
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, October 21, 2014

Larry Lahr, President
Gregory A. Pensa, Vice President
Tim Bennett
Bernard E. Jones
Hilda Zacarias
Jorge Ruiz-Calixto, Student Trustee

Allan Hancock College - Lompoc Campus
Building 1 - Room 102H - Closed Session - 4:30 p.m.
Building 3 – Room 114 - Open Session - 6:00 p.m.
One Hancock Drive
Lompoc, CA 93436

	<u>Page</u>	<u>Tent. Time</u>
1. Call to Order		4:30 PM
2. Public Comment to Closed Session		

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. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* 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 Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.

3. Adjourn to Closed Session		4:30 PM
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3.A. Potential Litigation (Govt. Code §54956.9(b): 1 case

3.B. Conference with Labor Negotiator – (Government Code §54957.6)

Agency designated representatives: Dr. Kevin Walthers
Employee Association: Faculty Association of Allan Hancock Community College

Agency designated representatives: Dr. Kevin Walthers
Employee Association: Part-Time Faculty Association of Hancock College

Agency designated representatives: Dr. Kevin Walthers
Employee Organization: Management Association

Agency designated representatives: Felix Hernandez Jr.
Employee Organization: California School Employees Association (CSEA)
Chapter #251

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| 4. | Reconvene to Open Session | 6:00 PM |
| 5. | Pledge of Allegiance | |
| 6. | Approval of Agenda as Presented | |
| 7. | Public Comment | |

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* 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.

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| 8. | Approval of Minutes | |
| | 8.A. Approval of Minutes from the September 9, 2014 regular board meeting. | 10 |
| 9. | Presentation | |
| | 9.A. Dr. Paul Murphy, dean, academic affairs/director, HSI STEM & Articulation Grant, will give a presentation on STEM fund-raising collaborations. | |
| 10. | Consent Agenda | 6:30 PM |
| | Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda. | |

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10.A. Register of Warrants Supplemental Payroll 9/10/14 Regular Payroll 9/30/14 A recommendation that the board of trustees approve commercial warrants.	18	
10.B. Acceptance of Donations A recommendation that the board of trustees accept the monetary donations of \$10,000 from Helical Products Company, Inc. and \$500 from the Santa Maria Arts Council.	70	
10.C. Authorization to Declare District Property as Surplus A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.	71	
10.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends A recommendation to approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.	72	
10.E. Equivalency Certification for Faculty A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 (formerly BP 4105) and as restricted by the equivalency certification document.	80	
10.F. New Community Services (Fee-Based) Education Classes 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.	85	
10.G. Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service A recommendation that the board of trustees approve the short-term, substitute and professional expert appointments exempt from classified service as presented.	86	

	<u>Page</u>	<u>Tent. Time</u>
10.H. Appointments, Transfers, and Promotions of Classified Employees	89	
<p>A recommendation that the board of trustees approve the appointments of Shauna Hernandez, design specialist, campus graphics, effective November 3, 2014; and Jayme Llamas, cashier, part time, business services, effective November 3, 2014; the transfer of Irene Vidaurri, office services assistant II, counseling and student services, effective October 22, 2014; and Bettie Shaw, Cal-SOAP secretary, Cal-SOAP, effective November 1, 2014; and the promotion of Josephine Cabanas, coordinator, admissions and records services, admissions and records services, effective November 1, 2014. A recommendation may be made that the board of trustees approve the appointments of cashier, business services; human resources assistant, human resources; instructional assistant, learning assistance program (2 positions); and library multimedia technician, learning resources. If a recommendation is made, a revised board agenda item will be presented.</p>		
10.I. Coaching Appointments and Stipends	91	
<p>A recommendation that the board of trustees approve coaching appointments and stipends as presented.</p>		
10.J. Out-of-Classification Assignments of Classified Employees	92	
<p>A recommendation that the board of trustees approve the out-of-classification assignments of Jesse Carlon, custodial lead worker (evening), plant services, retroactive to September 18, 2014 through September 30, 2014; and Cintia Mendoza, coordinator, academic affairs/administrative secretary V, academic affairs, effective November 3, 2014 through June 30, 2015, or earlier per district need.</p>		
10.K. New and/or Revised Classified Bargaining Unit Job Description	93	
<p>A recommendation that the board of trustees approve the new classified bargaining unit job description as presented.</p>		
10.L. New and/or Revised Management Job Descriptions	97	
<p>A recommendation may be made that the board of trustees approve new and/or revised management job descriptions. If a recommendation is made, a revised board agenda item will be presented.</p>		

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10.M. Second Reading: Revised Board Policy 1200, District Mission	98	
A recommendation to adopt revised Board Policy 1200, District Mission.		
10.N. Second Reading: Revised Board Policy 2200, Board Duties and Responsibilities	100	
A recommendation to adopt revised Board Policy 2200, Board Duties and Responsibilities		
10.O. Second Reading: Revised Board Policy 2210, Officers	103	
A recommendation to adopt revised Board Policy 2210, Officers		
10.P. Second Reading: Revised Board Policy 2305, Annual Organizational Meeting	106	
A recommendation to adopt revised Board Policy 2305, Annual Organizational		
10.Q. Second Reading: Revised Board Policy 2315, Closed Sessions	108	
A recommendation to adopt revised Board Policy 2315, Closed Sessions		
10.R. Second Reading: New Board Policy 2320, Special and Emergency Meetings	111	
A recommendation to adopt new Board Policy 2320, Special and Emergency Meetings		
10.S. Second Reading: New Board Policy 2330, Quorum and Voting	113	
A recommendation to adopt new Board Policy 2330, Quorum and Voting		
10.T. Second Reading: New Board Policy 2355, Decorum	115	
A recommendation to adopt new Board Policy 2355, Decorum		
10.U. Second Reading: Revised Board Policy 2360, Minutes	117	
A recommendation to adopt revised Board Policy 2360, Minutes		

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10.V. Second Reading: Revised Board Policy 2430, Delegation of Authority to the Superintendent/President	119	
A recommendation to adopt revised Board Policy 2430, Delegation of Authority to the Superintendent/President		
10.W. Second Reading: New Board Policy 2431, Superintendent/President Selection	122	
A recommendation to adopt new Board Policy 2431, Superintendent/President Selection.		
10.X. Second Reading: New Board Policy 2435 Evaluation of the Superintendent/President	124	
A recommendation to adopt new Board 2435 Evaluation of the Superintendent/President.		
10.Y. Second Reading: Revised Board Policy 2745, Board Self-Evaluation	126	
A recommendation to adopt Revised Board Policy 2745, Board Self-Evaluation		
11. Oral Reports		6:35 PM
11.A. Superintendent/President's Report		
11.B. Board Member Reports		
11.C. Association Reports		6:45 PM
1) Management Association		
2) Part-Time Faculty Association		
3) Faculty Association		
4) Academic Senate		
5) California School Employees Association		
6) Associated Student Body Government		
7) AHC Foundation		
12. Action Items		7:15 PM
12.A. Acceptance of Grants Approved	128	
A recommendation to accept funded proposals.		

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12.B. Parking Lot 8 Renovation, Bid 14-02, Change Order 3	129	
A recommendation to approve change order 3 to the contract with V. Lopez & Sons Inc. and to authorize the vice president, facilities and operations, to sign change order 3.		
12.C. Authorization to Borrow up to 60 Percent of the District's Equity in the Self-Insured Program for Employees (SIPE) Workers' Compensation Joint Powers Authority (JPA)	131	
A recommendation that the board of trustees authorize the district to borrow up to 60 percent of the district's equity in the SIPE workers' compensation JPA if needed for cash flow purposes.		
12.D. Adoption of the 2014-15 Education Protection Account Expenditure Plan	132	
A recommendation that the board of trustees adopt the 2014-15 Education Protection Account expenditure plan.		
12.E. Vice President/Management Restructure	134	
A recommendation may be made that the board of trustees approve a restructure of vice president/management positions. If a recommendation is made, a revised board agenda item will be presented.		
13. Information Items		7:30 PM
13.A. Grant Proposals Submitted	135	
A report on grant proposals submitted.		
13.B. Progress Report of District Accomplishments for 2013-2014	136	
A report of the accomplishment of the college during the 2013-2014 academic year.		
13.C. Quarterly Report on Volunteers	147	
Quarterly report on volunteer aides.		

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13.D. Employee Resignations, Retirement, and Separation From Service	150	
<p>The Superintendent/President has accepted the resignation of Crystal Suarez, cook, children’s center, effective September 8, 2014; and the resignation of Shelley Knight, human resources assistant, human resources, effective November 1, 2014; the retirement of Michael Smith, custodian (evening), plant services, effective October 16, 2014; and the separation of service of Ana Hernandez, office services assistant II, counseling and student services, effective September 8, 2014.</p>		
13.E. First Reading: Revised Board Policy 2010 Board Membership	151	
<p>A recommendation to review revised Board Policy 2010 Board Membership.</p>		
13.F. First Reading: Revised Board Policy and Administrative Procedure 2110 Vacancies on the Board	154	
<p>A recommendation to review revised Board Policy Board Policy and Administrative Procedure 2110 Vacancies on the Board.</p>		
13.G. First Reading: Revised Board Policy and New Administrative Procedure 2340 Agendas	158	
<p>A recommendation to review revised Board Policy and New Administrative Procedure 2340 Agendas.</p>		
13.H. First Reading: Revised Board Policy and new Administrative Procedure 2345 Participation at Board Meetings	165	
<p>A recommendation to review revised Board Policy new Administrative Procedure 2345 Participation at Board Meetings.</p>		
13.I. First Reading: Revised Board Policy and Administrative Procedure 2710 Conflict of Interest	172	
<p>A recommendation to review revised Board Policy and Administrative Procedure 2710 Conflict of Interest</p>		
13.J. Operating Procedures for the Public Safety Training Complex	181	
<p>A report on the status and action plan for the development of operating procedures for the use of the Public Safety Training Complex.</p>		

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13.K. Governmental Accounting Standards Board (GASB) 45	182	
An update on the current status of GASB 45 compliance related to retiree health benefit liabilities		
13.L. Monthly Report - Associate Superintendent, Administrative Services	184	
A monthly report on the year-to-date data for various funds.		
13.M. Monthly Report – Associate Superintendent, Academic Services	197	
A monthly report on academic services.		
13.N. Monthly Report –Associate Superintendent, Student Services	198	
A monthly report on student services.		
13.O. Monthly Report -Vice President, Facilities & Operations	199	
A status report on the Bond Measure I projects.		
13.P. Student Success and Support Program Plan (3SP)	209	
A recommendation to approve the Student Success and Support Plan (3SP).		
14. New Business		8:00 PM
15. Calendar	265	
16. Adjournment		8:05 PM

The next regular meeting of the Board of Trustees will be held on Tuesday, November 18, 2014. 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, September 9, 2014

Larry Lahr, President
Gregory A. Pensa, Vice President
Tim Bennett
Bernard E. Jones
Hilda Zacarías
Jorge Ruiz-Calixto, Student Trustee

Allan Hancock College
Closed Session – Captain’s Room, B-102
Open Session – Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Lahr called the meeting to order at 4:33 p.m. with the following trustees present:
Bernard Jones, Larry Lahr, Greg Pensa, Hilda Zacarías

Trustees absent: Tim Bennett

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 4:34 p.m.

4. Reconvene to Open Session

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

5. Pledge of Allegiance

Daniel Hernandez, ASBG president, led the audience in the pledge of allegiance.

