ASSOCIATES	ENERGY PROJECT: MAIN CAMPUS	71800001	6212	35,815.66		
				<u>35,815.66</u>	WB	00830820
AHC-RCF	Due to Other Funds/RCF	00000010	9521	12,531.23		
				<u>12,531.23</u>	WA	00830821
COMENITY-OSH COMMERCIAL SERVICES	SUPPLIES PER RECEIPTS:	65510000	4520	16.64		
	SUPPLIES PER RECEIPTS:	65110000	4520	4.98		
				<u>21.62</u>	WA	00830822
FREELAND, CLINT M	Various Local Mileage	63100000	5210	152.63		
				<u>152.63</u>	WA	00830823
GONZALES, STEPHANIE	Local Mileage	67220000	5210	6.66		
				<u>6.66</u>	WA	00830824
GUARDADO, SIBONEY M	Various Local Mileage	60200312	5210	101.13		
	Various Local Mileage	60200312	5210	46.76		
	Various Local Mileage	60200312	5210	33.60		
	Various Local Mileage	60200312	5210	52.64		
				<u>234.13</u>	WA	00830825
KOOB, CHRISTINA M	Various Local Mileage	19050000	5210	13.88		
				<u>13.88</u>	WA	00830826
LAU, MARGARET S	CAAgTeachersAssnSummerConf	03030014	5210	164.87		
				<u>164.87</u>	WA	00830827
MURPHY, PAUL M	Sci/Tech/Engr/MathSoltnConf	60200312	5210	16.80		
				<u>16.80</u>	WA	00830828
MURPHY, PAUL M	Various Local Mileage	60200312	5210	76.82		
	Various Local Mileage	60200312	5210	96.56		
				<u>173.38</u>	WA	00830829
NICHOLS, JON ANTHONY	EnrollmentFeeReimb EL104	67302000	3920	160.00		
				<u>160.00</u>	WA	00830830
NICK'S TELECOM	FORD CROWN VICTORIA	67775000	5650	275.00		
				<u>275.00</u>	WA	00830831
NOBLE POWER EQUIPMENT	IGNITION MODULE #42494001300	65510000	4520	68.45		
	LABOR CHARGES	65510000	5650	50.40		
	SHIP & HANDLING	65510000	4520	8.55		
	SPK, BLADE MULCHING 20.5	65510000	4520	59.46		
	CREDIT FROM RETURNED ITEM	65510000	4520	-48.16		
	OIL MIX PER INVOICE #190894	65510000	4520	132.50		
				<u>271.20</u>	WA	00830832

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
OFFICE DEPOT INC	OFFICE SUPPLIES	60100200 4520	3.98		
	OFFICE SUPPLIES	60100200 4520	376.70		
			<u>380.68</u>	WA	00830833
OFFICE DEPOT INC	CORRECTION FLUID #358234	63220003 4520	14.99		
	BLACK BALLPOINT PENS #181594	63220003 4520	2.96		
	RED ERASER CAPS #206503	63220003 4520	1.19		
	JUMBO PAPER CLIPS #221784	63220003 4520	3.37		
	PAPER CLIPS NO 1 #221720	63220003 4520	2.72		
	MEDIUM BINDER CLIPS #561339	63220003 4520	1.74		
	OFFICE PAPER #347005	63220003 4520	38.21		
	MEDIUM BLUE BALLPOINT PENS	63220003 4520	2.96		
	HP 78A TONER CARTRIDGE	63220003 4520	81.92		
	HP 45/78 BLACK/TRICOLOR TONER	63220003 4520	60.85		
	HP 15A TONER CARTRIDGE #727381	63220003 4520	60.30		
			<u>271.21</u>	WA	00830834
OTTO FREI	INSTRUCTIONAL SUPPLIES FOR	10091060 4311	678.87		
	FREIGHT	10091060 4311	18.43		
			<u>697.30</u>	WA	00830835
PAPER ASSOCIATES	COPY PAPER, 8 1/2 X 11",	67700000 4520	1,203.74		
			<u>1,203.74</u>	WA	00830836
PETERS, NANCY L	EnrollmentFeeReimg ASL120	67302000 3920	205.00		
			<u>205.00</u>	WA	00830837
PRINTPAL PROMOTIONS	PENCILS FOR CREDIT ESL CLASSES	49308007 4310	56.70		
	SET-UP	49308007 4310	38.02		
	SHIPPING	49308007 4310	16.87		
			<u>111.59</u>	WA	00830838
PROFORCE LAW ENFORCEMENT	BUSHMASTER BCWA3F-16M4MOE	67775000 6410	3,493.85		
			<u>3,493.85</u>	WA	00830839
RANTZ, RICKY L	Various Local Mileage	60100400 5210	101.01		
			<u>101.01</u>	WA	00830840
RAYS AUTO PARTS	2008 DODGE CHARGER OIL	67775000 4520	43.85		
	2008 DODGE CHARGER	67775000 4520	181.05		
			<u>224.90</u>	WA	00830841
RIGHETTI HIGH SCHOOL	INSERTION ORDER FOR	68101000 5880	125.00		
			<u>125.00</u>	WA	00830842
SAFEMART INC - VONS DIVISION	Supplies for Biology labs,	04011007 4310	13.95		
			<u>13.95</u>	WA	00830843
SIERRA SCHOOL EQUIP CO	MARKER BOARDS, PLATINUM	49306011 6410	1,798.76		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	LABOR CHARGES	49306011 6410	350.00		
	WHITE BOARD - FURNISH AND	13050000 6410	1,608.04		
	LABOR	13050000 6410	350.00		
			4,106.80	WA	00830844
STANLEY CONVERGENT SECURITY SOLUTIONS	BURGLAR ALARM MAINTENANCE	67775000 5590	153.00		
			153.00	WA	00830845
STORIE, PAMELA H	Various Local Mileage	63220001 5210	99.90		
	Various Local Mileage	63220001 5210	99.90		
	Various Local Mileage	63220001 5210	133.20		
	Various Local Mileage	63220001 5210	133.20		
	Various Local Mileage	63220001 5210	133.20		
			599.40	WA	00830846
SUPERMEDIA LLC	PHONE DIRECTORY LISTING, SANTA	65700000 5540	24.50		
			24.50	WA	00830847
SYSCO FOOD SERVICES OF VENTURA	CLASSROOM SUPPLIES	13060000 4311	386.71		
			386.71	WA	00830848
TAIT, KAREN L	MathLearningWorkshop	60200312 5210	427.70		
			427.70	WA	00830849
THOMSON-REUTERS/BARCLAYS	Patent Law Fundamentals	05010007 4310	737.72		
	CA Affirm Def V1 2013 PAM	05010007 4310	129.90		
	CA Affirm Def V2 2013 PAM	05010007 4310	129.90		
	CA Affirm Def V3 2013 PAM	05010007 4310	129.90		
			1,127.42	WA	00830850
TRIARCH INC	Pinus older stem, CRT, #10-6d	04011000 4310	202.44		
			202.44	WA	00830851
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	48.38		
	UPS CHARGES	67700400 5870	22.00		
			70.38	WA	00830852
UNITED REFRIGERATION INC	HVAC SUPPLIES PER ORDER:	65110000 4520	7.31		
	HVAC SUPPLIES PER ORDER:	65110000 4520	24.25		
	HVAC SUPPLIES PER ORDER:	65110000 4520	7.42		
			38.98	WA	00830853
US BANK CORPORATE PAYMENT SYSTEM	ZAGG - Folio Case with	67873000 4514	432.96		
			432.96	WA	00830854
MOORE, CAROL A	Reimbursement for Crucial	67873000 6411	1,101.34		
	Reimbursement for Apple memory	67873000 6411	996.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				2,097.34	WA	00830855
VANNEST, PATTY J	Various Local Mileage	67220000	5210	12.99		
				12.99	WA	00830856
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400	5540	853.68		
				853.68	WA	00830857
WEST, ELIZABETH M	MathLearningWorkshop	60200312	5210	389.29		
				389.29	WA	00830858
WILLIAMSON, LORI A	Various Local Mileage	04011000	5210	153.74		
				153.74	WA	00830859
WONG, IRENE T	MathLearningWorkshop	60200312	5210	498.70		
				498.70	WA	00830860
SAVE MART SUPERMARKETS	FOOD SUPPLIES 5/1/13-6/30/13	33697017	4710	7.16		
	FOOD SUPPLIES 5/1/13-6/30/13	33697017	4710	21.76		
				28.92	WE	00830861
AHC-RCF	Due to Other Funds/RCF	00000047	9521	363.00		
				363.00	WI	00830862
STRATA INFORMATION GROUP	TRAVEL EXPENSES FROM	71730003	5220	2,126.73		
	PROFESSIONAL SERVICES FROM	71730003	5112	19,275.00		
	TRAVEL EXPENSES FROM	71730003	5220	1,076.00		
	PROFESSIONAL SERVICES FROM	71730003	5112	15,975.00		
				38,452.73	WI	00830863
SUNGARD PUBLIC SECTOR INC	PROJECT MANAGEMENT FOR	71730005	5112	640.00		
				640.00	WI	00830864
ALLEN'S QUALITY PLUMBING	SERVICE CALL-BLDG. G CAFETERIA	65110000	5650	85.00		
				85.00	WA	00830865
AMAZON	DAVIS Q&A FOR REVIEW - BOOK	12301026	4310	44.45		
	MOSBY COMPREHENSIVE REVIEW -	12301026	4310	62.59		
	LIPPINCOTT'S Q&A FOR NCLEX-RN-	12301026	4310	132.47		
				239.51	WA	00830866
AMERICAN INDUSTRIAL SUPPLY	HEX NUTSETTER 1/4"	65110000	4520	3.19		
	TEK SCREW, #14 X 3"	65110000	4520	11.37		
				14.56	WA	00830867
AMERICAN STAR TOURS	CHARTER BUS TO SOLVANG	64945000	4640	4,210.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				4,210.00	WA	00830868
APPLE COMPUTER	iPad with Retina display Wi-Fi	67873000	6411	3,241.01		
	AppleCare+ for iPad S4745LL/A	67873000	6411	594.00		
	iPad Smart Case - Polyurethane	67873000	6411	318.26		
	eWaste Fee/Recycling	67873000	5571	18.00		
				4,171.27	WA	00830869
APPRENTICE & JOURNEYMAN TRAINING TRUST FUND	PLUMBER & PIPEFITTER	09523000	5130	2,439.84		
	PLUMBER & PIPEFITTER	09523000	5130	2,411.32		
				4,851.16	WA	00830870
AQUA SERV ENGINEERS INC	WATER TREATMENT SERVICE	65110000	5640	212.00		
				212.00	WA	00830871
ART & JENNY'S SEWING MACHINE CENTER	PARTS TO REPAIR SERGERS	13030021	4520	158.02		
	PARTS TO REPAIR SERGERS	13030021	4520	40.31		
	PARTS TO REPAIR SERGERS	13030021	4520	90.46		
	LETTERING SOFTWARE	13030021	5322	112.54		
				401.33	WA	00830872
CABLEWHOLESALE	STEREO/VCR RCA CABLE, 2 RCA	60200312	6412	6.41		
	SERIEL EXTENSION CABLE, BLACK,	60200312	6412	10.75		
	POWER Y CORD, BLACK, NEMA	60200312	6412	10.63		
	DVI-D SINGLE LINK CABLE, DVI-D	60200312	6412	15.54		
				43.33	WA	00830873
CAL POLY CORPORATION	GRANT PAYMENTS TO NIH	04010015	5112	1,251.39		
				1,251.39	WA	00830874
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	65700000	5530	6,990.84		
	WATER SERVICES AND DISPOSAL	68103000	5530	1,747.71		
	WATER SERVICES AND DISPOSAL	65700000	5530	290.35		
	WATER SERVICES AND DISPOSAL	68103000	5530	72.59		
	WATER SERVICES AND DISPOSAL	65700000	5530	4,891.89		
	WATER SERVICES AND DISPOSAL	68103000	5530	1,222.97		
	WATER SERVICES AND DISPOSAL	65700000	5530	1,714.19		
	WATER SERVICES AND DISPOSAL	68103000	5530	428.55		
	WATER SERVICES AND DISPOSAL	65700000	5530	2,316.86		
	WATER SERVICES AND DISPOSAL	68103000	5530	579.21		
	WATER SERVICES AND DISPOSAL	65700000	5530	93.93		
	WATER SERVICES AND DISPOSAL	68103000	5530	23.48		
	WATER SERVICES AND DISPOSAL	65700000	5530	1,555.62		
	WATER SERVICES AND DISPOSAL	68103000	5530	388.91		
	WATER SERVICES AND DISPOSAL	65700000	5530	3,440.61		
	WATER SERVICES AND DISPOSAL	68103000	5530	860.15		
	WATER SERVICES AND DISPOSAL	65700000	5530	131.93		
	WATER SERVICES AND DISPOSAL	68103000	5530	32.98		
	WATER SERVICES AND DISPOSAL	65700000	5530	61.08		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	WATER SERVICES AND DISPOSAL	68103000 5530	15.27		
	WATER SERVICES AND DISPOSAL	65700000 5530	172.26		
	WATER SERVICES AND DISPOSAL	68103000 5530	43.07		
			<u>27,074.45</u>	WA	00830875
CLARK SECURITY PRODUCTS	DOOR CLOSER, LCN #4631-3971	65110000 6413	1,105.54		
			<u>1,105.54</u>	WA	00830876
CLAY'S SEPTIC & JETTING INC.	SERVICE CALL-BLDG. G CAFETERIA	65110000 5650	330.00		
	SERVICE CALL-BLDG. G CAFETERIA	65110000 5650	580.00		
			<u>910.00</u>	WA	00830877
COLON, VERONICA	reimbursement for fingerprints	67300100 5820	7.00		
			<u>7.00</u>	WA	00830878
DE LA TORRE, LILIAN	FLYER TRANSLATION-CASH FOR	64900006 5110	10.00		
			<u>10.00</u>	WA	00830879
DEPT OF FORESTRY & FIRE PROTECTION	FIREFIGHTER SURVIVAL	21335000 4311	400.00		
	FIRE MANAGMENT 1	21330000 4311	2,480.00		
	SHIPPING	21330000 4311	8.00		
	SHIPPING	21335000 4311	8.00		
	FIRE COMMAND 1A	21330000 4311	2,480.00		
	SHIPPING	21330000 4311	8.00		
	FIRE COMMAND 1A	21330000 4311	880.00		
	SHIPPING	21330000 4311	8.00		
			<u>6,272.00</u>	WA	00830880
DEPT OF THE INTERIOR	PRACTICE SHELTER	21335000 4310	362.68		
	SHIPPING	21335000 4310	25.26		
	PRACTICE SHELTER	21335000 4310	195.00		
	NEW GENERATION FIRE SHELTER	21335000 4310	4.84		
			<u>587.78</u>	WA	00830881
DORADO, YVETTE	reimbursement for fingerprints	67300100 5820	13.60		
			<u>13.60</u>	WA	00830882
EWING IRRIGATION PRODUCTS INC	IRRIGATION SUPPLIES	65510000 4520	398.36		
	IRRIGATION SUPPLIES	65510000 4520	195.67		
	IRRIGATION SUPPLIES	65510000 4520	288.81		
	IRRIGATION SUPPLIES	65510000 4520	71.46		
	IRRIGATION SUPPLIES	65510000 4520	272.19		
			<u>1,226.49</u>	WA	00830883
FARM SUPPLY COMPANY	SAF T CIDE HORT OIL, GAL	65510000 4520	47.62		
	PCQ BAIT 50# PER INVOICE #7902	65511400 4520	298.75		
			<u>346.37</u>	WA	00830884
FASTENAL	BOND SEAL GALV #14	65110000 4520	9.90		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				9.90		WA 00830885
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES PER ORDERS:	65110000	4520	79.25		
	PAINT SUPPLIES PER ORDERS:	65110000	4520	106.90		
				186.15		WA 00830886
GARNER, JUDITH L	Other Classified Benefits	67302000	3920	19.00		
				19.00		WA 00830887
GLIDDEN PROFESSIONAL PAINT CENTER	PAINT SUPPLIES	65110000	4520	16.56		
	PAINT SUPPLIES	65110000	4520	55.92		
	PAINT SUPPLIES	65110000	4520	-27.96		
				44.52		WA 00830888
GRAINGER	BATTERY, ALKALINE, SIZE C	65110000	4520	59.33		
				59.33		WA 00830889
GRAYBAR ELECTRIC	Operational Supplies	67873000	4520	94.91		
				94.91		WA 00830890
HOME MOTORS	AUTOMOTIVE PARTS	67772000	4520	-54.13		
	AUTOMOTIVE PARTS	67772000	4520	862.84		
	AUTOMOTIVE PARTS	67772000	4520	80.61		
	AUTOMOTIVE PARTS	67772000	4520	0.02		
				889.34		WA 00830891
INFORMATION TODAY INC	MONTHLY UTILITIES EXPENSE	67710300	5630	235.90		
				235.90	M RV	WA 00830892
KOHLER PLUMBING INC	INSTALL EARTHQUAKE VALVE,	65110000	4520	1,059.48		
	LABOR CHARGES	65110000	5650	490.00		
				1,549.48		WA 00830893
KONE INC	MAINTENANCE AGREEMENT FOR	65110000	5640	1,883.79		
	MAINTENANCE AGREEMENT FOR	65110400	5640	1,255.86		
				3,139.65		WA 00830894
LOMPOC PARKS RECREATION & URBAN FORESTRY DEPT	41736/41744 English as a	49308020	5630	960.00		
	Spring 2013 Facility Rentals	49308020	5630	900.00		
				1,860.00		WA 00830895
LOS PADRES FIRE PROTECTION INC	2.5 lb. Fire Extinguishers	67720001	4520	110.25		
				110.25		WA 00830896
LOSSING, TRAVIS D	Other Classified Benefits	67302000	3920	160.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				160.00		WA 00830897
MADLAND TOYOTA-LIFT INC	FORKLIFT REPAIRS-TOYOTA,	67700000	4520	1,988.73		
	LABOR CHARGES	67700000	5650	1,152.00		
	FREIGHT CHARGES	67700000	5650	170.00		
				3,310.73		WA 00830898
MARONEY, WESLEY D	reimbursement for	67300100	5820	13.60		
				13.60		WA 00830899
AMAZON	KITCHEN SUPPLIES THRU 5/31/13	71810001	4520	162.28		
				162.28		WB 00830900
FIGURE 53 LLC	QLAB 3 PRO AUDIO (EDU)	71730002	5322	199.00		
	QLAB 3 PRO AUDIO (EDU)	10071300	5322	150.00		
	PROCESSING FEE	71730002	5322	30.00		
				379.00		WH 00830901
AHC - BOOKSTORE	OFFICE SUPPLIES/FINE ARTS	10000000	4520	16.22		
				16.22		WA 00830902
AMAZON	LIPPINCOTT'S Q&A FOR NCLEX-RN-	12301026	4310	130.60		
	ESTIMATED SHIPPING	12301026	4310	1.87		
				132.47		WA 00830903
AMERICAN COLLEGE HEALTH ASSOC.-NCHA	SURVEY PROCESSING/SCANNING	64400002	4520	421.50		
				421.50		WA 00830904
AMERICAN STAR TOURS	CHARTER BUS TO SOLVANG	64945000	4640	3,450.00		
				3,450.00		WA 00830905
BAPS NEWS SERIVCE	ANNUAL LOS ANGELES TIMES	61201000	6330	572.00		
				572.00		WA 00830906
BAY AREA COMM COLLEGE JPA	PROP/LIABILITY INSURANCE	67710200	5410	314,786.00		
				314,786.00		WA 00830907
BENN, LAURA L	Various Local Mileage	60100400	5210	36.63		
				36.63		WA 00830908
CITY OF SANTA MARIA	WATER SERVICES AND DISPOSAL	65700000	5530	938.61		
	WATER SERVICES AND DISPOSAL	68103000	5530	234.65		
				1,173.26		WA 00830909
COLUMBIA DENTOFORM CORP	Canine Model with Gum (1DGDG)	01021001	6410	966.40		
	Feline Model with Gum (1CTDG).	01021001	6410	800.00		
	Shipping and Handling.	01021001	6410	30.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				1,796.40	WA	00830910
COMENITY-OSH COMMERCIAL SERVICES	SUPPLIES PER RECEIPTS:	65510000	4520	1.49		
	SUPPLIES PER RECEIPTS:	65110000	4520	4.98		
				6.47	WA	00830911
DEPT OF FORESTRY & FIRE PROTECTION	AUTO EXTRICATION	21335000	4311	380.00		
	FIRE ARSON DETECTION	21335000	4311	380.00		
	SHIPPING	21335000	4311	8.00		
	FIRE ARSON DETECION	21335000	4311	420.00		
	SHIPPING	21335000	4311	8.00		
	SHIPPING	21335000	4311	8.00		
	AUTO EXTRICATION	21335000	4311	340.00		
	SHIPPING	21335000	4311	8.00		
				1,552.00	WA	00830912
DEPT OF TOXIC SUBSTANCES CONTROL	EPA ID NUMBER VERIFICATION FEE	67710000	5320	250.00		
	EPA ID NUMBER VERIFICATION FEE	67710000	5320	250.00		
	MANIFEST FEE FOR EPA	67710000	5320	30.00		
				530.00	WA	00830913
DIAZ, GUADALUPE R	Various Local Mileage	64900021	5210	87.36		
				87.36	WA	00830914
EWING IRRIGATION PRODUCTS INC	IRRIGATION SUPPLIES	65510000	4520	113.52		
	IRRIGATION SUPPLIES	65510000	4520	148.01		
	IRRIGATION SUPPLIES	65510000	4520	841.19		
				1,102.72	WA	00830915
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	17.42		
	MAILINGS FOR ACCT #1104-8488-7	67710300	5870	30.72		
				48.14	WA	00830916
FERNANDEZ, MONIQUE	AccuplacerNationalConf	63102001	5210	143.07		
				143.07	WA	00830917
FOREST NURSERIES	Instructional supplies for	01040007	4310	201.81		
	Instructional supplies for	01120000	4310	150.00		
				351.81	WA	00830918
GUARDADO, SIBONEY M	SciTechEngrMathSolutionsConf	60200312	5210	34.00		
				34.00	WA	00830919
HAYWARD LUMBER INC	HARDWARE SUPPLIES	65110000	4520	11.71		
	HARDWARE SUPPLIES	65110000	4520	41.24		
	SUPPLIES FOR CLASS #104	21055000	4310	81.57		
				134.52	WA	00830920

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
HOLT ANATOMICAL INC	LABYRINTH, CODE #DS 13	60200312	6410	458.00		
	FUNCTIONAL MODEL OF THE KNEE	60200312	6410	242.00		
				<u>700.00</u>	WA	00830921
J B DEWAR	DIESEL CHARGES FOR	64945000	4610	460.30		
	GASOLINE CHARGES FOR	67772000	4560	3,571.05		
				<u>4,031.35</u>	WA	00830922
JOBEPHANT.COM INC	advertising for faculty/staff	59902000	5880	260.10		
	advertising for faculty/staff	59902000	5880	621.95		
				<u>882.05</u>	WA	00830923
KOCH, ALFREDO	CAAgTeachersAssnSummerConf	03030014	5210	113.22		
				<u>113.22</u>	WA	00830924
LARKSPUR LANDING SACRAMENTO	ACHRP/EEO7/18-20CMesaros	67610001	5210	192.48		
				<u>192.48</u>	WA	00830925
MASAOKA, ROBERT W	Roads Scholar Class	67503001	5210	300.00		
				<u>300.00</u>	WA	00830926
MISSION LINEN & UNIFORM SERVICE INC	Laundry/Dry Cleaning	67772000	5550	39.37		
				<u>39.37</u>	WA	00830927
MOORE MEDICAL LLC	APLISOL (PPD SOLUTION)1ML VIAL	64400002	4530	208.45		
	LDX CAPILLARY TUBES 40ul	64400002	4530	54.47		
	LDX CAPILLARY PLUNGERS	64400002	4530	17.80		
	LDX LIPID PROFILE CASSETTE	64400002	4530	219.96		
	COUGH SUPPRESSANT DROPS	64400002	4530	47.89		
	MEDI-PHENYL SINUS 5MG	64400002	4530	83.66		
	ship ice/haz	64400002	4530	7.50		
				<u>639.73</u>	WA	00830928
MORE OFFICE SOLUTIONS	LEARN ASST. COPIER	67710300	5640	55.92		
	MESA COPIER	67710300	5640	72.17		
	HR COPIER MAINT-IR3570,	67710300	5640	245.61		
				<u>373.70</u>	WA	00830929
NOBLE POWER EQUIPMENT	EDGER, BRS 7" PT #150	65510000	6410	497.89		
	WEED EATER, STRAIGHT SHAFT	65510000	6410	346.35		
				<u>844.24</u>	WA	00830930
OFFICE DEPOT INC	PILOT BLACK INK PENS (409565)	12301000	4520	12.32		
	OFFICE SUPPLIES FOR THE PERIOD	66240000	4520	197.23		
	OPERATIONAL SUPPLIES	67220000	4520	1,809.13		
	OPERATIONAL SUPPLIES	67220000	4520	59.82		
	VICTORY LIGHT HORIZONTAL	67720001	4520	49.77		
	PILOT PENS - ASSORTED PACK	12301000	4520	6.69		
	OFFICE SUPPLIES FOR THE PERIOD	66240000	4520	71.91		
VICTORY LIGHT VERTICAL	67720001	4520	24.89			

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				2,231.76		WA 00830931
PEREZ, DIANA M	CELL PHONE USE	64900006	5540	100.00		
				100.00		WA 00830932
PEREZ, DIANA M	Various Local Mileage	64900006	5210	26.64		
				26.64		WA 00830933
POCKET NURSE ENTERPRISES INC	0.9% NAACL IV FLUID 100ML	12301026	4310	74.80		
				74.80		WA 00830934
PORTABLE JOHNS INC	RENTAL OF PORTABLE TOILETS	68102000	5690	36.26		
	RENTAL OF PORTABLE HAND	68102000	5690	27.28		
	SERVICING OF PORTABLE HAND	68102000	5690	184.80		
	SERVICING OF PORTABLE TOILETS	68102000	5690	283.22		
				531.56		WA 00830935
POSTMASTER - SANTA MARIA	BULK MAIL - MISC. OTHER ZIP	67700000	5870	8.01		
	934,930,931 ZIP CODES BULK	67700000	5870	98.98		
				106.99		WA 00830936
POSTMASTER - SANTA MARIA	ANNUAL FEE FOR BULK MAIL	67111000	5870	200.00		
				200.00		WA 00830937
PRAXAIR DISTRIBUTION INC	CONTACT TIP 14-45 045 PRSEA	09565000	4310	24.63		
	CONTACT TIP 045 PK/5	09565000	4310	18.56		
	WIRE FC 71T1/M045 7LF 3LB	09565000	4310	430.81		
				474.00		WA 00830938
QUINN RENTAL SERVICES	PROPANE PER INVOICE #91C905286	67772000	4520	30.31		
				30.31		WA 00830939
RAYS AUTO PARTS	AUTOMOTIVE SUPPLIES PER	67772000	4520	30.48		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	71.92		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	18.39		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	6.81		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	-17.56		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	17.56		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	59.27		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	94.23		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	100.22		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	35.39		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	2.78		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	6.19		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	10.11		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	45.72		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	41.17		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	5.06		
	AUTOMOTIVE SUPPLIES PER	67772000	4520	49.81		

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				577.55		WA 00830940
RODIN, SANDRA	LocalMileage-Ship&Rec	67220000	5210	5.00		
				5.00		WA 00830941
SAFEWAY INC - VONS DIVISION	Supplies for Biology labs,	04011007	4310	94.05		
	Supplies for the Biology labs,	04011007	4310	6.44		
				100.49		WA 00830942
SANTA BARBARA NEWS PRESS	SUBSCRIPTION RENEWAL TO SANTA	67111000	4520	91.17		
	SUBSCRIPTION RENEWAL TO SANTA	10071300	4520	91.18		
				182.35		WA 00830943
SANTA YNEZ VALLEY NEWS	SUBSCRIPTION RENEWAL TO SANTA	67111000	4520	21.00		
				21.00		WA 00830944
SISC III	MEDICAL PREMIUMS FOR SISC III	59900600	3440	402,988.00		
				402,988.00		WA 00830945
SOLVANG CHAMBER OF COMMERCE	2013-14 ANNUAL MEMBERSHIP DUES	66200000	5310	150.00		
				150.00		WA 00830946
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	65700000	5510	3,619.31		
	GAS SUPPLY 7/1/12-6/30/13	68103000	5510	904.83		
				4,524.14		WA 00830947
STRATA INFORMATION GROUP	ANTICIPATED COSTS FOR TRAVEL	64642005	5220	2,117.34		
	CUSTOMIZED PROGRAMMING OF	64642002	5112	515.25		
	CUSTOMIZED PROGRAMMING OF	64642005	5112	1,884.75		
	CUSTOMIZED PROGRAMMING OF	64642002	5112	13,500.00		
				18,017.34		WA 00830948
SUNGARD PUBLIC SECTOR INC	MODIFY CUSTOM AP INTERFACE TO	67220000	5560	1,000.00		
				1,000.00		WA 00830949
THE TRIBUNE	ANNAUL NEWSPAPER RENEWAL	61201000	6330	215.28		
				215.28		WA 00830950
TUAN, JUANITA C	REIMBURSEMENT FOR iPad	64300202	4520	53.99		
				53.99		WA 00830951
UNITED PARCEL SERVICE	UPS CHARGES	67700000	5870	42.10		
	UPS CHARGES	67700400	5870	22.00		
				64.10		WA 00830952

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US BANK CORPORATE PAYMENT SYSTEM	CAL CARD PURCHASE	64642002 5880	63.50		
	MICHAEL'S - RESOLUTION FRAME	66100000 4520	16.23		
	TESTA CAMPUS CUISINE - BOARD	66100000 4710	5.94		
	OLIVE GARDEN - BOARD DINNER	66100000 4710	146.85		
	MICHAEL'S - RETIREMENT COLLAGE	66200000 4520	76.31		
	CAFE QUACKENBUSH	66200000 5210	38.83		
	MICROSOFT STORE, SURFACE PRO	67873000 6411	1,406.14		
	APPLE, OPERATING SYSTEM FOR	67873000 5322	19.99		
	BOMBICH SOFTWARE STORE,	67873000 5322	29.96		
	AMAZON, 7 PORT HUB AND VIDEO	67873000 4514	149.42		
	APPLE, OFFICE HD AND PRINTER	67873000 5322	14.98		
	AMAZON, HDMI CABLE AND 16 PORT	67873000 4514	55.84		
	SANTA MARIA INN - DISTRICT	66200000 5210	28.36		
	MICROSOFT STORE, SURFACE	67873000 4514	38.96		
	MICROSOFT STORE, SURFACE AV	67873000 4514	119.04		
	MICROSOFT STORE, SURFACE	67873000 6411	149.00		
	AMAZON, SWITCH FOR WRC	67873000 4514	123.19		
	APPLE, SCANNER PRO IPAD	67873000 5322	6.99		
	FREIGHT	67873000 4514	3.91		
			<u>2,493.44</u>		WA 00830953
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	1,541.61		
			<u>1,541.61</u>		WA 00830954
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	14.74		
			<u>14.74</u>		WA 00830955
VERIZON SELECT SERVICES INC	LONG DISTANCE AND TOLL FREE	65700000 5540	399.82		
			<u>399.82</u>		WA 00830956
VTC ENTERPRISES	Remaining balance due on	60100707 4552	173.20		
			<u>173.20</u>		WA 00830957
WESTERN EXTERMINATOR CO	PEST CONTROL SERVICES,	65510000 5640	109.50		
			<u>109.50</u>		WA 00830958
XEROX CORPORATION	COPY CHARGES: EXCESS PRINTS OF	67710300 5640	85.16		
	COPY CHARGES: EXCESS PRINTS OF	67710300 5640	623.74		
	CG XEROX 250 COLOR COPIER	67760000 5640	144.12		
	CG XEROX 250 COLOR COPIER	67760000 5640	129.85		
			<u>982.87</u>		WA 00830959
STAPLES & ASSOCIATES	ENERGY PROJECT:SOUTH CAMPUS	71800000 6212	14,885.00		
			<u>14,885.00</u>		WB 00830960
ALARCIO, REBECCA	Physical Exam Fund Reimb	67900009 3420	76.50		
			<u>76.50</u>		WC 00830961
ALLDREDGE, SHARON M	Physical Exam Fund Reimb	67900009 3420	224.73		

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				224.73		WC 00830962
AQUINO, LUCY	Physical Exam Fund Reimb	67900009	3420	67.65		
	Physical Exam Fund Reimb	67900009	3420	132.00		
	Physical Exam Fund Reimb	67900009	3420	15.91		
				<u>215.56</u>		WC 00830963
AYALA, LUIS ANTONIO	Physical Exam Fund Reimb	67900009	3420	499.92		
				<u>499.92</u>		WC 00830964
KOOB, CHRISTINA M	Physical Exam Fund Reimb	67900009	3420	391.97		
				<u>391.97</u>		WC 00830965
LOSSING, TRAVIS D	Physical Exam Fund Reimb	67900009	3420	235.07		
				<u>235.07</u>		WC 00830966
MILLER, ELIZABETH A	Physical Exam Fund Reimb	67900009	3420	72.79		
				<u>72.79</u>		WC 00830967
O'CAMPO, DEBORAH	Physical Exam Fund Reimb	67900009	3420	50.17		
	Physical Exam Fund Reimb	67900009	3420	328.65		
				<u>378.82</u>		WC 00830968
PAYNE, HELEN	Physical Exam Fund Reimb	67900009	3420	219.53		
				<u>219.53</u>		WC 00830969
SANCHEZ, LUIS PABLO	Physical Exam Fund Reimb	67900009	3430	188.60		
				<u>188.60</u>		WC 00830970
FIRST CITIZENS BANK	General Contractor for the One	71711917	6212	1,496.32		
	General Contractor for the One	71810017	6212	36,188.93		
	General Contractor for the One	71710917	6212	15,178.54		
	CHANGE ORDER #23 AS APPROVED	71711017	6212	-173.09		
				<u>52,690.70</u>		WH 00830971
SOLTEK PACIFIC	General Contractor for the One	71810017	6212	257,532.27		
	General Contractor for the One	71711917	6212	13,466.81		
	General Contractor for the One	71710917	6212	103,031.54		
	CHANGE ORDER #23 AS APPROVED	71711017	6212	-1,557.80		
				<u>372,472.82</u>		WH 00830972
SINANIAN DEVELOPMENT INC	General Contractor for the	71710005	6212	1,004,930.25		
				<u>1,004,930.25</u>		WI 00830973
CA SCHOOLS DENTAL COALITION	DENTAL CLAIMS & CONTRIBUTIONS	67100061	5430	55,485.00		
				<u>55,485.00</u>		WL 00830974