6. Approval of Agenda as Presented

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

Ayes: Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

7. Public Comment

Holly Costello introduced herself and spoke on behalf of other administrative secretaries present. She explained the duties of administrative secretaries. She referred to data from a

recent salary scale report that indicates administrative secretaries are paid 15 percent below the market median. She noted that there is a misconception that administrative secretary jobs are entry level positions and went on to review job requirements. She stressed that these positions carry lots of responsibilities yet earn less than some student workers. She shared that some administrative secretaries find it necessary to work second jobs, obtain cash advances, and gave examples of her colleagues not making ends meet. She noted the report recommended that administrative secretaries I be moved to salary range 15, however that is still not a competitive wage. She suggested, for the group, moving the administrative secretaries I salaries to range 21. This should be followed by moving the secretaries II and III to range 24 and 27 respectively. She asked the Board to direct the negotiations team to be fair and equitable and work with CSEA to make Hancock College a place where people can afford to work.

8. Approval of Minutes

8.A. Approval of Minutes from the August 19, 2014 regular board meeting.

On a motion by Trustee Jones, seconded by Trustee Pensa, the Board voted unanimously to approve the minutes for the August 19, 2014 regular board meeting as submitted. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

9. Presentation

9.A. Board Policies and Procedures

Dr. Jane Wright, consultant with the California Community College League, addressed the Board. She explained that she coordinates board policies for the Community College League of California. She gave a brief overview of her experience. She reviewed the amount of policies and procedures Hancock College has. She noted there are policies that are unique to Hancock College and reviewed the foundation of the policies and procedures. She referred to a new list of college policies and procedures that have ties to accreditation standards as of June 2014. She explained the differences between a policy, a procedure, and guidelines specific to departments. She encouraged reviewing policies on a continuous cycle. She shared a sample of a flowchart that shows the process used to review and approve policies. She recommended reviewing one chapter of policies at a time. She suggested cross-referencing revised board policies and procedures with information contained in handbooks and webpages.

10. Consent Agenda

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

Ayes: Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

11. Oral Reports

11.A. Superintendent/President's Report

Dr. Walthers acknowledged Dr. Miller's upcoming retirement and thanked her for her service to the district. He shared a copy of the Strategic Plan and noted that key people in the community will also receive copies of the plan. He asked Dr. Murphy to update the Board on the college's enrollment.

Dr. Murphy said that enrollment is not at the desired number and there are strategies to reach it. He explained how FTEs enrollment can be claimed, including how enrollment can be claimed based on the prior year. When the fall semester started, almost 200 fewer FTEs (Full-time equivalent) were claimed, deferred to this year, than the prior year. He went on to explain that last year, the target apportionment was met. The semester census for term one is known, term two will not be known until it starts. There is a need to look at ways to grow. The FTE in enrollment growth is not matching the increase in sections. In the fall, there was a growth of 3.36 in sections with a student growth of 2.2. This is also happening in other community colleges in California. There are plans to address the situation by promoting classes, encouraging students to consider term two classes. Staff is working with student services, counseling, and student ambassadors to promote term two classes. They plan to offer classes on Friday and Saturday to make better use of classrooms. A review of where cuts were made in order to bring back some of those sections will take place. He noted that students who would normally come to community colleges have other options. The economic recovery has increased job opportunities and allowed students to go to four-year institutions.

Dr. Walthers reported that Hancock College was not selected to receive the Aspen prize. He thanked the staff who helped prepare the application. He plans to follow up with Aspen and see where improvement is needed and be better prepared in the future. He announced that the district-wide planning retreat is scheduled to be held on November 6 and 7 in Lompoc. He said a discussion to award bachelor degrees has taken place. He also shared a list of the companies that have committed to participate in the Career Exploration Day event.

11.B. Board Member Reports

Trustee Jones recalled a fond memory of meeting Dr. Miller. He thanked her for all her work at the college.

Trustee Pensa reported that he joined the Santa Barbara County School Boards Association on a tour of the Public Safety Training Complex. He noted the attendees were very impressed with the complex.

Trustee Lahr said he plans to attend the Quarterly Schools meeting and explained the nature of the meeting. He will also join other college staff in New York to attend a bond credit rating presentation. He said Dr. Miller has left a mark at Hancock College and has stepped up to every challenge.

Trustee Zacarías was able to attend a Marian Hospital Foundation event and a Labor Day picnic.

Student Trustee Ruiz-Calixto apologized for not being able to attend the last board meeting. He reported that ASBG held an ice bucket challenge event and raised \$1087 for ALS. He said 66 participants attended the BowWOW! event on September 3.

11.C. Association Reports

1) Part-Time Faculty Association

Danielle Blanchard thanked Dr. Miller for her faithful leadership. She said the Labor Day picnic was very successful. She thanked Dr. Walthers, Trustees Bennett and Zacarías for attending.

2) Faculty Association

No report was given.

3) Academic Senate

Glenn Owen reported Academic Senate is going to create a couple of new standing committees. He went on to share which Academic Senate members are going to participate on the college's accreditation self-study. He listed some of the board policies they will be working on which cover program and curriculum development, pre-requisites, program review, and other 10+1 guidelines. He noted that the program discontinuance policy will be renamed to Program Vitality. He said faculty looks forward to working together on developing options and plans for a baccalaureate program.

4) California School Employees Association

Regina Smith thanked the administrative secretaries for coming to the board meeting to address the Board of Trustees. She said the administrative secretaries take on a lot more work and do not get paid for it. She said CSEA was disappointed to see the counter proposal received shows everyone will be taking home less pay.

5) Associated Student Body Government

Daniel Hernandez reported that ASBG has a full board of directors. He invited everyone to the seating ceremony on Wednesday. They will now focus on finding representatives for all councils. He invited everyone to attend a 9/11 remembrance ceremony in the courtyard at 11:00 a.m.

6) AHC Foundation

Jeff Cotter attended the Joe White Memorial dinner, a Marian Hospital Foundation fundraiser, and was a guest speaker at the Lompoc Rotary Cub. He said the Hancock College Foundation is pursuing a web-based scholarship application program. He added that the foundation's financial picture looks very good as it is well invested and managed.

7) Management Association

No report was given.

12. Action Items

12.A. Acceptance of Grants Approved

On a motion by Trustee Pensa, seconded by Trustee Jones, the Board accepted grant funded proposals. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

12.B. Public Hearing for the 2014-2015 Allan Hancock Joint Community College District Budget

Trustee Lahr opened the public hearing.

No comments were made.

Trustee Lahr closed the public hearing.

12.C. Adoption of the 2014-2015 Allan Hancock Joint Community College District Budget

On a motion by Trustee Jones, seconded by Trustee Pensa, the Board adopted the 2014-2015 Allan Hancock Joint Community College District Budget. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

12.D. Resolution 14-22, Appropriations Limit for the 2014-2015 Fiscal Year

On a motion by Trustee Zacarías, seconded by Trustee Pensa, the Board adopted resolution 14-22, appropriations limit for the 2014-15 fiscal year. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

12.E. One Stop Student Services Center, Bid 09-09, Change Order 34

On a motion by Trustee Jones, seconded by Trustee Pensa, the Board approved change order 34 to the contract with Solpac Construction Inc., dba Soltek Pacific Construction Company, and authorized the vice president, facilities and operations, to sign change order 34. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

12.F. Public Hearing on the Faculty Association of Allan Hancock Joint Community College Contract Reopeners with the District for Fiscal Year 2014-2015

Trustee Lahr opened the public hearing.

No comments were made.

Trustee Lahr closed the public hearing.

12.G. Public Hearing on The District's Contract Reopeners with the Faculty Association of Allan Hancock Joint Community College for Fiscal Year 2014-2015

Trustee Lahr opened the public hearing.

No comments were made.

Trustee Lahr closed the public hearing.

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

On a motion by Trustee Zacarías, seconded by Trustee Jones, the Board approved change order 13 to the contract with Flintco Pacific, Inc., and authorized the vice president, facilities and operations, to sign change order 13. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

13. Information Items

13.A. Employee Resignation

Dr. Walthers acknowledged the resignation of Donna Designs and Dr. Miller's retirement.

13.B. Administrative Organization

Dr. Walthers noted there are two cabinet level retirements and one vacant position. This allows some flexibility to change job descriptions and move functions around to fill gaps with a new administrative structure. He plans to discuss these cost neutral changes with cabinet, managers, and constituency groups. He said revised job descriptions will be posted soon.

13.C. Current Ballot Measures

In response to the Board's request for information regarding the impact Measure P will have on the college, Dr. Walthers noted that he used non-partisan verifiable sources to provide this information. He referred to a County of Santa Barbara report that provides a snapshot of income in the county. This indicates that north Santa Barbara County has the lowest income in the county. He noted that the demographics shows that 65 percent of Santa Barbara County children live in the Hancock College service area. He pointed out that from this figure, 75 percent of these children live in poverty. He stressed the need for jobs that are paid above the poverty line and the need to train Hancock College students to qualify for these jobs. He referred to data indicating a job growth in the energy industry in Bakersfield county. He pointed out that the highest growing jobs in Santa Barbara County pay approximately \$20,000 a year. He reviewed data on the mining industry which indicates an average wage is approximately \$80,000 a year, and unfortunately, have declined. He explained how mineral rights are assessed. Assessed value for property in the Hancock College District is 35 percent of the county. He shared a map that confirms the majority of oil reserves are in the north county. He added that any impact on property with oil reserves will affect the district. He said that approximately 9 million dollars are collected annually from oil and gas taxes in Santa Barbara County. If these property taxes were taken away from Hancock College, the state will assist, but it would add to the statewide deficit. He went on to compare the tax valuations of neighboring colleges. The potential impact from Measure P on funding is minimal as collections are aggregated across the state. It would affect current outstanding debt issuances if there is no new development of oil production to fund debt service and also affect the college's ability to issue remaining bond authorization dependent on growth in assessed value.

13.D. Student Success and Support Plan (3SP)

Associate Superintendent Ornelas thanked everyone who helped prepare the plan. The committee has started to vet the document with different campus groups and would like to include a student in the committee. This document will be evaluated and updated annually. She pointed out that document refers to the budget plan, but it has not been included in the draft as the state recently changed the template. This plan replaces the matriculation plan and outlines the core services which include orientation, assessment and other services. All activities outlined in the plan will be reported to the Chancellor's Office and that will drive funding. The final plan will be brought back next month. Trustee Zacarías shared a concern regarding the need to include students in the plan. Ms. Ornelas shared plans to reach out to students for their feedback.

13.E. Bond Measure I Status Report

Dr. Walthers provided the Bond Measure I Status Report for the Board to review.

13.F. District Monthly Financial Report

Dr. Walthers provided the monthly financial report for the Board to review.

13.G. Student Equity Plan

Associate Superintendent Ornelas explained that regulations require Hancock College to have a Student Equity Plan. That plan is being drafted. The goal is to have the plan approved in October. The future of a funding formula will depend on allocation and need.

14. New Business

No new business was reported.

15. Calendar

Dr. Walthers invited the audience to attend BowWOW! on Wednesday in Lompoc, the first home football game on September 13, and the 9/11 remembrance ceremony.

16. Adjournment

Trustee Lahr adjourned the meeting at 8:32 p.m.



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

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Register of Warrants		
Reason for Board Consideration	Item Number	Enclosures
CONSENT - ACTION	10.A.	Page 1 of 52

BACKGROUND:

The following warrants are submitted for board of trustees approval:

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 1,380,329.01	
SUPPLEMENTAL PAYROLL 9/10/14	531,474.93	
REGULAR PAYROLL 9/30/14	4,165,893.43	
TOTAL GENERAL FUND		\$ 6,077,697.37
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	3,227.45	
SUPPLEMENTAL PAYROLL 9/10/14	.00	
REGULAR PAYROLL 9/30/14	61,394.09	
TOTAL CHILD DEVELOPMENT FUND		64,621.54
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	5,300.62	
TOTAL GO BOND CLEARING FUND		5,300.62
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	285,120.88	
REGULAR PAYROLL 9/30/14	739.57	
TOTAL GO BOND BUILDING FUND		285,860.45
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	47,986.28	
TOTAL CAPITAL OUTLAY PROJECTS FUND		47,986.28
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	52,745.00	
TOTAL SELF INSURANCE DENTAL FUND		52,745.00
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	2,776.29	
TOTAL SELF INSURANCE HEALTH FUND		2,776.29
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 6,536,987.55</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 1837540 through 1838019 for a subtotal of \$1,777,485.53, and payroll warrants in the amount of \$4,759,502.02 for a grand total of \$6,536,987.55.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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9/10/14
PAYROLL
FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$0.00
1200	Academic Salaries, regular schedule, non-instructional time	0.00
1300	Certificated Salaries other than regular schedule teaching	447,581.72
1400	Certificated Salaries other than contract non-teaching	43,039.91
3100	State Teachers Retirement	13,117.35
3300	Medicare	6,889.39
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	248.14
3600	Worker's Compensation Insurance	10,204.90
3700	State Teachers Retirement/Cash Balance Plan/PARS	10,393.52
3911	Academic Retirement Incentive	0.00
SUB TOTAL		<u>\$531,474.93</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$0.00
2200	Classified Instructional Aide Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Instructional Aides, hourly	0.00
2400	Student Workers, Tutors, Peer Counselors	0.00
3200	Public Employees Retirement	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Worker's Compensation Insurance	0.00
3700	PARS	0.00
4512	Uniform Allowance	0.00
8890	Income released for state dated warrant	0.00
SUB TOTAL		<u>\$0.00</u>
TOTAL FUND 9410		<u>\$531,474.93</u>

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$0.00
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Worker's Compensation Insurance	0.00
3700	State Teachers Retirement/Cash Balance Plan	0.00
SUB TOTAL		<u>\$0.00</u>
TOTAL FUND 9433		<u>\$0.00</u>

FUND 9447

1200	Academic Salaries, regular schedule, non-instructional time	\$0.00
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Worker's Compensation Insurance	0.00
3700	State Teachers Retirement/Cash Balance Plan	0.00
SUB TOTAL		<u>\$0.00</u>
TOTAL FUND 9447		<u>\$0.00</u>
TOTAL DISTRICT PAYROLL		<u>531,474.93</u>

9/30/14
PAYROLL
FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$836,284.51
1200	Academic Salaries, regular schedule, non-instructional time	505,924.26
1300	Certificated Salaries other than regular schedule teaching	619,331.55
1400	Certificated Salaries other than contract non-teaching	128,435.75
3100	State Teachers Retirement	140,913.66
3300	Medicare	33,317.94
3400	Health and Welfare Benefits	224,862.25
3500	State Unemployment Insurance	1055.20
3600	Worker's Compensation Insurance	44,069.58
3700	State Teachers Retirement/Cash Balance Plan/PARS	15,062.40
3911	Academic Retirement Incentive	0.00
SUB TOTAL		<u>\$2,549,257.10</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$919,413.82
2200	Classified Instructional Aide Salaries, regular schedule	77,120.75
2300	Classified Salaries, hourly	52,021.07
2300	Student Workers, regular	59,240.09
2400	Instructional Aides, hourly	52,132.19
2400	Student Workers, Tutors, Peer Counselors	19,682.46
3200	Public Employees Retirement	145,841.17
3300	Social Security/Medicare	68,191.86
3400	Health and Welfare Benefits	201,905.01
3500	State Unemployment Insurance	467.42
3600	Worker's Compensation Insurance	20,620.49
3700	PARS	0.00
4512	Uniform Allowance	0.00
8890	Income released for stale dated warrant	0.00
SUB TOTAL		<u>\$1,616,636.33</u>
TOTAL FUND 9410		<u>\$4,165,893.43</u>

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$17,621.48
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	4,179.44
2100	Classified Salaries, regular schedule	3,787.22
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	29,644.83
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,662.47
3200	Public Employees Retirement System (PERS)	222.99
3300	Social Security/Medicare	416.37
3400	Health and Welfare Benefits	2,608.66
3500	State Unemployment Insurance	12.03
3600	Worker's Compensation Insurance	1,115.42
3700	State Teachers Retirement/Cash Balance Plan	123.18
SUB TOTAL		<u>\$61,394.09</u>
TOTAL FUND 9433		<u>\$61,394.09</u>

FUND 9447

1200	Academic Salaries, regular schedule, non-instructional time	\$0.00
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	724.50
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Worker's Compensation Insurance	15.07
3700	State Teachers Retirement/Cash Balance Plan	0.00
SUB TOTAL		<u>\$739.57</u>
TOTAL FUND 9447		<u>\$739.57</u>

TOTAL DISTRICT PAYROLL 4,228,027.09

**Allan Hancock College
Warrant Register**
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Vendor Name	Description	Budget Code	Amount	Status	Warrant
ACCUVANT Inc.	Support for AW-EXP1-50 (1	67873002 5660	395.00		
	Airwave Wireless Management	67873100 5322	3,168.00		
	Access Point License (16	67873100 5322	2,304.00		
	Access Point License (1	67873100 5322	96.00		
	Policy Enforcement Firewall	67873100 5322	2,016.00		
	Policy Enforcement Firewall	67873100 5322	102.40		
	RFP License (WIP+Spectrum)	67873100 5322	1,612.80		
	RFP License (WIP+Spectrum) (1	67873100 5322	89.60		
	Support for LIC-16-AP (1	67873100 5660	285.00		
	Support for LIC-1-AP (1	67873100 5660	12.00		
	Support for LIC-PEFNG-16 (1	67873100 5660	255.00		
	Support for LIC-PEFNG-1 (1	67873100 5660	10.00		
	Support for LIC-RFP-16 (1	67873100 5660	195.00		
	Support for LIC-RFP-1 (1	67873100 5660	10.00		
				10,550.80	
ALSTADT, CAREY	reimbursement for travel	59902000 5221	300.00		
			300.00		WA 00837541
AMERICAN CLEANERS & LAUNDRY INC	DRY CLEAN COSTUMES	10081000 5550	125.00		
			125.00		WA 00837542
AMERIPRIDE VALLEY UNIFORM SERVICE	LAUNDRY SERVICES FOR	67760000 5550	22.50		
			22.50		
			22.50		
			22.50		
			90.00		WA 00837543
Anderson, Kammeron I	STUD WKR LIVE SCAN REIMB	64700000 5820	35.00		
			35.00		WA 00837544
AQUA SERV ENGINEERS INC	MONTHLY WATER TREATMENT	55110000 5640	212.00		
			212.00		WA 00837545
Aragonez, Jessica M	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			30.00		WA 00837546
Aranda, Joseph	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			15.00		WA 00837547
Avedisian, Nina	STUD WKR LIVE SCAN REIMB	64700000 5820	25.00		
			25.00		WA 00837548
AYALA, LUIS ANTONIO	Food Supplies for CalWORKs	60100112 4710	24.47		
			24.47		WA 00837549
BEN MEADOWS COMPANY	HYGROTHERMOMETER 14 TO	68400302 4310	223.64		
	FOOT CANDLE/LUX METER	68400302 4310	234.36		
	VINYL CARRY CS ACC FOR	68400302 4310	34.77		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	CORONA BASIC PRUNER	68400302 4310	677.10		
	COMBO DUST PAN BRUSH	68400302 4310	84.33		
	SHIPPING	68400302 4310	33.65		
			<u>1,287.85</u>		WA 00837550
CALIFORNIA COMMUNITY COLLEGE	F2014CCCAOE10/21-24	68400301 5210	495.00		
			<u>495.00</u>		WA 00837551
CALIFORNIA COMMUNITY COLLEGE	CCCAFall2014Conf10/21-24	60100201 5210	495.00		
			<u>495.00</u>		WA 00837552
CAMPUS ALTERNATIVE, THE	CONTRACT TRAINING FOR	21333000 5130	21,114.00		
			<u>21,114.00</u>		WA 00837553
CCCEOPSA	CCCEOPSAConf10/5-10/8	64300002 5210	375.00		
	CCCEOPSAConf10/5-10/8	64300002 5210	375.00		
	CCCEOPSAConf10/5-10/8	64300202 5210	375.00		
	CCCEOPSAConf10/5-10/8	64300202 5210	375.00		
	CCCEOPSAConf10/5-10/8	64300202 5210	375.00		
	CCCEOPSAConf10/5-10/8	64300202 5210	100.00		
			<u>1,975.00</u>		WA 00837554
Chiao, Jenny	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			<u>30.00</u>		WA 00837555
CITY OF SANTA MARIA	WATER SERVICES AND	65700000 5530	5,428.90		
	WATER SERVICES AND	65700000 5530	7,391.37		
	WATER SERVICES AND	65700000 5530	5,535.89		
	WATER SERVICES AND	65700000 5530	312.78		
	WATER SERVICES AND	65700000 5530	9,468.82		
	WATER SERVICES AND	65700000 5530	1,687.64		
	WATER SERVICES AND	65700000 5530	4,013.71		
	WATER SERVICES AND	65700000 5530	66.10		
	WATER SERVICES AND	65700000 5530	64.13		
	WATER SERVICES AND	65700000 5530	141.54		
	WATER SERVICES AND	68103000 5530	1,847.84		
	WATER SERVICES AND	68103000 5530	1,383.97		
	WATER SERVICES AND	68103000 5530	78.20		
	WATER SERVICES AND	68103000 5530	2,367.21		
	WATER SERVICES AND	68103000 5530	19.60		
	WATER SERVICES AND	68103000 5530	421.91		
	WATER SERVICES AND	68103000 5530	16.52		
	WATER SERVICES AND	68103000 5530	16.03		
	WATER SERVICES AND	68103000 5530	35.38		
	WATER SERVICES AND	68103000 5530	1,357.22		
	WATER SERVICES AND	68103000 5530	1,003.43		
	WATER SERVICES AND	65700000 5530	78.39		
			<u>42,736.58</u>		WA 00837556
COMCAST	MONTHLY RECURRING COSTS	65700000 5560	2,204.93		

Allan Hancock College
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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	MONTHLY RECURRING COSTS	60100800 5560	551.23		
			<u>2,756.16</u>		WA 00837557
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	2014-15 ANNUAL MEMBERSHIP	66200000 5310	15,509.00		
			<u>15,509.00</u>		WA 00837558
COSTCO WHOLESALE MEMBERSHIP	ANNUAL MEMBERSHIP FOR	67220000 5310	110.00		
			<u>110.00</u>		WA 00837559
COUNTRY TECHNOLOGY INC	GULICK II TAPE MEASURE;	60200313 4310	395.00		
	FED EX GROUND SHIPPING	60200313 4310	16.00		
			<u>411.00</u>		WA 00837560
DEPT OF INDUSTRIAL RELATIONS	PERMIT TO OPERATE	65110400 5320	225.00		
			<u>225.00</u>		WA 00837561
Desevilla, Rory	STUD WKR LIVE SCAN REIMB	64700000 5820	18.00		
			<u>18.00</u>		WA 00837562
DICKSON, EVE	INSTRUCTIONAL SUPPLIES	01092020 4311	1,300.00		
			<u>1,300.00</u>		WA 00837563
FARONICS TECHNOLOGIES USA INC	ANTI-EXECUTABLE ENT NA EDU	67873002 5660	50.00		
	DEEP FREEZE MAC NA EDU	67873002 5660	150.00		
	DEEP FREEZE ENT NA EDU	67873002 5660	2,500.00		
			<u>2,700.00</u>		WA 00837564
FERGUSON ENTERPRISES INC	PLUMBING SUPPLIES	65110000 4520	29.66		
	PLUMBING SUPPLIES	65110000 4520	37.61		
	PLUMBING SUPPLIES	65110000 4520	331.61		
	PLUMBING SUPPLIES	65110000 4520	5.94		
	PLUMBING SUPPLIES	65110000 4520	8.21		
	PLUMBING SUPPLIES	65110000 4520	763.62		
	PLUMBING SUPPLIES	65110000 4520	172.64		
	PLUMBING SUPPLIES	65110000 4520	161.43		
	PLUMBING SUPPLIES	65110000 4520	558.54		
	PLUMBING SUPPLIES	65110000 4520	2.69		
	PLUMBING SUPPLIES	65110000 4520	7.53		
	PLUMBING SUPPLIES	65110000 4520	-670.68		
			<u>1,408.80</u>		WA 00837565
Garcia, Emily	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			<u>30.00</u>		WA 00837566
GTSOFTWARE	NETCOBOL FOR LINUX X64	67873100 5660	1,386.00		
			<u>1,386.00</u>		WA 00837567