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ACTT ASSOCIATION OF CLASSROOM TEACHER TESTERS	CTA Tests Units	63101000 5322	400.00		
	CELSA Site Licence for ESL	63101000 5322	<u>210.60</u> 610.60	WA	00830975
ADVANCED DESIGN IN ASPHALT	INSTALL FOUR TONS OF ASPHALT	69500003 6212	1,200.00		
			<u>1,200.00</u>	WA	00830976
AMERIPRIDE VALLEY UNIFORM SERVICE	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
	APRONS, SMOCKS, RAGS AND RUG	67760000 5550	22.50		
			<u>180.00</u>	WA	00830977
APPLE COMPUTER	LICENSE AGREEMENT, MSWC INST.	67873100 5322	2,039.32		
	LICENSE AGREEMENT, MSWC INST.	67873002 5322	3,958.68		
			<u>5,998.00</u>	WA	00830978
ARROWHEAD	DRINKING WATER AND RENTAL	65700000 5690	52.52		
	DISTILLED WATER AND RENTAL	66240000 5690	24.42		
	DRINKING WATER FOR THE	10071300 5530	137.98		
			<u>214.92</u>	WA	00830979
CANON BUSINESS SOLUTIONS INC	MAINTENANCE AGREEMENT FOR	63450000 5640	37.97		
	CAMPUSWIDE CANON COPIER	67710300 5640	35.91		
	CAMPUSWIDE CANON COPIER	67710300 5640	8.43		
	CAMPUSWIDE CANON COPIER	67710300 5640	16.10		
	CAMPUSWIDE CANON COPIER	67710300 5640	13.10		
	COPY CHARGE \$.009/PER.	60200311 6410	19.36		
		<u>130.87</u>	WA	00830980	
CENTRAL COAST INDUSTRIES	STANDARD PORTABLE TOLIETS FOR	21335000 5690	186.80		
			<u>186.80</u>	WA	00830981
CENTRAL COAST YAMAHA	LEFT SIDE WINDOW FOR GEM GOLF	69500001 4520	279.87		
	RIGHT SIDE WINDOW FOR GEM	69500001 4520	559.74		
			<u>839.61</u>	WA	00830982
CITY OF LOMPOC	WASTE DISPOSAL/SEWER FEES	65700400 5570	111.60		
	WATER SERVICES	65700400 5530	138.51		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	72.54		
	WATER SERVICES	65700400 5530	130.26		
	COMMERCIAL LIGHT ELECTRIC	65700400 5520	12,639.44		

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	WASTE DISPOSAL/SEWER FEES	65700400	5570	616.92		
	WATER SERVICES	65700400	5530	559.26		
	WASTE DISPOSAL/SEWER FEES	65700400	5570	139.50		
	WATER SERVICES	65700400	5530	133.01		
	WASTE DISPOSAL/SEWER FEES	65700400	5570	39.06		
	WATER SERVICES	65700400	5530	41.85		
				<u>14,621.95</u>		WA 00830983
CITY OF SANTA MARIA	DISPOSAL SITE LANDFILL	65700000	5570	185.14		
				<u>185.14</u>		WA 00830984
MACWAREHOUSE	Office Supplies and Materials	66201000	4520	212.95		
	PREP SET 4 RDA (3,14,19,30)	12401000	4311	329.68		
	ESTIMATED SHIPPING COSTS	12401000	4311	11.75		
				<u>341.43</u>		WA 00830985
CULLIGAN	Water delivery through	67300100	4710	27.59		
				<u>27.59</u>		WA 00830986
DELL MARKETING LP INC	STATE ENVIRONMENTAL FEE	13051021	5571	4.00		
	DELL OPTIPLEX 7010 DESKTOP,	60200312	6411	932.07		
	WARRANTY	60200312	6411	127.00		
	STATE ENVIRONMENTAL FEE	60200312	5571	4.00		
	OPTIPLEX 9010 AIO EPA	13051021	6411	842.23		
	WARRANTY	13051021	6411	261.00		
				<u>2,170.30</u>		WA 00830987
DEPARTMENT OF JUSTICE	Fingerprint clearance for new	67300100	5820	337.00		
	Fingerprint clearance for	64700000	5820	480.00		
				<u>817.00</u>		WA 00830988
DEPT OF FORESTRY & FIRE PROTECTION	FIRE PREVENTION 1A	21330000	4311	2,480.00		
	SHIPPING	21330000	4311	8.00		
				<u>2,488.00</u>		WA 00830989
ELLUCIAN SUPPORT LP	MAINTENANCE EMC CORPORATION	67873100	5660	1,778.00		
				<u>1,778.00</u>		WA 00830990
FACETS MULTIMEDIA INC	MEDIA SUPPLIES FOR LOMPOC	61201400	6320	109.17		
				<u>109.17</u>		WA 00830991
GLIDDEN PROFESSIONAL PAINT CENTER	PAINT SUPPLIES	65110000	4520	10.77		
				<u>10.77</u>		WA 00830992
HOME DEPOT	INSTRUCTIONAL SUPPLIES TO BE	09565007	4310	358.22		
	INSTRUCTIONAL SUPPLIES TO BE	09565007	4310	20.00		
	SUPPLIES PER RECEIPTS:	65511400	4520	89.94		
	SUPPLIES PER RECEIPTS:	65511400	4520	88.77		
				<u>556.93</u>		WA 00830993

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INSTITUTE OF BEAUTY CULTURE INC	AGREEMENT FOR COSMETOLOGY	30070000 5130	15,952.87		
	AGREEMENT FOR COSMETOLOGY	30070000 5630	<u>15,952.88</u> 31,905.75	WA	00830994
MASAOKA, ROBERT W	Roads Scholar Class	67169800 5210	<u>560.00</u> 560.00	WA	00830995
MCNUTT, MICHAEL T	REIMBURSEMENT FOR	10021000 4310	<u>151.14</u> 151.14	WA	00830996
NORTH AMERICAN BUSINESS SYSTEMS	PO131096	67761000 4520	25.00		
	REPAIR	69491000 5650	-25.00		
	SERVICE CALL FOR POS REPAIR	69491000 5650	175.00		
	REPAIR	69491000 5650	115.00		
	CASIO BATTERY	69491000 4520	<u>84.24</u> 374.24	WA	00830997
PERRY'S ELECTRIC MOTORS & CONTROLS	MOTOR, 20 HP 1800 RPM 256T	65110000 6413	1,059.68		
	FREIGHT CHARGES	65110000 6413	<u>103.00</u> 1,162.68	WA	00830998
POSTMASTER - SANTA MARIA	DEPOSIT TO PUBLIC AFFAIRS	67700000 5870	<u>9,000.00</u> 9,000.00	WA	00830999
PROCARE JANITORIAL SUPPLY	CAN LINER, 43X47, BLACK PER	65510000 4520	<u>300.50</u> 300.50	WA	00831000
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000 5730	77.10		
	LEGAL SERVICES FOR THE VP FAC	66240000 5730	<u>2,592.80</u> 2,669.90	WA	00831001
RANTZ, RICKY L	Mileage-SantaBarbara Meeting	60100400 5210	<u>67.38</u> 67.38	WA	00831002
SANTA MARIA SUPERIOR COURT	PROCESSING OF CITATIONS	69500001 5790	<u>1,775.00</u> 1,775.00	WA	00831003
SAVE MART SUPERMARKETS	FOOD SUPPLIES 7/1/13-12/13/13	33697017 4710	<u>52.82</u> 52.82	WA	00831004
SIGNS OF SUCCESS INC	SIGNAGE, D-12 ROOM ID	65110000 4520	727.44		
	SIGNAGE, D-04 ROOM ID	65110000 4520	920.13		
	ACETATE INSERT REPLACEMENT,	65110000 4520	46.01		
	MOUNTING HARDWARE	65110000 4520	51.96		

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	LABOR CHARGES	65110000	5650	719.75		
				<u>2,465.29</u>	WA	00831005
SMART & FINAL	MISC MEETING SUPPLIES	03030014	5220	22.91		
				<u>22.91</u>	WA	00831006
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/12-6/30/13	68103000	5510	328.57		
	GAS SUPPLY 7/1/12-6/30/13	65700000	5510	1,314.30		
				<u>1,642.87</u>	WA	00831007
TRIARCH INC	MONOCOT & DICOT STEMS CS;	60200312	4310	92.14		
	AMMOPHILA BREVILIGULATA;	60200312	4310	33.52		
				<u>125.66</u>	WA	00831008
UNITED REFRIGERATION INC	HVAC SUPPLIES PER	65110000	4520	8.43		
	HVAC SUPPLIES PER	65110000	4520	43.36		
	HVAC SUPPLIES PER	65110000	4520	249.10		
				<u>300.89</u>	WA	00831009
US BANK CORPORATE PAYMENT SYSTEM	PURCHASES WITH CAL CARD	65110000	4520	349.08		
	PURCHASES WITH CAL CARD	65110000	4520	323.13		
				<u>672.21</u>	WA	00831010
WATTS, WILLIAM C.	PERCENTAGE OF REALIZED	67700000	5112	1,849.62		
	PERCENTAGE OF REALIZED	67111000	5112	434.15		
				<u>2,283.77</u>	WA	00831011
WESTERN PROPANE SERVICE	PROPANE USED IN CONTRACT	70102100	4310	290.41		
				<u>290.41</u>	WA	00831012
SYSCO FOOD SERVICES OF VENTURA	FOOD SUPPLIES 4/1/13-6/30/13	33697000	4710	582.81		
				<u>582.81</u>	WE	00831013
3QC INC	ONGOING LABOR COMPLIANCE	71710917	5112	982.43		
	Labor Compliance services	71710023	5112	3,196.52		
	Labor Compliance Services	71710005	5112	2,811.00		
	ONGOING LABOR COMPLIANCE	71711917	5112	1,994.63		
				<u>8,984.58</u>	WI	00831014
CANON BUSINESS SOLUTIONS INC	COPY CHARGES AT \$.008 PER	71730003	6410	50.34		
	COPY CHARGES AT \$.008 PER	71730003	6410	52.00		
				<u>102.34</u>	WI	00831015
DELL MARKETING LP INC	Display, Flat Panel Display,	71730003	6411	531.80		
	State Environmental Fee	71730003	6411	4.00		
				<u>535.80</u>	WI	00831016

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
DOVETAIL DECISION CONSULTANTS INC	CONSULTING SERVICES FOR PHASE	71710005	5112	3,289.00		
	CONSULTANT SERVICES FOR THE	71710018	5112	477.71		
	CONSULTANT SERVICES FOR THE	71711018	5112	235.29		
				<u>4,002.00</u>	WI	00831017
EARTH SYSTEMS PACIFIC	Special Inspection Services	71710023	6240	23,142.75		
				<u>23,142.75</u>	WI	00831018
HIGH-TECH ELECTRIC	Audio/Visual Systems	71710030	5112	5,700.00		
				<u>5,700.00</u>	WI	00831019
IBI GROUP ARCHITECTURE PLANNING	AMENDMENT TWO - CONSTRUCTION	71710023	6213	29,696.00		
				<u>29,696.00</u>	WI	00831020
KITCHELL CEM INC	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 ONE PROJECT	71710030	5112	4,470.00		
	AMENDMENT THREE ADDITIONAL	71710030	5112	594.00		
	AMENDMENT ONE PROJECT	71711917	5112	8,177.35		
	AMENDMENT ONE PROJECT	71710917	5112	4,027.65		
	AMENDMENT TWO FOR	71711917	6213	28,666.62		
	CM SERVICES CONSTRUCTION	71710005	6213	58,841.50		
	AMENDMENT ONE PROJECT	71710005	5112	25,929.00		
	AMENDMENT TWO ADDITIONAL	71710005	5112	3,662.00		
	PROJECT MANAGEMENT SERVICES	71710023	5112	16,094.00		
	AMENDMENT ONE ADDITIONAL PM	71710023	5112	2,376.00		
			<u>170,223.50</u>	WI	00831021	
MVE INSTITUTIONAL INC	CONSTRUCTION & POST	71710005	6220	12,145.00		
				<u>12,145.00</u>	WI	00831022
PUBLIC AGENCY LAW GROUP	Legal Services through 6/30/13	71710005	5730	53.00		
	Legal Services through 6/30/13	71710005	5730	51.40		
	Legal Services through 6/30/13	71710023	5730	159.00		
	Legal Services through 6/30/13	71711917	5730	1,508.38		
	Legal Services through 6/30/13	71711017	5730	1,549.31		
	Legal Services through 6/30/13	71710017	5730	2,628.01		
			<u>5,949.10</u>	WI	00831023	
ROUNTREE & ASSOCIATES	DSA Inspection Services	71710023	6240	14,670.00		
				<u>14,670.00</u>	WI	00831024
STEINBERG ARCHITECTS	AMENDMENT FOUR RELATED TO	71711917	6220	14,958.62		
	AMENDMENT THREE -	71711016	6220	1,899.44		
	AMENDMENT THREE -	71710016	6220	935.56		
	AMENDMENT THREE RELATED TO	71710017	6220	5,915.00		
				<u>23,708.62</u>	WI	00831025

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
TWB INSPECTIONS INC	DSA Inspection Services	71720019	6240	14,700.00		
	AMENDMENT ONE FOR ONGOING	71710030	6240	675.00		
				<u>15,375.00</u>	WI	00831026
VERIZON CALIFORNIA	Monthly Telephone Service(6	71710005	5540	9.07		
	Monthly Telephone Service(6	71710030	5540	2.01		
	ADDITIONAL CHARGES RELATED TO	71710023	5540	6.04		
	Monthly Telephone Service(6	71711917	5540	5.40		
	Monthly Telephone Service(6	71710917	5540	2.66		
			<u>25.18</u>	WI	00831027	
WALTERS VENTURES INC.	DSA Inspection Services	71710005	6240	16,625.00		
				<u>16,625.00</u>	WI	00831028
WESTBERG & WHITE INC	AMENDMENT SIX (CONST)	71720019	6220	16,975.98		
				<u>16,975.98</u>	WI	00831029
ARMSTRONG'S LOCK AND KEY	KEY/LOCK SUPPLIES	65110000	4520	41.01		
	KEY/LOCK SUPPLIES	65110000	4520	97.86		
	KEY/LOCK SUPPLIES	65110000	4520	-27.56		
			<u>111.31</u>	WA	00831030	
COMMERCIAL LAUNDRY EQUIPMENT	SERVICE CALL-T/L WASHER	65110000	5650	144.00		
	WATER PUMP, #201566P	65110000	4520	26.16		
			<u>170.16</u>	WA	00831031	
CONTINENTAL ATHLETIC SUPPLY	ESTIMATED SHOULDER PAD PARTS	69610800	5650	219.21		
	FREIGHT CHARGE	69610800	5650	169.00		
	SHOULDER PAD-COND I	69610800	5650	810.00		
	HELMETS COLOR VEGAS GOLD	69610800	5650	916.48		
	NOCSAE RECERTIFICATION	69610800	5650	386.10		
	SHELL PREP FOR PAINTING	69610800	5650	195.00		
	PAINT#228 GOLD	69610800	5650	780.00		
	STAINLESS STEEL HARDWARE	69610800	5650	337.74		
	ESTIMATED HELMET LINER PARTS &	69610800	5650	1,886.28		
			<u>5,699.81</u>	WA	00831032	
EWING IRRIGATION PRODUCTS INC	HUNTER ULTRA 1 INST R44002620	65510000	4520	157.77		
				<u>157.77</u>	WA	00831033
HOME MOTORS	TENSIONER #12609719 PER	67772000	4520	62.68		
				<u>62.68</u>	WA	00831034
LINCOLN EQUIPMENT INC	BULK LIQUID CHLORINE, GAL.	65110000	4520	1,152.86		
	CALIFORNIA PESTICIDE	65110000	4520	56.27		
			<u>1,209.13</u>	WA	00831035	

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
PACIFIC-MOUNTAIN CONTRACTORS OF CALIFORNIA INC	General Contractor for the	71710030	6212	38,873.66		
	SETTLEMENT AGREEMENT	71710030	6212	81,165.71 <u>120,039.37</u>	WI	00831036
ALARCIO, REBECCA	LocalMileage-Lompoc	67111000	5210	28.86		
				<u>28.86</u>	WA	00831037
BUREAU OF AUTOMOTIVE REPAIR	AUTOMOTIVE REPAIR DEALER	09480000	5320	250.00		
	SMOG CHECK STATION RENEWAL	09480000	5320	150.00		
	OFFICIAL BRAKE STATION	09480000	5320	7.50 <u>407.50</u>	WA	00831038
CANON BUSINESS SOLUTIONS INC	Maintenance Agreements	67760000	5640	2,667.98		
	MONTHLY MAINTENANCE	10071300	5640	53.96		
	Maintenance Agreements	67710300	5640	107.67		
	Maintenance Agreements	67710300	5640	19.38 <u>2,848.99</u>	WA	00831039
CONSTELLATION NewENERGY INC	ELECTRICITY SERVICES	65700000	5520	12.18		
	ELECTRICITY SERVICES	68103000	5520	3.01		
	ELECTRICITY SERVICES	68103000	5520	3.05		
	ELECTRICITY SERVICES	65700000	5520	92.68		
	ELECTRICITY SERVICES	68103000	5520	23.17		
	ELECTRICITY SERVICES	65700000	5520	12.02		
	ELECTRICITY SERVICES	65700000	5520	19,378.50		
	ELECTRICITY SERVICES	68103000	5520	4,844.63 <u>24,369.24</u>	WA	00831040
DELL MARKETING LP INC	STATE ENVIRONMENTAL FEE	64642005	5571	12.00		
	DELL ULTRASHARP U2312HM	64642005	6411	725.00 <u>737.00</u>	WA	00831041
HARDY DIAGNOSTICS	Supplies for Biology,	04011007	4310	30.27		
	Supplies for Biology,	04011007	4310	-48.71		
	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	78.05		
	Supplies for Biology,	04011007	4310	-90.24 <u>-32.75</u>		
				522.85	WA	00831042
KATZ, DR NORM	PRE-EMPLOYMENT	67775000	5821	450.00		
				<u>450.00</u>	WA	00831043
MANUFACTURING SKILL STANDARDS COUNCIL	MSSC COURSES FOR THE SECOND	09563002	5220	520.00		

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				520.00	WA	00831044
MARONEY, WESLEY D	REIMBURSEMENT FOR PLATES	67775000	6410	38.00		
				38.00	WA	00831045
MORE OFFICE SOLUTIONS	HEALTH SERV. COPIER	67710300	5640	374.41		
				374.41	WA	00831046
NEXT DAY SIGNS	MISC. SIGNS AND POLICE UNIT	69500001	4520	108.25		
				108.25	WA	00831047
NEXTEL COMMUNICATIONS INC	NEXTEL CELL PHONE MONTHLY	67775000	5540	39.00		
	NEXTEL SERVICE FOR ITS STAFF	67873000	5540	1.91		
	ANNUAL CELL PHONE RENEWAL	61320000	5540	4.33		
	CELL PHONE MONTHLY SERVICE	65110000	5540	127.61		
				172.85	WA	00831048
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000	5520	2,114.38		
	ELECTRICITY SERVICES	68103000	5520	528.60		
	ELECTRICITY SERVICES	65700000	5520	145.47		
	ELECTRICITY SERVICES	68103000	5520	36.37		
	ELECTRICITY SERVICES	65700000	5520	3,619.81		
	ELECTRICITY SERVICES	68103000	5520	904.95		
	ELECTRICITY SERVICES	65700000	5520	8.21		
	ELECTRICITY SERVICES	68103000	5520	2.05		
	ELECTRICITY SERVICES	65700000	5520	15.82		
	ELECTRICITY SERVICES	68103000	5520	3.95		
				7,379.61	WA	00831049
POCKET NURSE ENTERPRISES INC	0.9% NACL IV FLUID 100ML	12301026	4310	35.20		
	SHIPPING	12301026	4310	7.55		
				42.75	WA	00831050
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000	5730	477.00		
				477.00	WA	00831051
RICOH USA INC	BLACK TONER FOR COPY MACHINE	64642002	4520	102.84		
	CREDIT ON PRICE OF TONER	64642002	4520	-11.50		
				91.34	WA	00831052
RP GROUP	2013-14 INSTITUTIONAL	66201000	5310	350.00		
				350.00	WA	00831053
SIMONEAU, PATRICK J	PO121892 REISSUE	21335000	5650	10.00		
	PO121898 REISSUE	21335000	6410	232.75		
				242.75	WA	00831054

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
SOUTHERN CALIF FOOTBALL ASSOC	SOUTHERN CALIFORNIA FOOTBALL	69610000 5310	1,800.00		
			1,800.00	WA	00831055
STANLEY CONVERGENT SECURITY SOLUTIONS	BURGLAR ALARM MAINTENANCE	67775000 5590	153.00		
	BURGLAR ALARM MAINTENANCE	67775000 5590	85.89		
	BURGLAR ALARM MAINTENANCE	67775000 5590	1,524.04		
	BURGLAR ALARM MAINTENANCE	67775000 5590	115.54		
	BURGLAR ALARM MAINTENANCE	67775000 5590	142.00		
	BURGLAR ALARM MAINTENANCE	67775000 5590	50.88		
			2,071.35	WA	00831056
SUNGARD PUBLIC SECTOR INC	MAINTENANCE, OS-QUERIX,	67873100 5660	257.40		
			257.40	WA	00831057
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	222.19		
			222.19	WA	00831058
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	107.33		
			107.33	WA	00831059
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400 5540	131.11		
			131.11	WA	00831060
VTC ENTERPRISES	COLLECTION OF RECYCLED PAPER	65700000 5570	560.00		
	DELIVERY OF AHC CLASS	67111000 5112	169.04		
			729.04	WA	00831061
WESTERN WAYS	Solvang Center Janitorial	60100800 5110	750.00		
			750.00	WA	00831062
XEROX CORPORATION	COPY CHARGES: EXCESS PRINTS OF	67710300 5640	495.50		
			495.50	WA	00831063
OFFICE DEPOT INC	OFFICE SUPPLIES	33697000 4520	238.00		
			238.00	WE	00831064
CANON BUSINESS SOLUTIONS INC	COST PER COPY (\$.009) NOV 2012	71730003 6410	23.15		
			23.15	WI	00831065
GOLDEN STATE AUDIO VIDEO INC.	PROJECTOR SPECIFIC MOUNT FOR	71730002 6412	117.72		
	GROUND SHIPPING	71730002 6412	50.00		
	3 LCD PROJECTOR, 3200 LUMENS,	71730002 6412	1,023.84		
	SPARE LAMP FOR EPSON	71730002 6412	312.12		
			1,503.68	WI	00831066

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Vendor Name	Description	Budget Code		Amount	Status	Warrant
ACCREDITING COMMISSION FOR	2013-2014 ANNUAL DUES, INVOICE	60900000	5310	20,159.00		
				20,159.00	WA	00831067
AMERICAN COUNCIL ON EDUCATION	GED per-person fee/2nd quarter	63101000	4311	11.50		
				11.50	WA	00831068
AMERICAN STAR TOURS	CHARTER BUS TO SOLVANG	64945000	4640	4,140.00		
	CHARTER BUS TO SOLVANG	64945000	4640	740.00		
				4,880.00	WA	00831069
COURTYARD BY MARRIOTT	TechBridgeSuInstitute7/30-8/2	60200312	5210	795.84		
				795.84	WA	00831070
ELLUCIAN SUPPORT LP	MAINTENANCE FINANCIAL AID FM	67873100	5660	6,238.00		
	MAINTENANCE UC4 CORPORATION	67873100	5660	2,295.00		
	MAINTENANCE UC4 AGENT FOR	67873100	5660	4,326.00		
	MAINTENANCE TERM 07/01/2013 TO	67873100	5660	181,739.00		
	MOBILE PLATFORM EDITION. FROM	67873002	5660	18,000.00		
				212,598.00	WA	00831071
FOUNDATION FOR CA COMM COLLEGES	FUSION ANNUAL LICENSE FEE	66240000	5322	9,585.56		
				9,585.56	WA	00831072
FOWLER, CASEY	RefundOverpaymentH112183	67190360	8891	35.00		
				35.00	WA	00831073
JUDICIAL DATA SYSTEMS CORPORATION	PROCESSING PARKING CITATIONS	69500001	5112	156.92		
				156.92	WA	00831074
KOOB, CHRISTINA M	Reimbursement for supplies for	04011007	4310	6.45		
				6.45	WA	00831075
LEE CENTRAL COAST NEWSPAPERS	LEGAL ADVERTISEMENT FOR	09563002	5880	104.72		
				104.72	WA	00831076
MARK ANDY PRINT PRODUCTS	OFFSET PRESS CONSUMABLES FOR	67760000	4520	634.18		
				634.18	WA	00831077
MASAOKA, ROBERT W	ROADS SCHOLAR CLASS AMEND 2	67169800	5210	206.00		
				206.00	WA	00831078
METAXAS, LINDA D	TechbridgeSuInstitute	60200312	5210	110.00		
				110.00	WA	00831079
MID STATE CONTAINERS	40' CONTAINER RENTAL FROM	65110000	5690	124.49		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	40' CONTAINER RENTAL FROM	65110000 5690	135.31		
			<u>259.80</u>	WA	00831080
NATIONAL COLLEGE TESTING ASSOC	Membership Dues	63101000 5310	40.00		
			<u>40.00</u>	WA	00831081
OFFICE DEPOT INC	Pack 5 boxes paper clips	15011207 4310	10.88		
	12 pack Expo markers	15011207 4310	9.09		
	Pk doz. highlighters	15011207 4310	2.34		
	Pk doz. asstd. highlighters	15011207 4310	2.35		
	HP 21A Toner for fac rm	15011207 4310	68.65		
	File folder tabs	15011207 4310	2.37		
	HP 46X Laser toner	15011200 4311	268.62		
	OFFICE SUPPLIES FOR 7/1/13 -	03030014 4520	33.62		
	3 ring binder, 1", #744444	19050000 4520	4.20		
	3 ring binder, 2", #744507	19050000 4520	5.52		
	Label tape, 3/4", #239384	19050000 4520	22.52		
	Staples, 3 boxes, #432087	19050000 4520	7.88		
	tape, pkg of 10, #520928	19050000 4520	13.16		
	AVERY WHITE LASER SHIPPING	64300202 4520	19.86		
	ZEBRA Z-GRIP RETRACTABLE	64300202 4520	5.80		
	ENERGIZER MAX ALKALINE AA	64300202 4520	10.20		
	Formula 409 cleaner	15011207 4310	4.43		
	Expo Dry-Erase board cleaner	15011207 4310	4.74		
	Whiteboard wipes	15011207 4310	10.81		
	bookends	15011207 4310	7.89		
	OPERATIONAL SUPPLIES	66200000 4520	36.63		
	OPERATIONAL SUPPLIES	66200000 4520	25.97		
	OPERATIONAL SUPPLIES	67220000 4520	78.70		
	Jumbo paper clips, #308239	19050000 4520	4.80		
	Pens, 24 count, #295825	19050000 4520	12.44		
	KLEENEX 2-PLY FACIAL TISSUE,	64300202 4520	12.32		
	XEROX MULTIPURPOSE COLOR	64300202 4520	4.95		
	SOUTHWORTH 100% COTTON	64300202 4520	7.47		
	OFFICE DEPOT BRAND HP 96/97	64300202 4520	50.46		
	OPERATIONAL SUPPLIES	66100000 4520	19.47		
			<u>768.14</u>	WA	00831082
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT CARD	67710300 5892	675.76		
			<u>675.76</u>	WA	00831083
OMNIUPDATE INC	YEAR 3 OF 3 ANNUAL LICENSES	67873100 5322	16,000.00		
	SILVER SUPPORT - UP TO 5	67873100 5660	4,000.00		
	OU Search License - up to	67873100 5322	500.00		
			<u>20,500.00</u>	WA	00831084
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	68103000 5520	36.23		
	ELECTRICITY SERVICES	65700000 5520	144.90		
	ELECTRICITY SERVICES	65700000 5520	93.45		
	ELECTRICITY SERVICES	68103000 5520	23.36		

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			297.94	WA	00831085
RANTZ, RICKY L	Reimbursement for lunch	70102100 4710	830.90		
			830.90	WA	00831086
SANTA BARBARA COUNTY	WRC PARTNER CHARGES (LEASE &	10000020 5630	1,510.83		
			1,510.83	WA	00831087
SANTA MARIA JT UNION HS DIST	USE OF FACILITY 9/8/12	69610800 5630	119.00		
	USE OF FACILITY 10/6/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 10/27/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 10/27/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 11/3/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 11/3/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 9/8/12 RHS	69610800 5630	238.00		
	USE OF FACILITY 9/8/12	69610800 5630	119.00		
	USE OF FACILITY 9/22/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 9/22/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 10/6/12 RHS	69610800 5630	119.00		
	USE OF FACILITY 9/22/12 RHS	69610800 5630	238.00		
	USE OF FACILITY 10/6/12 RHS	69610800 5630	238.00		
	USE OF FACILITY 10/6/12 RHS	69610800 5630	238.00		
	USE OF FACILITY 10/27/12 RHS	69610800 5630	238.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	238.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	USE OF FACILITY RHS STADIUM	69610800 5630	392.00		
	PROCESSING FEE	69610800 5630	28.00		
			4,368.00	WA	00831088
SANTA MARIA SUPERIOR COURT	PROCESSING OF CITATIONS	69500001 5790	1,050.00		
			1,050.00	WA	00831089
SECURE CONTENT SOLUTIONS INC	SOPHOS ENDPOINT SECURITY AND	67873002 5322	15,044.25		
	SOPHOS ENDPOINT SECURITY AND	67873100 5322	8,100.75		
			23,145.00	WA	00831090
SIEMENS INDUSTRY INC	FIRE ALARM MAINTENANCE FOR	67775000 5590	27,052.00		
	FIRE ALARM MAINTENANCE FOR	67775000 5590	6,094.00		
			33,146.00	WA	00831091
SOLANO, CATHALEEN G	Mileage Reimbursement FY 12/13	67220000 5210	49.40		
			49.40	WA	00831092
STERLING COMMUNICATIONS	2008 DODGE CHARGER	67775000 4520	93.20		
	KENWOOD FACEPLATE	67775000 4520	105.84		
	LABOR TO INSTALL RADIO	67775000 5650	300.00		

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				499.04		WA 00831093
STUDENT INSURANCE	BASIC COVERAGE STUDENT	64400002	5420	29,183.00		
	CATASTROPHIC COVERAGE	64400002	5420	2,434.00		
	ATHLETIC BASIC COVERAGE	69610200	5420	87,549.00		
	INTERCOLLEGIATE ATHLETICS	69610200	5420	6,168.00		
				<u>125,334.00</u>		WA 00831094
VTC ENTERPRISES	FEE AGREEMENT FOR SPRING 2013.	49303120	5130	9,048.00		
				<u>9,048.00</u>		WA 00831095
WEST COAST WATER SERVICES INC	MONTHLY WATER TREATMENT	65110400	5640	288.85		
				<u>288.85</u>		WA 00831096
WESTERN STATE CONFERENCE	WESTERN STATE CONFERENCE	69610000	5310	5,200.00		
				<u>5,200.00</u>		WA 00831097
ALLDREDGE, SHARON M	Physical Exam Fund Reimb	67900009	3420	75.27		
				<u>75.27</u>		WC 00831098
AVILA, DANA L	Physical Exam Fund Reimb	67900009	3420	250.00		
				<u>250.00</u>		WC 00831099
AVILA, DANIEL G	Physical Exam Fund Reimb	67900009	3420	326.19		
				<u>326.19</u>		WC 00831100
BARCENAS, EUNICE	Physical Exam Fund Reimb	67900009	3420	58.19		
				<u>58.19</u>		WC 00831101
COLE, JOYCE M	Physical Exam Fund Reimb	67900009	3420	450.00		
				<u>450.00</u>		WC 00831102
CORTEZ, ARMANDO JESUS	Physical Exam Fund Reimb	67900009	3420	165.96		
				<u>165.96</u>		WC 00831103
DESIGNS, DONNA A	Physical Exam Fund Reimb	67900009	3420	172.02		
				<u>172.02</u>		WC 00831104
DOTY, LORI A	Physical Exam Fund Reimb	67900009	3420	35.67		
	Physical Exam Fund Reimb	67900009	3420	43.54		
				<u>79.21</u>		WC 00831105
FERNANDEZ, MONIQUE	Physical Exam Fund Reimb	67900009	3420	176.20		
				<u>176.20</u>		WC 00831106
HERNANDEZ, JEANNETTE M	Physical Exam Fund Reimb	67900009	3420	571.40		
				<u>571.40</u>		WC 00831107

Allan Hancock College
Warrant Register
Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
HUGHES, DAVID J	Physical Exam Fund Reimb	67900009	3420	600.00		
				<u>600.00</u>		WC 00831108
PARENT, KAREN E	Physical Exam Fund Reimb	67900009	3420	53.61		
				<u>53.61</u>		WC 00831109
PHILLIPS, LIZABETH A	Physical Exam Fund Reimb	67900009	3420	300.00		
				<u>300.00</u>		WC 00831110
MID STATE CONTAINERS	Monthly Rental - Storage	71710030	5690	23.22		
	Equipment Rental	65110000	5690	-135.00		
	Monthly Rental - Storage	71720019	5690	135.32		
	Monthly Rental - Storage	71720019	5690	135.31		
				<u>158.85</u>		WH 00831111
CITY OF LOMPOC	Engineering Fee related to the	71710005	6230	549.02		
	Testing, water samples related	71710005	6240	734.68		
				<u>1,283.70</u>		WI 00831112
EARTH SYSTEMS PACIFIC	AMENDMENT FOUR FOR ONGOING	71710017	6240	1,726.12		
	Special Inspection Services	71710023	6240	28,000.00		
	Inspection and Testing	71711917	6240	15,009.38		
	Inspection and Testing	71711917	6240	15,009.38		
	AMENDMENT FOUR FOR ONGOING	71710017	6240	3,082.00		
	AMENDMENT FOUR FOR ONGOING	71711017	6240	3,244.12		
	Inspection and Testing	71710005	6240	21,000.00		
	Inspection and Testing related	71710030	6240	125.00		
	Testing and Inspection	71720019	6240	4,200.00		
				<u>91,396.00</u>	M RV	WI 00831113
IBI GROUP ARCHITECTURE PLANNING	ARCHITECTURAL SERVICES	71710023	6220	25,000.00		
				<u>25,000.00</u>	M RV	WI 00831114
METZLER, BRUCE A	DSA Inspection Services for	71710917	6240	5,635.87		
	CONTINUING DSA INSPECTION	71711917	6240	12,527.65		
	INSURANCE COVERAGE THROUGH	71711017	6240	4,276.48		
				<u>22,440.00</u>	M RV	WI 00831115
SANTA BARBARA COUNTY	Permit to construct/operate	71710917	5320	1,300.00		
				<u>1,300.00</u>		WI 00831116
CA SCHOOLS DENTAL COALITION	DENTAL CLAIMS & CONTRIBUTIONS	67100061	5430	55,485.00		
				<u>55,485.00</u>		WL 00831117
BENNETT, TIM	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
	Local Mileage	66100000	5210	30.51		
				<u>270.51</u>		WA 00831118