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
HEALTH SERVICES ASSOC CA COMM COLLEGES	RENEWAL HSACCC REGULAR	64400002 5310	150.00		
	RENEWAL HSACCC ASSOCIATE	64400002 5310	50.00		
	RENEWAL HSACCC ACCOSIATE	64400002 5310	50.00		
	RENEWAL HSACCC ASSOCIATE	64400002 5310	50.00		
	RENEWAL HSACCC ASSOCIATE	64400002 5310	50.00		
			350.00		WA 00837568
HERNANDEZ, VICKI L	REIMBURSEMENT FOR	69800000 4520	9.74		
			9.74		WA 00837569
HILTON	CSUSCommCllgCnslrConf9/15-16D	64900007 5210	262.87		
			262.87		WA 00837570
Hinterleiter, Jordan	STUD WKR LIVE SCAN REIMB	64700000 5820	35.00		
			35.00		WA 00837571
HOLIDAY INN	NewDrctrTrngWrkshp9/8-10MQuai	62100000 5210	218.50		
			218.50		WA 00837572
Ibuna, Louise M	STUD WKR LIVE SCAN REIMB	64700000 5820	25.00		
			25.00		WA 00837573
INN OFF CAPITOL PARK	FusionTraining9/7-9KBuckey	66240000 5210	238.00		
			238.00		WA 00837574
INSTITUTE OF BEAUTY CULTURE INC	COVER DSL LINE FEES	30070000 5560	112.19		
	Maintenance Agreements	67710300 5640	535.89		
	Maintenance Agreements	67710300 5640	3,334.11		
	Update Mainframe	67300007 6410	8,714.30		
			112.19		WA 00837575
JOBELEPHANT.COM INC	advertising to increase	67300100 5880	296.55		
	advertising to increase	67300100 5880	563.80		
	advertising to increase	67300100 5880	548.00		
			1,408.35		WA 00837576
Jones, Roland	STUD WKR LIVE SCAN REIMB	64700000 5820	7.00		
			7.00		WA 00837577
KB STATISTICAL CONSULTING	Provide student enrollment	49306018 5112	725.00		
			725.00		WA 00837578
LAU, MARGARET S	MISC. INSTRUCTIONAL AND	68400301 4310	75.14		
	MISC. INSTRUCTIONAL AND	68400301 5210	2.00		
	MISC. INSTRUCTIONAL AND	68400301 5870	12.01		
			89.15		WA 00837579
LOPEZ, LUIS	Independent Contract to	49308038 5110	1,000.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,000.00		WA 00837580
MARTIN, JEFFREY STEPHEN	Management Association	67500105 5210	2,160.00		
			2,160.00		WA 00837581
Mccullough, Timothy	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70		
			13.70		WA 00837582
Mendoza, Juan	STUD WKR LIVE SCAN REIMB	64700000 5820	35.00		
			35.00		WA 00837583
MILLER, MARK J	REIMBURSEMENT FOR	67341000 4710	72.77		
			72.77		WA 00837584
OFFICE DEPOT INC	PO150219 HP05A Black Toner Car	69610000 4520	140.45		
	HP970XL BLACK HIGH YIELD	69610000 4520	129.24		
			269.69		WA 00837585
ORCHARD SUPPLY HARDWARE	HARDWARE SUPPLIES	65110000 4520	9.72		
			9.72		WA 00837586
PHILLIPS, LIZABETH A	Local Mileage - Lompoc	67300100 5210	30.32		
			30.32		WA 00837587
PROCARE JANITORIAL SUPPLY	VACUUM, NUWAVE WIDE AREA	65311000 6410	2,435.63		
	ACCESSORY TOOL, NUWAV, KI	65311000 6410	122.42		
	BACKPACK VACUUM, 10 QT	65311000 6410	455.73		
			3,013.78		WA 00837588
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	14.52		
	PARTS/SUPPLIES	67772000 4520	16.65		
	PARTS/SUPPLIES	67772000 4520	62.23		
	PARTS/SUPPLIES	67772000 4520	62.23		
	PARTS/SUPPLIES	67772000 4520	16.11		
	PARTS/SUPPLIES	67772000 4520	0.97		
	PARTS/SUPPLIES	67772000 4520	40.80		
	PARTS/SUPPLIES	67772000 4520	59.93		
	PARTS/SUPPLIES	67772000 4520	34.66		
	PARTS/SUPPLIES	67772000 4520	258.71		
			566.81		WA 00837589
SANTA YNEZ VALLEY NEWS	ANNUAL NEWSPAPER	61201000 6330	21.00		
			21.00		WA 00837590
SHERATON GRAND SACRAMENTO	CCFCCConf9/8-11FHernandez	66240000 5210	824.04		
			824.04		WA 00837591
SOLVANG PROPERTIES LLC	Monthly lease for the rooms	60100800 5630	4,000.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			4,000.00		WA 00837592
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/14-6/30/15	65700000 5510	1,586.16		
	GAS SUPPLY 7/1/14-6/30/15	68103000 5510	396.54		
			1,982.70		WA 00837593
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	-400.00		
	HVAC SUPPLIES	65110000 4520	173.35		
	HVAC SUPPLIES	65110000 4520	8.59		
	HVAC SUPPLIES	65110000 4520	10.22		
	HVAC SUPPLIES	65110000 4520	66.88		
	HVAC SUPPLIES	65110000 4520	201.86		
			60.90		WA 00837594
XEROX CORPORATION	ESTIMATED EXCESS METERS	67710300 5640	500.59		
	XEROX PHASER 7760DN	67710300 5640	70.18		
	ESTIMATED EXCESS METERS	67710300 5640	165.23		
			736.00		WA 00837595
SAVE MART SUPERMARKETS	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	40.18		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	47.33		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	106.84		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	22.59		
			216.94		WE 00837596
TREJO, MARIA	CHILD CARE 7/1/14-8/7/14	69297111 5112	790.74		
			790.74		WE 00837597
APPLE COMPUTER	IMAC 27 INCH, QUOTE	71730002 6411	1,839.15		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	IMAC 27 INCH, QUOTE	71730002 6411	1,839.17		
	EWASTE RECYCLING FEE	71730002 6411	36.00		
	APPLE CARE PROTECTION PLAN	71730003 6411	199.00		
	APPLECARE PROTECTION PLAN	71730002 6411	1,071.00		
			17,858.51		WI 00837598
EARTH SYSTEMS PACIFIC	AMENDMENT ONE FOR	71710005 6240	5,928.25		
			5,928.25		WI 00837599
METZLER, BRUCE A	AM2 CONTINUING DSA	71710017 6240	392.70		
	AM2 CONTINUING DSA	71711017 6240	797.30		
			1,190.00		WI 00837600
BENN, LAURA L	Local Mileage - Solvang/Lompoc	60100400 5210	11.20		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			11.20		WA 00837601
GRELCK, CHRISTINE M	Local Mileage	60100400 5210	29.12		
			29.12		WA 00837602
NEXT DAY SIGNS	SIGNS, RED ON WHITE	65510000 4520	1,028.38		
	10% QUANTITY DISCOUNT	65510000 4520	-102.84		
			925.54		WA 00837603
NOBLE POWER EQUIPMENT	BRUSHCUTTER, 42.7 CC,	65510000 6410	627.84		
	DISCOUNT	65510000 6410	-62.79		
			565.05		WA 00837604
			0.00		
			0.00	V VD	WA 00837605
OFFICE DEPOT INC	Office supplies for	09000000 4520	159.32		
	Office supplies for	09000000 4520	32.46		
	INSTRUCTIONAL SUPPLIES	10000017 4310	121.80		
	INSTRUCTIONAL SUPPLIES	15000010 4310	98.54		
	INSTRUCTIONAL SUPPLIES	15000010 4310	13.39		
	OFFICE SUPPLIES	15000010 4520	73.23		
	OFFICE SUPPLIES	15000010 4520	76.76		
	heavy duty staples	15011207 4310	3.13		
	sign holder	15011207 4310	26.76		
	bulletin board border	15011207 4310	6.56		
	Colored pencils	15011207 4310	5.23		
	black construction paper	15011207 4310	7.87		
	colored construction paper	15011207 4310	1.83		
	desktop sorter	15011207 4310	8.65		
	Pack/12 colored markers	15011207 4310	4.99		
	mouse pad	15011207 4310	15.14		
	White Ruled Index Cards 3x5	15011207 4310	2.33		
	Office supplies. Eff.	19000000 4520	225.44		
	Fiskars 5" Scissors, #539262	19020000 4520	40.24		
	HP 53x Toner Cartridge,	19050000 4311	121.98		
	Label Tape, TZe-241, #239384	19050000 4520	44.77		
	Tab Dividers, #653444	19050000 4520	3.64		
	Invisible Tape, 10 pack,	19050000 4520	13.10		
	Tape Dispenser, #173336	19050000 4520	1.82		
	OFFICE SUPPLIES	21055000 4520	326.66		
	OFFICE SUPPLIES	21330000 4520	1.72		
	OFFICE SUPPLIES	22000000 4520	267.02		
	OFFICE SUPPLIES	22000000 4520	5.02		
	OFFICE SUPPLIES	22000000 4520	65.87		
	LIBRARY SUPPLIES	61201000 4520	105.67		
	PAPER CLIPS, OFFICE	64230001 4520	7.18		
	PENCIL CAP ERASERS, PAPER	64230001 4520	12.92		
	DVD-R RECORDABLE MEDIA	64230001 4520	51.69		
	CD/DVD SLEEVES, MAXELL	64230001 4520	8.60		
	STAPLER, SWINGLINE 545,	64230001 4520	2.35		
	TAPE, SCOTCH MAGIC 810, 3/4"	64230001 4520	22.68		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	PENCILS, OFFICE DEPOT BRAND	64230001 4520	6.82		
	BINDERS, OFFICE DEPOT BRAND	64230001 4520	36.83		
	USB DRIVES, LEXAR JUMPDRIVE	64230001 4520	122.72		
	COLOR PENCILS, PRISMACOLOR	64230001 4520	24.76		
	OPERATIONAL SUPPLIES	67220000 4520	218.74		
	OPERATIONAL SUPPLIES	69500001 4520	86.68		
			<u>2,482.91</u>		WA 00837606
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT	67710300 5892	26,309.58		
			<u>26,309.58</u>		WA 00837607
Palmer, Ashley H	CHILD CNTR STUD WKR LIVE	64700000 5820	49.00		
			<u>49.00</u>		WA 00837608
PORTABLE JOHNS INC	RENTAL/SERVICING CHARGES	68102000 5690	936.89		
			<u>936.89</u>		WA 00837609
PPG ARCHITECTURAL FINISHES INC	PAINT SUPPLIES	65110000 4520	57.09		
	PAINT SUPPLIES	65110000 4520	3.79		
			<u>60.88</u>		WA 00837610
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGES	65311000 4520	86.25		
	CUSTODIAL SUPPLIES CHARGES	65311000 4520	72.16		
	CUSTODIAL SUPPLIES CHARGES	65311000 4520	2,547.95		
	CUSTODIAL SUPPLIES	65311400 4520	145.02		
			<u>2,851.38</u>		WA 00837611
QUINTECH INC.	VALVE, DRAIN ELECTRIC TIMER	65110000 4520	118.07		
	SHIPPING/HANDLING	65110000 4520	33.00		
	SERVICE LABOR	65110000 5650	420.00		
	SERVICE TRAVEL	65110000 5650	375.00		
			<u>946.07</u>		WA 00837612
RAYNE WATER CONDITIONING	REVERSE OSMOSIS FOR	65700000 5690	253.70		
			<u>253.70</u>		WA 00837613
REYNOLDS, LAURA	Local Mileage - Santa Maria/Lom	60100400 5210	29.12		
			<u>29.12</u>		WA 00837614
Rodgers, Alizabeth	STUD WKR LIVE SCAN REIMB	64700000 5820	25.00		
			<u>25.00</u>		WA 00837615
SIGMA-ALDRICH INC	SPHINGOMYELIN FROM	60200313 4310	147.42		
	L-A-PHOSPHATIDYLCHOLINE	60200313 4310	42.88		
	L-A-	60200313 4310	65.56		
	L-A-PHOSPHATIDYL-L-SERINE	60200313 4310	49.25		
	L-A-PHOSPHATIDYLCHOLINE,	60200313 4310	40.61		
	1,2-DIPALMITOYL-SN-GLYCEROL	60200313 4310	104.98		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	TRANS/HANDLING - FEDEX	60200313 4310	27.15		
			<u>477.85</u>		WA 00837616
TABLEAU SOFTWARE INC	DESKTOP - PROFESSIONAL USE	60200313 5322	1,200.00		
	DESKTOP - PROFESSIONAL USE	60200313 5322	300.00		
			<u>1,500.00</u>		WA 00837617
WARD'S SCIENCE INC	Supplies for the Biology	04011007 4310	25.21		
	Supplies for the Biology	04011007 4310	42.12		
	Supplies for the Biology	04011007 4310	107.35		
	Supplies for the Biology	04011007 4310	188.22		
	Supplies for the Biology	04011007 4310	249.66		
	Supplies for the Biology	04011007 4310	47.71		
			<u>660.27</u>		WA 00837618
WEST COAST WATER SERVICES INC	MONTHLY WATER TREATMENT	65110400 5640	288.85		
			<u>288.85</u>		WA 00837619
XEROX CORPORATION	XEROX PHASER 7760DN	67710300 5640	70.18		
	XEROX PHASER 7760GX	67710300 5640	103.03		
	XEROX PHASER 7400DX	67710300 5640	90.84		
			<u>264.05</u>		WA 00837620
SYSCO FOOD SERVICES OF VENTURA	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	892.82		
			<u>892.82</u>		WE 00837621
ORACLE AMERICA INC	Primavera Software Support and	71710005 5660	236.96		
	Primavera Software Support and	71710017 5660	66.83		
	Primavera Software Support and	71710023 5660	587.02		
	Primavera Software Support and	71710023 5660	164.05		
	Primavera Software Support and	71711017 5660	139.74		
			<u>1,194.60</u>		WI 00837622
US SPORTS VIDEO	HAWKEYE VIDEO CAPTURE	71730003 6410	4,844.19		
	SHIPPING	71730003 6410	195.00		
			<u>5,039.19</u>		WI 00837623
COLUMBIA BUSINESS CENTER PARTNERS LP	LEASE OF 890 E. STOWELL (CBG)	67710300 5630	28,930.00		
	MONTHLY IMPOUND EXPENSE	67710300 5630	1,731.00		
			<u>30,661.00</u>		WA 00837624
INSTITUTE OF BEAUTY CULTURE INC	AGREEMENT FOR	30070000 5130	11,724.75		
	AGREEMENT FOR	30070000 5630	7,816.50		
			<u>19,541.25</u>		WA 00837625
MLM PROJECT SERVICES INC	Primavera Contract Manager	71700002 5675	1,950.00		
			<u>1,950.00</u>		WI 00837626