Allan Hancock College
Warrant Register
Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
CAL POLY CORPORATION	GRANT PAYMENTS TO NIH	04010015	5112	3,609.32		
				<u>3,609.32</u>		
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000	4560	294.23		
				<u>294.23</u>		
CITY OF SANTA MARIA	MAY FALSE ALARM RESPONSES	67775000	5590	420.00		
	JUNE FALSE ALARM RESPONSES	67775000	5590	336.00		
	<u>756.00</u>	WA	00831121			
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300	5630	235.90		
				<u>235.90</u>		
EDU BUSINESS SOLUTIONS	PSP MANAGER SUPPORT.	67761000	5660	989.10		
	PSP WEBDESK SUPPORT,	67761000	5660	1,439.10		
	LDAP SUPPORT, ITEM#32012,	67761000	5660	719.10		
	PSP DOC CONVERTER SUPPORT,	67761000	5660	773.10		
	TEMPLATE BUILDER SUPPORT, ITEM	67761000	5660	719.10		
<u>4,639.50</u>	WA	00831123				
HELP/SYSTEMS LLC	ANNUAL MAINTENANCE ON	67873100	5660	520.00		
				<u>520.00</u>		
JONES, BERNARD	Local Mileage	66100000	5210	28.25		
	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
	<u>268.25</u>	WA	00831125			
LAHR, LARRY	Trustee Compensation for	66100000	5110	240.00		
				<u>240.00</u>		
LIEBERT CASSIDY WHITMORE INC	Agreement for Special	67300100	5220	2,625.00		
				<u>2,625.00</u>		
MOORE, CAROL A	REIMBURSEMENT FOR HDMI	67873000	4514	15.27		
				<u>15.27</u>		
NICK'S TELECOM	REWired L/F STROBE ON UNIT#	67775000	5650	55.00		
	TROY 3" COVER PLATE	67775000	4520	25.98		
	<u>80.98</u>	WA	00831129			
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000	5520	250.87		
	ELECTRICITY SERVICES	68103000	5520	62.72		
	<u>313.59</u>	WA	00831130			
PENSA, GREG	TRUSTEE COMPENSATION FOR	66100000	5110	240.00		
				<u>240.00</u>		
PENSA, GREG	Local Mileage	66100000	5210	40.68		

Allan Hancock College
Warrant Register
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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				40.68		WA 00831132
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000	4520	1,418.29		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	1,605.28		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	22.15		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	1,351.37		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	716.13		
	CUSTODIAL SUPPLIES	65311400	4520	122.95		
				5,236.17		WA 00831133
SAFEWAY INC - VONS DIVISION	Supplies for the Biology labs,	04011007	4310	5.00		
				5.00		WA 00831134
SANTA BARBARA COUNTY LAW ENFORCEMENT CHIEFS	CLEC MEETING on 6/26/2013	67775000	5210	20.00		
				20.00		WA 00831135
SENIOR, DAVID	LocalMileage 1/17-5/30/13	21330000	5210	1,247.64		
				1,247.64		WA 00831136
SHUTTERSTOCK IMAGES LLC	365 Day Subscription, standard	67760000	5322	2,559.00		
				2,559.00		WA 00831137
SOLVANG PROPERTIES LLC	Monthly rental fee of \$2,000	60100800	5630	2,000.00		
				2,000.00		WA 00831138
SUNGARD PUBLIC SECTOR INC	MODIFY CUSTOM AP INTERFACE TO	67220000	5560	200.00		
				200.00		WA 00831139
US BANK CORPORATE PAYMENT SYSTEM	Surface Pro with WIN 8 128 GB	67873000	6411	1,081.42		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,081.42		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,081.42		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,081.42		
	Microsoft Complete for Surface	67873000	6411	894.00		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,081.42		
	Surface Type Cover	67873000	6411	844.29		
	Educational Discount PROMO	67873000	6411	-638.05		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,123.67		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,123.67		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,123.67		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,123.67		
	Surface Pro with WIN 8 128 GB	67873000	6411	1,123.67		
	Microsoft Complete for Surface	67873000	6411	745.00		
	Surface Type Cover	67873000	6411	703.57		
	Educational Discount PROMO	67873000	6411	-549.72		
				14,105.96		WA 00831140

Allan Hancock College
Warrant Register
Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code	Amount	Status	Warrant
VTC ENTERPRISES	FEE AGREEMENT FOR SUMMER. CRN	49303120 5130	6,960.00		
			<u>6,960.00</u>	WA	00831141
ZACARIAS, HILDA	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>240.00</u>	WA	00831142
CABANAS, JOSEPHINE S	Physical Exam Fund Reimb	67900009 3420	300.00		
			<u>300.00</u>	WC	00831143
BANK OF SACRAMENTO	General Contractor	71710023 6212	55,354.29		
			<u>55,354.29</u>	WI	00831144
FLINTCO PACIFIC INC.	General Contractor design	71710022 6220	31,878.00		
	General Contractor	71710023 6212	1,051,731.63		
	CHANGE ORDER #1 - DESIGN	71710023 6220	5,822.00		
			<u>1,089,431.63</u>	WI	00831145
TWB INSPECTIONS INC	DSA Inspection Services	71720019 6240	6,825.00		
	AMENDMENT ONE FOR ONGOING	71710030 6240	375.00		
			<u>7,200.00</u>	WI	00831146
EARTH SYSTEMS PACIFIC	Inspection and Testing	71710005 6240	21,000.00		
	AMENDMENT FOUR FOR ONGOING	71710017 6240	1,726.12		
	Inspection and Testing related	71710030 6240	125.00		
	Inspection and Testing	71711917 6240	15,009.38		
	Inspection and Fees	71710005 9510	-4,369.33		
			<u>33,491.17</u>	WI	00831147
GLENN BURDETTE PHILLIPS	DISTRICT & BOND AUDIT SERVICES	67710300 5710	2,100.00		
	DISTRICT & BOND AUDIT SERVICES	67710300 5710	1,000.00		
	DISTRICT & BOND AUDIT SERVICES	69801000 5710	600.00		
			<u>3,700.00</u>	WA	00831148
HOPKINS, JOANNE F	CLEARs JUNE TRAINING/LUNCHEON	67775000 5210	20.00		
			<u>20.00</u>	WA	00831149
KITCHELL CEM INC	PROJECT MANAGEMENT SERVICES	71710023 5112	16,096.00		
	Construction Management	71710005 6213	20,406.75		
	AMENDMENT FOUR EXPANDED PM	71711917 5112	2,190.23		
	AMENDMENT TWO FOR	71711917 6213	28,666.62		
	AMENDMENT ONE PROJECT	71710005 5112	25,931.00		
	AMENDMENT TWO ADDITIONAL	71710005 5112	3,665.00		
	AMENDMENT ONE ADDITIONAL PM	71710023 5112	2,371.00		
	AMENDMENT ONE PROJECT	71710030 5112	4,480.00		
	AMENDMENT THREE ADDITIONAL	71710030 5112	593.00		
	AMENDMENT ONE PROJECT	71710917 5112	4,027.65		
	AMENDMENT FOUR EXPANDED PM	71710917 5112	1,078.77		
	AMENDMENT TWO FOR	71710917 6213	14,119.38		
	AMENDMENT ONE PROJECT	71711917 5112	8,177.35		
			<u>131,802.75</u>	WI	00831150

Allan Hancock College
Warrant Register
Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
AHC - ASB ATHLETICS	DISTRICT ALLOCATION TO ASB	73100000	7391	31,761.75		
				<u>31,761.75</u>	WA	00831151
AMAZON	mini NFPA labels	19050007	4310	30.94		
	LOGITECH WIRELESS SOLAR	67220000	4514	56.78		
	500 straws	19050007	4310	11.33		
	Digital calipers	19050007	4310	147.12		
	Chalk	19050007	4310	5.50		
	16 oz amber straight jars,	19050007	4310	42.27		
	label tape, 1/2", pkg of 4	19050007	4310	42.56		
	Alka-Seltzer tablets, box of	19050007	4310	17.28		
				<u>353.78</u>	WA	00831152
AMERICAN STAR TOURS	CHARTER BUS TO SOLVANG	64945000	4640	2,795.00		
				<u>2,795.00</u>	WA	00831153
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	74.85		
	ELECTRICAL/LIGHTING SUPPLIES	65110000	4520	26.21		
				<u>101.06</u>	WA	00831154
CAL STATE AUTO PARTS	PARTS FOR ROUTINE VEHICLE	21335000	4520	81.09		
				<u>81.09</u>	WA	00831155
CANON FINANCIAL SERVICES INC	LEASED COPIERS:	67760000	5680	4,888.73		
				<u>4,888.73</u>	WA	00831156
CHRONICLE OF HIGHER EDUCATION	THE CHRONICLE OF HIGHER	66200000	4520	87.00		
				<u>87.00</u>	WA	00831157
CITY MOTORS TOWING INC	CHARGE TO FIX FLAT TIRE ON	69500001	5650	65.00		
				<u>65.00</u>	WA	00831158
CITY OF LOMPOC	FALSE ALARM CALLS FOR MONTH	67775000	5590	61.70		
				<u>61.70</u>	WA	00831159
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	TURNITIN SUBSCRIPTION CAMPUS	67873002	5670	500.00		
	TURNITIN SUBSCRIPTION FTE FEE,	67873002	5670	16,772.09		
				<u>17,272.09</u>	WA	00831160
COOPERATIVE ORGANIZATION FOR THE	annual membership to CODESP to	67300100	5310	1,850.00		
				<u>1,850.00</u>	WA	00831161
EDUCATIONAL TESTING SERVICE	ETS GED Scoring Fees - Apr-Jun	63101000	4311	1,324.00		
				<u>1,324.00</u>	WA	00831162
GUARDADO, SIBONEY M	REIMBURSEMENT FOR SIBONEY	60200312	4520	150.76		

Allan Hancock College
Warrant Register
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Vendor Name	Description	Budget Code		Amount	Status	Warrant
				150.76		WA 00831163
HOLT ANATOMICAL INC	MALE MUSCLE FIGURE, ABOUT 1/2	60200312	6410	5,852.00		
				5,852.00		WA 00831164
INSTITUTE OF BEAUTY CULTURE INC	TO COVER DSL LINE FEES	30070000	5560	112.19		
				112.19		WA 00831165
LAU, MARGARET S	AgWaterEnvTech&DeputyNavMeetng	03030014	5210	46.39		
				46.39		WA 00831166
MWEE	MEDICAL WASTE PICK-UP HEALTH	67710000	5570	376.78		
				376.78		WA 00831167
NATIONAL ASSN OF STUDENT	NASFAA ANNUAL MEMBERSHIP	64642000	5310	1,579.00		
				1,579.00		WA 00831168
NEXT DAY SIGNS	MISC. SIGNS AND POLICE UNIT	69500001	4520	732.13		
				732.13		WA 00831169
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	68103000	5520	65.49		
	ELECTRICITY SERVICES	65700000	5520	261.95		
	ELECTRICITY SERVICES	65700000	5520	1,378.42		
	ELECTRICITY SERVICES	68103000	5520	344.61		
	ELECTRICITY SERVICES	65700000	5520	21,249.10		
	ELECTRICITY SERVICES	68103000	5520	5,312.28		
				28,611.85		WA 00831170
POWER ACCESS CORPORATION	DISCOUNT	65110000	6413	-297.00		
	UPS	65110000	6413	33.22		
	JAMB MOUNT OPENER, 4300L, LH,	65110000	6413	1,417.00		
	RADIO RECEIVER (INSTALLED IF	65110000	6413	68.00		
				1,221.22		WA 00831171
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000	4520	554.69		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	142.18		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	650.92		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	114.05		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	559.09		
	CUSTODIAL SUPPLIES CHARGED	65311000	4520	34.55		
				2,055.48		WA 00831172
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VP FAC	66240000	5730	543.25		
				543.25		WA 00831173
RABOBANK N.A.	FALL 2013 REGISTRATION	67190000	8895	5,500.00		

**Allan Hancock College
Warrant Register**

Check Dates from 7/1/2013 to 7/31/2013

Vendor Name	Description	Budget Code		Amount	Status	Warrant
				5,500.00		WA 00831174
RAYS AUTO PARTS	PARTS FOR ROUTINE VEHICLE	21335000	4520	63.91		
				63.91		WA 00831175
SANTA BARBARA COUNTY LAW ENFORCEMENT CHIEFS	CLEC MEETING 4/24/13	67775000	5210	17.00		
				17.00		WA 00831176
SIEMENS INDUSTRY INC	FIRE ALARM MAINTENANCE FOR	67775000	5590	500.00		
				500.00		WA 00831177
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000	5540	13.09		
				13.09		WA 00831178
CITY OF LOMPOC	Engineering Services related	71710005	6230	911.52		
	Engineering Services related	71710005	6230	854.02		
				1,765.54		WI 00831179
CITY OF SANTA MARIA	Water Meter Monthly Rental	71710023	5690	199.75		
				199.75		WI 00831180
EARTH SYSTEMS PACIFIC	AMENDMENT FOUR FOR ONGOING	71710017	6240	409.13		
	AMENDMENT FOUR FOR ONGOING	71711017	6240	3,244.12		
				3,653.25		WI 00831181
MID STATE CONTAINERS	Monthly Rental - Storage	71720019	5690	135.32		
	Monthly Rental - Storage	71720019	5690	135.31		
				270.63		WI 00831182
PACIFIC GAS & ELECTRIC CO	Electrical Service related to	71710023	5520	290.99		
				290.99		WI 00831183
SUNBELT RENTALS	Light Tower Monthly Rental	71711917	5690	435.17		
	Light Tower Monthly Rental	71710917	5690	214.33		
				649.50		WI 00831184

Warrant Register

Check Dates from 7/1/2013 to 7/31/2013

Fund and Reversal Summary**Totals By Fund:**

Total for Fund 9410	1,645,416.10
Total for Fund 9421	0.00
Total for Fund 9433	849.73
Total for Fund 9441	50,862.94
Total for Fund 9446	425,701.37
Total for Fund 9447	2,979,342.23
Total for Fund 9461	110,970.00
Total for Fund 9462	6,081.54
Total for Fund 9463	0.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

Reversals:

Total for Fund 9410	0.00
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 JOINT COMMUNITY COLLEGE DISTRICT
August 20, 2013

ACRONYMS

BAPS News Service	Daniel Baptista News Service
Comenity-OSH Commercial Services	Comenity-Orchard Supply Hardware Commercial Services
EDU Business Solutions	Education Business Solutions
IBI Group Architecture Planning	Irwin Beinhaker International Group Architecture Planning
MVE Institutional Inc	McLand, Vasquez, Emsick Institutional Inc
MWEE	Medical Waste Environmental Engineers
RP Group	Research & Planning Group for California Community Colleges
SISC III	Self-Insured Schools of California
TWB Inspections Inc	Tom W Barton Inspections Inc
VTC Enterprises	Vocational Training Center Enterprises

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Fourth Quarter Financial Status Report		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.B.	Enclosures: Page 1 of 5

BACKGROUND:

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

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the board of trustees accept the fourth quarter financial status report, a routine report that monitors the financial health of the district, to be submitted to the State Chancellor's Office.

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

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

CHANGE THE PERIOD
Fiscal Year: 2012-2013
Quarter Ended: (Q4) Jun 30, 2013

District: (610) ALLAN HANCOCK

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	50,059,000	49,938,233	47,642,900	49,033,348
A.2	Other Financing Sources (Object 8900)	109,881	44,616	77,735	79,641
A.3	Total Unrestricted Revenue (A.1 + A.2)	50,168,881	49,982,849	47,720,635	49,112,989
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,438,549	46,921,463	44,887,473	44,316,991
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,802,180	4,737,228	3,099,269	1,698,796
B.3	Total Unrestricted Expenditures (B.1 + B.2)	50,240,729	51,658,691	47,986,742	46,015,787
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-71,848	-1,675,842	-266,107	3,097,202
D.	Fund Balance, Beginning	4,443,152	4,371,304	4,876,450	4,610,343
D.1	Prior Year Adjustments + (-)	0	2,180,988	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,443,152	6,552,292	4,876,450	4,610,343
E.	Fund Balance, Ending (C. + D.2)	4,371,304	4,876,450	4,610,343	7,707,545
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.7%	9.4%	9.6%	16.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	10,001	10,121	9,258	9,286
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		6,659,749	4,781,852	7,919,159
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	6,785,889	6,659,749	4,781,852	7,919,159

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	44,487,134	47,590,642	49,033,348	103%
I.2	Other Financing Sources (Object 8900)	1,288,249	316,760	79,641	25.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	45,775,383	47,907,402	49,112,989	102.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	44,164,240	46,739,409	44,316,991	94.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,585,496	1,592,293	1,698,796	106.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	45,749,736	48,331,702	46,015,787	95.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	25,647	-424,300	3,097,202	
L.	Adjusted Fund Balance, Beginning	4,610,343	4,610,343	4,610,343	
L.1	Fund Balance, Ending (C. + L.2)	4,635,990	4,186,043	7,707,545	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	8.7%		

V. Has the district settled any employee contracts during this quarter? **YES**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2012-13	33,000		114,000				96,000	
Year 2: 2013-14			28,775					
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code. Increases to be funded from reserves and anticipated expenditure reductions.

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

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

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

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q4) Jun 30, 2013

District: (610) ALLAN HANCOCK

Your Quarterly Data is Certified for this quarter.

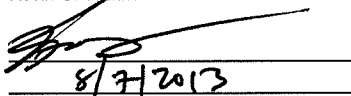
Chief Business Officer

CBO Name: Elizabeth A. Miller

CBO Phone: 805-922-6966

CBO Signature: 
Date Signed: 8/7/2013

Chief Executive Officer Name: Kevin G. Walthers

CEO Signature: 
Date Signed: 8/7/2013

Electronic Cert Date: 08/07/2013

District Contact Person

Name: Shelly Allen

Title: Budget Analyst

Telephone: 805-922-6966

Fax: 805-928-7905

E-Mail: sallen@hancockcollege.edu

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

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

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ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
GENERAL FUND
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 06/30/2013

	UNRESTRICTED BUDGET	Rounded to the Nearest UNRESTRICTED ACTUAL	Dollar RESTRICTED BUDGET	RESTRICTED ACTUAL	TOTAL BUDGET	TOTAL ACTUAL
	=====	=====	=====	=====	=====	=====
REVENUES:						
Federal	25,200	32,797	4,106,277	2,520,028	4,131,477	2,552,825
State	31,448,432	31,470,394	4,507,344	3,525,129	35,955,776	34,995,523
Local	16,117,010	17,530,157	1,453,575	1,436,365	17,570,586	18,966,522
Total Revenues	<u>47,590,642</u>	<u>49,033,348</u>	<u>10,067,196</u>	<u>7,481,522</u>	<u>57,657,839</u>	<u>56,514,870</u>
EXPENDITURES:						
Academic salaries	19,440,698	19,781,626	1,737,402	1,380,559	21,178,100	21,162,186
Classified salaries	10,447,066	10,125,200	2,905,629	2,347,197	13,352,694	12,472,397
Employee benefits	9,077,159	8,317,826	1,058,303	881,481	10,135,462	9,199,307
Supplies and materials	1,354,930	964,725	844,971	478,795	2,199,901	1,443,519
Contracted services	5,896,963	4,629,086	1,508,310	914,971	7,405,273	5,544,057
Capital outlay	522,595	498,528	1,580,094	934,690	2,102,689	1,433,218
Total Expenditures	<u>46,739,409</u>	<u>44,316,991</u>	<u>9,634,709</u>	<u>6,937,693</u>	<u>56,374,118</u>	<u>51,254,684</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	851,233	4,716,357	432,487	543,828	1,283,721	5,260,185
OTH FIN SRCS (USES):						
Operating Transfers IN	316,760	79,641	43,420	33,129	360,180	112,770
Operating Transfers OUT	1,592,293	1,698,796	1,033,688	222,396	2,625,981	1,921,192
Total Oth Fin Srces (Uses)	<u>(1,275,533)</u>	<u>(1,619,154)</u>	<u>(990,268)</u>	<u>(189,267)</u>	<u>(2,265,802)</u>	<u>(1,808,422)</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(424,300)</u>	<u>3,097,203</u>	<u>(557,781)</u>	<u>354,561</u>	<u>(982,081)</u>	<u>3,451,764</u>
FUND BALANCE:						
Fund balance, July 1	4,610,343	4,610,343	6,098,004	6,098,005	10,708,347	10,708,348
Current balance	<u>4,186,043</u>	<u>7,707,546</u>	<u>5,540,223</u>	<u>6,452,566</u>	<u>9,726,266</u>	<u>14,160,112</u>



To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Authorization to Declare District Property as Surplus		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.C.	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/Lic. #
681	Powermatic lathe, model 90	1 each	Unknown	293	7990084
682	Bedford Charging Cart	2 each	Unknown		
683	Kilgore typodents, model D91SDP-200	43 each	Unknown		
684	Kilgore benchmounts, model CBM-3A	127 each	Unknown		

FISCAL IMPACT:

Total proceeds are dependent on the auction participation level.

RECOMMENDATION:

Staff recommends 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: August 20, 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: 13.D.	Enclosures: Page 1 of 21

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:

Staff recommends 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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PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
AUTO BODY				
Watanabe, John	20344	AB 356	Automotive Painting Techniques	.368
ACCOUNTING				
Darwin, Brent	20270	ACCT 130	Financial Accounting	.200
Darwin, Brent	20274	ACCT 317	Bookkeeping 1	.200
Flores, Anthony	20268	ACCT 130	Financial Accounting	.200
Flores, Anthony	20269	ACCT 130	Financial Accounting	.200
Flores, Anthony	20273	ACCT 317	Bookkeeping 1	.200
Jones, Thomas	20276	ACCT 327	Payroll Accounting	.200
Shafer, Nancy	20265	ACCT 100	Accounting for Entrepreneurs	.200
Shafer, Nancy	20881	ACCT 140	Managerial Accounting	.200
AGRIBUSINESS				
Braun, Douglas	20212	AG 103	Sensory Evaluation Wine	.200
Macmillan, Craig	20215	AG 140	Viticulture Operations 4	.309
Macmillan, Craig	20216	AG 310	Basic Winemaking 1	.185
Shiers, Eric	20214	AG 125	Soils and Plant Nutrition	.376
ADMINISTRATION OF JUSTICE				
Fuss, Glen	20133	AJ 101	Intro to Criminal Justice	.200
Fuss, Glen	20880	AJ 130	Intro to Corrections	.200
Harris, Marguerite	20135	AJ 101	Intro to Criminal Justice	.200
Lupo, Edward	20134	AJ 101	Intro to Criminal Justice	.200
Lupo, Edward	20878	AJ 105	Community Relations	.200
Lupo, Edward	21372	AJ 315	Introduction to Criminology	.200
Martino, Maria	20139	AJ 104	Legal Aspects of Evidence	.200
Ralston, Lawrence	21373	AJ 102	Criminal Procedures	.200
Vuillemainroy, Raymond	21380	AJ 105	Community Relations	.200
ANTHROPOLOGY				
Orton, Michael	20705	ANTH 102	Intro to Cultural Anthro	.200
Roberts, Paul	20007	ANTH 102	Intro to Cultural Anthro	.200
Roberts, Paul	20903	ANTH 102	Intro to Cultural Anthro	.200
Scott, Patrick	20002	ANTH 101	Intro to Biological Anthro	.200
Scott, Linda	20010	ANTH 102	Intro to Cultural Anthro	.200
Scott, Patrick	20904	ANTH 103	Intro to Archaeology	.200
ARCHITECTURE				
Adames Robert	20413	ARCH 321	International Building Code	.200
Pagliassotto, Anthony	20919	ARCH 160	Digital Tools in Architecture	.309
Sadig, Saad	Assigned		Architectural Drafting Coordinator	.100

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Sadig, Saad	21690	ARCH 151	Architectural Design Studio I	.553
Sturas, Jonas	20362	ARCH 111	Arch. Graphics & Design I	.368
ART				
Doe, Kristopher	20540	ART 101	Art Appreciation	.200
Doe, Kristopher	21390	ART 120	Drawing 1	.368
Fast, Martha	20549	ART 122	Life Drawing 1	.368
Girolo, Anthony	20536	ART 101	Art Appreciation	.200
Girolo, Anthony	20545	ART 110	Design 1	.368
Johnson, Arnold	20546	ART 115	Introduction to Animation	.365
Johnson, Arnold	21849	ART 164	Sculpture 1	.193
Mack, Virginia	20537	ART 101	Art Appreciation	.200
Mack, Virginia	20542	ART 106	Art of the 20 th Century	.200
Shaw, Susan	21441	ART 366	Working the Potter's Wheel	.243
Talkin, Helen	20538	ART 101	Art Appreciation	.200
Takin, Helen	21389	ART 101	Art Appreciation	.200
Trimbath, Patrick	20539	ART 101	Art Appreciation	.200
Trimbath, Patrick	20548	ART 120	Drawing 1	.368
Vosburg, Candace	20556	ART 160	Ceramics 1	.368
Weiss, Cheryl	21846	ART 380	Art Lab (Ceramics) 1	.588
AMERICAN SIGN LANGUAGE				
Rivera, Maria	20468	ASL 120	American Sign Language 1	.200
Rivera, Maria	21145	ASL 121	American Sign Language 2	.200
Rivera, Maria	21832	ASL 120	American Sign Language 1	.200
ASTRONOMY				
Tobin, Vincent	20219	ASTR 100	Elementary Astronomy	.200
Wallen, Patrick	20217	ASTR 100	Elementary Astronomy	.200
AUTOMOTIVE TECHNOLOGY				
Blacketter, Jonathan	20433	AT 323	Power Trains	.553
Bradbury, Loren	20921	AT 100	Automotive Fundamentals	.376
Domingos, Ronald	20445	AT 341	Fuel Injection/Turbocharging	.553
Rosenthal, Mark	20416	AT 100	Automotive Fundamentals	.376
Rosenthal, Mark	20427	AT 306	Auto Air Conditioning	.138
Stephen, Scott	21350	AT 343	Engine Performance/Diagnosis	.553
ATHLETIC TRAINING				
Malinowski, John	20164	ATH 104	Care/Prevention- Ath Injuries	.259

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
BIOLOGY				
Burroughs, Virginia	20262	BIOL 124	Human Anatomy	.376
Burroughs, Virginia	21851	BIOL 124	Human Anatomy	.176
Hadley, Wendy	20877	BIOL 128	Microbiology	.494
Hendricks, Steven	21803	BIOL 100	Introductory Biology	.376
Markowitz, Timothy	20223	BIOL 100	Introductory Biology	.376
Markowitz, Timothy	21857	BIOL 100	Introductory Biology	.176
Marsh, Jennifer	20251	BIOL 120	Humans & the Environment	.200
Morris, Jennifer	20886	BIOL 155	General Zoology	.553
Pierce, Kerry	20250	BIOL 100	Introductory Biology	.376
Robinette, Daniel	20246	BIOL 100	Introductory Biology	.376
Robinette, Daniel	21895	BIOL 100	Introductory Biology	.176
BUSINESS				
Gallina, Henry	21128	BUS 362	Management: People Skills	.034
Gallina, Henry	21807	BUS 363	Management: Conflict	.033
Gallina, Henry	21813	BUS 367	Managing Change	.033
Murray, Earl	20812	BUS 160	Business Communications	.200
Murray, Earl	21812	BUS 365	Managing Teams	.033
Murray, Earl	21815	BUS 380	Marketing Strategies	.033
Sherrod, Jerry	21138	BUS 377	Managing Service Quality	.034
Wagner, Stephen	21810	BUS 370	Ethics and Integrity	.033
Wagner, Stephen	21814	BUS 371	Sexual Harassment Law	.033
CULINARY ARTS				
Cardiel, Kathleen	21149	CA 124	Sanitation, Safety & Equipment	.200
Russell, Amber	20145	CA 121	Basic Baking and Pastry	.309
Russell, Amber	21381	CA 121	Basic Baking and Pastry	.309
BUSINESS INFORMATION SYSTEMS				
Robertus, Paul	21130	CBIS 372	Intro to Access	.067
BUSINESS OFFICE TECHNOLOGY				
Kirker, Robert	20312	CBOT 131	Intro to Word Processing	.200
Reinwald, Eileen	20912	CBOT 361	Intro to PowerPoint	.067
CHEMISTRY				
Ahler, Michael	20315	CHEM 120	Introductory Chemistry	.376
Ahler, Michael	21850	CHEM 120	Introductory Chemistry	.176
Martner, Cecilia	21334	CHEM 120	Introductory Chemistry	.376
Oakes, Raymond	21335	CHEM 150	General Chemistry	.553
Schroeder, Feride	21897	CHEM 120	Introductory Chemistry	.176

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
COUNSELING				
Amido, Richard	Assigned	Counselor		.600
Davis, Henry	Assigned	Counselor		.041
Diaz, Angelica	Assigned	Counselor		.433
Guillen, Margarita	Assigned	Counselor		.662
Hernandez, David	Assigned	Counselor		.649
Hernandez, Norma	Assigned	Counselor		.165
McKinley, Lisa	Assigned	Counselor		.527
Rorabaugh, Charles	Assigned	Counselor		.135
Stever, Cindy	Assigned	Counselor		.433
Stewart, Timothy	Assigned	Counselor		.618
Millan, Jose	Assigned	Counselor		.216
Valverde, Dana	Assigned	Counselor		.649
Vasques, Julie	Assigned	Counselor		.660
Zarate, Christopher	Assigned	Counselor		.108
DENTAL ASSISTING				
Detter, Diane	21734	DA 318	Basic Dental Assisting Skills	.294
Gabaree, Warren	20351	DA 314	Introduction to Bio-Dental Science	.200
Garcia, Joan	21734	DA 318	Basic Dental Assisting Skills	.294
Gisclon, Amy	21734	DA 318	Basic Dental Assisting Skills	.294
Titus, Maureen	21734	DA 318	Basic Dental Assisting Skills	.294
Voss, Randall	21695	DA 327	Dental Screening	.088
DANCE				
Claverie, Kellie	20828	DANC 110	Beginning Modern Dance	.188
Claverie, Kellie	20892	DANC 133	Hip Hop/Jazz Styles	.188
Claverie, Kellie	21727	DANC 131	Intermediate Jazz	.095
Garren, Shelagh	20831	DANC 120	Beginning Ballet	.188
Heredia, Horacio	20834	DANC 142	Intermediate Folklorico	.088
Heredia, Horacio	21724	DANC 140	Beginning Folklorico	.142
Heredia, Horacio	21728	DANC 115	Advance Modern Dance	.077
Heredia, Horacio	21731	DANC 185	Intro to Performance Skills	.294
Johnson, Michael	21726	DANC 182	Technical Production Lab	.471
Johnson, Michael	21729	DANC 183	Dance Ensemble	.074
Kim, Kevin	20833	DANC 133	Hip Hop/Jazz Styles	.188
Kim, Kevin	21729	DANC 183	Dance Ensemble	.059
Kline, Valerie	20827	DANC 101	Dance Appreciation	.200
Kline, Valerie	21731	DANC 185	Intro to Performance Skills	.176
Reyes, Benjamin	20832	DANC 133	Hip Hop/Jazz Styles	.188
Reyes, Benjamin	21726	DANC 182	Technical Productions Lab	.125

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Reyes, Benjamin	21727	DANC 131	Intermediate Jazz	.036
Rivera, Candace	21393	DANC 170	Music for Dancers	.121
Segura, Monique	20894	DANC 152	Beginning Tap	.188
Segura, Monique	21731	DANC 185	Intro to Performance Skills	.125
Solorio, Jesus	21727	DANC 131	Intermediate Jazz	.059
Valenzuela, Cynthia	21723	DANC 121	Intermediate Ballet	.094
DRAMA				
Allen, Jeffrey	21924	DRMA 199R	Expl of Cylbrn Park	.044
Appel, Susan	21914	DRMA 101	Applied Professional Acting 1	.468
Foster, Danielle	20913	DRMA 104	Introductions to Acting	.200
Hendricks, Karin	21914	DRMA 101	Applied Professional Acting 1	.118
Jenkinson, Michael	21914	DRMA 101	Applied Professional Acting 1	.118
Kangas, Denise	21918	DRMA 120	Adv Professional Acting 1	.387
Machamer, Joshua	20575	DRMA 110	History World Theatre 1	.200
Morris, Callum	21914	DRMA 101	Applied Professional Acting 1	.118
Stewart, Donald	21914	DRMA 101	Applied Professional Acting 1	.148
Stewart, Donald	21918	DRMA 120	Adv Professional Acting 1	.209
ECONOMICS				
Avery, Helena	20016	ECON 101	Principles of Macro-Economics	.200
Rose, Anne	20808	ECON 101	Principles of Marco-Economics	.200
EARLY CHILDHOOD STUDIES				
Candelaria, Carmen	20167	ECS 117	Teaching the Hispanic Child	.200
Ferrari, Tanis	20157	ECS 104	Principles and Practices	.200
Ferrari, Tanis	20193	ECS 310	Art for Young Child	.042
Ferrari, Tanis	20706	ECS 104	Principles and Practices	.200
Ferrari, Tanis	20857	ECS 311	Creating Learning Materials	.042
Malinowski, Marya	20151	ECS 100	Child Growth and Development	.200
Malinowski, Marya	21382	ECS 113	Infant Intervention	.200
Murray, Lisa	20161	ECS 111	Supervision & Administration	.200
Murray, Lisa	20165	ECS 116	Teaching in a Diverse Society	.200
Shaw, Michael	20192	ECS 122	Positive Child Guidance	.200
Shaw, Michael	20201	ECS 322	Admin: Parents as Partners	.092
Shaw, Michael	20818	ECS 132	Child- Identity & Learning	.309
Shaw, Michael	20858	ECS 312	Music Activities for Young Chi	.042
Viker, Sharol	20158	ECS 105	Observation and Assessment	.200
Viker, Sharol	20726	ECS 303	Intro to Early Childhood	.132
ELECTRONICS				
Bevill, James	20681	EL 119	Fund of DC and AC Circuits Lab	.353

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Johnson, Gregory	20679	EL 118	Fundamentals of Circuit Analysis	.200
Johnson, Scott	21353	EL 105	PC Care and Upgrade	.309
Keinert, Kevin	21352	EL 107	Networking Essentials 2	.309
EMERGENCY MEDICAL SERVICES				
Guillen, Shannon	21417	EMS 306	CPR for Healthcare Providers	.033
Guillen, Shannon	21418	EMS 306	CPR for Healthcare Providers	.033
Hale, Roy	21412	EMS 300	Intro to Emergency Medical Ser	.067
Hale, Roy	21416	EMS 306	CPR for Healthcare Providers	.033
Hale, Roy	21419	EMS 306	CPR for Healthcare Providers	.033
McDonough, Michael	20325	EMS 130	Principles of Emergency Mgmt	.200
McDonough, Michael	21715	EMS 319	Emergency Response to Terrorists	.200
Miller, John	21413	EMS 306	CPR for Healthcare Providers	.033
Miller, John	21415	EMS 306	CPR for Healthcare Providers	.033
Miller, John	21783	EMS 301	EMS Academy- 1A (EMT)	.178
Morgan, Thomas	20327	EMS 306	CPR for Healthcare Providers	.033
Roehl, Susan	21714	EMS 309	Basic Trauma Life Support	.067
Roehl, Susan	21716	EMS 321	Advanced Cardiac Life Support	.067
Roehl, Susan	21717	EMS 322	Pediatric Advanced Life Support	.067
Schuetz-Jones, Deborah	20323	EMS 102	First Aid & Safety	.200
Schuetz-Jones, Deborah	20741	EMS 310	Child Care First Aid & CPR	.062
ENGLISH				
Adams, Rose Marie	20776	ENGL 513	Writing Skills 3	.288
Adams, Rose Marie	21732	ENGL 306	Laboratory	.058
Aro, Diane	20788	ENGL 514	Writing Skills 4	.406
Aro, Diane	21776	ENGL 514	Writing Skills 4	.118
Bartley, Kymba	20493	ENGL 101	Freshman Comp: Exposition	.288
Bartley, Kymba	20773	ENGL 513	Writing Skills 3	.288
Belknap, Jacquelyn	21732	ENGL 306	Writing Laboratory	.214
Byrne, Jean	21732	ENGL 306	Writing Laboratory	.190
Chroman, Tanya	21733	ENGL 306	Writing Laboratory	.119
Dean, Heather	21852	ENGL 514	Writing Skills 4	.118
Fritsche, John	20785	ENGL 511	Writing Skills 1	.406
George, Tricia	20786	ENGL 512	Writing Skills 2	.406
George, Tricia	21732	ENGL 306	Writing Laboratory	.039
George, Tricia	21790	ENGL 103	Critical Thinking & Composition	.216
Halderman, Anthony	21732	ENGL 306	Writing Laboratory	.232
Hidinger, Matthew	20784	ENGL 514	Writing Skills 4	.288
Hidinger, Matthew	21732	ENGL 306	Writing Laboratory	.060
Hidinger, Matthew	21852	ENGL 514	Writing Skills 4	.289
Holiday, Istar	21732	ENGL 306	Writing Laboratory	.419

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Huk, Peter	20500	ENGL 101	Freshman Comp: Exposition	.288
Huk, Peter	21793	ENGL 514	Writing Skills 4	.288
Kazarian, Albert	20482	ENGL 101	Freshman Comp: Exposition	.288
Kazarian, Albert	20774	ENGL 513	Writing Skills 3	.288
Kazarian, Albert	21732	ENGL 306	Writing Laboratory	.071
Kopecky, Susannah	20787	ENGL 513	Writing Skills 3	.406
Kopecky, Susannah	21732	ENGL 306	Writing Laboratory	.213
Lauer, Christopher	21706	ENGL 101	Freshman Comp: Exposition	.288
Loomis, Sherry	20779	ENGL 514	Writing Skills 4	.288
Loomis, Sherry	21387	ENGL 101	Freshman Comp: Exposition	.288
Loomis, Sherry	21732	ENGL 106	Writing Laboratory	.071
McMahon, Michael	21732	ENGL 306	Writing Laboratory	.225
McMahon, Michael	21733	ENGL 306	Writing Laboratory	.116
Miles, John	21732	ENGL 306	Writing Laboratory	.465
Miller, Mark	20510	ENGL 103	Critical Thinking & Composition	.216
Miller, Mark	20768	ENGL 511	Writing Skills 1	.406
Miller, Mark	21732	ENGL 306	Writing Laboratory	.048
Moretti, Alicia	21732	ENGL 306	Writing Laboratory	.143
Murtha, Robert	20778	ENGL 513	Writing Skills 3	.288
Murtha, Robert	20781	ENGL 514	Writing Skills 4	.288
Murtha, Robert	21732	ENGL 306	Writing Laboratory	.048
Muscio, Michael	21732	ENGL 306	Writing Laboratory	.155
Pirman, Deborah	21732	ENGL 306	Writing Laboratory	.284
Plascencia, Claudia	21733	ENGL 306	Writing Laboratory	.077
Schmidt, Roderic	20486	ENGL 101	Freshman Comp: Exposition	.288
Schmidt, Roderic	20498	ENGL 101	Freshman Comp: Exposition	.288
Salma, Jane	21644	ENGL 101	Freshman Comp: Exposition	.288
Salma, Jane	21732	ENGL 306	Writing laboratory	.172
Smith, Dennis	20496	ENGL 101	Freshman Comp: Exposition	.288
Sukrad, Wilma	20777	ENGL 513	Writing Skills 3	.288
Sukrad, Wilma	20839	ENGL 513	Writing Skills 3	.288
Sukrad, Wilma	21732	ENGL 306	Writing Laboratory	.071
Weyandt, Mary	21921	ENGL 514	Writing Skills 4	.406
ENGINEERING				
Cervantes, Rogelio	20376	ENGR 152	Statics	.259
ENGLISH AS A SECOND LANGUAGE				
McMahon, Michael	20455	ESL 531	Reading skills 1	.267
ENGINEERING TECHNOLOGY				
Breschini, Timothy	20682	ET 140	Engineering Drawing	.368

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Breschini, Timothy	21356	ET 330	Print Reading & Interpretation	.200
Breschini, Timothy	21853	ET 100	Computer-Aided Drafting	.030
Debernardi, Kyle	21853	ET 100	Computer-Aided Drafting	.271
Sadig, Saad	21853	ET 100	Computer-Aided Drafting	.010
ELECTRONICS				
Keinert, Kevin	Assigned	Coordinator		.100
FAMILY AND CONSUMER SCIENCE				
Hopkins, Nancy	20205	FCS 140	Apparel Construction	.243
Walters, Kathleen	20204	FCS 137	Fashion Industry & Marketing	.200
Walters, Kathleen	21383	FCS 138	Professional Apparel Selection	.200
FILM				
Barros, Randi	20653	FILM 105	Film and Television Writing I	.200
Barros, Randi	21854	FILM 106	Film and Television Writing II	.067
Fraser, Alan	20577	FILM 102	Hollywood & the American Film	.255
Fraser, Alan	20654	FILM 125	Computer Video Editing	.309
Hiramatsu, Glen	20797	FILM 126	Intro to Motion Graphics	.365
Moret, Jeanine	20576	FILM 101	Film Art & Communication	.255
Smith, Robin	20580	FILM 111	Intermed Motion Pic/Video Prod	.376
Smith, Robin	21847	FILM 380	Film Production Lab	.176
FRENCH				
Lewis, Corin	20466	FRCH 101	Elementary French	.333
FOOD SCIENCE AND NUTRITION				
Bisson, Christine	Assigned	Coordinator		.200
Bisson, Christine	20224	FSN 110	Nutrition Science	.200
Bisson, Christine	20809	FSN 110	Nutrition Science	.200
Dunbar, Constance	20206	FSN 109	Basic Nutrition for Health	.200
Dunbar, Constance	20207	FSN 109	Basic Nutrition for Health	.200
Farrington, Susan	20209	FSN 109	Basic Nutrition for Health	.200
Farrington, Susan	20221	FSN 110	Nutrition Science	.200
FIRE TECHNOLOGY				
Capehart, Timothy	20419	FT 322	Fire Prevention 1A	.167
Capehart, Timothy	21123	FT 323	Fire Prevention 1B	.167
Childress, Dennis	20735	FT 332	Fire Command 1C	.167
Childress, Dennis	21421	FT 332	Fire Command 1C	.167
Ortiz, Frank	20420	FT 326	Fire Management 1	.167
Ortiz, Frank	20422	FT 326	Fire Management 1	.167

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Taylor, Kevin	20417	FT 320	Fire Command 1A	.167
Taylor, Kevin	20418	FT 321	Fire Command 1B	.167
GEOGRAPHY				
Chaudhari, Rajni	20021	GEOG 101	Physical Geography	.200
Chaudhari, Rajni	20855	GEOG 103	World Regional Geography	.200
Chaudhari, Rajni	21713	GEOG 102	Human Geography	.200
Straub, Christopher	20022	GEOG 101	Physical Geography	.200
Straub, Christopher	20023	GEOG 102	Human Geography	.200
Straub, Christopher	21801	GEOG 101	Physical Geography	.200
GEOLOGY				
Shroeder, Feride	20328	GEOL 141	Environmental Geology	.200
GRAPHICS				
Guizar, Manuel	20635	GRPH 111	Digital Imagery Lab	.176
Schaller, Scott	21786	GRPH 113	Digital Illustration	.167
Schaller, Scott	21787	GRPH 114	Digital Illustration Lab	.176
Schuldt, Mandy	20587	GRPH 110	Introduction to Graphic Design	.255
Schuldt, Mandy	20588	GRPH 112	Digital Imagery	.255
HEALTH EDUCATION				
Ashmore, Michale	20182	HED 100	Health and Wellness	.200
Griego, Clarence	20173	HED 100	Health and Wellness	.200
Griego, Clarence	20744	HED 100	Health and Wellness	.200
Griego, Clarence	21258	HED 100	Health and Wellness	.200
Hazard, Kelly	20175	HED 100	Health and Wellness	.200
King, Roy	20181	HED 100	Health and Wellness	.200
Malinowski, John	20177	HED 100	Health and Wellness	.200
Malinowski, John	21691	HED 100	Health and Wellness	.200
Maltagliati, Frank	20177	HED 100	Health and Wellness	.200
Weare, Myra	20180	HED 100	Health and Wellness	.200
HISTORY				
Ashbaugh, John	20032	HIST 107	U S History to 1877	.200
Ashbaugh, John	20037	HIST 108	U S History to 1877 to Present	.200
Ashbaugh, John	21394	HIST 105	Western Civilization Since 1650	.200
Christoferson, Jalaine	20736	HIST 108	U S History to 1877 to Present	.200
Cortelyou, Peter	20031	HIST 107	U S History to 1877	.200
Cortelyou, Peter	20046	HIST 118	U S History	.200
Cortelyou, Peter	20649	HIST 118	U S History	.200

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Gamboa, Miguel	20041	HIST 118	U S History	.200
Gamboa, Miguel	20049	HIST 120	History of the Mexican-America	.200
Gamboa, Miguel	21360	HIST 101	World Civilizations to 1600	.200
Gerich, Robert	21396	HIST 118	U S History	.200
Siegel, Steven	20029	HIST 105	Western Civilization Since 1650	.200
Siegel, Steven	20034	HIST 107	U S History to 1877	.200
Simpson, Roger	20045	HIST 118	U S History	.200
Simpson, Roger	20842	HIST 118	U S History	.200
Simpson, Roger	21397	HIST 118	U S History	.200
Wilson, Jonathan	20042	HIST 118	U S History	.200
Wilson, Jonathan	20043	HIST 118	U S History	.200
Wilson, Jonathan	20044	HIST 118	U S History	.200
HUMAN SERVICES				
Connolly, Linda	20231	HUSV 106	Fam. Systems, Addiction, Trauma	.200
Connolly, Linda	21819	HUSV 112	Gentle Comm. Skills for Change	.200
Elam, Sharon	20227	HUSV 103	Basic Counseling Skills	.200
Elam, Sharon	20228	HUSV 104	Group Dynamics	.200
Elam, Sharon	20243	HUSV 128	Positive Psychology	.200
Hayes, Grace	20255	HUSV 132	Drugs, the Brain and the Body	.200
McGarigle, Rebecca	20226	HUSV 101	Becoming a Helping Professional	.200
Segura, Raymond	20233	HUSV 108	Crisis Intervention Strategies	.200
Segura, Raymond	21147	HUSV 102	Case Management of Diverse Clients	.200
LEADERSHIP				
Davis, Henry	20055	LDER 111	Prin/Prac Student Government	.309
LAW ENFORCEMENT				
Kramp, Jennifer	21288	LE 480	Women in Public Safety Careers	.309
LIBRARY				
Baxter, Janet		Librarian – LVC		.142
Burch, Mary		Librarian – LVC		.135
Mastin, Joann		Librarian – LVC		.142
Baxter, Janet		Librarian – SM		.007
Beck, Colleen		Librarian – SM		.196
Lewis, Mary Ellen		Librarian – SM		.216
Tubbs-Nelson, Kimberly		Librarian – SM		.020
MEDICAL ASSISTING				
Adkins, Robyn	20899	MA 360	Medical Billing & Insurance	.486
Austin, George	20900	MA 361	Coding for Medical Insurance	.309

PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Hertzog, Francis	20695	MA 305	Body Systems and Disease	.333
Hertzog, Francis	21740	MA 351	MA Clinical Procedures 1	.176
MATHEMATICS				
Abela, Alexander	20680	MATH 181	Calculus 1	.333
Appel, Jeffrey	20738	MATH 331	Algebra 2	.333
Beck, Leslie	20405	MATH 311	Algebra 1	.267
Beck, Leslie	21109	MATH 311	Algebra 1	.267
Burton, Breanna	21254	MATH 331	Algebra 2	.333
Burton, Breanna	21348	MATH 331	Algebra 2	.333
Crain, Richard	20411	MATH 311	Algebra 1	.267
Debleds, Julia	20393	MATH 141	Precalculus	.333
Debleds, Julia	21858	MATH 331	Algebra 2	.334
Felix, Christopher	20424	MATH 311	Algebra 1	.267
Frainer, Marcia	20402	MATH 311	Algebra 1	.267
Frainer, Marcia	21166	MATH 571A	Foundations of Mathematics	.400
Gildea, John	20421	MATH 311	Algebra 1	.267
Gildea, John	20440	MATH 331	Algebra 2	.333
Grelck, John	20403	MATH 311	Algebra 1	.267
Grelck, John	20437	MATH 331	Algebra 2	.333
Johns, Laurie	20410	MATH 311	Algebra 1	.267
Loghmani, Nahid	21110	MATH 331	Algebra 2	.333
Loghmani, Nahid	21347	MATH 331	Algebra 2	.333
Lundy, Francis	20386	MATH 123	Elementary Statistics	.326
Macias, Eva	20384	MATH 123	Elementary Statistics	.326
Macias, Eva	21343	MATH 123	Elementary Statistics	.326
Martin, Ernest	20408	MATH 311	Algebra 1	.267
Martin, Ernest	20436	MATH 331	Algebra 2	.333
Mason, Joshua	20454	MATH 531	Pre-Algebra	.200
Mason, Joshua	21344	MATH 311	Algebra 1	.267
McDonald, Karl	20449	MATH 331	Algebra 2	.333
McDonald, Karl	20456	MATH 531	Pre-Algebra	.200
Meidell, Ronald	20412	MATH 311	Algebra 1	.267
Meidell, Ronald	20448	MATH 331	Algebra 2	.333
Mesri, Parivash	20430	MATH 331	Algebra 2	.333
Mesri, Parivash	20434	MATH 331	Algebra 2	.333
Mickle, Gary	20409	MATH 311	Algebra 1	.267
Mickle, Gary	21346	MATH 331	Algebra 2	.333
Ng, Siow-Ting	20441	MATH 331	Algebra 2	.333
Ng, Siow-Ting	20457	MATH 531	Pre-Algebra	.200
Sarkisian, Greg	20394	MATH 141	Precalculus	.333
Silva, Douglas	21342	MATH 123	Elementary Statistics	.326

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Underwood, Scott	20447	MATH 331	Algebra 2	.333
White, Robert	20382	MATH 123	Elementary Statistics	.326
White, Robert	20383	MATH 123	Elementary Statistics	.326
White, Robert	20387	MATH 123	Elementary Statistics	.326
Yundt, David	21917	MATH 331	College Algebra 2	.333
MULTIMEDIA ARTS AND COMMUNICATIONS				
Guizar, Manuel	20917	MMAC 117	3D Computer Animation 1	.365
Hiramatsu, Glenn	21848	MMAC 380	Web-Based Multimedia Lab	.176
Neuman, Thomas	20590	MMAC 101	Introduction to Multimedia	.133
Neuman, Thomas	20591	MMAC 102	Introduction to Multimedia Lab	.176
Neuman, Thomas	20592	MMAC 112	Web Page Design	.309
MACHINE TECHNOLOGY				
Flores, John	21891	MT 109	Survey of Machining	.243
Tapper, David	20513	MT 109	Survey of Machining	.486
MUSIC				
Coelho, Jerry	20618	MUS 125	Beginning Guitar	.033
Coelho, Jerry	20619	MUS 126	Intermediate Guitar	.147
Foreman, Karen	20602	MUS 110	Music Fundamentals	.133
Foreman, Karen	20607	MUS 120	Beginning Piano	.121
Foreman, Karen	20608	MUS 120	Beginning Piano	.121
Keast, Lawrence	20609	MUS 120	Beginning Piano	.121
Keast, Lawrence	20657	MUS 120	Beginning Piano	.121
Osborne, Charles	20660	MUS 146	Jazz Ensemble	.176
Rackley, David	21402	MUS 100	Music Appreciation	.200
Sargen, Kimberly	20616	MUS 123	Class Vocal Techniques	.243
Stoll, Greg	20622	MUS 140	Symphonic Band	.176
NURSING				
Cralley, Jill	21746	NURS 338	Clinical Lab 3	.117
Machado, Marilyn	21741	NURS 108	RN Practicum 2	.550
Melsheimer, Ayleen	21741	NURS 108	RN Practicum 2	.220
Melsheimer, Ayleen	21746	NURS 338	Clinical Lab 3	.382
Miller, Jacqueline	21746	NURS 338	Clinical Lab 3	.353
Quigley, Catherine	21741	NURS 108	RN Practicum 2	.286
Stitch, Agnes	21746	NURS 338	Clinical Lab 3	.382
Sweet, Zoila	21741	NURS 108	RN Practicum 2	.430

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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
PERSONAL DEVELOPMENT				
Davis, Henry	20064	PD 100	Personal & Career Exploration	.200
Stein, Jeffrey	20103	PD 101	Success in College	.200
Stein, Jeffrey	21843	PD 100	Personal & Career Exploration	.200
Stein, Jeffrey	21844	PD 100	Personal & Career Exploration	.200
Wong, Nicole	20093	PD 100	Personal & Career Exploration	.200
Zarate, Christopher	20101	PD 101	Success in College	.200
PHYSICAL EDUCATION				
Ashmore, Michael	21896	PE 145	Intercollegiate Conditioning	.476
Bittle, Cynthia	20189	PE 133	Yoga Fitness	.143
Clark, Jada	21692	PE 140	Physical Fitness Laboratory	.119
Clark, Jada	21735	PE 140	Physical Fitness Laboratory	.119
Clark, Jada	21736	PE 121	Swim Fitness Lab	.095
Claverie, Kellie	20188	PE 132	Cardio Kickboxing	.143
Cross-Boyle, Deanna	20194	PE 133	Yoga Fitness	.143
Cross-Boyle, Deanna	20750	PE 146	Strength and Flexibility	.143
King, Roy	20184	PE 120	Beginning & Intermed. Swimming	.143
King, Roy	21736	PE 121	Swim Fitness Lab	.142
Koivisto, Patricia	20190	PE 133	Yoga Fitness	.143
Koivisto, Patricia	20220	PE 134	Step Aerobics	.143
Koivisto, Patricia	21693	PE 134	Step Aerobics	.143
Landers, Shannon	20187	PE 130	Self Defense	.143
Landers, Shannon	20195	PE 134	Martial Arts Techniques	.143
Meyer, William	20248	PE 154	Jogging/Walking	.143
Nerelli, Cary	21735	PE 140	Physical Fitness Laboratory	.190
Smith, Cody	21735	PE 140	Physical Fitness Laboratory	.143
Smith, Cody	21898	PE 106	Sports Officiating	.310
Twitchell, Mary	21736	PE 121	Swim Fitness Lab	.665
Vernon, Sherman	20823	PE 179C	Health & Fitness for Public Safety	.298
Vernon, Sherman	21735	PE 140	Physical Fitness Laboratory	.143
INTERCOLLEGIATE ATHLETICS				
Garcia, Alvaro	20642	PEIA 110	Intercollegiate Soccer, Men	.476
Garcia, Rodrigo	20643	PEIA 105	Intercollegiate Soccer, Women	.476
Maltagliati, Frank	20639	PEIA 100	Intercollegiate Football	.476
Molina, Julio	20641	PEIA 125	Intercollegiate Volleyball	.286
Nerelli, Cary	20816	PEIA 135	Intercollegiate Basketball, Women	.476
Quintana, Louie	21125	PEIA 120	Intercollegiate Cross Country	.476
PHILOSOPHY				
Heighes, Kenneth	20066	PHIL 114	Critical Thinking	.216

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FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Heighes, Kenneth	20070	PHIL 121	Religions of the Modern World	.200
Moran, Geoffrey	20071	PHIL 121	Religions of the Modern World	.200
Rabinowitz, Craig	20063	PHIL 105	Ethics	.200
Rabinowitz, Craig	20065	PHIL 112	Logics	.200
Rabinowitz, Craig	20068	PHIL 114	Critical Thinking	.216
PHYSICAL SCIENCE				
Fulton, Michelle	21339	PHSC 199 H	Eastern Sierra NV-Adv .Studies	.278
PHOTOGRAPHY				
Jacoby, Richard	20625	PHTO 110	Basic Photography	.309
Jacoby, Richard	21121	PHTO 110	Basic Photography	.309
PHYSICS				
Danehy, Mark	21805	PHYS 110	Introductory Physics	.200
Merrithew, Ryan	21860	PHYS 141	General Physics 1	.176
Merrithew, Ryan	21861	PHYS 141	General Physics 1	.176
Morris, Matthew	21862	PHYS 161	Engineering Physics 1	.176
Tobin, vincent	21860	PHYS 141	General Physics 1	.268
PARALEGAL				
Martinez, Julie	21404	PLGL 104	Legal Research & Writing	.200
Splitgerber, Tracy	21406	PLGL 107	Ethics for Paralegals	.067
Wagner, Stephen	20790	PLGL 101	Intro to Paralegal Studies	.200
Wagner, Stephen	21405	PLGL 111	Intellectual Property Law	.200
POLITICAL SCIENCE				
Masaoka, Robert	20073	POLS 103	American Government	.200
Payne, Daniel	20074	POLS 103	American Government	.200
Payne, Daniel	21118	POLS 103	American Government	.200
Siegel, Steven	20076	POLS 103	American Government	.200
Weinstock, Rita	21916	POLS 103	American Government	.200
PSYCHOLOGY				
Collett, Richard	21377	PSY 118	Human Development-Lifespan	.200
Dossey, Arthur	20087	PSY 101	General Psychology	.200
Dossey, Arthur	20091	PSY 101	General Psychology	.200
Kuntz, Eugene	20085	PSY 101	General Psychology	.200
Kuntz, Eugene	20088	PSY 101	General Psychology	.200
Kuntz, Eugene	21398	PSY 119	Abnormal Psychology	.200
Mandziara, Maria	20086	PSY 101	General Psychology	.200
Mandziara, Maria	20089	PSY 101	General Psychology	.200

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
REAL ESTATE				
Rigali, James	21407	RE 100	Real Estate Principles	.200
READING				
Adams, Rose Marie	20568	READ 510	Reading for College 2	.267
RECREATION				
LeSage, Paul	20259	REC 101	Intro to Recreation Management	.200
LeSage, Paul	20260	REC 105	Program Planning - Recreation	.200
LeSage, Paul	20253	REC 107	Recreation Sport Programming	.200
REGISTERED VETERINARY TECH				
Seidenberg, Richard	21702	RVT 301	Vet. Anat., Phys., & Terminology	.200
Seidenberg, Richard	21703	RVT 302	Veterinary Office Procedures	.133
Seidenberg, Richard	21704	RVT 303	Veterinary Pharmacology	.133
Seidenberg, Richard	21705	RVT 304	Clin. Pathology & Microbiology	.200
SOCIOLOGY				
Fischer, Sarah	20651	SOC 101	Introduction to Sociology	.200
Macmillan, Craig	21712	SOC 102	Social Problems	.200
Segura, Raymond	21799	SOC 120	Race & Ethnic Relations	.200
SPANISH				
Fugate, Stephanie	20469	SPAN 101	Elementary Spanish 1	.392
Hart, Marion	21834	SPAN 101	Elementary Spanish 1	.333
Plascencia, Claudia	20474	SPAN 101	Elementary Spanish 1	.333
Plascencia, Claudia	21273	SPAN 101	Elementary Spanish 1	.333
Trujillo, Araceli	20854	SPAN 101	Elementary Spanish 1	.333
SPEECH COMMUNICATIONS				
Biely, Erica	21711	SPCH 103	Interpersonal Communication	.200
Byrne, Jean	20704	SPCH 102	Small Group Communication	.200
Byrne, Jean	21830	SPCH 102	Small Group Communication	.200
Coggins, Lynn	20902	SPCH 101	Public Speaking	.200
Coggins, Lynn	21362	SPCH 101	Public Speaking	.200
Gerbasi, Suzanne	20520	SPCH 101	Public Speaking	.200
Gerbasi, Suzanne	21378	SPCH 106	Argumentation and Debate	.200
Gerbasi, Suzanne	21708	SPCH 102	Small Group Communication	.200
Hall, Zachary	21709	SPCH 106	Argumentation and Debate	.200
Henderson, Bruce	20525	SPCH 101	Public Speaking	.200
Henderson, Bruce	20853	SPCH 101	Public Speaking	.200

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FALL 2013

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Magruder, Amy	20522	SPCH 101	Public Speaking	.200
Magruder, Amy	20527	SPCH 102	Small Group Communication	.200
Perry, Mark	21710	SPCH 110	Intercultural Communication	.200
Pope, Megan	20666	SPCH 102	Small Group Communication	.200
Pope, Megan	20667	SPCH 102	Small Group Communication	.200
Prentice, Jennifer	20532	SPCH 110	Intercultural Communication	.200
Prentice, Jennifer	20664	SPCH 101	Public Speaking	.200
Teitelbaum, Jeremy	20663	SPCH 101	Public Speaking	.200
Teitelbaum, Jeremy	21270	SPCH 101	Public Speaking	.200
Ward, Amy	20524	SPCH 101	Public Speaking	.200
Ward, Amy	21831	SPCH 101	Public Speaking	.200

THEATRE

Allen, Jeffrey	21919	THEA 301	Beg Prep for Rep Production	.074
Allen, Jeffrey	21920	THEA 305	Materials, Tools, & Tech 1	.136
Deeben, Frederick	21915	THEA 110	Beg Production Lab	.050
Deeben, Frederick	21920	THEA 305	Materials, Tools, & Tech 1	.136
Garren, Shelagh	21879	THEA 103	Beg Prof Thea Dance Styles	.243
Hendricks, Karin	21925	THEA 114	Beg Performance Lab	.099
Hogan, Abigail	21915	THEA 110	Beg Production Lab	.050
Hogan, Tim	21915	THEA 110	Beg Production Lab	.050
Hogan, Tim	21919	THEA 301	Beg Prep for Rep Production	.074
Hogan, Abigail	21920	THEA 305	Materials, Tools, & Tech 1	.136
Hogan, Tim	21920	THEA 305	Materials, Tools, & Tech 1	.136
Jenkinson, Michale	21887	THEA 103	Beg Prof Thea Dance Styles	.243
Kangas, Denise	21925	THEA 114	Beg Performance Lab	.050
Kennedy, Debra	21915	THEA 110	Beg Production Lab	.050
Kennedy, Debra	21920	THEA 305	Materials, Tools, & Tech 1	.136
Kline, Valerie	21883	THEA 103	Beg Prof Thea Dance Styles	.243
Morris, Callum	21925	THEA 114	Beg Performance Lab	.099
Newell, Robin	21915	THEA 110	Beg Production Lab	.050
Newell, Robin	21920	THEA 305	Materials, Tools, & Tech 1	.136
Patterson, Heather	21915	THEA 110	Beg Production Lab	.050
Patterson, Heather	21920	THEA 305	Materials, Tools, & Tech 1	.136
Rebel, Elisabeth	21915	THEA 110	Beg Production Lab	.050
Rebel, Elisabeth	21920	THEA 305	Materials, Tools, & Tech 1	.136
Stewart, Donald	21915	THEA 110	Beg Production Lab	.050
Stewart, Donald	21925	THEA 114	Beg Performance Lab	.099
Ware, Lynn	21915	THEA 110	Beg Production Lab	.050
Ware, Lynn	21920	THEA 305	Materials, Tools, & Tech 1	.136
Zornow, Jennifer	21915	THEA 110	Beg Production Lab	.050
Zornow, Jennifer	21920	THEA 305	Materials, Tools, & Tech 1	.136

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2013**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
WELDING TECHNOLOGY				
Collins, Harold	20923	WLDT 316	Metal Yard Sculptures	.092
Howard, Daniel	20922	WLDT 106	Beginning Welding	.368
Sjostedt, Nohl	20569	WLDT 107	Advanced Welding	.368
Tyson, Daraus	20518	WLDT 106	Beginning Welding	.368
Veal, Larry	20572	WLDT 312	Pipe Fitting & Welding	.368
MISCELLANEOUS				
Cooper, Ann	Assigned	Health	Health Services	.527
Danell, Kimberly	Assigned	Health	Health Services	.338
Fast, Martha	Assigned	Coordinator, Art Gallery		.169
George, Kenneth	Assigned	Coordinator, POST		.500
Hernandez, Norma	Assigned	Coordinator, CalWORKS		.165
Hernandez, Norma	Assigned	Coordinator, TANF		.330
Madrigal, Louisean	Assigned	President's Circle Fund		.541
Redding, Debra	Assigned	Health	Health Services	.622
SantaCruz, Dalila	Assigned	Health	Health Services	.487
Vonfrausing, Ole	Assigned	Health	Health Services	.135
Zachrich, Richard	Assigned	Health	Health Services	.051

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Andrews, Esther	Large class stipend for PSY 101, CRN 10100, Summer 2013	\$1,014.00
Bell, Alex	Student Learning Outcomes Coordinator for student services (8/2013 to 5/2014)	\$14,000.00
Bierly, Gary	Large class stipend for HIST/HUM 101, CRN 10074/10085, Summer 2013	\$1,230.00
Bierly, Gary	Large class stipend for HIST/HUM 102, CRN 10076/10151, Summer 2013	\$1,392.00
Bierly, Gary	Large class stipend for HIST/HUM 105, CRN 10489/10491, Summer 2013	\$1,230.00
Bierly, Gary	Large class stipend for PHIL 101, CRN 10088, Summer 2013	\$1,065.00
Bishop, Donna	Collects data about the attitudes and needs of basic skill students in transfer lever classes using surveys and student forums (July 2013)	\$1,000.00
Camacho, Jeremy	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/14/13 to 6/4/13)	\$772.32
Champion, Leonard	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (4/23/13)	\$386.51
Champion, Leonard	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/14/13)	\$386.51
Chaudhari, Rajni	Large class stipend for GEOG 101, CRN 10153, Summer 2013	\$858.00
Cremaresa, Anne	Annual program review update, Entrepreneurship	\$250.00
Dickson, Douglas	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/1/13 to 6/6/13)	\$4,064.10
Dossey, Greg	POST Coordinator, Spring 2013	\$3,185.47
Elliott, Herb	Large class stipend for ECON 101, CRN 10069, Summer 2013	\$1,392.00
Farley, Susan	Collects data about the attitudes and needs of basic skill students in transfer lever classes using surveys and student forums (July 2013)	\$1,000.00
Elliott, Herb	Large class stipend for ECON 102, CRN 10070, Summer 2013	\$1,230.00
Elliott, Herb	Large class stipend for ECON/BUS 121, CRN 10641, Summer 2013	\$1,230.00
Hall, Roger	Large class stipend for HIST 107, CRN 10078, Summer 2013	\$900.00
Hall, Roger	Large class stipend for HIST 107, CRN 10080, Summer 2013	\$900.00
Hall, Roger	Collects data about the attitudes and needs of basic	\$1,000.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	skill students in transfer lever classes using surveys and student forums (July 2013)	
Harwick, Phil	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (6/5/13)	\$382.67
Koch, Alfredo	Coordination of USDA Grant (August 2012 to June 2013)	\$7,796.00
Markley, John	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/28/13)	\$398.23
McMann, Scott	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/1/13 to 6/5/13)	\$755.30
McNeil, Dan	Completion of 6 year program review for Sociology (2012-2013)	\$500.00
Nerelli, Cary	Pre-semester coaching on non-duty days (12/26/13 to 1/17/14)	\$971.40
O'Neill, Steve	Large class stipend for CHEM 120, CRN 10010/10011, Summer 2013	\$1,200.00
Patrick, Fred	Large class stipend for POLS 103, CRN 10212, Summer 2013	\$1,065.00
Patrick, Fred	Large class stipend for POLS 103, CRN 10231, Summer 2013	\$900.00
Pollon, Joseph	Oversee the implementation of the Community Collaborative project for Summer (7/1/13 to 8/31/13)	\$4,329.00
Pollon, Joseph	Oversee the implementation of the CTE transitions project for Summer (7/1/13 to 8/31/13)	\$2,664.00
Pollon, Joseph	Oversee the implementation of the Foster & Kinship Care Education project for summer (7/1/13 to 8/31/13)	\$4329.00
Raybould-Rogers, Julia	Collects data about the attitudes and needs of basic skill students in transfer lever classes using surveys and student forums and write a report (July 2013)	\$2,000.00
Reed, Christine	MESA/STEM counseling/coordination (6/26/13 to 7/30/13)	\$1,951.20
Restrepo, Alberto	Completion of 6 year program review for Sociology (2012-2013)	\$500.00
Shay, Kevin	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (6/4/13)	\$382.67
Signorelli, Henri	Provide Not-for-Credit instruction for Fire Behavior, Level 3: Flammable & Combustible Liquids for Exxon Mobil Corporation training (5/1/13 to 6/4/13)	\$786.60
Souza, Brooke	Extra days worked outside of 170 day contract (6/19/13, 6/24-27/13)	\$2,281.45
Stokes, Brian	Collects data about the attitudes and needs of basic skill students in transfer lever classes using surveys	\$2,000.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	and student forums and write a report (July 2013)	
Teniente, Yvonne	Attend offsite meeting at DeAnza College (7/9/13)	\$501.51
Treur, Kristy	Administer four Quantitative Respirator Fit Tests off-site on behalf of the Environmental Training Center (6/12/13)	\$219.50
Vandermolen, Tom	Large class stipend for PSY 101, CRN 10096, Summer 2013	\$1,065.00
Vandermolen, Tom	Large class stipend for PSY 112, CRN 10103, Summer 2013	\$900.00
Ward, Nancy Jo	Curriculum development part of South Coast Regional Consortium mini-grant award (2/4/13 to 5/30/13)	\$2,246.00

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: New Community Services (Fee-Based) Education Courses		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.E.	Enclosures: Page 1 of 1

BACKGROUND

Three (3) new fee-based classes are being proposed. The required college review process was completed.