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AHC - PART-TIME FACULTY ASSOCIATION	REIMBURSEMENT FOR OFFICE	49420000 4520	324.47		
	REIMBURSEMENT FOR	49420000 5870	112.35		
	REIMBURSEMENT FOR STAFF	49420000 5790	1,682.08		
	REIMBURSEMENT FOR OFFICE	49420000 5630	1,300.05		
	REIMBURSEMENT FOR	49420000 5520	92.65		
	REIMBURSEMENT FOR MEETING	49420000 5210	16.99		
	REIMBURSEMENT FOR	49420000 5110	1,150.00		
			<u>4,678.59</u>		WA 00837627
AMAZON	Dynarex Nitrile Exam Glove,	04011000 4311	169.25		
			<u>169.25</u>		WA 00837628
AMERIPRIDE VALLEY UNIFORM SERVICE	LAUNDRY SERVICES FOR	67760000 5550	122.69		
	LAUNDRY SERVICES FOR	67760000 5550	22.50		
	LAUNDRY SERVICES FOR	67760000 5550	22.50		
	LAUNDRY SERVICES FOR	67760000 5550	22.50		
	Laundry service and lab rags	09482000 5550	9.37		
	Laundry service and lab rags	09481100 5550	27.81		
			<u>249.87</u>		WA 00837629
Barnes, Deontae M	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70		
			<u>13.70</u>		WA 00837630
CHAPPLE, LARRY WILLIAM	Reimbursement for Propane	09565000 4520	30.31		
			<u>30.31</u>		WA 00837631
CITY OF LOMPOC	WASTE DISPOSAL/SEWER FEES	65700400 5570	903.08		
	WATER SERVICES	65700400 5530	6,420.19		
	COMMERCIAL LIGHT ELECTRIC	65700400 5520	24,786.22		
			<u>32,109.49</u>		WA 00837632
Cullinan, John W	STUD WKR LIVE SCAN REIMB	64700000 5820	16.00		
			<u>16.00</u>		WA 00837633
DELL MARKETING LP INC	PERC5/I BATTERY, CUSTOMER	67873000 4514	47.84		
			<u>47.84</u>		WA 00837634
DOE, KRISTOPHER H	REIMBURSEMENT FOR ART	10021000 4310	20.85		
			<u>20.85</u>		WA 00837635
FISHER FLOORS INC	LABOR CHARGES	65110000 5650	585.00		
	INSTALL NEW VINYL TILE IN	65110000 4520	508.78		
			<u>1,093.78</u>		WA 00837636
GARCIA, BEVERLY A	Reimbursement for candy for	64642002 4710	48.11		
			<u>48.11</u>		WA 00837637
Geiger, Christopher D	STUD WKR LIVE SCAN REIMB	64700000 5820	7.00		

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			7.00		WA 00837638
Gerrity, Thomas	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			30.00		WA 00837639
HERNANDEZ, FELIX O	Mileage-LosAngeles/Lompoc	66240000 5210	220.08		
			220.08		WA 00837640
Herrera, Josefina T	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			30.00		WA 00837641
KELLY PAPER CO	GENERAL PAPER	67760000 4520	2,221.56		
	GENERAL PAPER	67760000 4520	1,900.92		
	GENERAL PAPER	67760000 4520	1,284.12		
			5,406.60		WA 00837642
KELLY-MOORE PAINT COMPANY INC	PAINT SUPPLIES	65110000 4520	26.43		
	PAINT SUPPLIES	65110000 4520	160.35		
	PAINT SUPPLIES	65110000 4520	16.87		
	PAINT SUPPLIES	65110000 4520	77.51		
	PAINT SUPPLIES	65110000 4520	51.61		
	PAINT SUPPLIES	65110000 4520	78.90		
	PAINT SUPPLIES	65110000 4520	172.63		
			584.30		WA 00837643
LEE CENTRAL COAST NEWSPAPERS	PO 150056 late fee	67220000 4520	24.26		
	FOUR-COLOR, ONE-SIDED	67111000 5880	157.50		
	FOUR-COLOR, ONE-SIDED	67111000 5880	460.53		
	FOUR-COLOR, ONE-SIDED	67111000 5880	625.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	135.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	200.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	135.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	460.53		
	FOUR-COLOR, ONE-SIDED	67111000 5880	200.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	39.00		
	FOUR-COLOR, ONE-SIDED	67111000 5880	157.50		
	FOUR-COLOR, ONE-SIDED	67111000 5880	39.00		
			2,633.32		WA 00837644
LIVE SCAN AND MOBILE NOTARY SOLUTIONS	FALL 2014 CNA	12033000 5820	600.00		
			600.00		WA 00837645
OFFICE DEPOT INC	Office supplies for Biology.	04011000 4520	113.86		
	3-HOLE ADJUSTABLE PUNCH,	64230001 4520	1.80		
	OFFICE SUPPLIES	67111000 4520	11.07		
			126.73		WA 00837646
Okerblom, William C	STUD WKR LIVE SCAN	64700000 5820	35.00		

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			35.00		WA 00837647
OTTO FREI	INSTRUCTIONAL SUPPLIES FOR	10091020 4311	345.97		
	FREIGHT	10091020 4311	54.03		
			400.00		WA 00837648
PASCO SCIENTIFIC	Pasport Temp Sensor, #PS-2125	19050000 4310	64.95		
	Shipping	19050000 4310	12.00		
			76.95		WA 00837649
PATTERSON VETERINARY SUPPLY INC	MCCALL CURETTE 13S/14S	68400301 4310	152.24		
	GRACEY CURETTE 13/14 LG	68400301 4310	76.12		
	NO4 ARKANSAS FLAT STONE	68400301 4310	149.32		
	PLASTIC TEST STICK	68400301 4310	31.18		
	FOLEY CATHERTER LATX 8FR	68400301 4310	53.13		
	WHITES TOENAIL SCISSOR	68400301 4310	174.26		
	DENTAL EXTR K9+FEL SM	68400301 4310	174.26		
	BLOCKADE WASHABLE SURG	68400301 4310	235.18		
	DTP10660 DENTAL SHARPEN	68400301 4310	13.89		
	CATH INTRA 16GX8IN EACH	68400301 4310	376.32		
	DENTAL EXTR FCP 150 V90-150	68400301 4310	234.28		
	WIGGS WINGED ELEVATOR 4	68400301 4310	58.16		
	WIGGS WINGED ELEVATOR	68400301 4310	58.15		
	WIGGS WINGED ELEVATOR 2	68400301 4310	58.15		
			1,844.64		WA 00837650
PEMBERTON, LAURIE	CalPassPlusRegionalMeetings	66201000 5210	92.68		
			92.68		WA 00837651
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGED	65311000 4520	1,856.88		
	CUSTODIAL SUPPLIES	65311400 4520	77.85		
			1,934.73		WA 00837652
QUINN RENTAL SERVICES	Instructional supplies for	09565000 4310	26.52		
			26.52		WA 00837653
RAYS AUTO PARTS	SUPPLIES PER INVOICES:	65510000 4520	104.87		
	SUPPLIES PER INVOICES:	65510000 4520	21.11		
	PARTS/SUPPLIES	67772000 4520	6.19		
	PARTS/SUPPLIES	67772000 4520	28.34		
	PARTS/SUPPLIES	67772000 4520	8.11		
	PARTS/SUPPLIES	67772000 4520	25.27		
			193.89		WA 00837654
SAFEWAY INC - VONS DIVISION	Supplies for the Biology	04011007 4310	37.05		
			37.05		WA 00837655
SISC III	MEDICAL PREMIUMS FOR SISC	59900600 3440	446,003.00		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			446,003.00		WA 00837656
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	65.36		
			65.36		WA 00837657
SUNGARD PUBLIC SECTOR INC	Professional Services -	71830001 5112	640.00		
	Professional Services -	71830001 5112	1,708.80		
	Professional Services -	71830001 5112	6,400.00		
	Professional Services -	71830001 5112	1,487.50		
			10,236.30		WB 00837658
AMAZON	The Teacher's Guide for	69297111 4520	131.30		
	The Military Family's Parent	69297111 4520	48.63		
	The Pupil Personnel Guide for	69297111 4520	26.26		
	The Teacher's Guide for	69297111 4520	26.25		
	The Pupil Personnel Guide for	69297111 4520	26.26		
	The Teacher's Guide for	69297111 4520	26.26		
	Gerber Baby Cereal Organic	33697017 4710	51.36		
	The School Administrator's	69297111 4520	52.52		
			388.84		WE 00837659
CA CHILD DEVELOPMENT ADMINISTRATORS ASSOC	ATTEND A TRAINING FOR	33697000 5210	278.00		
			278.00		WE 00837660
SYSCO FOOD SERVICES OF VENTURA	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	46.30		
			46.30		WE 00837661
APPLE COMPUTER	MAC PRO COMPUTER	71730003 6411	3,270.69		
	MAC PRO COMPUTER	61320000 6411	2,000.00		
			5,270.69		WH 00837662
AMAZON	HARD DRIVE, WESTERN	71730003 6411	508.76		
	HARD DRIVE, SEAGATE	71730002 6411	179.95		
			688.71		WI 00837663
APPLE COMPUTER	APPLE MOUSE	71730003 6411	53.04		
	APPLE KEYBOARD WITH	71730003 6411	53.04		
			106.08		WI 00837664
DELL MARKETING LP INC	SERVICE FEE	71730003 6411	1,932.00		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		
	ENVIRONMENTAL FEE	71730003 6411	20.00		
	SERVICE FEE	71730003 6411	1,380.00		
	LATITUDE 15 5000 SERIES	71730003 6411	985.68		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.51		