Course Name: Lightroom: An Introduction (CSPD 8024)

Description:

Learn to use the photo management and editing software Adobe Lightroom in this introductory course. Adobe Lightroom can be used to process and enhance your photographs. Topics to be covered include managing your library using the rate, keyword, sort, find, and label functions, optimizing and enhancing your photographs by making exposure adjustments utilizing the powerful tools available in the Develop module, including the adjustment brush and graduated filter tools. Students also learn about the clone/heal, crop/angle, sharpen, tone curve, and hue/saturation/luminance tools.

Course Name: GED Prep: Math

Description:

Master the skills required to successfully pass Test 5 in the GED® test series. Give yourself the strong foundation you'll need to solve the types of math problems commonly found on the test. Gain comfort with your math skills, and be able to recognize how, when, and why to apply each math concept you learn.

Course Name: Digital Photography Workshop

Description:

Students participate in an outdoor photography workshop to hone skills and practice using advanced manual camera settings to capture wildlife, natural scenery, and landscapes in the local area. We will take short- to medium-length walks along trails. Students must provide their own transportation and photography equipment and should also bring a sack lunch. We will meet on campus and drive to our destination.

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends that the board of trustees approve these fee-based classes as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 8992, Public Safety & Security		
Reason for Board Consideration: CONSENT/ACTION	Item Number: 13.F.	Enclosures: Page 1 of 5

BACKGROUND:

The current Board Policy 8992 and Administrative Procedures 8992.01, Public Safety & Security has been revised to clearly distinguish the difference between security cameras for safety purposes and cameras for instructional use. In addition, the policy expands surveillance monitoring access of security cameras to authorized users beyond the Allan Hancock College Police Department.

The Facilities Council recommended edits to the Board Policy 8992 and Administrative Procedures 8992.01, Public Safety & Security to College Council. At their June 17, 2013 meeting, College Council recommended to the superintendent/president the revised board policy as presented.

The revised Board Policy 8992 and Administrative Procedures 8992.01, Public Safety & Security has been developed following our shared governance process and was submitted for the board's review on July 16, 2013, and is being presented to the board of trustees for adoption.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 8992, Public Safety & Security.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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PUBLIC SAFETY & SECURITY

Allan Hancock College is dedicated to providing a safe and secure environment for its students, staff, and community, grounds and buildings, property and equipment. The district is dedicated to assuring that physical resources at all locations where it offers courses, programs, or services are constructed and maintained to assure safety, security, and a healthful learning and working environment. To do so requires the participation of all parts of the college community. The responsibility to create a climate of safety and security resides not just with those in positions of authority; it requires a community commitment brought about by training, expressions of high behavioral expectations and expressions of that behavior. When all members of the campus community take on the task of creating such an environment, the likelihood that it will become reality is significantly higher.

State and federal laws provide for the establishment of police and public safety departments on college campuses. In order to ensure a safe and secure environment the Board of Trustees of the Allan Hancock Joint Community College District has established the Allan Hancock College Police Department.

The district is authorized to employ state-certified peace officers to protect the persons, property, and facilities of the Allan Hancock Joint Community College District in accordance with state and federal laws. College police officers shall comply with all applicable state of California peace officer certification and training requirements as established per the California Peace Officer Standards and Training (POST) Commission. Campus security officers shall comply with the requirements set forth in the Education Code.

The district is committed to developing and maintaining a district emergency/disaster preparedness plan. A copy of the plan and appropriate staff training to carry out the emergency/disaster plan shall be made available to district employees.

In order to provide increased security for students and employees, and protection of property, the district is empowered to use security camera technology. Security cameras shall be used exclusively for safety, security, and law enforcement purposes.

Nothing in the foregoing policy shall be construed to prohibit the use of video cameras or other recording instruments on district property for pedagogical or test-proctoring purposes.



PUBLIC SAFETY & SECURITY

The director, public safety/chief of police, shall be responsible for the day-to-day operational activities of the Allan Hancock College Police Department (AHCPD). He/She shall maintain a current AHCPD operations manual to include all applicable standard law enforcement policies and procedures. The policies contained in the AHCPD operations manual shall be a matter of public record, and shall be made available to public view upon request.

Students shall be provided with an overview of AHCPD services via myHancock website. The information provided to students shall address the authority of AHCPD and security officers, student access to campus facilities, methods for reporting crimes to AHCPD, description of victim witness services, policy reference regarding possession and/or use of drugs or alcohol on district properties, district traffic and parking regulations, information on confidentiality regulations in regards to sex related offenses, and crime prevention education opportunities.

As part of the new staff orientation, information provided to employees shall address the authority of AHCPD and security officers, staff access to campus facilities, methods of reporting crimes to AHCPD, reference to work place violence reporting procedures, summary of emergency/disaster operations plan, district traffic and parking regulations, district vehicle driver validation procedures, and crime prevention staff development opportunities.

Emergency /Disaster Preparedness

The Allan Hancock College director, public safety/chief of police, under the direction of the superintendent/president or his/her designee, shall be responsible to develop and maintain the district emergency/disaster preparedness plan. The director, public safety/chief of police, shall also coordinate the appropriate staff training to carry out the emergency/disaster plan. An overview of the plan shall be available to district employees upon request.

The emergency/disaster preparedness plan shall provide guidelines for establishing a district emergency operations center director, identifying an incident commander, and securing general emergency response staff. The plan shall also outline specific objectives for; minimizing the loss of life and property to the Allan Hancock College community, controlling the emergency situation, returning the campus to normal operations, and following proper disaster recovery procedures.

Employees involved in the plan shall attend the necessary training required to meet the responsibility of emergency/ disaster response. The AHCPD will maintain training records as part of Standardized Emergency Management System compliance.

Crime Reporting Information

The director, public safety/chief of police, shall be responsible for maintaining compliance with all federal and state mandated crime statistics reporting procedures. He/she shall also ensure that,

as required by Education Code, police department staff prepare and update annual reports of all criminal and crime-related incidents reported to AHCPD.

Federal and state law requires public and private college employees to disclose both timely and specific information about campus and campus-related crimes and incidents. Allan Hancock College employees shall be responsible for reporting incidences of crimes and potential crimes to the AHCPD either in writing, by phone, or in person.

College district crime statistics shall be published on the district website, and shall be made available upon request as a matter of public record. A daily crime log detailing weekly criminal activity and crime-related incidents shall be posted for public view at the AHCPD front counter or other locations accessible to the general public on both Santa Maria and Lompoc Valley campuses.

SECURITY CAMERAS

Security cameras shall be used exclusively for safety, security, and law enforcement purposes. They shall be used in appropriate locations such as common circulation areas, building entrances, corridors/hallways, building exteriors, and parking lots. They will not be used where there is a reasonable expectation of privacy, such as classrooms/labs, restrooms, locker rooms, private offices (except where safes are located or money is handled), lounges, or conference rooms. Temporary security cameras may be put in place as part of crime prevention programs or police investigations. No audio shall be recorded or monitored. Surveillance monitoring will only be conducted by AHCPD, based on the incident/situation under review or by authorized system users.

Determining Permanent Location of Security Cameras:

The director, public safety/chief of police shall be responsible to recommend the placement of security cameras to the Facilities Council. The Facilities Council forwards a recommendation to the superintendent/president for approval.

Security Camera System Users:

The district superintendent/president will appoint and approve users of the security camera system. Designated users will be trained on how to use the equipment and thoroughly briefed on rules regulating privacy, the Fourth Amendment, and district policy.

SURVEILLANCE MONITORING CAMERAS

There are aspects of the district's operations that can best be served through the use of surveillance monitoring. Live monitoring cameras may be authorized by the district superintendent/president in locations and circumstances where, inventory control, theft prevention and the safety and security of the students, staff, faculty, and children under care, as well as community visitors makes such use reasonable.

Recordings:

Recordings will be stored on site in a secure location for no more than 90 days, with the

exception of evidence obtained for prosecution. Recordings will not be duplicated or disseminated in any manner other than for evidentiary purposes.

Notification:

Signs shall be posted at entrances to campuses, and other locations as appropriate, that serve to notify the public that security cameras are in use.

References: California Penal Code 830.32, 11160
Education Code Sections; 72330, 72330.5 67380

Adopted: 9/10/02
Revised: May 17, 2011



To: Board of Trustees	Date: August 20, 2013	
From: Superintendent/President		
Subject: Second Reading: Proposed Board Policy 8350, Sustainability		
Reason for Board Consideration: CONSENT/ACTION	Item Number: 13.G.	Enclosures: Page 1 of 2

BACKGROUND:

The Board of Governors of the California Community Colleges' Energy and Sustainability Policy recommends California community colleges develop an energy and sustainability plan. They note a key prerequisite for the success of this process is to obtain commitment from the highest levels of campus administration, ideally the board of trustees. In addition, Allan Hancock College's 2009-2013 Strategic Plan, Objective 3.4.3, outlines a goal "to define and clarify the college's commitment to developing an environmentally conscious physical environment."

In fall 2011, the Facilities Council established the Sustainability Taskforce to develop a Draft Energy and Sustainability Plan. The taskforce was comprised of representatives from all college constituencies, including students and a member of the board of trustees. The draft plan, from which this board policy emerged, should be included as part of the district's master planning efforts.

With the inclusion of an energy and sustainability plan in the district's educational and facilities master plan, the board will establish a legacy of leadership in sustainability. Members participating in the shared governance process to establish this policy recognize Allan Hancock College plays a critical role in the educational and economic health of the greater Santa Barbara County community. These roles include promoting stewardship and providing students, employees, and visitors with knowledge to promote environmentally responsible behavior. This policy is an opportunity for the board of trustees to communicate their commitment to environmental stewardship.

The proposed board policy 8350, Sustainability, has been reviewed through shared governance and was submitted for the board's review on July 16, 2013, and is being presented to the board of trustees for adoption.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the board of trustees adopt Board Policy 8350, Sustainability.

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

Sustainability is defined as meeting our needs today while ensuring that future generations can continue to meet their needs. Sustainability means long-term cultural, ecological and economic health and vitality. Environmental Sustainability is a process that maintains and enhances economic opportunity and community well-being for every segment of society while protecting and restoring the natural and social environment upon which people and economies depend.

As a member of the greater Santa Barbara County community, the Allan Hancock Joint Community College District plays a critical role in the educational and economic health of the region. As part of this responsibility, the district recognizes the importance of addressing sustainability in its daily operations to provide stewardship of the environment, and to provide students, employees, and visitors with knowledge that is intended to promote environmentally responsible behavior.

In order to continue the legacy of leadership in sustainability in all areas of the college, including instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity; the board delegates to the superintendent/president the authority to develop practices and an Energy and Sustainability plan as part of the district's educational and facilities master plan.



AGENDA ITEM

To: Board of Trustees	Date:	
From: Superintendent/President	August 20, 2013	
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.H.	Enclosures: Page 1 of 3

BACKGROUND

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

Substitute Appointments:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Chapple, Larry	Instructional Assistant - Welding	8/21/13 – 12/2/13	Temporary staffing review, not to exceed 100 actual working days, industrial technology department	\$18.66
Daney, Rochell	College Achievement Now (CAN)/Trio Student Support Services Specialist	7/1/13 – 6/30/14	Increased wage. Temporary staffing review, not to exceed 100 actual working days, CAN program	\$25.38
Griego, Clarence	Public/Sports Information Specialist	8/7/13 – 6/30/14	Temporary staffing review, not to exceed 100 actual working days, kinesiology, recreation & athletics department	\$20.19

(continued)

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends 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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Teniente, Cecelia	College Achievement Now (CAN)/Trio Student Support Services Assistant	7/1/13 – 6/30/14	Increased wage. Temporary staffing review, not to exceed 100 actual working days, CAN program	\$19.42
Sims, Nathan	Testing Technician	7/1/13 – 6/30/14	Increased wage. Temporary staffing review, not to exceed 100 actual working days, testing center	\$19.04
Valdiviezo, Alicia	Program Assistant III	7/22/13 – 8/30/13	Assist in benefits office until new employee is hired	\$15.59
Walch, Jennifer	Instructional Assistant – STEM Center	7/1/13 – 10/8/13	Increased wage. Temporary staffing review, not to exceed 100 actual working days, HSI STEM	\$19.60

Revisions/Additions

Benn, Laura	Program Specialist V	9/3/13 – 6/30/14	To provide administrative support necessary to deliver contract education training at The Extended Campus	\$25.00
Gravitt, Madeline	Public Safety Support Technician I	9/3/13 – 12/11/13	Temporary staffing review, not to exceed 100 actual working days, public safety department	\$14.50
Hill, Christina	Program Specialist V	9/3/13 – 6/30/14	To provide administrative support necessary to deliver contract education training at The Extended Campus	\$25.00
Sanchez, Maria	Lab Assistant, Tutorial/Open Access Computer Lab (OACL)	8/21/13 – 12/31/13	Temporary staffing review, not to exceed 100 actual working days, tutorial/ Open Access Computer Lab (OACL)	\$14.97
Walters, Shanell	Student Services Technician I	9/3/13 – 12/11/13	Temporary staffing review, not to exceed 100 actual working days, The Extended Campus	\$14.97
Weisman, Linda	Clerk I	9/3/13 – 6/30/14	To provide coverage necessary to maintain student and faculty services at The Extended Campus during office coverage shortages	\$10.32

Professional Expert Appointments:

<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, program 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>
Gotschall, Christopher	Program Assistant IV	8/21/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Jakins, Tahj	Program Assistant I, III	9/3/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Mace, Jeremy	Program Assistant I, III	9/3/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
McNamara, John	Program Assistant I, III	9/3/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Novak, Chris	Program Assistant I, III	9/3/13 – 6/30/14	See above “Professional Expert Appointments – EMS, Fire, Law Enforcement Programs

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Classified Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.I.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Promotion

1. Sandy Zepeda, FROM health sciences program technician, health sciences department, full time, 12 months, 37 hours weekly, range 16-E, classified bargaining unit salary schedule TO administrative secretary III, academic affairs, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule, effective September 1, 2013.

Reason: Ms. Zepeda replaces Jean Ann Cardona, who transferred to administrative secretary III, academic affairs, effective, February 1, 2013.

FISCAL IMPACT

1. The cost to the district is approximately \$56,635 for the 2013-2014 fiscal year.
2. The cost to the district is approximately \$61,953 for the 2013-2014 fiscal year.
3. The cost to the district is approximately \$14,170 for the 2013-2014 fiscal year.

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

RECOMMENDATION

Staff recommends that the board of trustees approve the promotion of Sandy Zepeda, administrative secretary III, academic affairs, effective September 1, 2013; the appointments of Teressa Kahn, benefits technician, business services, effective September 1, 2013, and Latanya Rios, instructional technician, dental laboratory, health sciences department, effective September 1, 2013.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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Appointment

2. Teresa Kahn, benefits technician, business services, full time, 12 months, 37 hours weekly, range 27-C, classified bargaining unit salary schedule, effective September 1, 2013.

Reason: Ms. Kahn replaces Pamela Blanchard, who was promoted to payroll technician, effective June 1, 2013.

3. Latanya Rios, instructional technician, dental laboratory, health sciences department, part time, 11 months, 17 hours weekly, range 20-A (prorated at .45945), classified bargaining unit salary schedule, effective September 1, 2013.

Reason: New position.

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

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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Out-of-Classification Assignments of Classified Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.J.	Enclosures: Page 1 of 2

BACKGROUND

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

1. Holly Costello, FROM administrative secretary III, academic affairs, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule TO administrative secretary III/coordinator cosmetology, academic affairs, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule, retroactive to July 10, 2013 through June 30, 2014, or earlier per district need.

Reason: Ms. Costello will coordinate the cosmetology program along with administrative secretary III and STEM grant duties. Ms. Costello will return to her regular assignment, effective July 1, 2014, or earlier per district need.

2. Henry Schroff, FROM office services technician I, student services, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule TO coordinator, student activities, student services, full time, 12 months, 37 hours weekly, range 26-A, classified bargaining unit salary schedule, retroactive to July 16, 2013 through August 30, 2013, or earlier per district need.

Reason: Mr. Schroff is temporarily replacing Stephanie Robb, who is on leave. Mr. Schroff will return to his regular assignment, effective September 1, 2013, or earlier per district need.

FISCAL IMPACT

1. The increased cost to the district is approximately \$16,917 for the 2013-2014 fiscal year.
2. The increased cost to the district is approximately \$1,319 for the 2013-2014 fiscal year.
3. The increased cost to the district is approximately \$263 for the 2012-2013 fiscal year and has been included in the 2012-2013 fiscal year budget. The increased cost to the district is approximately \$790 for the 2013-2014 fiscal year.

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

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary out-of-classification assignment of Holly Costello, administrative secretary III/coordinator cosmetology, academic affairs, retroactive to July 10, 2013 through June 30, 2014, or earlier per district need; Henry Schroff, coordinator, student activities, student services, retroactive to July 16, 2013 through August 30, 2013, or earlier per district need; and Pamela Blanchard, payroll technician, business services, retroactive to June 1, 2013 through June 30, 2013, and July 1, 2013 through September 30, 2013, or earlier per district need.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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3. Pamela Blanchard, FROM payroll technician, business services, full time, 12 months, 37 hours weekly, range 30-B, classified bargaining unity salary schedule TO plus additional 5 percent, full time, 12 months, 37 hours weekly, retroactive to June 1, 2013 through June 30, 2013 and July 1, 2013 through September 30, 2013, or earlier per district need.

Reason: Ms. Blanchard assumed additional duties in the benefits technician position while it was vacant. Ms. Blanchard will return to her regular assignment, effective October 1, 2013, or earlier per district need.



AGENDA ITEM

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Coaching Appointments and Stipends		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.K.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve coaching appointments and stipends, kinesiology, recreation & athletics department. If a recommendation is made, a revised board agenda item will be presented.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Appointment of Nontenure-Track Faculty		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 13.L.	Enclosures: Page 1 of 1

BACKGROUND

The Fall 2013 semester marks the inaugural offering of classes in the Registered Veterinary Technician Program. At the end of July the college received additional funding from CTEA to enhance the program. This categorical funding provides an opportunity to increase a part time faculty position to a temporary, nontenure-track position for the coming academic year.

In accordance with California Education Code, section 87470, 87482, the following temporary nontenure-track appointment is recommended:

Rich Seidenberg, interim full time faculty, registered veterinary technician program, life and physical sciences, temporary, full time, one semester, grant funded, nontenure-track faculty, column IV, step 8, faculty contract salary schedule, effective August 19, 2013 through December 11, 2013, or earlier per district need and contingent on continued funding.

FISCAL IMPACT

The cost to the district for one semester is approximately \$11,501 (25.1%); the cost to the Henry Mayo Newhall Foundation for one semester is approximately \$34,320 (74.9 %) for the 2013-2014 fiscal year and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Rich Seidenberg, interim full time faculty, registered veterinary technician program, life and physical sciences department, temporary, full time, one semester, grant funded, nontenure-track, effective August 19, 2013 through December 11, 2013, or earlier per district need and contingent on continued funding.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Authorization of Dental Insurance Premium Rate Increase		
Reason for Board Consideration: ACTION	Item Number: 15.A.	Enclosures: Page 1 of 1

BACKGROUND:

The district created a self-funded dental insurance program on January 1, 1992. The program was based upon the premise that the risk exposure in a dental program is limited and that it is more cost effective to self-insure rather than continue to pay premiums to a “for profit” commercial company. Claims processing (including provider payments) is contracted through a professional dental claims administration company.

At the onset of the program, staff determined that insurance industry standards would be used to ensure program solvency. This means that the claims payments should remain under 80 percent of the annual premium. The balance of the premium pays for the claims administration contract and similar operating expenses. The goal is to operate at a claims payment level between 70 percent and 80 percent and thereby build reserves. A healthy reserve allows for both the catastrophe protection and rate stabilization. Premium rates are raised when the experience reaches the designated limitation. The last premium increase was 8.81 percent effective October 1, 2012, and there was a premium decrease of 8.4 percent effective October 1, 2010.

The most recent plan analysis indicates a claims payment level of 90.52 percent. Based on the current fund balance, utilization data, and input from constituency groups, implementation of a rate increase of 5.7 percent is recommended, effective October 1, 2013. Monthly premiums will increase from \$60.42 to \$63.87 for single coverage, from \$124.11 to \$131.20 for two-party coverage, and from \$178.23 to \$188.41 for family coverage.

FISCAL IMPACT:

There is no fiscal impact to the district. The increased premium cost will be paid by employees.

RECOMMENDATION:

Staff recommends that the board of trustees authorize a 5.7 percent dental insurance premium rate increase effective October 1, 2013.

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

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Public Safety Complex, Bid 11-02, Change Order 10		
Reason for Board Consideration: ACTION	Item Number: 15.B.	Enclosures: Page 1 of 3

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 10 provides for changes based upon the following design clarifications; epoxy dowels were added that are required to structurally tie-in walls to the trench rescue stairs; at the apparatus vehicle storage building, a concrete slab for exterior storage racks was necessary to serve as a base for the lockers and a concrete swale was required to provide proper drainage. Spare conduits were installed for future AV camera connections at the EVOC and additional concrete beams were installed at the fire tower for structural integrity of two stair landings. At various buildings, starter walls and footing keyways were added that are required by DSA to tie-in with the concrete masonry unit (CMU) walls and surface-mounted conduits were installed due to DSA restrictions on conduit running through CMU. At the classroom building, footings were lowered to keep underground piping out of the zone of influence, light pole footing reinforcement was increased to provide

(continued)

The contingency balance prior to the approval of change order 10 is \$1,756,013.94.

The following page shows an itemized list for change order 10.

FISCAL IMPACT:

The amount of change order 10 is \$447,544.71. This change order will increase the contract amount from \$27,289,043.05 to \$27,736,587.76.

RECOMMENDATION:

Staff recommends the board approve change order 10 to the contract with Sinanian Development, Inc., and authorize the vice president of facilities and operations to sign change order 10.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition
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adequate support, and the high density storage shelving required the addition of a rail system. A driveway approach was not shown but required at the skid pan entrance, and fire alarm monitoring of the vehicle storage building double detector check valve is required by DSA and code. Installation of the 10" water meter and two backflow preventers was required to achieve the necessary firewater flow for training purposes.

At the classroom building, an owner request to change Sycamore trees to Monterey trees, due to the deciduous nature of the Sycamore trees, will result in a savings of ongoing maintenance costs. Additionally, changes required by unforeseen field conditions include concrete and reinforcement for the air handling unit concrete pads at the classroom building. Reimbursement of water charges for construction purposes is allowable per the specifications and therefore granted to the contractor.

CCD #	Public Safety Complex Bid 11-02, Change Order 10	Amount
7.1	COP #36 (Epoxy dowels at trench rescue) CM #96	\$2,613.04
9.1	COP #17-R1 (Building 2 concrete slab for exterior storage rack) CM #101	\$7,914.91
127	COP #42 (Change Sycamore trees to Monterey trees) CM #130	\$666.63
24.1	COP #126 (High density storage rails) CM #134	\$15,923.86
11A	COP #34-R1 (Footing keyway buildings 2,3,4) CM # 374	\$62,783.67
126	COP #71 (Lower footing pad at plumbing) CM #159	\$47,316.01
125	COP #72 (Slab for trash enclosure building 3) CM #160	\$2,495.45
37.1	COP #173 (Future AV conduits at EVOC) CM #166	\$4,651.98
57.1	COP #211 (Add concrete beams at building 3) CM #187	\$3,289.27
124	COP #109-R1 (Building 3 & 5 surface mounted conduits per DSA) CM #199	\$42,459.57
56.1	COP #212 (Modify reinforcing light pole cage design) CM #200	\$24,905.32
121	COP #127 (Building 2 fire alarm monitoring of DDCV) CM #228	\$5,206.13
122	COP #68-R1 (Building 1 surface mounted conduits per DSA) CM #245	\$30,869.94
123	COP #70-R1 (Building 2 surface mounted conduits per DSA) CM #246	\$11,474.74
81.1	COP #219 (Concrete swale at building 2) CM #273	\$5,868.52
82.1	COP #188-R1 (Add concrete for AHU pads building 1) CM #274	\$11,015.52
94.1	COP #208 (Driveway approach at skid pan area) CM #306	\$2,967.69
102.1	COP #220 (10" meter installation) CM #336	\$132,733.31
117	COP #228 (Water cost reimbursement) CM #360	\$32,389.15
	Change Order 10 Total	\$447,544.71

Public Safety Complex Bid 11-02, Change Order 10		
	Amount	Time (Days)
Original Contract	\$26,888,000.00	761
Change Orders To Date	\$401,043.05	0
Change Order 10.	\$447,544.71	0
Current Contract.	\$27,736,587.76	761

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: New and Revised Classified Bargaining Unit Job Descriptions		
Reason for Board Consideration: ACTION	Item Number: 15.C.	Enclosures: Page 1 of 13

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

The new classified job descriptions listed below are being recommended for approval effective August 21, 2013, pending ratification by CSEA.

- | | |
|--|---------------------|
| 1. Instructional Assistant – Automotive Technology | Technical, Range 20 |
| 2. Instructional Assistant – Welding | Technical, Range 20 |

(continued)

FISCAL IMPACT

- To be determined when the position is filled.
- To be determined when the position is filled
- The increased cost to the district is approximately \$13,041 for the 2013-2014 fiscal year.
- The increased cost to the district is approximately \$9,722 for the 2013-2014 fiscal year.

The increased costs are included in the 2013-2014 fiscal year budget and have been funded from department position savings.

RECOMMENDATION

Staff recommends that the board of trustees approve the new and revised classified bargaining unit job descriptions as presented, including some salary range adjustments for these positions.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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REVISED

In consultation with the employees currently serving in these positions, the following revised classified job descriptions are being recommended for approval. These job descriptions were revised as a result of a detailed review of the current functions and tasks currently being performed by incumbents in this department. The objectives of the reorganization of the public safety/campus police department are to attract and retain quality district police officers, provide increased hours of coverage to support the campus community, establish a clearly defined chain of command, and ensure that the department job duties are in compliance with POST requirements.

The following revisions to job descriptions are recommended along with some proposed salary range adjustments on the current classified bargaining unit employee (CSEA) salary schedule for these positions retro-active to July 1, 2013, pending ratification by CSEA:

3. College District Police Officer - Technical, Range 28
Replaces: College District Police Officer - Technical, Range 21
4. Police Services Dispatcher Technician - Technical, Range 20 (2 positions)
Replaces: Police Support Services Coordinator – Technical, Range 20
Police Support Services Technician – Clerical, Range 12

NEW

INSTRUCTIONAL ASSISTANT-AUTOMOTIVE TECHNOLOGY**DEFINITION**

Under supervision of Dean Academic Affairs, this position plans and organizes a wide range of instructional assistance activities in the Automotive Technology program.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and clerical duties related to the operation of the Automotive Technology Program. The incumbent in this position assists Automotive Technology Instructors with general program operations and administration.

ESSENTIAL FUNCTIONS

1. Assists Automotive Technology Department instructors in the preparation of the automobile used in class demonstrations.
2. Collaborates with other instructional staff in the design and development of instructional materials and study aids.
3. Prepares purchase orders, locates parts, and reviews inventory of supplies, tools and equipment.
4. Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies and equipment.
5. Ensures working condition of equipment relating to safety and operations and initiates repair, as needed.
6. Tutors and assists individual or small groups of students in assigned subject-matter areas to reinforce classroom lessons.
7. Observes student performance and behavior to assist in lab tasks and ensure safety and lab clean-up.
8. Assists instructors in maintaining record keeping for materials, projects, and attendance.
9. Performs general clerical duties in support of the classroom laboratory.
10. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
11. Provides instructors with information relative to student attendance.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Principals of automotive repair;
Automotive tools and equipment;
Proper procedures and practices in the use of automotive tools and equipment;
Health and safety practices and precautions applicable to automotive shop areas;
Capabilities of computer systems, software and hardware common to instructional shop areas;
Principles of recordkeeping;
Correct English usage, spelling, grammar and punctuation;
Business correspondence and report writing.

Demonstrated Ability to:

Work with a high degree of independence and initiative;
Understand and carry out oral and written directions;
Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, automotive technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience in the automotive repair field, preferably as a technician or service writer.

Licenses and other requirements:

ASE or AERA or other professional certifications upon hire.
Ability to be insured by the District's carrier for operation of district motor vehicles.

Working Conditions:

Duties will be performed in an indoor and outdoor environment;
Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials;
Work with machinery;
Heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time;
Operating motorized equipment and vehicles;
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.

Physical Demands:

Typically may stand or sit for extended periods of time.
Operates a computer.
Communicates over the telephone and in person.
Regularly lifts, carries and/or moves objects weighing up to 50 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.

NEW
INSTRUCTIONAL ASSISTANT-WELDING

DEFINITION

Under supervision of the Dean, Academic Affairs plans and organizes a wide range of instructional assistance activities in the Welding Technology program.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and clerical duties related to the operation of the Welding Program. The incumbent in this position assists Welding Technology instructors with general program operations and administration and may perform assigned instructional development tasks.

ESSENTIAL FUNCTIONS

1. Assists Welding Technology Department instructors in the preparation of materials and equipment used in class demonstrations.
2. Maintains gas storage area by ensuring proper labeling, rotating of cylinders, acceptance of new gas containers and return of empty gas cylinders and proper locking procedures and maintains proper storage of the inside lab and outside storage areas.
3. Tracks inventory and orders replacement gases using proper purchase order procedures.
4. Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and processes the return of supplies and equipment.
5. Ensures working condition of equipment relating to safety and operations and initiates repair, as needed.
6. Provides instructors with information relative to student attendance.
7. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
8. Assists instructors in maintaining record keeping for materials, projects, and attendance.
9. Performs general clerical duties in support of the classroom laboratory.
10. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
11. Prepare and maintain accurate records and reports.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Principals of welding processes;
Welding tools and equipment;
Proper procedures and practices in the use of lab tools and equipment;
Health and safety practices and precautions applicable to welding shop areas;
Capabilities of computer systems, software and hardware common to instructional shop areas;
Correct English usage, spelling, grammar and punctuation;
Principles of recordkeeping;
Business correspondence and report writing.

Demonstrated Ability to:

Work with a high degree of independence and initiative;
Understand and carry out oral and written directions;

Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, welding technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience in manufacturing/production fields with experience in welding.

Licenses and other requirements:

Must take required safety courses as outlined in the Injury Illness Prevention Program and Forklift Truck tests as required by the college.

Ability to be insured by the District's carrier for operation of district motor vehicles if needed.

Working Conditions:

Duties will be performed in an indoor and outdoor environment.

Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials.

Work with machinery; maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time.

Operating motorized equipment and vehicles.

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.

Physical Demands:

Typically may stand or sit for extended periods of time.

Operates a computer.

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 50 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.

REVISED
COLLEGE DISTRICT POLICE OFFICER

DEFINITION:

Under supervision of the College District Police Sergeant, Under general supervision, the College District Police Officer performs law enforcement and crime prevention work; controls traffic flow and enforces state and local traffic regulations; and performs other work as required. Shift work may be required as well as working weekends and holidays. The department operates using the Community Oriented Policing philosophy.

CLASS CHARACTERISTICS:

This is a classified position, under minimal supervision, that performs routine patrol duties on or about college district properties and for extended campus sites. The incumbent will perform crime prevention and crime suppression activities under the umbrella of a community-oriented policing philosophy. Incumbents conduct crime and collision investigations, prepare miscellaneous public safety reports, conduct facility safety inspections, and administer emergency/disaster response and first aid. The incumbent will act as a liaison with local police agencies. The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff, students, and the general public.

ESSENTIAL FUNCTIONS:

1. Assists with directing of non-sworn security personnel and police department volunteers.
2. Provides information and education to campus community regarding workplace safety; suicide prevention, self-defense, alcohol and drug abuse prevention and other public safety related topics.
3. Patrols district facilities before, during and after school hours by vehicle, bicycle and on foot.
4. Serves and controls disruptive students, visitors and other personnel using college district facilities.
5. Enforces board of trustee's policies and student code of conduct on campus.
6. Issues traffic and parking violations and maintains traffic flow on campus.
7. Responds to emergency calls for service.
8. Conducts criminal and accident investigations.
9. Apprehends and arrests violators and testifies in court.
10. Submits written reports that are thorough, concise and accurate reflections of the facts of the investigation.
11. Conducts stakeouts or investigations in cooperation with other law enforcement agencies.
12. Maintains lost and found property.
13. Provides security escort for the transfer of money on campus.
14. Secures college facilities and responds to alarms and reports on unusual or hazardous conditions observed.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Basic knowledge of modern law enforcement principles, procedures, techniques, and equipment;
Safety procedures, techniques, and equipment;
Basic knowledge of applicable laws, ordinances, and department rules and regulations;
Principles and practices of exemplary customer service.

Demonstrated ability to:

Perform work requiring good physical condition in a safe and effective manner under all conditions;

Safely drive a vehicle under a variety of conditions;
 Use firearms and other weapons safely and accurately;
 Communicate effectively in both oral and written form;
 Understand and follow oral and written instructions;
 Learn the organization, procedures, and operating details of the campus;
 Establish and maintain effective working relationships with administrators, staff, faculty, students and visitors;
 Exercise sound judgment in evaluating situations and in making decisions;
 Take a proactive approach to problem solving;
 Possess a strong commitment to community oriented policing and willingness to work in an academic environment rich in diversity of cultures, religions, and lifestyles;
 Compose correspondence independently;
 Basic typing and personal computer skills.

Other Requirements:

Valid and appropriate California driver's license and ability to qualify for and maintain district vehicle insurance coverage; valid First Aid/CPR certificate. Officers must participate in State of California POST training and district mandated staff development training. The incumbent must successfully complete an extensive background investigation including a polygraph, a psychological examination, a physical agility test, and a medical examination based upon P.O.S.T. standards prior to employment.

Education:

Graduation from high school, GED or equivalency; ~~Associate~~ associate of a Arts or Science degree preferred.

Certificate:

Certificate of completion from a *Peace Officers Standards & Training* (P.O.S.T.) Certified Basic Law Enforcement Academy at time of appointment. If P.O.S.T. certified from out-of-state, the incumbent must be in possession of a "Recertification Certificate" issued by the California Commission on Peace Officer Standards and Training.

Working Conditions:

Work week may include day and/or evening hours and occasional weekend assignments and may be assigned to any district location.

Duties are primarily performed in and out of the office environment;

Patrolling the campus and ~~the~~ surrounding area;

Travel to other offices or locations to attend meetings or conduct work;

The incumbent will have contact, in person or on the telephone, with staff, faculty, students, and the general public.

May experience interruptions while performing normal duties during the regular workday.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, and run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, jump, or crawl; and taste or smell.

The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus pursuant to P.O.S.T. standards.

While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate to loud.

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.

Updated R7/12
R5/10
R3/01

Allan Hancock College
Human Resources

Classified-Clerical/Technician
Range_1220

REVISED
POLICE SUPPORT SERVICES DISPATCHER TECHNICIAN

DEFINITION:

~~Under supervision of the College District Police Sergeant, This is an entry level clerical and dispatcher classification. This position is responsible for a variety of comprehensive technical support duties for the Allan Hancock Police Department. The police support services technician is distinguished from other categories of clerical and support staff in that incumbents are required to complete or have completed the California Peace Officer Standards and Training (POST) public safety dispatcher certification program. The incumbent in this position must also be familiar with the essential aspects of Police Support Services to cover during times of absence. comprehensive administrative support and records management duties AS WELL AS ensuring accuracy and timeliness of state regulated reporting and recordkeeping of report, evidence and lost & found property for the allan hancock college police department.~~

CLASS CHARACTERISTICS:

The incumbent will exercise considerable independence of action with minimal supervision and will be expected to make independent decisions concerning the application of appropriate technical and public safety procedures. This position requires a high frequency of contact with students, staff, high-ranking public safety officials, vendors, and community members requiring good tact, communication and written skills.

The incumbent must be able to meet all training and background requirements of the California POST public safety dispatcher program, records management system and requirements of the Hancock College Police Department background investigation and ensuring accuracy and timeliness of state regulated reporting and recordkeeping of report, evidence and lost & found property for the Allan Hancock College police department. -

This position requires incumbents to complete or have completed the California Peace Officer Standards and Training (POST) public safety dispatcher certification program and complete POST training in Records Management System with in one year.

Positions in this class require highly responsible secretarial and police records management and technical and dispatching experience. An incumbent in this position is responsible for technical and safety aspects of the campus.

ESSENTIAL FUNCTIONS:

1. Ascertain ~~Ability to ascertain~~ essential calls for service information during both routine and stressful conditions.
2. Dispatches routine and emergency radio calls clearly with appropriate police terminology.
3. Provides information to outside public safety agencies during emergencies/disasters; maintains dispatch logs; answers incoming business calls, and maintains police department phone directory.
3. _____
4. Enters routine confidential repetitive information, as well as confidential criminal report information; ~~in a computer terminal and retrieves data;~~ ~~operates communications equipment and may operate other standard office equipment.~~
4. _____
5. Prepares and maintains crime reports; police office forms and security forms; assists with
6. crime statistics preparation.

5. ~~7.~~ 6. Processes state mandated refund requests; orders parking related forms; ~~maintains police department operations manuals.~~
6. ~~8.~~ 7. Coordinates staff travel arrangements; assists in maintaining police department training records; maintains meeting calendar and daily schedule of special activities on campus.
7. ~~8.~~ 8. Ability to carry out Standardized Emergency Management Systems (SEMS) _____ procedures.
9. ~~9.~~ Highly functional knowledge of CAD/RMS systems, radio communications devices, and computer terminal
10. Maintains police department training records and ~~ensures POST compliance manuals.~~
10. ~~11.~~ Assists with the coordination of the SEM/NIMS and safety training for campus _____ employees.
11. ~~12.~~ Maintains working knowledge of computerized campus lock/security systems.
13. Working knowledge of fire _____ and security alarm program files for campus; programs alarms _____ as needed with _____.
14. ~~f~~ Frequent contact with alarm and security companies.
12. ~~15.~~ Processes monthly employee timesheets and payroll documents.
13. ~~16.~~ Processes purchase orders, places orders, follows-up with deliveries and _____ documentation.
14. _____ Enters budget transfers as directed.:-
15. ~~17.~~ Maintains confidential information.
18. Performs other related duties as assigned.

Certificates/Training Required:

Post Public Safety Dispatch Course certificate, within the first 6 ~~12~~ months of employment
 California Law Enforcement Telecommunication System (CLETS) certificate, within the first 9 ~~12~~ months of employment.

MINIMUM QUALIFICATIONS:

Knowledge of:

Public safety dispatch techniques
California law Enforcement Telecommunications System (CLETS)
Standardized Emergency management System (SEMS) procedures
~~CAD/RMS systems, radio communications devices, and computer terminals~~
 Best campus safety practices;
Correct English usage, spelling, grammar and punctuation; Written business communications
 Professional telephone and police radio etiquette;
 Office organization and file maintenance;
Current office related computers and software
 = Microsoft Word, Excel, PowerPoint and CAD/RMS applications.

Demonstrated ability to:

Independently and effectively handle work unit priorities and projects;
Interpret and apply law enforcement policies and procedures;
Understand and carry out oral and written directives;

Analyze operational and procedural problems and recommend proposed solutions;
Function in a competent, professional manner during critical incident response;
~~Develop and maintain cooperative working relationships with staff, students, and visitors;~~
Operate a computer terminal and computer aided dispatch 911 system terminal with speed and accuracy;
Draft and prepare clear and accurate memoranda and correspondence;
Understand and function within the law enforcement chain of command structure;:
Operates communications equipment and other standard office equipment.

~~Successfully complete a comprehensive POST background check;~~
~~Perform general clerical work and learn necessary district and office operations procedures and equipment;~~
~~Understand and carry out oral and written directions;~~
~~Develop and maintain cooperative relationships with those contacted during the course of work;~~
~~Work independently with minimum supervision;~~
~~Multi-task;~~
 Operate a computer and other office equipment.

Education and Experience:

An associate of science degree or higher in administration of justice or public administration or related subject matter OR the equivalent of completion of twelfth grade high school and public safety dispatch or police records management certification from California POST, OR four years of increasingly responsible secretarial experience, one of which must be equivalent to that of administrative secretary II at Allan Hancock college OR any equivalent combination of training and experience. ~~The incumbent must maintain California POST dispatch certification.~~

~~A high school diploma or equivalent. Education beyond the minimum required may be substituted for experience.~~

~~One year of previous experience in a police or sheriff facility desirable.~~

~~Working knowledge of vehicle codes, penal code, and health and safety codes desirable~~

Certificates/Training Required:

Post Public Safety Dispatch Course certificate, within the first 12 months of employment California Law Enforcement Telecommunication System (CLETS) certificate, within the first 12 months of employment.

Working Conditions:

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

The incumbent will have contact, in person or on the telephone, with staff, faculty, students, and the general public. ~~Work week may include day and/or evening hours and occasional weekend assignments and may be assigned to any district location.~~

Duties are primarily performed in an office environment, at a desk, or at a computer terminal, but may be in the field.

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

The incumbent will have contact, in person, e mail or on by the telephone, with executive, management, supervisory, academic and classified staff and the general public.

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

Physical Demands:

Work may require sitting, standing and walking for prolonged periods and frequent lifting, carrying, pushing and/or pulling of objects weighing up to 25 pounds with occasional objects weighing 50 pounds maximum.

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 physical and learning disabilities.

R 06/13

R7/12

~~10/06-10/06~~

~~03/13~~



AGENDA ITEM

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: New Classified Management Job Description		
Reason for Board Consideration: ACTION	Item Number: 15.D.	Enclosures: Page 1 of 3

BACKGROUND

After review by the appropriate administrators and the Director/Human Resources & Labor Relations the following new classified management job description is recommended for approval:

Director, Special Projects - Range 20, Management Salary Schedule

FISCAL IMPACT

To be determined when the position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the new classified management job description of director – special projects (grants) as presented.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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NEW
DIRECTOR – SPECIAL PROJECTS (Grants)

DEFINITION:

This is a grant funded classified management position that reports to the dean or other administrator overseeing the Special Project (s) of grant-funded positions. The incumbent will plan, organize, administer, supervise, and evaluate the operations of one or more multi-faceted specially funded program(s).

CLASS CHARACTERISTICS:

The incumbent in this position must be knowledgeable of and possess a high level of expertise in the content area of the Special Project(s). The incumbent works independently and with little supervision to further the activities and outcomes of the grant(s) and is responsible for the implementation, monitoring, and evaluation of the projects in compliance with the funders' regulations. The incumbent may also supervise support staff and must effectively collaborate and/or partner with a variety of public and private sector agencies.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and implements the day-to-day activities of the assigned grant project(s).
2. Ensures compliance of program operations with all applicable rules and regulations.
3. Coordinates special project activities with existing programs and services.
4. Establishes and maintains liaison with community organizations and public agencies to stimulate interest and encourage participation in the specially funded projects.
5. Develops budgets and manages and monitors expenditure of funds, including matching funds if appropriate, in accordance with district policies and procedures.
6. Selects, trains, supervises, and evaluates program staff as appropriate.
7. Develops and coordinates publicity and marketing of assigned project(s); prepares and delivers presentations as needed.
8. Prepares and submits progress reports as required by funder(s).
9. Monitors project activities to ensure outcomes are being achieved on time and within budget.
10. Collects formative data to determine if adjustments or changes to activities are required.
11. Compiles and analyzes quantitative and qualitative data to evaluate achievement of objectives.
12. Attends Project Directors' meetings as required by funder(s).
13. Attends staff meetings with supervisor.
14. Attends conferences and workshops as appropriate to the project(s).
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

Current trends in the design, implementation, administration, and evaluation of grant funded projects;
Mission, objectives, and goals of the assigned special project(s);
Principles of fiscal management, personnel management, and records management;
Computer systems and software applications;
Community resources, organizations, and services common to community colleges;
Apply District policies and procedures related to general business transactions.

Demonstrated Ability to:

Implement and administer a multi-faceted specially funded program;
Analyze data and implement methods of evaluation;
Interpret and apply regulations, policies, and guidelines;
Identify and analyze operational and procedural problems and develop effective solutions;

Establish and maintain effective and cooperative working relationships with district staff and representatives of the community;
Effectively handle diverse interpersonal and inter-group relationships;
Supervise, train, and motivate others;
Prepare clear and comprehensive reports, correspondence, and publicity materials;
Learn specialized software applications;
Plan, organize, and prioritize work in order to meet frequent and changing deadlines.

Education and Experience:

A Master's degree from a recognized college or university **AND** two years of full-time paid experience related to the assigned duties of the position **OR** graduation from a recognized four-year college or university, preferably with a degree in an area related to the content of the special project, **AND** three years of full-time paid experience related to the assigned duties of the position **OR** an equivalent combination of education and responsible experience in an area related to the content of the special project.

Working Conditions:

The incumbent may have contact in person and on the phone with management, staff, faculty, students, and the general public. Work may require travel within the District and within the regional consortium of colleges to attend meetings and conduct work.

Physical Demands:

Typically may sit for extended periods of time.
Operates a computer keyboard.
Communicates over the telephone, by email, and in person.
Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualifications:

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

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Approval of the Amendments to the Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for 2012-2013 and 2013-2014		
Reason for Board Consideration: ACTION	Item Number: 15.E.	Enclosures: Page 1 of 38

BACKGROUND

Negotiations between the District and the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 began in January, 2013 and were completed in July, 2013, when tentative agreement was reached on the reopeners for articles 11, 12, 13, 14, and 20 of the collective bargaining agreement, effective July 1, 2012 through June 30, 2014, pending ratification by the association.

FISCAL IMPACT

The increased cost for 2012-2013 is \$57,000 and is included in the 2012-2013 fiscal year budget. The increased cost for 2013-2014 is approximately \$106,970 and will be included in the 2013-2014 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the Amendments to the Agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185, pending ratification by the association.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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AMENDMENTS

TO THE

AGREEMENT

(July 1, 2012 through June 30, 2014)

BETWEEN

ALLAN HANCOCK COLLEGE

JOINT COMMUNITY COLLEGE DISTRICT

AND

CALIFORNIA FEDERATION OF TEACHERS/

PART-TIME FACULTY ASSOCIATION

OF

ALLAN HANCOCK COLLEGE

LOCAL 6185

EFFECTIVE

July 1, 2013 through June 30, 2014



Reopeners 2012-2013
Amendments to the Agreement between the District and California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185

Table of Contents

- 1) Article 11 – Compensation
- 2) Article 12 – Workload, Assignment & Support Services
- 3) Article 13 – Performance Evaluation
- 4) Article 14 – Office Hours
- 5) Article 20 – Parity
- 6) Appendix B – Non-Credit Salary Schedule Placement (with additional columns for masters and doctorate degrees)
- 7) Salary Schedules: SS24, SS25, & SS26 (Credit) – 2013-2014 with parity increment included
- 8) Salary Schedules: SS27 & SS28 (Non-Credit) – 2013-2014 with parity increment included

Tentative Agreement signed on July 24, 2013

Pending Approval by the Board of Trustees at the board meeting on August 20, 2013

Pending Ratification by the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185

**TENTATIVE AGREEMENT PROPOSAL 7/24/13 BETWEEN THE
ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT & CALIFORNIA
FEDERATION OF TEACHERS/PART-TIME FACULTY ASSOCIATION LOCAL 6185
FOR 2012-2013 AND 2013-2014**

The parties agree to the following:

Article 6 – Grievance Procedure:	Current Language
Article 11 – Compensation:	Effective fall 2012, .88% salary increase on the salary schedules for credit and non-credit instructors, not including parity increment. Effective fall 2013, per revised Article 20.4, current salary schedules shall reflect one salary rate for each step and column which will include the parity increment. See attached DRAFT.
Article 12 – Workload, Assignment, and Support Services:	See attached tentative agreement signed on 6/6/13
Article 13 – Performance Evaluation:	See attached tentative agreement signed on 6/6/13
Article 14 – Office Hours: <i>M/A</i>	Effective fall 2013, eligible bargaining unit members with credit assignments will be compensated at \$30.00 per hour (14.5) for office hours. See attached DRAFT.
Article 20 – Parity: <i>M/A</i>	Effective fall 2013, current salary schedules shall reflect one salary rate for each step and column which will include the parity increment. See attached DRAFT.
Appendix B: <i>M/A</i>	Effective fall 2013, the salary schedule for non-credit instructors (SS27 & SS28) shall include two additional columns for unit members who hold a masters and/or doctorate degree. See attached DRAFT.

In addition, the Part-Time Faculty Association agrees not to reopen negotiations for 2013-2014. However, in the event that full-time faculty, in its entirety, receives an improvement in 2013-2014 for salary, medical, or dental benefits, the district agrees to reopen the compensation article for part-time faculty.

Cynthia A. Mesaros 7/29/13

For the AHC District
Cynthia A. Mesaros - representative

Mark J. Miller 7/29/13

For the Part-Time Faculty Association
Mark J. Miller- representative

ARTICLE 11

COMPENSATION

- 11.1 Salary Schedules: Effective fall semester 2012, the current salary schedules under Appendix A for credit instructors and Appendix B for non-credit instructors shall be increased by .88%, not including the parity increment. Effective fall semester 2013, per Article 20.4, the current salary schedules under Appendix A for credit instructors and Appendix B for non-credit instructors shall reflect one salary rate for each step & column which will include the parity increment. ~~Effective fall semester 2007, the current salary schedules shall remain unchanged for fiscal year 2009-2010.~~

APPENDIX A – Part-Time Faculty Association Salary Schedule (Credit) SS24, SS25, SS26

and

APPENDIX B – Part-Time Faculty Association Salary Schedule (Noncredit) SS27, SS28

- 11.2 Cancellation or Change in Assignment of Classes:
- 11.2.1 Credit Classes: The district shall compensate a bargaining unit member for class preparation whose credit class is cancelled by the district two weeks prior to the beginning of the semester or term or during the first week of late registration and who is not offered another class or non-teaching assignment. Compensation shall be the equivalent of one week's pay for semester length classes or the equivalent for short-term classes, plus actual hours worked in the classroom.
- 11.2.2 Noncredit Classes: The district shall compensate a bargaining unit member for class preparation whose noncredit lecture class is cancelled by the district two weeks or less prior to the beginning of the class or during the first week of class, and who is not offered another class or non-teaching assignment. Compensation shall be three (3) hours for class preparation, plus actual hours worked in the classroom during the first week of class.
- 11.2.3 The district shall pay no compensation for cancelled classes if the bargaining unit member is offered and accepts another class or non-teaching assignment. No compensation will be provided for class preparation if the cancellation decision is made after the first week of class.
- 11.3 Initial Column Placement: Initial column placement on the credit and noncredit salary schedules shall be based on the definitions for salary placement and procedures for initial column placement as listed with the part-time faculty association salary schedules
- 11.4 Credit/Noncredit Step Placement:
- 11.4.1 Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule and up to step 2 of the noncredit part-time faculty association salary schedule. Credit for initial step placement beyond step 1 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit

units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit member's current placement. Eligibility for step 2 placement for noncredit bargaining unit members shall begin fall semester 2006 and apply to all new hires and returning bargaining unit members at step 1 as of fall semester 2006.

11.4.1.1 For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

11.4.2 Step Advancement: Bargaining unit members shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. One year equals two semesters or one semester plus a summer session. Advancement is granted at the beginning of each fall and spring semester, and no more than one year's experience can be calculated during any one fiscal year. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.

11.4.3 Certified Nursing Assistant (CNA) instructors teaching clinical rotations of skills labs in nursing 411 and 414 shall be paid at the laboratory rate.

11.5 Travel between Centers: Transportation of bargaining unit members to their teaching or non-teaching assignment will be at their own expense. If during assigned time, the district requires additional travel of bargaining unit members related to district assigned duties, the district will pay mileage per district policy if they are required to travel to and from college site on the same day.

11.6 Professional Development: Bargaining unit members receive 1.5 hours for each semester length class or its equivalent for paid staff development activities planned by the Professional Development Committee. The hours of pay may be included in each bargaining unit member's offer of employment.

If the district cancels the bargaining unit member's class(es) after he or she has attended the activities, he or she cannot receive compensation.

11.7 Reimbursement for Association Business: Effective July 1, 2008, when the parties are negotiating a full contract the district will reimburse up to \$29,135 per fiscal year for hours spent by district employees in negotiations or union activities at the activity rate, and for office expenses. There will be no reimbursement for concerted activities and committees, except for the budget, safety, and academic calendar committees. A district employee is defined as a person who currently has an assignment, or had an assignment for at least one of the prior two semesters. When the parties are not negotiating a full contract (re-openers), the district will reimburse up to \$28,135 per fiscal year. Reimbursement claims will be submitted to business services, with supporting documentation, throughout the fiscal year, but not later than May 31.

11.8 Cooperative Work Experience: Cooperative Work Experience Education (CWEE) is a program that provides college credit for experiential learning acquired on the job. Participating as a work experience advisor is considered an ancillary duty and will not be considered part of the faculty's teaching load.

11.8.1 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.

11.9 Distance Learning

- 11.9.1 Teaching Requirements: Prior to teaching online, a bargaining unit member shall demonstrate the skills necessary to teach online courses to the satisfaction of the Associate Dean, Learning Resources. Should the bargaining unit member be unable to demonstrate proficiency, he/she will participate in training in the use of the Internet and Blackboard.com or whatever provider or resource the District has designated to the satisfaction of the Associate Dean, Learning Resources. The bargaining unit member will also work with media services, as needed, for technical assistance.
- 11.9.2 If a bargaining unit member has never taught online before, he or she will receive a \$1,000 stipend the first time he/she teaches online for fulfilling the preparation requirement.

Justin Case
 Mary M. M. M.
 Michael S. P.

Calhoun 6/6/13
 Rick Rantz 6/6/13

ARTICLE 12

WORKLOAD, ASSIGNMENT, AND SUPPORT SERVICES

- 12.1. Purpose: The purpose of this Article is to address the instructional needs of the District and the education needs of students by creating stable pools of highly experienced and proven part-time faculty members from which assignments can be made while providing objective and consistent treatment of bargaining unit members.
- 12.2. Bargaining unit members are "temporary employees" in accordance with the Education Code Section 87482.5. Nothing contained in this section, nor in any article of this Agreement, places a legal obligation on the district to provide continuing employment for bargaining unit members.
- 12.3. When there is need for additional faculty service beyond that provided by regular, contract, and/or other District full-time employees, the District will make assignments in accordance with this Article for bargaining unit members.
- 12.4. Definitions
- 12.4.1. Assignment: Any course, lab, activity, or extra assignment that generates load.
- 12.4.2. Assignment Period: A semester, or term within a semester, excluding summer and intersession, where a bargaining unit member has an assignment.
- 12.4.3. Date of Hire (DoH): The day an individual is initially hired by the District in a specific discipline. A bargaining unit member may have a DoH in more than one discipline. The DoH for those returning bargaining unit members who have taken a voluntary break in service will be the date they are rehired by the district in that discipline.
- 12.4.4. Faculty Service Area (FSA): ~~Specific class or classes in which a bargaining unit member has previously performed an assignment, has adequate expertise in the class, and or holds the minimum qualifications as designated by the California Community Colleges Chancellor's Office.~~
- 12.4.4.1 ~~FSA as defined in the Faculty Association Agreement, Article 15, sections 15.1.2 and 15.1.3, and Appendix "AHC FSA and Competency Standards":~~
- ~~To be qualified as an FSA, the employee must meet the state minimum qualifications as adopted by the Board of Governors or the equivalency requirements of the District or hold a valid teaching credential in one of the disciplines that corresponds with the FSA. In addition, any licensure or other certification requirements for the subject field must be met.~~
- ~~To be considered competent, the employee must be qualified as defined above and must have successfully taught the equivalent of one full semester in this FSA at AHC within the last three years.~~
- 12.5. Workload: Temporary employees shall not receive a workload that exceeds 67% of the hours per week considered a full-time assignment for regular employees having comparable duties, as specified by Education Code in Section 87482.5.

12.6. Assignment of Bargaining Unit Members

- A. The district retains the right to make assignments for all bargaining unit members who have completed and returned an Availability Form (AF) (Section 12.9) by the scheduled date.

~~Assignments will be made based on FSA. Bargaining unit members shall be assigned to an FSA by the district based on minimum qualifications or equivalent in the discipline in which they are hired. Assigned FSAs will be reviewed and approved by the vice president, academic affairs, and documented by the office of human resources.~~

Bargaining unit members may request an assignment that corresponds to a class prefix as listed in the college catalogue and drop down menu on the AF. The minimum qualifications as defined by the California Community College's Chancellor's Office and the district must be met before an assignment can be granted to teach any class.

- B. Assignments will be made by a dean in consultation with a department chair. The district may cancel or change any assignment for administrative reasons, such as reduction in apportionment or other fiscal constraints.
- C. Bargaining unit members will receive class and non-teaching assignments after regular and contract faculty assignments have been made. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member, no later than seven (7) calendar days after the start of instruction.
- D. At the discretion of the district, overload assignments shall be given to regular and contract faculty before classes and non-teaching assignments are made available to bargaining unit members. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member.
- E. Classes assigned to bargaining unit members will not be reassigned to full-time instructors as overload assignments within the thirty (30) calendar day period before the first day of class.
- 12.6.1. Credit Instructional Assignments: The District will make initial credit assignments based on the prior spring for the upcoming spring and prior fall for the upcoming fall. District assignments will be adjusted in accordance with the following, with the exception of classes offered only once in a multi-year sequence:
- A. When an assignment remains the same from fall to fall or spring to spring, the bargaining unit member who last performed it will have the first right of refusal.
- B. When there is an increase in the number of class sections within a group of classes designated with the same prefix, a discipline, priority will be given to bargaining unit members in Pool 2 who have specified an interest in an increased load on their AF. Assignments will be made based on ranking score. (Section 12.6.2).

- C. When there is a decrease in the number of class sections within ~~an FSA~~ a group of classes designated with the same prefix for initial assignments, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest ranking score in ~~the FSA~~ a group of classes designated with the same prefix starting with Pool 1.
- D. When an assignment is rescheduled to a different day, time or location, the District will provide first right of refusal to the bargaining unit member who previously performed it per Section 12.6.1. Should a bargaining unit member decline the rescheduled assignment, the District is not obligated to offer another assignment.

For example: Math 123 was taught at LVC on M & W at 2:00 and is rescheduled to T & Th at 6:00 at SM.

- E. When a credit class is cancelled following initial assignments being made, the district is not obligated to reassign the bargaining unit member.
- F. Due to emergency need, the District may offer a temporary increased assignment not to exceed one academic year. A temporary increase in assignment does not become the basis for future assignments.

For example: Instances of extended illness or sabbatical

- G. In the case of a tie in ranking score, assignment will be made by lottery.

12.6.2 Credit Instructional Ranking Scores:

- Ranking scores shall be used for discipline assignments only.
- Service points: Bargaining unit members will be granted 1 point for each year of service up to 30 years based on DoH (Section 12.4.3) within each discipline.
- In Pool 1, Evaluation Points + Service Points = Ranking Score.
- In Pool 2, Service Points = Ranking Score.

12.6.3 Credit Activity, and Non-classroom Assignments: Bargaining unit members who have activity and non-classroom hourly assignments will not be included in assignment pools or included on an assignment ranking list.

Credit Activity and Non-classroom assignments are duties such as, but not limited to those of: librarian; ~~ecounselor~~; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

Assignments in these areas will be made in a manner consistent with past practice:

- Service with the District
- Educational preparation, specialization, and recency in discipline. Demonstrated knowledge and/or recency of training on teaching methodologies and measurement of learning outcomes.
- Demonstrated skills in meeting the needs of students with special needs.

- Satisfactory performance.
- Availability
- Opportunity to enhance staff diversity.
- Recognized accomplishments that demonstrate expertise and skill in the field of study beyond that achieved through formal education or unique qualities that would enrich the educational offerings of the district.

12.6.3.1 Part-Time Counselors: Assignments for part-time counseling faculty will be made in consultation with the counselor, the department chair, and the dean.

The following factors will be considered and balanced to make assignments:

- Service with the district
- Need (days, periods, peak times, locations, event)
- Satisfactory performance
- Specialization or content knowledge specific to one of the following: academic, noncredit, Transfer, Cal-Works, EOPS, LAP, mental health, and grant-funded areas that require specialization such as: CTEA, STEM, and SSS.
- Funding source (general funds and categorical funds)

Assignments will not be made in an arbitrary or capricious manner.

12.6.4 Noncredit Assignments:

Noncredit assignments will be made in a manner consistent with past practice and the criteria listed below. Bargaining unit members who have noncredit assignments will not be included in assignment pools (Section 12.7) and will not be included on an assignment ranking list (Section 12.10).

- Service with the district as a part-time instructor;
- Educational preparation, specialization, and recency in discipline. Demonstrated knowledge and/or recency of training on teaching methodologies and measurement of learning outcomes;
- Demonstrated skills in meeting the needs of students with special needs;
- Satisfactory performance through the noncredit evaluation process;
- Availability;
- Site location;
- Opportunity to enhance staff diversity;
- Recognized accomplishments that demonstrate expertise and skill in the field of study beyond that achieved through formal education or unique qualities that would enrich the educational offerings of the district.

- 12.7. Assignment Pools: Bargaining unit members who have a credit load greater than .10 will be placed in assignment pools based upon their ranking score ~~in their faculty service area (FSA).~~ Pool 2 assignments will be made before Pool 1 assignments.

Bargaining unit members who have activity and non-classroom hourly assignments will not be included in assignment pools or included on an assignment ranking list. Assignments in these areas will be made in a manner consistent with past practice.

12.7.1. Pool 1: Is comprised of bargaining unit members who will be or have been evaluated in accordance with Article 13, and who are:

- new hires with no previous service to the District;
- former full-time faculty in their initial assignment period as bargaining unit members;
- bargaining unit members returning after a voluntary break in service of greater than four (4) consecutive semesters;
- bargaining unit members continuing in their service to the District who have not met the requirements for Pool 2.

12.7.1.1. Assignments for Pool 1: Bargaining unit members will receive their previous assignments. If there are not enough assignments for all bargaining unit members in Pool 1, assignments will be made by ranking score ~~in the FSA~~ within a group of classes designated with the same prefix.

~~12.7.1.2. For bargaining unit members in Pool 1 who receive a Needs Improvement (NI), rehire shall be at the discretion of the district.~~

12.7.2. Pool 2: Is comprised of bargaining unit members who have received a rating of C or S on their Gateway Evaluation (Section 13.2.5) or subsequent evaluation, or are grandfathered into Pool 2. Bargaining unit members in Pool 2 will retain their Pool status so long as they receive a rating of C or S on subsequent evaluations.

12.7.2.1. Assignments for Pool 2: Bargaining unit members in Pool 2 with a rating of C or S on their most recent evaluation will receive their previous assignment(s). If there are not enough assignments for all bargaining unit members, assignments will be made based on ranking score.

12.7.2.2. Grandfathering: Bargaining unit members with no voluntary break in service who have accrued a minimum average load of at least .20 over the previous eight assignment periods, excluding summers, and who have received a rating of C or S on their most recent evaluation on or before the date of this agreement will automatically be grandfathered into Pool 2. Until implementation, a satisfactory rating in the existing evaluation process is equivalent to a competent (C) or strong (S) evaluation rating.

12.8. Effect on Assignments When Receiving an Evaluation Rating of NI or U

12.8.1 Pool 1 – New hires will be evaluated in the first ~~three~~ two assignment periods and must receive a rating of C or S on two evaluations to be considered for continued employment.

- Rating of NI: New hire will be limited to a load of .20 in the next assignment period and will be re-evaluated in his/her next assignment period.
- Ratings of two (2) NI's in first ~~three (3)~~ two (2) assignments period, ~~she~~ she will not be rehired.

- Rating of U on any evaluation, he/she will not be rehired.

See the following table as an illustration:

EVALUATION OF BARGAINING UNIT MEMBERS IN POOL 1			
Assignment Period			
1	2	3	4
C or S	C or S	Pool One	--
C or S	NI	C or S	Pool One
NI	C or S	C or S	Pool One
C or S	NI	NI	Not Rehired
NI	C or S	NI	Not Rehired
NI	NI	Not Rehired	--
Unsatisfactory Rating — Not Rehired			

- 12.8.1.1. Pool 1 Gateway Evaluation (13.2.5): Continuing bargaining unit members who receive a rating of NI on their Gateway Evaluation will be reevaluated during their next assignment period with a maximum load of .20. If they receive a U they will not be rehired. If they receive a rating of C or S on the reevaluation or on the out-of-cycle evaluation, they will be in Pool 2 during their next Assignment Period. If they receive a rating of NI or U on the reevaluation, they will may not be rehired.
- 12.8.1.2. Delayed Gateway Evaluation: If the District fails to give a bargaining unit member his or her Gateway Evaluation (Section 13.2.5) in the eighth assignment period as set forth in Section 13.3.1.2, he or she will be deemed to have progressed to Pool 2 for the next assignment period.
- 12.8.2. Pool 2: Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next assignment period or an out-of-cycle evaluation with a maximum load of .20. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 with an assignment of .20; if they receive a rating of NI or U on the reevaluation, they will may not be rehired.
- 12.9. Availability Form: The District shall post the Availability Form (AF) in the "Forms" section of the myHancock faculty Web portal. The district will make a good faith effort to notify bargaining unit members when the AF is due. It shall be the responsibility of each bargaining unit member to complete and return the form to the respective department(s) on or before the specified deadline. Bargaining unit members who fail to return the AF risk not receiving an assignment.
- 12.10. Assignment Ranking List: Ranking lists specific to each discipline within a department will be generated electronically each semester for use in scheduling.
- 12.11. Absences and Leaves:
- 12.11.1. Absences: If a bargaining unit member is too ill to fulfill his or her work schedule assignment or if an extraordinary emergency arises preventing him or her from fulfilling the assignment, he or she shall inform the appropriate work site office staff as soon as possible so that the district may inform the students in a timely manner. Only the program/site administrator may cancel a class or hire substitutes.

- 12.11.2. Voluntary Break In Service: With the approval of the division dean, bargaining unit members may be granted a voluntary break in service within a department for educational, professional development, or extenuating circumstances. Bargaining unit members who have a voluntary break in service of greater than four (4) consecutive semesters for a department will be reinstated in Pool 1.
- 12.11.3. Involuntary Break in Service: If a bargaining unit member has returned his or her AF and does not receive an assignment, this is an involuntary break in service and does not affect his or her Pool status.
- 12.12. Decisions by the District: All decisions made by the District concerning workload, assignment, and support services will not be arbitrary or capricious.
- 12.13. Past Practices: Past practices will continue and prevail on all matters concerning workload, assignment, and support services not covered in this Article.
- 12.14. Credit Lecture Size: For credit lecture classes with sixty (60) or more students at census, the instructor may select of two options, a stipend or a reader on the following bases:
1. 60-69 students – \$286 per unit of credit provided as a stipend or applied to the cost of a reader.
 2. 70-79 students – \$338 per unit of credit provided as a stipend or applied to the cost of a reader.
 3. 80-89 students – \$390 per unit of credit provided as a stipend or applied to the cost of a reader.
 4. 90-99 students – \$442 per unit of credit provided as a stipend or applied to the cost of a reader.
 5. 100-109 students – \$494 per unit of credit provided as a stipend or applied to the cost of a reader.
 6. 110-119 students – \$546 per unit of credit provided as a stipend or applied to the cost of a reader.
 7. 120-129 students – \$598 per unit of credit provided as a stipend or applied to the cost of a reader.
- 12.15. Bargaining unit members who teach courses that have the improvement of student writing identified as the primary goal of the course, who have student papers designed to meet this goal assigned on a regular basis and who have an added load factor for each of these courses shall receive 1.25 hours lecture unit compensation at their step and column placement on the salary schedule. Writing lab assignment hours shall be computed at the standard activity rate.
- 12.16. Professional Development: The district will offer bargaining unit members professional development opportunities designed to improve performance relative to Article 13 of this Agreement. Bargaining unit members who participate in district sponsored professional development activities will receive up to 1.5 hours additional pay per semester at the standard activity rate of pay. Professional development activities shall not generate load.