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	DELL OPTIPLEX 9020 AIO	71730003 6411	1,092.18		
	DELL OPTIPLEX 9020 AIO	71730003 6411	1,092.18		
	DELL OPTIPLEX 9020 AIO	71730003 6411	1,092.18		
	DELL OPTIPLEX 9020 AIO	71730003 6411	1,092.18		
	CA ENVIRONMENTAL FEE	71730003 6411	8.00		
	SERVICE FEE	71730003 6411	90.00		
	DELL ULTRASHARP 27"	71730003 6411	1,321.23		
	SERVICE & WARRANTY	71730003 6411	1,068.00		
	LATITUDE 15 5000 SERIES	71730003 6411	985.67		
	LATITUDE 15 5000 SERIES	71730003 6411	985.67		
	DELL OPTIPLEX 9020 AIO	71730003 6411	1,092.15		
	ENVIRONMENTAL FEE	71730003 6411	9.00		
	DELL OPTIPLEX 9020 MINI	71730003 6411	980.49		
			21,109.67		WI 00837665
HIGH-TECH ELECTRIC	TEAMWORKS 400	71730002 6412	2,321.96		
	SHIPPING	71730002 6412	100.00		
	UTS 150	71730002 6412	50.88		
	UTS 100	71730002 6412	50.88		
	HDMI ULTRA/9	71730002 6412	50.88		
			2,574.60		WI 00837666
MLM PROJECT SERVICES INC	Primavera Contract Manager	71700002 5675	1,950.00		
			1,950.00		WI 00837667
CA SCHOOLS DENTAL COALITION	DENTAL CLAIMS &	67100061 5430	52,745.00		
			52,745.00		WL 00837668
A.M. LEONARD INC	VICTORINOX FOLDING	68400302 4310	124.95		
	TREEKOTE COMPOUND 1	68400302 4310	13.99		
	SHIPPING	68400302 4310	16.99		
	VICTORINOX FOLDING FLORIS	68400302 4310	479.76		
			635.69		WA 00837669
ADAMSON POLICE PRODUCTS	BLUE GUNS G17/22/31 GEN 4	21055007 4310	1,299.54		
			1,299.54		WA 00837670
AIR CLEAN SYSTEMS	ACFHEPA-18 HEPA filter,	04011000 4520	550.00		
	Ground Freight charge	04011000 4520	46.32		
			596.32		WA 00837671
AMERICAN ASSOC COMM COLLEGES	AACC AMERICAN ASSOCIATION	6200000 5310	8,939.00		
			8,939.00		WA 00837672
AMERICAN GENERAL MEDIA	30-SECOND SPOT PROMOTING	67111020 5880	500.00		
			500.00		WA 00837673
AMERICAN HOSE	LIVE SWIVEL	21335000 4520	107.33		

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			107.33		WA 00837674
AMERICAN INDUSTRIAL SUPPLY	SUPPLIES FOR FIRE	21335000 4520	15.55		
	SUPPLIES FOR FIRE	21335000 4520	63.88		
			79.43		WA 00837675
AMERICAN STAR TOURS	CHARTER BUS TO SOLVANG	64945000 4640	4,140.00		
	CHARTER BUS SERVICE TO	64945000 4640	1,348.00		
	CHARTER BUS SERVICE TO	64945000 4640	1,413.00		
	CHARTER BUS TO SOLVANG	64945000 4640	4,210.00		
	CHARTER BUS TO SOLVANG	64945000 4640	4,140.00		
			15,251.00		WA 00837676
AMERIPRIDE VALLEY UNIFORM SERVICE	Laundry service and lab rags	09481100 5550	30.36		
	Laundry service and lab rags	09482000 5550	11.23		
			41.59		WA 00837677
AQUA SERV ENGINEERS INC	MONTHLY WATER TREATMENT	55110000 5640	212.00		
	MONTHLY WATER TREATMENT	55110000 5640	212.00		
			424.00		WA 00837678
ART & JENNYS SEWING MACHINE CENTER	JANOME SEWING MACHINE	13030021 5650	297.00		
			297.00		WA 00837679
ASSOCIATION OF CHIEF	ACBO Fall Conf 10/26-29	67210600 5210	335.00		
			335.00		WA 00837680
BEN MEADOWS COMPANY	HYGROTHERMOMETER 14 TO	68400302 4310	235.13		
			235.13		WA 00837681
BREMER AUTO PARTS	AUTO PARTS FOR FIRE	21335000 4520	128.15		
	AUTO PARTS FOR FIRE	21335000 4520	-23.49		
	AUTO PARTS FOR FIRE	21335000 4520	-34.71		
	AUTO PARTS FOR FIRE	21335000 4520	50.80		
	AUTO PARTS FOR FIRE	21335000 4520	3.08		
			123.83		WA 00837682
BUCHER VASLIN NORTH AMERICA	Shipping	01040001 6410	14,752.00		
			14,752.00		WA 00837683
BUGGIES UNLIMITED	CARGO BOX ALUM, YAM DRIVE	67772000 6410	2,099.94		
	FREIGHT CHARGES	67772000 6410	150.00		
			2,249.94		WA 00837684
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	54.46		

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	CAMPUSWIDE CANON COPIER	67710300 5640	18.70		
	CAMPUSWIDE CANON COPIER	67710300 5640	27.41		
	CAMPUSWIDE CANON COPIER	67710300 5640	15.09		
	CAMPUSWIDE CANON COPIER	67710300 5640	23.24		
			<u>150.90</u>		WA 00837685
CAROLINA BIOLOGICAL	Supplies for the Biology	04011007 4310	18.25		
	Supplies for the Biology	04011007 4310	204.22		
	Supplies for the Biology	04011007 4310	63.75		
			<u>286.22</u>		WA 00837686
CASTANEDA, ENEDINA	Reimbursement for	68118930 4311	48.00		
			<u>48.00</u>		WA 00837687
CASTILLO, ARACELI	CLEAR TRAINING/LUNCHEON	67775000 5210	25.00		
			<u>25.00</u>		WA 00837688
CENTRAL COAST URGENTCARE	Fingerprint/Background	67300100 5820	65.00		
	New Hire Health & Physicals,	67300100 5821	931.00		
	New Hire Health & Physicals,	67300100 5821	558.00		
			<u>1,554.00</u>		WA 00837689
CITY MOTORS TOWING INC	TRANSPORT JD 4520 FROM AHC	65510000 5790	200.00		
			<u>200.00</u>		WA 00837690
CITY OF SANTA MARIA	CO-APPLICANT	01121001 5790	30,457.59		
			<u>30,457.59</u>		WA 00837691
CITY OF SANTA MARIA	WATER SERVICES AND	65700000 5530	1,085.06		
	WATER SERVICES AND	68103000 5530	271.26		
			<u>1,356.32</u>		WA 00837692
COLE, JOYCE M	Local Mileage-Lompoc Outreach	64642002 5210	30.24		
			<u>30.24</u>		WA 00837693
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300 5630	569.04		
			<u>569.04</u>		WA 00837694
CSU CHANNEL ISLAND	CASFAA Conf 1/1-4R Parisi	64642002 5210	400.00		
	CASFAA Conf 1/2-4SRorabaugh	64642002 5210	375.00		
	CASFAA Conf 1/2-4J Cole	64642002 5210	375.00		
			<u>1,150.00</u>		WA 00837695
CUESTA POLYGRAPH	POLYGRAPH EXAM-PRE	67775000 5820	300.00		
			<u>300.00</u>		WA 00837696
CUSTOM COLORS & AUTOBODY INC	Instructional Supplies for	09482007 4310	735.64		
			<u>735.64</u>		WA 00837697

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DEMCO INC	Office supplies	61201400 4520	916.92		
			<u>916.92</u>		WA 00837698
DIAZ, GUADALUPE R	UC Counselor Conf	63231009 5210	50.00		
			<u>50.00</u>		WA 00837699
ELECTRONIC PARTS SUPERMART	INSTRUCTIONAL SUPPLIES TO	09340017 4310	498.30		
			<u>498.30</u>		WA 00837700
EMERSON NETWORK POWER-LIEBERT SERVICES INC.	BATTERY SERVICE	67873100 5660	339.15		
	BATTERY SERVICE	67873100 5660	4,110.75		
	BATTERY SERVICE	67873100 5660	4,371.15		
			<u>8,821.05</u>		WA 00837701
EWING IRRIGATION PRODUCTS INC	LANDSCAPE SUPPLIES	65510000 4520	45.28		
	LANDSCAPE SUPPLIES	65510000 4520	112.32		
	LANDSCAPE SUPPLIES	65510000 4520	202.43		
	LANDSCAPE SUPPLIES	65510000 4520	249.66		
	LANDSCAPE SUPPLIES	65510000 4520	800.09		
	IRRIGATION SUPPLIES PER	65510000 6120	630.85		
			<u>2,040.63</u>		WA 00837702
FARM SUPPLY COMPANY	GLOVE ATLAS FIT BLUE	68400301 4310	51.83		
	GLOVE ATLAS FIT BLUE LARGE	68400301 4310	103.66		
	CORONA PRUNER PB3160	68400301 4310	38.62		
	BAHCO PRUNER P1-20T-BULK48	68400301 4310	68.07		
	BAHCO PRUNER PG-12-F	68400301 4310	55.50		
	CORONA PRUNER BP3180	68400301 4310	71.74		
	STONE POCKET 3-1/4X1 (300/CS)	68400301 4310	3.81		
	SHEATH PRUNER #PS	68400301 4310	69.19		
	NOZZLE FAN GILMOUR 304/305	68400301 4310	19.45		
	5/8 TAPE X 250 BARB/VALVE	68400301 4310	300.94		
	JUTE STAPLES 6" X 11GA PER LB	68400301 4310	80.97		
	12 X 500 FT TUBING .620X.710	68400301 4310	35.06		
	600 TEE	68400301 4310	16.89		
	600 SWIVEL ADAPTER	68400301 4310	7.47		
	AGRIFIM CSA710	68400301 4310	13.10		
	GARDEN HOSE 5/8 X 50'	68400301 4310	75.75		
	G&B POTTING SOIL 2 CU PER	68400301 4310	45.52		
	STREAMLINE 8 MIL .4 8" 8000'	68400301 4310	324.74		
			<u>1,382.31</u>		WA 00837703
FEDERAL EXPRESS CORP	EXPRESS DELIVERY OF	04010015 5870	6.24		
			<u>6.24</u>		WA 00837704
FISHER FLOORS INC	CARPET REPAIRS IN LIBRARY	65110400 5650	255.00		
			<u>255.00</u>		WA 00837705