- 12.17. The district shall not require bargaining unit members to attend any non-compensated meetings or other professional activities except all orientations for new and continuing bargaining unit members.
- 12.18. Services: An individual bargaining unit member will have, without charge to the member for his or her college assignment, access to available secretarial support, printing and media equipment and supplies, mailboxes, voicemail, and reasonable use for district business of intercampus mail, telephones, and facsimile machines.
- ~~12.19. A bargaining unit member may apply for any full-time faculty position (including interim faculty positions) offered by the district through a retirement or otherwise.~~
- ~~12.20. This Article will become effective fall 2011 for spring 2012 scheduling. Should implementation of the software systems be delayed the district and the CFT/PFA agree to meet and confer. In the event of unanticipated challenges in implementation, the district and CFT/PFA agree to meet and confer.~~

Susan Case

Mary M. Mith

Michael B. Teune

T.A. 6/6/13

Catherine
Hick Point

ARTICLE 13

PERFORMANCE EVALUATIONPFA Draft Proposal #21May 2, 2013AHC Draft Proposal #215/15/136/6/13

13.1 Purpose and Intent: The primary purpose of the evaluation of faculty is the continued 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. The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts. The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice. Bargaining unit members will not be evaluated more than once in a semester.

13.2 Definitions:

13.2.1 Rating Scale: Rating scale consists of four categories: "S" Strong; "C" Competent; "NI" Needs Improvement; "U" Unsatisfactory (see the Part-Time Faculty Evaluation Rubric and Part-Time Faculty Evaluation Rating Form in the Appendices, located and on the My Hancock Portal).

13.2.2 Appropriate Evaluation Forms: ~~For purposes of clarity and to avoid confusion, it is noted here that~~ The appropriate evaluation forms will be used in evaluating bargaining unit members with different assignments. (For example, there are separate forms for evaluating counselors and another for librarians). The forms are found under My Hancock, Employee Resources, Employee Evaluation Process.

13.2.2 Assignment Period: A semester where a bargaining unit member has an Assignment.

13.2.3 Pool One: All bargaining unit members who are:

- new hires with no previous service with the District
- former full-time faculty with the District in their initial Assignment Period as bargaining unit members
- former bargaining unit member ⁴rehires in their initial Assignment Period after a voluntary break in service of greater than four semesters
- continuing in their service with the District

13.2.4-5 Pool 2: Bargaining unit members who have received a rating of C or S on their Gateway Evaluation or subsequent evaluation, or are grandfathered into Pool 2 in accordance with Section 12.7.2.2.

13.2.56 Gateway Evaluation: the evaluation on which a bargaining unit member must receive a rating of C or S to progress to Pool 2.

~~13.32.2 Appropriate Evaluation Forms: For purposes of clarity and to avoid confusion, it is noted here that (The appropriate evaluation forms will be used in evaluating bargaining unit members with different assignments. (For example, there are separate forms for evaluating counselors and another for librarians). The forms are found under My Hancock, Employee Resources, Employee Evaluation Process. (moved to be in order with 13.2.1 and 13.2.3.)~~

* If this is incorporated into the collective bargaining agreement as Article 13.3, then the articles that follow will be changed accordingly; i.e., article 13.3 will become article 13.4, etc.

13.3 Evaluation Schedule for Bargaining Unit Members with Credit, Noncredit and Non-instructional Assignments:

13.3.1 With Credit Assignments Greater Than .10:

13.3.1.1 Pool 1: Bargaining unit members in Pool 1 will be evaluated during each of their first two Assignment Periods. Bargaining unit members who receive a rating of NI on either of these two evaluations will be reevaluated during their next Assignment Period ~~or during an out-of-cycle evaluation~~. Bargaining unit members who receive a rating of NI or U will not be rehired.

13.3.1.2 Gateway Evaluation: Continuing bargaining unit members in Pool 1 will be given a Gateway Evaluation in their 7th or 8th Assignment Period. Bargaining unit members who receive a rating of C or S on their Gateway Evaluation or reevaluation will then be in Pool 2 and evaluated subsequently as set forth in Section 13.3.1.3.

13.3.1.3 Pool 2: Bargaining unit members in Pool 2 will be evaluated every six Assignment Periods. Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next Assignment Period, ~~or in an out-of-cycle evaluation~~. If rated NI or U, the bargaining unit member may will not be rehired. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 and evaluated subsequently every six Assignment Periods.

13.3.1.4 A bargaining unit member who exhibits behavior that places students or the district at risk may be dismissed for just and sufficient cause (Article 17).

13.3.2 With Noncredit Assignments: First time bargaining unit members may be evaluated during their first year. Continuing bargaining unit members may be evaluated at least once every six Assignment Periods or as deemed necessary by the dean.

13.3.3 With Non-instructional Assignments: Bargaining unit members with non-instructional assignments, i.e., coordinator, counseling-?, service writing lab, librarian or reassigned-time assignments, or coaching assignments without an instructional component, may be evaluated on the same schedule as bargaining unit members with credit Assignments (Section 13.3.1) using the appropriate evaluation form located on MyHancock.

13.3.4 With counseling assignments: Bargaining unit members with counseling assignments may be evaluated on the same schedule as bargaining unit members with credit assignments.

13.3.4 Timeliness: The District shall make every reasonable effort to evaluate bargaining unit employees as scheduled.

13.3.5 Off-Schedule Evaluations: In addition to regularly scheduled evaluations as set forth in this article, if there is a documented situation regarding the bargaining unit member that indicates an off-schedule evaluation is necessary, the department chair and/or District designee may administer an off-schedule evaluation with approval from the appropriate dean.

13.4 Procedure for Evaluation of Bargaining Unit Members with Credit Assignments:

The evaluation procedure will consist of the following:

1. ~~¶The department chair assigns~~ selecting an evaluator (or evaluators).
2. ~~¶The evaluator will complete standards 7-20 on the evaluation form, and The department chair will complete standards 1-6 or District designee completing all evaluation components~~ and other necessary documentation per Section 13.4.2 to prepare a Final Report.
3. ~~¶The evaluator will presenting~~ and discussing the Final Report Classroom/Worksite Observation form with the evaluatee.
4. ~~¶The department chair and appropriate~~ administrator will reviewing and signing the Final Report.
5. ~~¶The evaluatee will acknowledge ing~~ having reviewed the Final Report by signaturing the report and be given a copy.
6. ~~a chance for ¶The evaluatee may to~~ prepare a written response to the Final Report.
7. ~~inclusion of ¶The Final Report and any written response thereto~~ will be included in the evaluatee's personnel file.

The overall evaluation timeline will be established each term/semester by the District. Within this timeline, specific dates will be established to complete each evaluation component. ~~will be established between the evaluator and evaluatee.~~

13.4.1 Selection: The department chair or District designee shall select the evaluator, who can be an academic administrator, department chair, full-time faculty or District designee. By the date set forth in the evaluation timeline, the department chair or District designee shall notify the evaluatee and shall provide information regarding the process. If the evaluatee objects to the assigned evaluator, he or she may submit to the department chair or District designee or appropriate administrator the names of three alternate evaluators from within the discipline or from a closely related discipline and whose names appear on the list of evaluators of part-time faculty provided by the District and request that an evaluator be selected from the three submitted. In consultation with the department chair or District designee, the appropriate dean or administrator will select one evaluator from the list of three.

13.4.2 Credit Evaluation Components:

- 13.4.2.1 Self Evaluation: The Self Evaluation form will be completed by the evaluatee and provided to the department chair evaluator by the scheduled date.
- 13.4.2.2 Student Evaluation: For each of the evaluatee's classes, within the scheduled dates a student will be selected to administer the student evaluations. This student will obtain a packet containing the Student Evaluation Forms and instructions and while the evaluatee is outside of the classroom, distribute the Student Evaluation Forms, collect them when completed, and return the sealed and signed packet ~~as designated in the instructions~~ to the department chair.
- 13.4.2.3 Response to Student Evaluation: By the scheduled date, the evaluatee will receive copies of the numerical scoring section of the Student Evaluation Forms for each class. After reviewing these copies, the evaluatee will complete a Response to Student Evaluations Form for each class and return the response form(s) to the department chair ~~or District designee~~ by the scheduled date. Written comments on the Student Evaluation Forms will be returned to the evaluatee at the end of the semester or term.
- 13.4.2.4 Classroom Observations: Observations may occur in each class taught and will be performed by the evaluator within the scheduled dates. After performing the classroom observation(s), the evaluator will complete standards 7-20 of the Part-Time Faculty Evaluation Rating Form using the Part-Time Faculty Evaluation Rubric by the scheduled date. The evaluator will discuss the observation ratings with the evaluatee. Whether or not a formal evaluation process is occurring, classroom observations by an appropriate administrator or District designee may occur at any time.
- 13.4.2.5 Other Factors: The ~~District designee~~ department chair, with any necessary input from the evaluatee, will rate standards 1-6 of the Part-Time Faculty Evaluation Rating Form by the scheduled date. Any documented commendations or concerns provided by the department chair and/or the appropriate administrator may be used to complete these standards. Any documents used must be included in the Final Report.
- 13.4.2.6 Final Report: After all standards of the Part-Time Faculty Evaluation Rating Form are complete, the points for each standard will be totaled to yield an Evaluation Score. The Evaluation Score will correspond to an evaluation rating of S, C, NI or U. The final report will be signed by the evaluator, ~~and the department chair, and~~ the appropriate administrator, ~~and reviewed with the evaluatee.~~ if an NI or U is designated, the department chair and dean will review the Final Report with the evaluatee. If rated S or C, upon request, the department chair and dean will review the Final Report. The Final Report will go to the dean for signature. The evaluatee will sign acknowledging receipt of the report. Based on the review of the Final Report, the evaluator and evaluatee may develop goals and/or an improvement plan to be undertaken and completed by the next performance evaluation. The evaluatee's signature does not signify agreement with the Final Report.

13.4.2.7 Response to Final Report: The evaluatee may submit a written response to the Final Report to the academic dean within ten (10) business days after receipt. A business day is any day during which the central administration office of the District is open for business. The response time of ten (10) business days after receipt can be extended by mutual agreement by the District and the evaluatee.

13.4.3 Filing of Evaluation Materials: The Final Report and any written response thereto by the evaluatee will be included in the evaluatee's official personnel file.

13.5 Procedure for Evaluation of Bargaining Unit Members with Noncredit Assignments:

13.5.1 The evaluation procedure consists of having students complete Noncredit Student Evaluation of Instruction forms (see Appendix), and may include a classroom observation per Section 13.5.2. Generally, these forms are completed on or after the midpoint of the course. For example, instructors of an eight-week course would be evaluated during or after the fourth week of the course. Prior to being evaluated, the evaluatee will receive a packet containing the Noncredit Student Evaluation of Instruction forms and instructions. The evaluatee will select a student to:

- **Distribute** the forms to the other students. The evaluatee must leave the room while students complete the evaluation, but remain nearby.
- **Collect** the completed forms, place them in the envelope provided, and seal the envelope. The student should sign his/her name across the seal.
- **Return** the envelope and any other evaluation materials to the Community Education Office, Building S, Santa Maria campus as soon as possible. If the class takes place off-campus, the evaluatee may return the sealed evaluation packet.

The Noncredit Student Evaluation of Instruction forms will be available for review by the evaluatee two weeks after the course ends.

13.5.2 Classroom Observations: The dean, coordinator, or another faculty member may observe new or continuing bargaining unit members with noncredit assignments in their classrooms. Bargaining unit members will generally be notified prior to a classroom observation.

13.6 Procedure for Evaluation of Bargaining Unit Members with Non-instructional Assignments:

The evaluation procedure will consist of:

- the evaluator notifying the evaluatee and providing him or her with information regarding the process
- the evaluator completing all evaluation components and other necessary documentation per Section 13.6.2 to prepare a Final Report
- the appropriate administrator reviewing and signing the Final Report
- the evaluator presenting and discussing the Final Report with the evaluatee
- the evaluatee acknowledging having reviewed the Final Report by signature and given a copy
- a chance for the evaluatee to prepare a written response to the Final Report

- inclusion of the Final Report and any written response thereto in the evaluatee's personnel file

The overall evaluation timeline will be established each term/semester by the District. Within this timeline specific dates to complete each component will be established between the evaluator and evaluatee.

- 13.6.1 Evaluator and Notification: The appropriate administrator or District designee shall perform the evaluation. By the date set forth in the evaluation timeline, the evaluator shall notify the evaluatee and shall provide information regarding the process.

13.6.2 Non-instructional Evaluation Components

The District and the CFT/PFA agree that the following forms will be used to evaluate non-instructional bargaining unit members.

- 13.6.2.1 Self Evaluation: The Self Evaluation form will be completed by the evaluatee and provided to the evaluator by the scheduled date.

- 13.6.2.2 Student Evaluation: If applicable, the appropriate administrator or District designee shall distribute, administer, and collect the Student Evaluation Forms within the scheduled dates.

- 13.6.2.3 Response to Student Evaluation: If student evaluations were done, the evaluatee will receive copies of the Student Evaluation Forms by the scheduled date. After reviewing these copies, the evaluatee will complete a Response to Student Evaluations Form and return the response form to the evaluator by the scheduled date.

- 13.6.2.4 Worksite Observations: Worksite observations will take place during the shift(s) assigned to the bargaining unit member and will be performed by the evaluator within the scheduled dates. Whether or not a formal evaluation process is occurring, worksite observations by an appropriate administrator or District designee may occur at any time.

- 13.6.2.5 Final Report: Upon completion of the applicable evaluation components, the evaluator will complete the Evaluation Rating Form. Any documented commendations or concerns provided by the appropriate administrator may be used to complete the Evaluation Rating. Any documents used must be included in the Final Report. The final report will be signed by the evaluator, the department chair, and the appropriate administrator. if an NI or U is designated, the department chair and dean will review the Final Report with the evaluatee. If rated S or C, upon request, the department chair and dean will review the Final Report. The Final Report will go to the dean for signature.

if an NI or U is designated or upon request by the evaluatee if rated S or C. The Final Report will go to the dean for signature. The evaluatee will sign acknowledging receipt of the report. Based on the review of the Final Report, the evaluator and evaluatee may develop goals and/or an improvement plan to be undertaken and completed by the next performance evaluation. The evaluatee's signature does not signify agreement with the Final Report.

13.6.2.6 Response to Final Report: The evaluatee may submit a written response to the Final Report to the appropriate administrator within ten (10) business days after receipt. A business day is any day during which the central administration office of the District is open for business. The response time of ten (10) business days after receipt can be extended by mutual agreement by the District and the evaluatee.

13.6.3 Filing of Evaluation Materials: The Final Report and any written response thereto by the evaluatee will be included in the evaluatee's official personnel file.

13.7 The contents of evaluations of bargaining unit members are not subject to the grievance procedures set forth in Article 6; however, a violation of the evaluation process may be grieved.

ARTICLE 14

OFFICE HOURS

- 14.1 **Program:** Allan Hancock College will provide paid office hours for bargaining unit members with credit assignments who meet the requirements of Section 14.3.
- 14.2 **Purpose and Requirements:** Office hours will be scheduled in order to insure maximum availability for student consultation, will be held in an appropriate location on campus or the center as requested and assigned, and must be held in conjunction with a regular schedule listed on course syllabi submitted to and approved by the appropriate dean/director at the beginning of each semester, term within a semester (term), or summer session. Any temporary change in office hours must be reported in advance to the appropriate administrator. Any permanent change in office hours must be requested in writing to and approved by the appropriate dean at least two weeks prior to the change becoming effective.
- 14.3 **Eligibility:** To be eligible for consideration for office hours, bargaining unit members with credit assignments must:
- 14.3.1 Have at least a twenty percent (20%) FTE lecture load for the semester, term or summer session to qualify for a thirty (30) minute per week office hour.
- 14.3.2 Have at least a forty percent (40%) FTE lecture load for the semester, term or summer session to qualify for a sixty (60) minute per week office hour.
- A bargaining unit member who meets the eligibility requirements of this Article need not apply for an office hour, but must submit a time sheet in accordance with Section 14.7 to be compensated.
- 14.4 **Number of Weeks:** Eligible bargaining unit members will be given an office hour per week of the duration set forth in Section 14.3.
- 14.4.1 **Semester Sessions:** The office hour will be from week one through fifteen of each semester.
- 14.4.2 **Term and Summer Sessions:** The office hour will be from week one through the length of instruction for the term or summer session, excluding the last week.
- 14.5 **Compensation:** Eligible bargaining unit members with credit assignments will be compensated at **\$30.00** \$25 per hour. No compensation will be paid for office hours during intercession.
- 14.6 **Length of Office Hour:** An office hour is no less than thirty (30) minutes in length. Bargaining unit members with a sixty (60) minute office hour per week may schedule two thirty-minute (30) periods or one sixty-minute (60) period.
- 14.7 **Time Sheet:** Office hours must be reported on a time sheet approved by the district for payment. To be compensated for office hours, the time sheet must be submitted to the appropriate dean/director no later than the end of finals week for the semester, term or summer session during which the office hours were held.

- 14.8 Office Space: The district will make arrangements for bargaining unit members to have access to an office space, work room or available classroom for the purpose of assisting students and returning telephone calls related to college work. If computer access is not available in the office or room used by the bargaining unit member, he or she may use the computers in other campus locations designated as available for use by bargaining unit members. This Agreement does not commit the district to provide additional office space or equipment.
- 14.9 Load Factor: Paid office hours do not count toward the sixty-seven percent (67%) load factor.
- 14.10 Online Office Hours
- 14.10.1 Bargaining unit members who are teaching distance education courses (utilizing web technology) during a semester, term within a semester (term), or summer session may choose to designate an online office hour, proportional to the load of online courses taught, but not to exceed one hour per week (see section 14.3). An online office hour is subject to the approval of the appropriate academic administrator which shall be obtained at the beginning of each semester, term within a semester (term), or summer session.
- 14.10.2 During this online hour, the bargaining unit member is expected to be logged on to the computer and immediately available to respond to all students through email, a discussion board, chat board, or other online means of communication, as appropriate.
- 14.10.3 This online office hour must be scheduled and posted at a regular day and time each week, just like a regular office hour, though the bargaining unit member may choose to physically hold this online hour off-campus as long as he or she has full computer access at the off-campus location. Information regarding online office hours must be posted along with other office hours within the designated area for posting office hour information. Information regarding virtual and on campus office hours must also be posted within all course syllabi in the given semester of approval.
- 14.10.4 Complete information about online office hours must be submitted to the appropriate academic administrator for pre-approval and all provisions of this article remain applicable.
- 14.10.5 Nothing in this section will limit or preclude the bargaining unit member from holding his/her office hours related to their other (non-online) classes in accordance with the rest of this article.

ARTICLE 20

PARITY

- 20.1 **Funding:** Under the 2001 Budget Act Appropriation for part-time faculty compensation provides the state may provide funds to be used to assist districts in making part-time faculty compensation more comparable to full-time faculty compensation for similar work. As required by law, the district and association have defined a parity goal through the collective bargaining process.

Any increase in compensation made to establish parity shall be contingent on eligibility for and funds received to establish parity under the Budget Act Appropriation for Part-Time Faculty Compensation or equivalent legislation. ~~The district shall not assume any obligation to reach goals of comparable pay without parity funds.~~ The district will not make parity payments to bargaining unit members which exceed the amounts received from the State of California for parity allocations.

- 20.2 **Definition:** When office hours and other such activities as meetings, conferences, and professional development and non-teaching, departmental, or institutional activities such as committees and curriculum development are excluded, parity is defined as 76 % (seventy-six percent) of the work commitment of full-time credit instructors. The 76% (seventy-six percent) figure is derived by apportioning that portion of the commitment devoted by full-time credit instructors to teaching or non-teaching assignments; preparation for class or for non-teaching assignment (e.g. work done by counselors or librarians); communication with students; and grading. Comparable work is thus defined as teaching or non-teaching assignments; preparation for class or for non-teaching assignments; communication with students; and grading. For purposes of this Agreement, it is assumed that a full-time credit instructor spends 76% (seventy-six percent) of his or her contract load in the above named activities.
- 20.3 **Computation of Parity:** Parity shall be based on column III, step 6 of the full-time faculty contract salary schedule. Parity shall then be determined by adjusting the salary at the above column and step of the full-time credit lecture instructors' salary to equate to 76% (seventy-six percent). The hourly compensation level for each hour of lecture, lab, and activity or non-teaching assignments shall then be determined by dividing the adjusted salary by 525 (15 hours of lecture per week x 35 weeks) or 595 (17 hours of lab per week x 35 weeks) or 735 (21 hours of activity or 37 hours of non-teaching assignment per week x 35 weeks).
- 20.4 **Effective Fall 2013, current salary schedules shall reflect one salary rate for each step and column which will include the parity increment.** ~~The district will make payment to bargaining unit members pursuant to the attached salary schedules (shaded numbers show the parity increment).~~
- 20.5 ~~If at any time during the academic year the parity money is not sufficient to make the parity portion of the salary payments for the following month (while continuing the \$6,000 reserve), the district will cease expending the parity allocation until the district and the Part-Time Faculty Association agree on an appropriate alternative.~~
- 20.6 ~~Any money exceeding one-half of the parity money allocated to Allan Hancock College from the state that has not been paid out to bargaining unit members during fall semesters 2005, 2006, and 2007, and thereafter will be distributed to each bargaining unit member who received parity increments during fall semester, proportional to the parity payments received (as long as the amount exceeds \$5.00 per person). Any money exceeding the remaining parity money paid out~~

during spring semesters 2006 and 2007, and thereafter minus a \$6,000 carryover, will be distributed to each bargaining unit member who received parity increments during the applicable spring semester, proportional to the parity payments received (as long as the amount exceeds \$5.00 per person). Any money not distributed will be carried over to the next semester.

- 20.7 — Parity dollar amounts (shaded in current salary schedule) will remain fixed for 2004-2005. Effective fall 2005, parity dollar amounts will be recalculated, based on 11 percent for credit lecture rate, and 3.5 percent for all other rates, of the January 1, 2005 salary rates. However, once those dollar rates are determined (shaded in salary schedule effective fall 2005), they will remain fixed, unless renegotiated, even if salary amounts change.

APPENDIX A
PART-TIME FACULTY ASSOCIATION
SALARY SCHEDULES
(CREDIT)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit) .88% COLA
SALARY SCHEDULE WITH PARITY INCREMENTS**

As set forth in Article 20 – Parity, Section 20.4

Schedule A							
Lecture Rates							
FALL 2013 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	38.66	41.62	42.88	45.02	47.27	49.64	52.63
1-a.	3.64	3.92	4.04	4.24	4.45	4.67	4.95
1	42.30	45.54	46.92	49.26	51.72	54.31	57.58
2	40.54	43.54	44.86	47.07	49.44	51.90	55.03
2-a.	3.82	4.10	4.22	4.43	4.65	4.89	5.18
2	44.36	47.64	49.08	51.50	54.09	56.79	60.21
3	42.43	45.42	46.77	49.11	51.56	54.12	57.39
3-a.	3.99	4.27	4.40	4.62	4.85	5.10	5.40
3	46.42	49.69	51.17	53.73	56.41	59.22	62.79
4	44.27	47.26	48.69	51.11	53.67	56.37	59.19
4-a.	4.17	4.45	4.58	4.81	5.05	5.31	5.67
4	48.44	51.71	53.27	55.92	58.72	61.68	64.76
5	46.23	49.18	50.66	53.18	55.87	58.63	62.17
5-a.	4.35	4.63	4.77	5.01	5.26	5.52	5.85
5	50.58	53.81	55.43	58.19	61.13	64.15	68.02
6	48.10	51.08	52.63	55.23	58.04	60.94	64.57
6-a.	4.53	4.81	4.95	5.20	5.46	5.74	6.08
6	52.63	55.89	57.58	60.43	63.50	66.68	70.65
7	49.84	52.90	54.50	57.22	60.08	63.08	66.88
7-a.	4.69	4.98	5.13	5.39	5.66	5.94	6.30
7	54.53	57.88	59.63	62.61	65.74	69.02	73.18

ss24

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit) .88% COLA**

SALARY SCHEDULE WITH PARITY INCREMENTS

As set forth in Article 20 -- Parity, Section 20.4

Schedule B							
Lab Rates							
FALL 2013 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	35.76	38.52	39.67	41.66	43.73	45.94	48.69
1a	1.07	1.15	1.19	1.25	1.31	1.38	1.46
1	36.83	39.67	40.86	42.91	45.04	47.29	50.15
2	37.50	40.28	41.48	43.55	45.74	48.04	50.90
2a	1.12	1.21	1.24	1.30	1.37	1.44	1.52
2	38.62	41.49	42.72	44.85	47.11	49.45	52.42
3	39.25	42.04	43.28	45.43	47.69	50.08	53.09
3a	1.18	1.26	1.30	1.36	1.43	1.50	1.59
3	40.43	43.27	44.58	46.79	49.12	51.58	54.68
4	40.96	43.72	45.05	47.28	49.64	52.12	54.75
4a	1.23	1.31	1.35	1.42	1.49	1.56	1.64
4	42.19	45.03	46.40	48.70	51.13	53.68	56.39
5	42.78	45.54	46.85	49.20	51.66	54.25	57.54
5a	1.28	1.36	1.40	1.47	1.55	1.62	1.72
5	44.06	46.87	48.25	50.67	53.21	55.87	59.23
6	44.47	47.26	48.69	51.44	53.68	56.35	59.73
6a	1.33	1.42	1.46	1.53	1.61	1.69	1.79
6	45.80	48.68	50.15	52.97	55.29	58.04	61.52
7	46.09	48.95	50.41	52.92	55.56	58.37	61.87
7a	1.38	1.47	1.51	1.59	1.66	1.75	1.85
7	47.47	50.42	51.92	54.51	57.22	60.12	63.72

ss25

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit) .88% COLA**

SALARY SCHEDULE WITH PARITY INCREMENTS

As set forth in Article 20 – Parity, Section 20.4

Schedule C							
Activity & Non-Classroom Rates							
FALL 2013 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
4	26.42	28.75	28.75	29.31	31.43	34.30	37.16
4.a.	0.79	0.86	0.86	0.88	0.94	1.03	1.11
1	27.21	29.61	29.61	30.19	32.37	35.33	38.27
2	27.70	30.06	30.06	30.64	32.75	35.64	38.52
2.a.	0.83	0.90	0.90	0.92	0.98	1.07	1.15
2	28.53	30.96	30.96	31.56	33.73	36.71	39.67
3	29.00	31.37	31.37	31.96	34.09	36.99	39.91
3.a.	0.87	0.94	0.94	0.96	1.02	1.11	1.20
3	29.87	32.31	32.31	32.92	35.11	38.10	41.11
4	30.25	32.66	32.66	33.27	35.40	38.33	41.25
4.a.	0.91	0.98	0.98	1.00	1.06	1.15	1.24
4	31.16	33.64	33.64	34.27	36.46	39.48	42.49
5	31.61	33.99	33.99	34.63	36.73	39.70	42.63
5.a.	0.95	1.02	1.02	1.04	1.10	1.19	1.28
5	32.56	35.01	35.01	35.67	37.83	40.89	43.91
6	32.88	35.29	35.29	35.95	38.06	41.04	43.99
6.a.	0.98	1.06	1.06	1.08	1.14	1.23	1.32
6	33.86	36.35	36.35	37.03	39.20	42.27	45.31
7	34.06	36.56	36.56	37.25	39.42	42.52	45.56
7.a.	1.02	1.10	1.10	1.12	1.18	1.27	1.36
7	35.08	37.66	37.66	38.37	40.60	43.79	46.92

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CLASS DEFINITIONS FOR SALARY PLACEMENT

COLUMN I (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available

(B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

(B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN IV (A) Master's degree from an accredited institution

(B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree

(1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

(2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree

(B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree

(1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

(2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree

(B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree

(1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

(2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VII (A) Doctoral degree from an accredited institution

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
 - c. If appropriate documentation cannot be submitted, the faculty member's employment with the district shall be terminated. In such case, the faculty member can only be reemployed if he/she submits all appropriate documentation by the new initial date of hire.
2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
3. Quarter units are multiplied by 2/3 to determine semester unit equivalent.
4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

STEP PLACEMENT

1. **11.4.1 Initial Credit Step Placement:** The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule. Credit for initial step placement beyond step 2 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience, the equivalent of 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement.
2. **11.4.1.1. Initial Credit Step Placement:** For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

APPENDIX B
PART-TIME FACULTY ASSOCIATION
SALARY SCHEDULES
(NON-CREDIT)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Noncredit) .88% COLA
SALARY SCHEDULE WITH PARITY INCREMENTS**

As set forth in Article 20 – Parity, Section 20.4

Instructional					Activity & Non-Classroom				
FALL 2013 TERM					FALL 2013 TERM				
Step	Column I	Column II	Column III	Column IV	Step	Column I	Column II	Column III	Column IV
1	36.83	38.70	N/A	N/A	1	26.42	N/A	N/A	N/A
					1-a	30.79	N/A	N/A	N/A
1	37.93	39.86	41.79	43.71	1	27.21	29.14	31.07	33.00
2	38.61	40.49	N/A	N/A	2	27.70	N/A	N/A	N/A
					2-a	30.93	N/A	N/A	N/A
2	39.77	41.70	43.63	45.55	2	28.53	30.46	32.39	34.32
3	40.42	42.29	N/A	N/A	3	29.00	N/A	N/A	N/A
					3-a	30.97	N/A	N/A	N/A
3	41.63	43.56	45.49	47.41	3	29.87	31.80	33.73	35.66
4	42.17	44.04	N/A	N/A	4	30.25	N/A	N/A	N/A
					4-a	30.91	N/A	N/A	N/A
4	43.43	45.36	47.29	49.21	4	31.16	33.09	35.02	36.95
5	44.04	45.92	N/A	N/A	5	31.64	N/A	N/A	N/A
					5-a	30.95	N/A	N/A	N/A
5	45.36	47.30	49.23	51.15	5	32.56	34.49	36.42	38.35
6	45.80	47.68	N/A	N/A	6	32.88	N/A	N/A	N/A
					6-a	30.98	N/A	N/A	N/A
6	47.17	49.11	51.04	52.96	6	33.86	35.79	37.72	39.65
7	47.45	49.34	N/A	N/A	7	34.06	N/A	N/A	N/A
					7-a	31.02	N/A	N/A	N/A
7	48.87	50.82	52.75	54.67	7	35.08	37.01	38.94	40.87

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INITIAL PLACEMENT

1. All new noncredit part-time faculty are placed on step one (1). Non-credit part-time faculty can be placed at step 2 with previous teaching experience in the discipline of assignment and at an accredited institution for initial placement. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement. Eligibility for step 2 placement for non-credit faculty shall begin fall semester 2006 and apply to all new hires and returning faculty at step 1 as of fall semester 2006.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. One year equals two semesters or one semester plus a summer session. Advancement is granted at the beginning of each fall and spring semester, and no more than one year's experience can be calculated during any one fiscal year. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

NONCREDIT ASSIGNMENTS

1. Noncredit class assignments will be placed ~~at either in the appropriate column Column I or Column II~~ of the instructional rate with the exception of exercise, conditioning, swimming class assignments, and skills labs, which will be placed at the activity and non-classroom rate. Noncredit non-classroom assignments shall be paid at the activity rate.

COLUMN DEFINITIONS FOR INSTRUCTIONAL SALARY PLACEMENT

1. Column I - All non-credit instructors who do not qualify for Column II
2. Column II - Bachelor's degree or higher from an accredited institution in a discipline specific to the teaching assignment.
3. Column III – Master's degree from an accredited institution in a discipline specific to the teaching assignment.
4. Column IV- Doctoral degree from an accredited institution in a discipline specific to the teaching assignment

PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT

1. All new part time faculty are placed on step one (1) of the appropriate column.
2. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all degrees successfully completed. Salary schedule placement shall be based upon degrees presented at that time and shall be final. All documents are subject to approval of the administration.

- a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
3. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
 4. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who receive a bachelor's degree, master's degree, or doctorate degree ~~or higher~~ in his/her field of authorized instructional or non-instructional assignment from an accredited college or university will be advanced ~~into column H~~ into the appropriate column without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

ACTIVITY AND NON CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: The District and The Faculty Association of Allan Hancock Joint Community College Contract Reopeners for Fiscal Year 2013-2014		
Reason for Board Consideration: ACTION	Item Number: 15.F.	Enclosures: Page 1 of 2

BACKGROUND

Pursuant to Government Code Section 3547.5 initial proposals by the District and the exclusive representative for The Faculty Association of Allan Hancock College are required to be presented in public Board meeting and the public given an opportunity to comment.

STATUS

The initial proposal of the District and The Faculty Association of Allan Hancock College is presented in accordance with Board Policy 3100.

FISCAL IMPACT

To be determined through negotiations between the district and The Faculty Association of Allan Hancock College

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on September 10, 2013, in accordance with Board Policy 3100.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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**The Allan Hancock Joint Community College District Collective Bargaining Agreement
with the Faculty Association of Allan Hancock College
2013-2014 Article Openers for Negotiations**

The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

The following are the issues and interests jointly represented by the District and Faculty Association for negotiations during the 2013-14 academic year.

Article 11– Health and Welfare

This is an automatic reopener as provided in Article 1.4 of the Collective Bargaining Agreement.

Article 14 – Compensation

This is an automatic reopener as provided in Article 1.4 of the Collective Bargaining Agreement.

Article 20 – Conduct and Disciplinary Action

The District has an interest to introduce a new Article to address faculty conduct and disciplinary procedures.

Article 21 – Technology and Equipment

The Association has an interest to introduce a new Article to address workplace technology and equipment.



To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: 2013-14 State Budget Update		
Reason for Board Consideration: INFORMATION	Item Number: 16.A.	Enclosures: Page 1 of 1

BACKGROUND:

Governor Brown signed the state budget on June 27, which includes a 1.57 percent Cost of Living Adjustment (COLA) and a statewide enrollment restoration percent of 1.63. Other community college highlights of the state budget are shown below with Allan Hancock College estimates in the right column. Dr. Elizabeth Miller attended the state budget workshop on August 6 and has updated the information.