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FISHER SCIENTIFIC	SCIENCE LAB SUPPLIES	60100407 4310	171.70		
	SCIENCE LAB SUPPLIES	60100407 4310	44.73		
	SCIENCE LAB SUPPLIES	60100407 4310	55.77		
	SCIENCE LAB SUPPLIES	60100407 4310	424.15		
	SCIENCE LAB SUPPLIES	60100407 4310	210.21		
	WANG RESIN (100-200 MESH),	60200313 4310	224.61		
	GLYCINE EA, CATALOG NO.	60200313 4310	116.16		
	COLUMN SILICA GEL 12G 20/PL	60200313 4310	128.41		
	CEPHALOTHIN SODIUM SALT	60200313 4310	204.05		
	MAINTENANCE AGREEMENT	67873100 5660	17,367.33		
			<u>18,947.12</u>		WA 00837706
GARDA CL WEST INC.	MONTHLY ARMORED CAR	67211000 5112	1.77		
			<u>1.77</u>		WA 00837707
GEORGE, KENNETH E	PhysTrainingInstructorsCourse	21055000 5210	401.00		
			<u>401.00</u>		WA 00837708
GRAINGER	MAINTENANCE SUPPLIES	65110000 4520	99.33		
			<u>99.33</u>		WA 00837709
GREENVALE TREE CO.	PRUNE 3 LARGE CANARY	65510000 6120	2,500.00		
			<u>2,500.00</u>		WA 00837710
HARDY DIAGNOSTICS	SCIENCE LAB SUPPLIES	60100407 4310	124.20		
	SCIENCE LAB SUPPLIES	60100407 4310	125.76		
	SCIENCE LAB SUPPLIES	60100407 4310	44.58		
			<u>294.54</u>		WA 00837711
HELP/SYSTEMS LLC	INTERMAPPER, ANNUAL	67873100 5660	545.00		
			<u>545.00</u>		WA 00837712
HIGHER ONE INC	ANNUAL SUBSCRIPTION FEE T	67211000 5112	5,292.00		
			<u>5,292.00</u>		WA 00837713
IMI DEVELOPERS	HANG OVER EXISTING PLASTER	5110000 4520	800.00		
	DEMO EXISTING DOOR/FRAME	65110000 6211	2,800.00		
	FRAME AND HANG WALL,	65110000 6211	350.00		
	LABOR CHARGES	65110000 6212	1,150.00		
	LABOR CHARGES	65110000 6212	2,900.00		
	LABOR CHARGES	65110000 5650	1,900.00		
			<u>9,900.00</u>		WA 00837714
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	KEY/LOCK SUPPLIES	65110000 4520	89.19		
			<u>89.19</u>		WA 00837715
JACK'S REPAIR & SALES	LAWNMOWER SUPPLIES PER	65510000 4520	90.71		
	LAWNMOWER SUPPLIES PER	65510000 4520	17.21		
			<u>107.92</u>		WA 00837716

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JAY CEE TROPHY CO INC	FIRE ACADEMY NAME TAGS	21335000 4311	585.55 <u>585.55</u>		WA 00837717
KIDI KRTO KTAP LA BUENA-TV	30-SECOND SPOT ON LA BUENA-TV	67111020 5880	500.00 <u>500.00</u>		WA 00837718
KRAMER, SANDRA S	UC Counselor Conf	64300202 5210	50.00 <u>50.00</u>		WA 00837719
LAU, MARGARET S	CA Workforce Assn Conf	68400303 5210	378.30 <u>378.30</u>		WA 00837720
LAU, MARGARET S	CA Workforce Assn Conf	68400301 5210	630.76 <u>630.76</u>		WA 00837721
LAZER BROADCASTING CORP	30-SECOND SPOT PROMOTING	67111020 5880	500.00 <u>500.00</u>		WA 00837722
LEE CENTRAL COAST NEWSPAPERS	LEGAL ADS FOR BUSINESS	67220000 5880	54.10 <u>54.10</u>		WA 00837723
LINCOLN AQUATICS	LIQUID CHLORINE EXPENSES	65110000 4520	1,638.58 <u>1,638.58</u>		WA 00837724
LOS PADRES FIRE PROTECTION INC	FIRE EXTINGUISHER SERVICE,	65311000 5650	2,000.00		
	SEMI-ANNUAL KITCHEN	65311000 5650	585.00		
	FIRE EXTINGUISHER SERVICE,	65311400 5650	460.00		
			<u>3,045.00</u>		WA 00837725
LOUIE'S CRANE SERVICE	CRANE SERVICE-MOVED FORTY	65510000 5650	390.00 <u>390.00</u>		WA 00837726
LYNN MUSIC	REPAIR AND MAINTENANCE OF	0042000 5650	126.00		
	REPAIR AND MAINTENANCE OF	0042000 5650	105.00		
			<u>231.00</u>		WA 00837727
MARONEY, WESLEY D	LIVESCAN REQUESTED BY	67775000 5820	7.00 <u>7.00</u>		WA 00837728
MID STATE CONTAINERS	40' CONTAINER RENTAL	65110000 5690	135.31 <u>135.31</u>		WA 00837729
NORTHERN SAFETY CO INC	SHIPPING AND HANDLING	21335000 4520	24.69		
	NS HAND PROTECTION	21335000 4520	16.00		
	NS RESPIRATORY PROTECTION	21335000 4520	6.50		
	PHYSICIANS CARE EMERGENCY	21335000 4520	31.57		
	3M EAR CLASSE DISPOSABLE	21335000 4520	31.49		

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	PYRAMEX ZTEK SAFETY	21335000 4520	8.40		
	PYRAMEX ZTEK SAFETY	21335000 4520	14.58		
			<u>133.23</u>		WA 00837730
NY CAKE AND BAKING DIST	INSTRUCTIONAL SUPPLIES	13060000 4311	22.25		
	INSTRUCTIONAL SUPPLIES	13060000 4311	90.25		
			<u>112.50</u>		WA 00837731
OFFICE DEPOT INC	OFFICE OPERATIONAL SUPPLIES	5330100 4520	182.91		
	INSTRUCTIONAL SUPPLIES	10300007 4310	266.00		
	INSTRUCTIONAL SUPPLIES	49308020 4310	52.67		
	JUMPDRIVE LEXAR USB FLASH	64400002 4520	40.91		
	DIVIDERS INSERTABLE W/BIG	64400002 4520	2.46		
	VIEW BINDER ROUND RING 2"	64400002 4520	5.16		
	FILE FOLDERS 1/3 CUT LETTER	64400002 4520	6.03		
	INK CARTRIDGE BLACK	64400002 4520	25.18		
	INK CARTRIDGE CANNON CLI-	64400002 4520	138.90		
	BLACK TONER CARTRIDGE	64400002 4520	62.95		
	BATTERIES AAA ITEM NO 21014	64400002 4520	10.82		
	TRICOLOR INK CARTRIDGE	64400002 4520	38.95		
	INK CARTRIDGE BLACK	64400002 4520	43.58		
	DOUBLE-SIDED TAPE ITEM NO	64400002 4520	12.12		
	EPSON 125 INK CARTRIDGE	64400002 4520	55.46		
			<u>944.10</u>		WA 00837732
OHLONE COLLEGE	Annual Academy Support Fee	09340000 5112	300.00		
			<u>300.00</u>		WA 00837733
PASSAGE, DAVID L	REIMBURSEMENT FOR COLOR	10110000 4310	165.84		
			<u>165.84</u>		WA 00837734
PAZ, CYNTHIA GUTIERREZ	UC Counselor Conf	63231009 5210	50.00		
			<u>50.00</u>		WA 00837735
POSTAGE ONE	MAIL SORTING FEES FROM	67700000 5870	75.00		
			<u>75.00</u>		WA 00837736
PRAXAIR DISTRIBUTION INC	INSTRUCTIONAL SUPPLIES TO	09565007 4310	347.26		
	INSTRUCTIONAL SUPPLIES TO	09565007 4310	119.08		
			<u>466.34</u>		WA 00837737
PREY INC	PREY software subscription	67873100 5670	3,024.00		
			<u>3,024.00</u>		WA 00837738
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGE	65311000 4520	64.84		
	CUSTODIAL SUPPLIES CHARGE	65311000 4520	245.90		
	CUSTODIAL SUPPLIES CHARGE	65311000 4520	1,200.57		
			<u>1,511.31</u>		WA 00837739
PUBLIC BROADCASTING DISTRIBUTION LLC	Media Materials	61201400 6320	286.25		

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			286.25		WA 00837740
RALSTON, LAWRENCE A	PhysTrainingInstructorCourse	21055000 5210	401.00		
			401.00		WA 00837741
RANTZ, RICKY L	Various Local Mileage	60100400 5210	145.60		
	LocalMileage-Ventura/SantaBarb	68400500 5210	154.56		
	Various Local Mileage	60100400 5210	58.24		
			358.40		WA 00837742
RP GROUP	StdScsssConf10/7-10JRobertson	60200400 5210	400.00		
			400.00		WA 00837743
SAFEWAY INC - VONS DIVISION	SCIENCE LAB SUPPLIES	60100407 4310	55.35		
			55.35		WA 00837744
SANDOVAL, JOSE	ROSE INSTALLATION - LABOR	68400301 5650	150.00		
	IRRIGATION INSTALLATION-	68400301 5650	300.00		
	IRRIGATION INSTALLATION-	68400301 4520	189.44		
			639.44		WA 00837745
SANTA MARIA TIMES	ANNUAL SUBSCRIPTION	67111000 4520	74.87		
	ANNUAL SUBSCRIPTION	10071300 4520	74.88		
			149.75		WA 00837746
SEGURA CASILLAS, FATIMA	UC Counselor Conf	63231009 5210	50.00		
			50.00		WA 00837747
SMART & FINAL	INSTRUCTIONAL SUPPLIES	13060000 4311	169.14		
	INSTRUCTIONAL SUPPLIES	13060000 4311	28.58		
			197.72		WA 00837748
SMITH ELECTRIC SERVICE	LABOR CHARGES	65110000 5650	255.00		
	DISCONNECT SWITCH, 30 AMP	65110000 4520	92.57		
			347.57		WA 00837749
SMITH, EMILY A	CASTEMSymp	60200313 5210	395.72		
			395.72		WA 00837750
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/14-6/30/15	68103000 5510	320.86		
	GAS SUPPLY 7/1/14-6/30/15	65700000 5510	1,283.45		
			1,604.31		WA 00837751
SPIRE, PAUL A	REIMBURSEMENT FOR SAFETY	67720000 3920	125.00		
			125.00		WA 00837752
STIMULUS MARKETING INC	AG VIDEO PRODUCTION PER	68400301 5112	2,750.00		
			2,750.00		WA 00837753