MAIN PROGRAM AUGMENTATIONS**AHC TO RECEIVE**

- | | |
|---|--------------------|
| • Student Success: \$50 million, total of \$99.2 million | \$400,000 estimate |
| • Proposition 39 Energy Efficiency: \$48 million (to be allocated by the State Chancellor's Office) | \$384,000 estimate |
| • Scheduled Maintenance: \$30 million, 1 to 1 match obligation | \$114,744 estimate |
| • Instructional Equipment: 1 to 3 district to state match obligation | \$114,744 estimate |

Another significant adjustment affects deferral buydown. At the beginning of 2011-12, the state had accumulated \$961 million of deferral debt owed to community colleges. This debt was reduced by \$160 million as a result of the 2012-13 Education Trailer Bill. The 2013-14 state budget includes \$178.6 million Proposition 98 General Fund in 2012-13 and \$30 million Proposition 98 General Fund in 2013-14 to retire apportionment deferrals. This will reduce borrowing costs at community colleges as a result of improved cash flow and reduce the outstanding community colleges deferral debt to \$592.5 million. The deferral for Allan Hancock College will be reduced from \$9.5 million to \$5.4 million.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Grant Proposals Submitted		
Reason for Board Consideration: INFORMATION	Item Number: 16.B.	Enclosures: Page 1 of 1

BACKGROUND:

The office of institutional grants has submitted the following grant application for a total of \$248,000 in requested funds:

1. Santa Barbara Foundation – Strategy Innovation Grant – Make It Your Business Center \$248,000

The college has submitted an application to support the expansion of the Small Business Entrepreneurship Center to a “co-working” space for local business start-ups and micro-enterprises and will provide assistance to underserved entrepreneurs in starting and expanding businesses.

No matching funds are required. The project period is January 2013 – December 2016. (Submitted by A. Cremarosa, R. Bennie)

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Annual Distance Learning Report		
Reason for Board Consideration: INFORMATION	Item Number: 16.C.	Enclosures: Page 1 of 2

BACKGROUND

Annually, staff prepares a brief report on distance learning for the Board in accordance with CCR Title 5, section 55210.

REPORT

Statistics:

Due to the state budget crisis, distance learning has been in a reduction mode since 2009-2010.

Year (Fall)	Internet	Hybrid	Other (Audio, Video, TV, etc)	Total
2003	70	7	21	98
2004	104	7	16	127
2005	110	8	13	131
2006	141	9	15	165
2007	152	11	14	177
2008	174		10	184
2009	174		4	178
2010	163			163
2011	145			145
2012	146			146

<u>YEAR</u>	<u>FTEs</u>
2002/03	450.15
2003/04	594.78
2004/05	1019.10**(See Note)
2005/06	1198.30
2006/07	1325.90
2007/08	1346.00
2008/09	1136.90
2009/10	1179.00
2010/11	1128.60
2011/12	1159.00
2012/13	1187.59

** Years prior to 2004/05 were calculated in-house using data from several sources, including the Registrar and Institutional Research Office. Starting with 2004/05, data is calculated at the Chancellor’s office using MIS files supplied by the district.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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The student headcount for distance learning in fall 2012 was 4,141, about the same as the previous fall due to the district's desire to manage enrollment efficiently. The average class size rose from 41.2 in fall 2011 to 41.5 in 2012. The increase in class size is likely due to student demand in an era of limited sections.

Technology:

There were no major technology changes in the Blackboard platform over the past year. By the end of 2013, it is anticipated that AHC will move to version 9.1, service pack 11. In fall 2012, 464 course sections were supported on Blackboard; of these, 122 are categorized as distance learning for reporting purposes, and 342 were onsite courses utilizing Blackboard for some course components.

Analysis:

In summer 2013, AHC distance learning enrollment (4159) topped both day (2548) and evening (1685) enrollment onsite. The online students continue to be older as a group than onsite students; 63.6% are between 20 and 34 years old. The majority continue to be local, with 62% within the AHC district and another 19.8% from San Luis Obispo County; less than 1% were from out of state in spring 2012. A definite trend in online demographics is the increase in Hispanic students, which has risen at AHC from 29.4% of students in fall 2008 to 36.3% in fall 2011. Success rates for students in online courses remains low at both the state level (58%) and AHC (52%). One reason for this is the "disappearing" online student, who doesn't drop but stops working actively within a course, often after financial aid is disbursed. Those grades typically turn into an F, lowering the overall success rate.

The Future:

This was the year of the MOOC—Massive Open Online Courses. No other aspect of distance education was as consistently ever-present in the media and literature of online learning. Initially offered at prestigious institutions such as Harvard, Stanford, and MIT on their proprietary platforms, they are now spreading rapidly through for-profit providers such as Udacity, which partnered with San Jose State College to offer three online entry-level math courses. It was announced in mid-July that SJS is "pausing" after this spring, in which MOOC students were about 51% successful vs. 74% success for onsite students.

On the California Community College front, Mt. San Jacinto College developed a basic writing MOOC using the Coursera platform through funding from the Bill and Melinda Gates Foundation. At the state level, the Chancellor's Office and the statewide Academic Senate leaders are exploring how to best utilize MOOCs, which clearly sit outside the existing CCCCO's guidelines and California Education Code on distance learning. Their initial plan, according to the *InsideHigherEd* website, is to use MOOCs for challenge exams and remedial tutorials.

At this point in time, completion rates for MOOC courses are still very low, around 7% according to a May 2013 study. However, Colleges across the nation are wrestling with how to award credit to students showing up with MOOC certificates, and whether to charge fees for MOOCs. In some cases, MOOCs are free to students that don't want credit for them, but there is a charge for a completion certificate or other evidence of credit. In Florida, Governor Rick Scott signed a bill in July 2013 allowing MOOCs to be used to teach four subjects in K-12, and ordered Florida education officials to set rules that will allow students to earn college transfer credits through MOOCs.

AHC distance learning staff learned in July 2013 that there is an opportunity to obtain a free MOOC platform from Blackboard, the vendor that provides the current for-credit online learning management system. Details are being pursued, with staff training, orientations, and basic skills review materials the initial proposed uses.



AGENDA ITEM

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: Employee Resignation		
Reason for Board Consideration: INFORMATION	Item Number: 16.D.	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following resignation:

Resignation

Sarah Thien, public/sports information specialist, public affairs and publications, effective August 8, 2013.

Ms. Thien has been employed with the district as a classified bargaining unit employee since November 17, 2008.

Administrator Initiating Item: C. Mesaros	Final Disposition:
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To: Board of Trustees	Date: August 20, 2013	
From: Superintendent/President		
Subject: Bond Measure I Report		
Reason for Board Consideration: INFORMATION	Item Number: 16.E.	Enclosures: Page 1 of 5

STATUS

Project Name & Phase	Bldg. Sq. Ft.	Budget	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
One Stop Student Services Center (C)	65,841	\$39,198,920	\$8,801,894	\$29,985,811	\$411,215	87%	Oct-Dec 2013
Public Safety Complex (C)	99,938	\$37,946,792	\$5,258,482	\$30,943,342	\$1,747,968	80%	Oct 2013
Childcare Center Addition (C)	11,666	\$8,696,208	\$291,836	\$8,273,123	\$131,249	99.9%	Jan 2013
Fine Arts Complex (WD)	N/A	\$3,131,932	\$318,034	\$2,418,149	\$395,749	95%	Fall 2013
Theatre Arts Complex (WD)	N/A	\$306,847	\$122,953	\$179,890	\$4,004	95%	Fall 2013
Industrial Technology/Physical Education and Athletic Fields (C)	35,305	\$24,712,722	\$9,687,171	\$13,475,969	\$1,549,582	60%	Jan 2014
Building D, Repairs and Upgrades (C)	38,389	\$5,941,868	\$1,437,994	\$4,262,786	\$241,088	88%	Sept 2013
Lompoc Valley Center, Repairs and Upgrades (WD)	17,538	\$169,000	\$2,500	\$115,711	\$50,789	95%	Summer 2013
Technology and Instructional Equipment Modernization	N/A	\$11,161,046	\$72,346	\$7,899,288	\$3,189,412	71%	Summer 2016
VOIP Equipment	N/A	\$1,594,000	\$2,607	\$1,491,482	\$100,410	94%	Dec 2013
GO Bond Technology General	N/A	\$106,126	\$10,500	\$80,796	\$14,830	86%	Summer 2016

Project Phase Key

C: Construction

WD: Working Drawings

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

Casework, countertops and doors are being delivered and installed in building A. Painting is ongoing at all buildings. Interior storefront frame installation has begun in buildings A and A2. Acoustical ceiling grid and light fixtures have been installed throughout buildings A and A2 and are moving forward in building B. Acoustic tile installation has begun in buildings A and A2. Fire alarm wiring and data cable is being installed throughout all buildings. Site concrete walkways have been placed at the north side of building A. Irrigation is being completed in the north parking lot. Final grading and drainage work is underway in preparation for flat work concrete paving. Asphalt is being placed in the north parking lot, and light pole bases have been poured.

Of the current project budget of \$37,247,428.00, a total of 98.9% has been committed; of the 98.9% committed, 77.3% has been paid. Division of State Architect (DSA) inspector estimates the project is 87% 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, tile grout, light fixtures, HVAC grills, fire alarm, and finish plumbing are in progress. At the apparatus vehicle storage building, finish plumbing and roll-up door testing are proceeding. High temperature lining (HTL) installation continues at the fire training tower,. At the fire prop building, the testing of HTL anchor bolts is taking place. At the shooting range, electrical finish work and drywall of garage steel beams is almost complete. Fine grading for asphalt pavement at the fire training area is complete. Landscaping is in progress.

The revised budget for this project is \$37,946,792, a total of 95.4% has been committed; of the 95.4% committed, 85.5% has been paid. DSA inspector estimates the project is 80% 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 substantially complete in designated locations. Recent construction has included punch list, corrective work and finalizing the photovoltaic solar panel system. The audiovisual system installation is in the final phase; cable terminations, programing and testing are in progress. Completion of pending work is on schedule to be final by mid-August.

The revised budget for this project is \$8,696,208, a total of 98.5% has been committed; of the 98.5% committed, 96.6% has been paid. DSA inspector estimates the project is 99% 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) programs 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 14.3% has been committed; of the 14.3% committed, 45.5% 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 19.5% has been committed; of the 19.5% committed, 60.9% 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 progress on Increment 1, component C - football/track/practice, includes placement of sod at athletic fields & track, installation of track amenities, and perimeter fencing. Construction progress on Increment 2, component A - Industrial Technology building includes; installation of interior metal stud framing, exterior gypsum sheathing, along with rough-in mechanical, plumbing, and electrical at building

O-100; concrete masonry unit grouting, installation of steel embeds and door frames at building O-200. In addition, installation of electrical at the PCPA storage building continues.

Of the revised project budget of \$24,712,722, a total of 93.7% has been committed; of the 93.7% committed, 58.2% has been paid. DSA inspector estimates the project is 60% 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, 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. However, productions ceased during the month of July and the contractor was able to take advantage of the unoccupied space to complete the remaining drywall patch work. In the Marian Theatre, mechanical work continues with the new duct shaft in progress. Drywall installation is nearly complete with texturing and painting following closely behind. Fabric wall finishes have been finalized and suspended acoustic ceiling work is underway. Restroom ceramic tile work is in place with partitions and plumbing fixture finish work in progress. Roofing and parapet cap replacement is substantially complete except for painting. Exterior painting and cement plaster are proceeding.

The fire alarm is complete and operating. Parking lot work was completed and opened for use on June 24, 2013, a week ahead of schedule. Mechanical work at the Severson is substantially complete and drywall is nearing completion with texturing and painting underway. Most hollow metal door frames are installed. Roofing replacement is substantially complete except for parapet caps and exterior painting is ongoing. Installation of electrical fixtures continues.

Of the revised budget of \$5,941,868.16 a total of 95.9% has been committed; of the 95.9% committed, 74.8% has been paid. DSA inspector estimates the project is 88% 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.

In March 2013, Division of the State Architect (DSA) requested additional information from Harris Architects. That information has been provided by Harris Architects and DSA approval continues to be estimated by the end of summer 2013.

Of the current budget of \$169,000, a total of 68.5% has been committed; of the 68.5% committed, 100% has been paid.

TECHNOLOGY PROJECTS

Technology and Instructional Equipment Modernization: The Technology Advisory Committee (TAC) recommended the following major modernization purchases in July: fifteen touch screen computers for business education, and new software for lab attendance and badge pictures.

Of the \$11,161,046 budget, a total of 71% has been committed.

VOIP Equipment Project: Testing of the E 911 location database is still in progress.

Of the \$1,594,000 budget, a total of 94% has been committed.

GO Bond Technology General: In July, the ONESolution training started. A Business Process Review of Human Resources and Payroll services was held.

Of the \$106,126 budget, a total of 86% has been committed.

To: Board of Trustees		Date: August 20, 2013
From: Superintendent/President		
Subject: District Monthly Financial Report		
Reason for Board Consideration: INFORMATION	Item Number: 16.F.	Enclosures: Page 1 of 12

BACKGROUND:

Attached are copies of financial statements for the following funds:

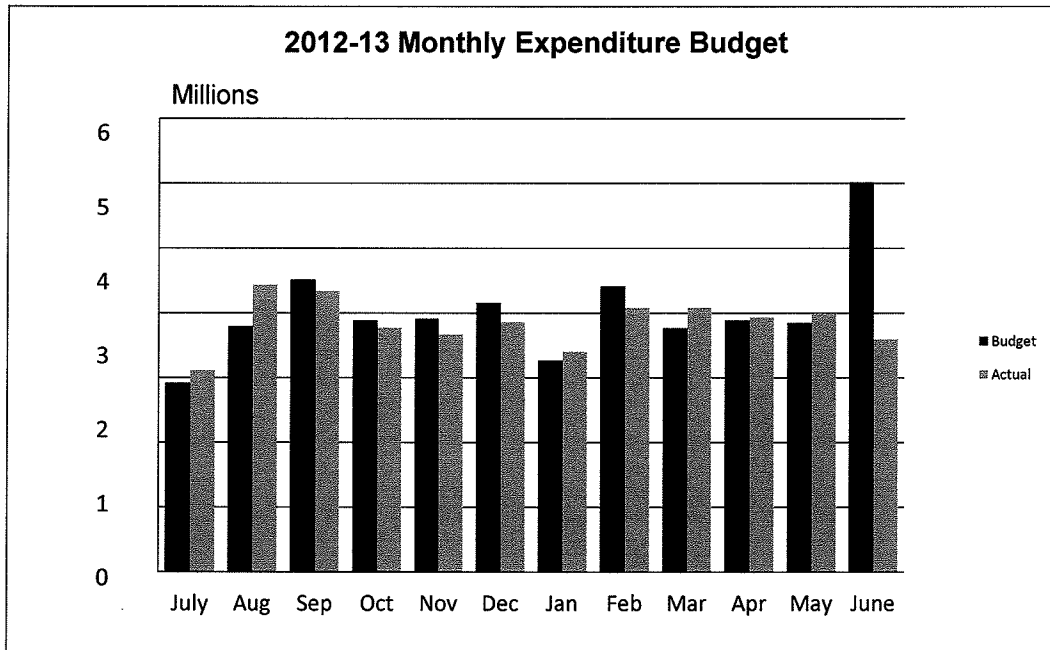
- General Fund Unrestricted - Monthly Budget Report
- General Fund - Unrestricted
- General Fund - Restricted
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Bookstore Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability 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

	June Budget	June Expenditures	Percentage Variance	
Academic Salaries	878,763	906,929	103.21%	*
Classified Salaries	1,136,738	865,313	76.12%	
Employee Benefits	1,662,246	880,760	52.99%	
Supplies and Materials	323,532	142,714	44.11%	
Contracted Services	1,399,186	612,398	43.77%	
Capital Outlay	61,444	151,222	246.11%	*
Other Outgo/Transfers	<u>555,690</u>	<u>40,322</u>	7.26%	
	6,017,599	3,599,658	59.82%	

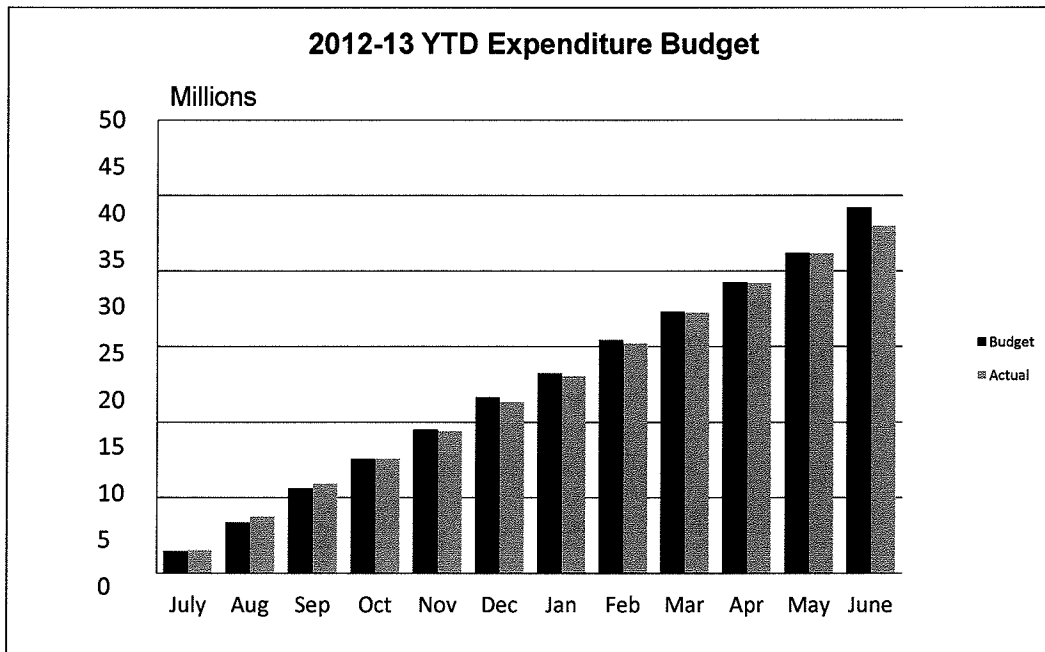


* Variances in monthly expenditures reflect timing differences from prior years.

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

Year to Date Expenditures

	July-June Budget	July-June Year to Date	Percentage Variance	
Academic Salaries	19,662,155	19,781,626	100.61%	*
Classified Salaries	10,579,454	10,125,200	95.71%	
Employee Benefits	9,076,217	8,317,826	91.64%	
Supplies and Materials	1,264,149	968,616	76.62%	
Contracted Services	5,958,781	4,629,086	77.69%	
Capital Outlay	274,704	498,528	181.48%	*
Other Outgo/Transfers	<u>1,592,292</u>	<u>1,698,796</u>	106.69%	*
	48,407,752	46,019,678	95.07%	



* 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 06/30/2013

	Rounded to the Nearest Dollar			RESTRICTED BUDGET	RESTRICTED ACTUAL	% BUDGET
	UNRESTRICTED BUDGET	UNRESTRICTED ACTUAL	% BUDGET			
REVENUES:						
Federal	25,200	32,797	130.15%	3,848,553	2,520,028	65.48%
State	31,448,432	31,470,394	100.07%	4,264,314	3,525,129	82.67%
Local	16,111,581	17,529,419	108.80%	1,322,062	1,436,365	108.65%
Total Revenues	<u>47,585,213</u>	<u>49,032,610</u>	<u>103.04%</u>	<u>9,434,929</u>	<u>7,481,522</u>	<u>79.30%</u>
EXPENDITURES:						
Academic salaries	19,458,156	19,781,626	101.66%	1,548,332	1,380,559	89.16%
Classified salaries	10,483,454	10,125,200	96.58%	2,872,961	2,347,197	81.70%
Employee benefits	9,076,216	8,317,826	91.64%	1,032,383	881,481	85.38%
Supplies and materials	1,264,149	968,616	76.62%	839,870	478,795	57.01%
Contracted services	5,958,781	4,629,086	77.69%	1,422,963	914,971	64.30%
Capital outlay	274,703	498,528	181.48%	1,305,843	934,690	71.58%
Total Expenditures	<u>46,515,459</u>	<u>44,320,883</u>	<u>95.28%</u>	<u>9,022,351</u>	<u>6,937,693</u>	<u>76.89%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,069,754	4,711,728	440.45%	412,578	543,828	131.81%
OTH FIN SRCES (USES):						
Operating Transfers IN	311,510	79,641	25.57%	121,907	33,129	27.18%
Operating Transfers OUT	1,592,293	1,698,796	106.69%	999,780	222,396	22.24%
Total Oth Fin Srces (Uses)	<u>(1,280,783)</u>	<u>(1,619,154)</u>	<u>126.42%</u>	<u>(877,874)</u>	<u>(189,267)</u>	<u>21.56%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(211,029)</u>	<u>3,092,573</u>		<u>(465,296)</u>	<u>354,561</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>7,702,917</u>		<u>5,632,708</u>	<u>6,452,566</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
SPECIAL REVENUE
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 06/30/2013

Rounded to the Nearest Dollar

	CHILD DEVEL BUDGET	CHILD DEVEL ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Federal	188,956	183,788	97.27%
State	270,108	198,783	73.59%
Local	140,500	185,518	132.04%
Total Revenues	<u>599,564</u>	<u>568,089</u>	<u>94.75%</u>
EXPENDITURES:			
Academic salaries	236,285	234,786	99.37%
Classified salaries	294,571	287,746	97.68%
Employee benefits	77,923	76,871	98.65%
Supplies and materials	34,098	27,898	81.82%
Contracted services	6,331	2,079	32.83%
Capital outlay	221	0	
Total Expenditures	<u>649,428</u>	<u>629,380</u>	<u>96.91%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(49,864)	(61,291)	122.92%
OTH FIN SRCES (USES):			
Operating Transfers IN	50,516	40,823	80.81%
Total Oth Fin Srces (Uses)	50,516	40,823	80.81%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>652</u>	<u>(20,468)</u>	
FUND BALANCE:			
Fund balance, July 1	150,580	173,447	
Current balance	<u>151,232</u>	<u>152,979</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 06/30/2013

Rounded to the Nearest Dollar

	<u>PCPA BUDGET</u>	<u>PCPA ACTUAL</u>	<u>% BUDGET</u>
REVENUES:			
Earned income			
Ticket Revenue	1,309,087	1,371,748	104.79%
Handling	39,669	43,278	109.10%
Concessions	20,000	25,268	126.34%
Advertising	50,000	49,801	99.60%
Touring	44,800	39,349	87.83%
Other	10,000	12,476	124.76%
Total Earned Income	1,473,556	1,541,919	104.64%
Contributed Income			
Individual sources	45,000	32,247	71.66%
Fundraisers	0	9,187	
Corporations	50,000	35,930	71.86%
Foundations	507,757	464,203	91.42%
Total contributed income	602,757	541,567	89.85%
Allan Hancock College	<u>1,426,949</u>	<u>1,426,949</u>	<u>100.00%</u>
Total revenues	3,503,262	3,510,435	100.20%
EXPENSES:			
Production	1,805,711	1,739,434	96.33%
Conservatory	81,484	109,073	133.86%
Scholarships	594,312	587,714	98.89%
Administration	211,125	262,119	124.15%
Development	0	5,057	
Marketing	453,234	450,636	99.43%
Box office	273,741	263,459	96.24%
Concessions	11,500	10,173	88.46%
Outreach/YPP	67,867	68,331	100.68%
Total expenses	<u>3,498,974</u>	<u>3,495,998</u>	<u>99.91%</u>
EXCESS OF REVENUES OVER EXPENSES	4,289	14,437	336.63%
Outside events (net)	0	0	0.00%
FUND BALANCE			
Balance, July 1	4,511	4,511	100.00%
Current balance	<u>8,800</u>	<u>18,948</u>	<u>215.33%</u>

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
 CAPITAL PROJECTS FUND
 INCOME STATEMENT BY FUND
 FOR PERIOD ENDING 06/30/2013

	Rounded to the Nearest Dollar		
	CAPITAL PROJECTS BUDGET	CAPITAL PROJECTS ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
State	5,054,318	2,161,522	42.77%
Local	21,616	66,537	307.82%
Total Revenues	<u>5,075,933</u>	<u>2,228,059</u>	<u>43.89%</u>
EXPENDITURES:			
Supplies and materials	780	11,275	1,445.75%
Contracted services	14,623	9,067	62.00%
Capital outlay	5,147,702	2,658,339	51.64%
Total Expenditures	<u>5,163,105</u>	<u>2,678,681</u>	<u>51.88%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(87,172)	(450,622)	516.94%
OTH FIN SRCES (USES):			
Operating Transfers IN	0	50,301	
Total Oth Fin Srces (Uses)	0	50,301	0.00%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>(87,172)</u>	<u>(400,322)</u>	
FUND BALANCE:			
Fund balance, July 1	4,725,273	4,725,272	
Current balance	<u>4,638,101</u>	<u>4,324,950</u>	

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP
 CAPITAL PROJECTS FUND
 INCOME STATEMENT BY FUND
 FOR PERIOD ENDING 06/30/2013

Rounded to the Nearest Dollar

	GO BONDS BLDG FUND BUDGET	GO BONDS BLDG FUND ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Local	250,000	162,118	64.85%
Total Revenues	<u>250,000</u>	<u>162,118</u>	<u>64.85%</u>
EXPENDITURES:			
Supplies and materials	121,687	33,085	27.19%
Contracted services	3,434,757	2,373,441	69.10%
Capital outlay	65,798,756	39,585,457	60.16%
Total Expenditures	<u>69,355,199</u>	<u>41,991,983</u>	<u>60.55%</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(69,105,199)	(41,829,865)	60.53%
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>(2,833,665)</u>	
FUND BALANCE:			
Fund balance, July 1	30,133,426	30,133,426	
Current balance	<u>24,426</u>	<u>27,299,761</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
 ENTERPRISE FUNDS
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS
 FOR PERIOD ENDING 06/30/2013

	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
	=====	=====	=====
OPERATING REVENUES:			
Net sales	1,975,000.00	2,024,836.91	102.52%
Rental Text Income	350,000.00	388,378.45	110.97%
COST OF SALES:			
Cost of goods sold	<u>1,581,000.00</u>	<u>1,456,815.65</u>	<u>92.15%</u>
Gross profit on sales	744,000.00	956,399.71	128.55%
OPERATING EXPENSES:			
Salaries	216,950.00	512,757.27	236.35%
Employee benefits	47,050.00	142,890.54	303.70%
Supplies and materials	25,000.00	21,603.57	86.41%
Other Operating Expenses	569,240.00	185,813.68	32.64%
Total expenses	<u>858,240.00</u>	<u>863,065.06</u>	<u>100.56%</u>
Net operating income (loss)	(114,240.00)	93,334.65	(81.70)%
OTHER INCOME AND EXPENSE:			
Interest income	2,000.00	1,252.73	62.64%
Miscellaneous income	45,000.00	49,389.40	109.75%
Total other income	<u>47,000.00</u>	<u>50,642.13</u>	<u>107.75%</u>
Non-operating income/(loss)	47,000.00	50,642.13	107.75%
Net income (loss)	<u>(67,240.00)</u>	<u>143,976.78</u>	<u>(214.12)%</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>106,778.30</u>	
FUND BALANCE:			
Fund balance, July 1	<u>1,566,175.00</u>	<u>1,566,173.52</u>	
Current balance	<u>1,461,735.00</u>	<u>1,672,951.82</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 06/30/2013

	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	619,402	1,600	1,547	4,000	6,191	463,000	136,364
Total Revenues	<u>676,400</u>	<u>619,402</u>	<u>1,600</u>	<u>1,547</u>	<u>4,000</u>	<u>6,191</u>	<u>463,000</u>	<u>136,364</u>
EXPENDITURES:								
Employee benefits	0	0	139,031	52,546	0	0	0	0
Supplies and materials	0	0	0	0	0	894	0	0
Contracted services	675,000	666,928	0	0	263,000	8,086	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>675,000</u>	<u>666,928</u>	<u>139,031</u>	<u>52,546</u>	<u>263,000</u>	<u>8,980</u>	<u>0</u>	<u>0</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,400	(47,526)	(137,431)	(50,998)	(259,000)	(2,790)	463,000	136,364
OTH FIN SRCS (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>(47,526)</u>	<u>(137,431)</u>	<u>(50,998)</u>	<u>(259,000)</u>	<u>(2,790)</u>	<u>463,000</u>	<u>136,364</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>851,994</u>	<u>351,206</u>	<u>437,638</u>	<u>818,511</u>	<u>1,074,452</u>	<u>5,095,482</u>	<u>4,768,847</u>

ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 06/30/2013

Rounded to the Nearest Dollar
TRUST FUNDS

	STUDENT FIN AID	ASB	STUDENT REP FEES	DISTRICT TRUST	STUDENT CENTER FEE TRUST	AGENCY STUDENT CLUBS
REVENUES:						
Sales	0	30,619	0	122,335	0	11,782
Gifts and contributions	0	1,295	0	14,881	0	1,171
Other local revenue	0	1,350	0	10,587	0	3,257
Interest	2	46	8	476	671	13
Miscellaneous revenue	10,959,566	0	20,287	1,507	24,956	70
Total Revenues	10,959,568	33,310	20,295	149,786	25,626	16,293
EXPENDITURES:						
Salaries	0	0	0	0	0	0
Supplies and materials	0	149,803	413	71,454	0	14,171
Contracted services	0	67,109	15,396	33,904	0	972
Capital outlay	0	0	0	1,745	0	0
Total Expenditures	0	216,912	15,809	107,103	0	15,143
EXCESS REVENUES OVER (UNDER) EXPENDITURES	10,959,568	(183,602)	4,486	42,684	25,626	1,150
OTH FIN SRCS (USES):						
Operating Transfers IN	94,295	164,396	0	3,330	0	2,820
Operating Transfers OUT	11,041,048	7,970	0	14,768	0	7,474
Total Oth Fin Srcs (Uses)	(10,946,753)	156,426	0	(11,437)	0	(4,654)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	12,815	(27,176)	4,486	31,246	25,626	(3,503)
FUND BALANCE:						
Fund balance, July 1	18,435	110,441	8,604	690,814	174,750	32,514
Current balance	31,250	83,265	13,090	722,060	200,376	29,010

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 06/30/2013

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
	=====	=====	=====	=====	=====	=====	=====
REVENUE:							
Contributions	0	5,812	527,942	487,655	10,613,475	0	11,634,884
Contributions non-cash	0	2,424	0	0	0	0	2,424
Interest and dividends	12,408	22,956	0	0	0	184,633	219,996
Gain/Loss on sale of investments	7,626	2,274	0	0	0	69,831	79,731
Change in asset portfolio	(131,008)	32,805	0	0	0	580,487	482,283
Royal/Other/Bad Debt Recov.	0	500	11,613	0	0	0	12,113
Total revenue	(110,974)	66,771	539,555	487,655	10,613,475	834,950	12,431,432
EXPENDITURES:							
Scholarships	0	0	0	494,384	0	0	494,384
Student Assistance	0	0	7,059	0	0	0	7,059
Salaries	0	154,424	0	0	0	0	154,424
Employee benefits	0	9,850	0	0	0	0	9,850
Supplies and materials	0	17,289	31,179	0	0	0	48,468
Contracted personal services	0	0	4,833	0	0	0	4,833
Travel and conference	0	1,748	4,122	0	0	0	5,869
Memberships and permits	0	745	653	0	0	0	1,398
Telephone	0	1,429	0	0	0	0	1,429
Contracts and leases	0	1,966	600	0	0	0	2,566
Postage and advertising	0	2,999	0	0	0	0	2,999
Bank/brokerage charges	101	2,641	21	0	0	47,082	49,844
Miscellaneous expense	0	0	750	0	0	0	750
Building and equipment	0	215	259	0	0	0	475
Credit Card Disc. Fees	0	671	0	0	0	0	671
Total expenditures	101	193,976	49,476	494,384	0	47,082	785,018
Net income(loss)	(111,075)	(127,205)	490,079	(6,729)	10,613,475	787,869	11,646,414
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	138,773	35,771	66,513	35,035	10,252	286,344
Transfers out	0	103	298,404	95,852	28,616	163,726	586,700
Net transfers	0	138,670	(262,633)	(29,339)	6,419	(153,474)	(300,356)
Net inc/dec in fund bal	(111,075)	11,465	227,447	(36,067)	10,619,894	634,394	11,346,058
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	(111,075)	257,763	559,987	628,467	15,914,995	730,557	17,980,694

ALLAN HANCOCK COLLEGE

AUGUST 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 PCPA <i>Monty Python's Spamalot</i> at Solvang Festival Theater thru August 10	2 Campus Closed	3
4	5	6	7	8 PCPA <i>Always...Patsy Cline</i> at Severson Theater thru August 31	9 Campus Closed	10
11	12	13	14	15	16 All Staff Day	17 PCPA <i>Cyrano de Bergerac</i> at Solvang Festival Theater thru September 1 5:30 p.m. Joe White Memorial Dinner & Auction
18	19 Fall Classes Begin	20 6:00 p.m. Board of Trustees Meeting	21	22	23	24 8:00 a.m. Women's Volleyball vs. Cuesta College
25	26	27	28	29	30	31 TBA Women's Volleyball Cerro Coso Tournament

ALLAN HANCOCK COLLEGE

SEPTEMBER 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PCPA <i>Cyrano de Bergerac</i> at Solvang Festival Theater	2 College Closed Labor Day Holiday	3	4 9:30 —1:30 p.m. Bulldog Bow-WOW! Santa Maria	5	6 PCPA <i>Always...Patsy Cline</i> at Solvang Festival Theater thru September 15 9:00 a.m. Board Retreat Santa Ynez High	7 4:00 p.m. Football vs. Santa Barbara City College TBA Women's Volleyball Reedley Tournament
8	9	10 3:00 p.m. Women's Soccer vs. Antelope Valley 6:00 p.m. Board of Trustees Meeting	11 9:30 —1:30 p.m. Bulldog Bow-WOW! LVC	12 PCPA <i>Clybourne Park</i> at Severson Theatre thru September 29	13 5:30 p.m. Women's Volleyball vs. College of the Desert	14
15	16	17	18 5:00 p.m. Women's Volleyball vs. Cerro Coso	19	20	21 4:00 p.m. Football vs. Golden West
22	23	24	25	26	27	28
29	30					