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TROESH SUPPLY COMPANY INC	GROUNDS SUPPLIES PER	65510000 6120	108.84		
	GROUNDS SUPPLIES PER	65510000 6120	94.82		
	GROUNDS SUPPLIES PER	65510000 6120	94.82		
	GROUNDS SUPPLIES PER	65510000 6120	<u>94.82</u>		
			393.30		WA 00837754
TROJAN PETROLEUM INC	GASOLINE CHARGES FOR	67772000 4560	285.68		
	GASOLINE CHARGES FOR	67772000 4560	<u>9,910.08</u>		
			10,195.76		WA 00837755
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	42.80		
			<u>42.80</u>		WA 00837756
US BANK CORPORATE PAYMENT SYSTEM	CAL CARD PURCHASE	69800000 4710	319.92		
	CAL CARD PURCHASE	67111000 4520	<u>83.70</u>		
			403.62		WA 00837757
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	1,581.16		
	TELEPHONE SERVICE	65700400 5540	<u>125.57</u>		
			1,706.73		WA 00837758
VERIZON CALIFORNIA	TELEPHONE SERVICE	68103000 5540	484.42		
	TELEPHONE SERVICE	65700500 5540	172.69		
	TELEPHONE SERVICE	65700400 5540	920.92		
	TELEPHONE SERVICE	65700000 5540	<u>2,138.84</u>		
			3,716.87		WA 00837759
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	143.83		
			<u>143.83</u>		WA 00837760
VERIZON SELECT SERVICES INC	LONG DISTANCE AND TOLL	65700000 5540	537.05		
			<u>537.05</u>		WA 00837761
WARD'S SCIENCE INC	SCIENCE LAB SUPPLIES	60100407 4310	47.47		
	SCIENCE LAB SUPPLIES	60100407 4310	<u>738.21</u>		
			785.68		WA 00837762
WESTERN EXTERMINATOR CO	PEST CONTROL SERVICES	65510000 5640	114.50		
			<u>114.50</u>		WA 00837763
WESTERN WAYS	Custodial Services between the	60100800 5112	750.00		
			<u>750.00</u>		WA 00837764
WESTIN, THE	CSUComCllgCnslrConf10/2-3MMof	64300202 5210	138.08		
			36.00		
			<u>174.08</u>		WA 00837765

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ARMIJO-STAUGAARD, CATALINA	PHYSICAL EXAM FUND REIMB	67900009 3420	40.00 <hr/> 40.00		WC 00837766
FERNANDEZ, MONIQUE	PHYSICAL EXAM FUND REIMB	67900009 3420	246.00 <hr/> 246.00		WC 00837767
GARNER, JUDITH L	PHYSICAL EXAM FUND REIMB	67900009 3420	120.00 <hr/> 120.00		WC 00837768
LANDEROS, GLORIA J	PHYSICAL EXAM FUND REIMB	67900009 3420	161.40 <hr/> 161.40		WC 00837769
LAU, MARGARET S	PHYSICAL EXAM FUND REIMB	67900009 3420	416.10 <hr/> 416.10		WC 00837770
LOPEZ, RICARDO	PHYSICAL EXAM FUND REIMB	67900009 3420	507.03 <hr/> 507.03		WC 00837771
LOPEZ-PEREA, FLORENTINA	PHYSICAL EXAM FUND REIMB	67900009 3420	44.97 <hr/> 44.97		WC 00837772
MCGARRY, KATHLEEN M	PHYSICAL EXAM FUND REIMB	67900009 3420	379.80 <hr/> 379.80		WC 00837773
PERALES, CARISSA MARIE	PHYSICAL EXAM FUND REIMB	67900009 3420	170.00 <hr/> 170.00		WC 00837774
SOLANO, CATHALEEN G	PHYSICAL EXAM FUND REIMB	67900009 3420	391.99 <hr/> 391.99		WC 00837775
STAUGAARD, JOHN	PHYSICAL EXAM FUND REIMB	67900009 3420	40.00 <hr/> 40.00		WC 00837776
WILLIAMSON, LORI A	PHYSICAL EXAM FUND REIMB	67900009 3420	259.00 <hr/> 259.00		WC 00837777
SAVE MART SUPERMARKETS	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	15.65		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	48.08 <hr/> 63.73		WE 00837778
TREJO, MARIA	CHILDCARE 6/17/14-6/30/14	69297111 5112	68.76		
	CHILD CARE 6/17/14-6/30/14	69297111 5112	309.42 <hr/> 378.18		WE 00837779
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	7710300 5870	23.97		
	EXPRESS MAIL SERVICE	33697009 5870	5.96 <hr/> 29.93		WH 00837780

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ARTS MANAGEMENT SYSTEMS LTD	REMOTE UPGRADE SUPPORT	71730003 5112	400.00		
	ADDITIONAL SUPPORT AS	71730003 5112	<u>200.00</u> 600.00		WI 00837781
DELL MARKETING LP INC	OPTIPLEX 7010-24" Q#681046271	71730003 6411	1,126.01		
	SERVICE & WARRANTY	71730003 6411	127.00		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
	OPTIPLEX 7010-24" Q#681046271	71730003 6411	1,126.01		
	SERVICE & WARRANTY	71730003 6411	127.00		
	CA environmental fee	71730003 6411	4.00		
	DELL LAT LAPTOP 15"	71730003 6411	985.65		
	SERVICE & WARRANTY	71730003 6411	356.00		
	ENVIRONMENTAL FEE	71730003 6411	<u>3.00</u> 3,858.67		WI 00837782
EARTH SYSTEMS PACIFIC	Special Inspection Services	71710023 6240	<u>620.50</u> 620.50		WI 00837783
KITCHELL CEM INC	AMENDMENT FOUR FOR	71710005 5112	15,784.00		
	AMENDMENT SIX FOR	71710017 5112	2,055.07		
	AMENDMENT THREE FOR	71710023 5112	23,277.00		
	AMENDMENT FOUR	71710030 5112	7,063.00		
	AMENDMENT SIX FOR	71711017 5112	4,172.43		
	CONTRACT FOR EVALUATION	71720019 5112	<u>285.00</u> 52,636.50		WI 00837784
KRUEGER INTERNATIONAL INC	FIXED LEG TABLES PER LINE 1.	71710006 6410	1,830.81		
	CRANK TABLE PER LINE 2.5	71710006 6410	750.91		
	TABLE 30X84 PER LINE ITEM 3.5	71710006 6410	738.18		
	STORAGE CABINET PER LINE	71710006 6410	839.48		
	BLANK SHELF PER LINE ITEM	71710006 6410	42.76		
	TABLE PER LINE ITEM 2.1	71710018 6410	471.15		
	TREK TABLE 24 X 36 PER LINE	71710024 6410	411.52		
	PANEL SYSTEM PER LINE 1.1-	71711018 6410	<u>394.38</u> 5,479.19		WI 00837785
PACIFIC GAS & ELECTRIC CO	Service related to the	71710023 5520	<u>391.00</u> 391.00		WI 00837786
ROUNTREE & ASSOCIATES	AMENDMENT TWO FOR	71710023 6240	<u>15,120.00</u> 15,120.00		WI 00837787
SIEMENS INDUSTRY INC	Provide security alarm system	71710005 5590	<u>679.00</u> 679.00		WI 00837788
WALTERS VENTURES INC.	AMENDMENT THREE FOR	71710005 6240	<u>1,757.50</u> 1,757.50		WI 00837789
AHC FOUNDATION	STEM GRANT MATCHING	60200314 5790	5,000.00		
	STEM GRANT MATCHING	60200313 5790	30,000.00		

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			35,000.00		WA 00837790
ALLEN'S QUALITY PLUMBING	LABOR CHARGES	65110000 5650	90.00		
	SERVICE CALL PER INVOICE	65110000 4520	14.07		
			104.07		WA 00837791
Antonio Garcia, Catalina	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			15.00		WA 00837792
ASSOC OF CHIEF HUMAN RESOURCES OFFICERS	INSTITUTIONAL MEMBERSHIP	67300100 5310	250.00		
			250.00		WA 00837793
ASSOC OF COMMUNITY & CONTINUING EDUCATION	SINGLE MEMBERSHIP FOR	68101000 5310	60.00		
			60.00		WA 00837794
AUTEN, DIANE K	Reimbursement - working	60200134 5220	98.23		
			98.23		WA 00837795
BIG BRAND TIRE COMPANY	TIRES	21330100 4520	610.51		
	CALIF STATE TIRE FEE	21330100 4520	11.34		
	CASING DISPOSAL FEE	21330100 4520	15.06		
	FLEET DISCOUNT PROGRAM	21330100 4520	-32.48		
	NITROGEN INFLATION - PER	21330100 4520	32.48		
	FLEET ROAD FORCE WHEEL	21330100 4520	77.70		
	LEAD FREE WHEEL WEIGHTS	21330100 4520	19.49		
			734.10		WA 00837796
BLUE ROSE STUDIO	CLAY ACCOUNT	10021000 4311	430.94		
	DELIVERY	10021000 4310	30.00		
	GROLLEG 55 14# BAG	10021000 4310	71.99		
	300# EPK KAOLIN	10021000 4310	126.65		
	SILICA 200 MESH 400#	10021000 4310	124.49		
	400 # CUSTER FELDSPAR	10021000 4310	168.87		
			952.94		WA 00837797
Borba, Julie A	STUD WKR LIVE SCAN REIMB	64700000 5820	7.00		
			7.00		WA 00837798
CA COUNCIL FOR ADULT EDUCATION	MEMBERSHIP FOR CCAE	68101000 5310	100.00		
			100.00		WA 00837799
Chavez, Jesus	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			15.00		WA 00837800
CITY MOTORS TOWING INC	TRANSPORT 40' CONTAINER	65510000 5790	224.00		
			224.00		WA 00837801

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CITY OF SANTA MARIA	DISPOSAL SITE LANDFILL	65700000 5570	48.16 <u>48.16</u>		WA 00837802
Cole, Tamora A	STUD WKR LIVE SCAN REIMB	64700000 5820	16.00 <u>16.00</u>		WA 00837803
Cox, Amy L	STUD WORK LIVE SCAN REIMB	64700000 5820	7.00 <u>7.00</u>		WA 00837804
Cuellar, Sarah R	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00 <u>30.00</u>		WA 00837805
DEPARTMENT OF JUSTICE	Fingerprint/Background	67300100 5820	961.00		
	Fingerprint/Background	64700000 5820	1,696.00 <u>2,657.00</u>		WA 00837806
SIMON & SCHUSTER	Library Books	61100010 6310	221.50		
	ROLLING WK PLATFORM,	68400303 6410	1,640.59 <u>1,640.59</u>		WA 00837807
Hernandez, Rosa A	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70 <u>13.70</u>		WA 00837808
HOYOS, JASON J	LIVESCAN FINGERPRINTS FOR	67775000 5820	13.70		
	LIVESCAN REQUESTED FOR	67775000 5820	7.00 <u>20.70</u>		WA 00837809
INSTITUTE OF BEAUTY CULTURE INC	COVER DSL LINE FEES	30070000 5560	112.19 <u>112.19</u>		WA 00837810
Kallies, Kimberly J	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00 <u>30.00</u>		WA 00837811
LAU, MARGARET S	MISC. OPERATIONAL AND	68400301 5870	7.72		
	MISC. OPERATIONAL AND	68400301 4540	50.74 <u>58.46</u>		WA 00837812
Lethbridge, Kristin	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00 <u>15.00</u>		WA 00837813
Lippincott, Austin J	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70 <u>13.70</u>		WA 00837814
Malins, Lisa K	STUD WKR LIVE SCAN REIMB	64700000 5820	7.00 <u>7.00</u>		WA 00837815
MARONEY, WESLEY D	LIVESCAN FINGERPRINTS	67775000 5820	14.00 <u>14.00</u>		WA 00837816

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Martinez, Jose D	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			<u>15.00</u>		WA 00837817
MID STATE CONTAINERS	CONTAINER RENTAL	65110400 5690	135.00		
	CONTAINER RENTAL 434149-3	65110000 5690	124.49		
	CONTAINER RENTAL (2)	65110000 5690	270.63		
			<u>530.12</u>		WA 00837818
MORALES, MAYRA M	UCCounselorConf	64300202 5210	74.79		
	Various Local Mileage	64300202 5210	87.70		
			<u>162.49</u>		WA 00837819
NEXTEL COMMUNICATIONS INC	CELL PHONE USAGE FOR ON-	61320000 5540	2.37		
	CELL PHONE MONTHLY	65110000 5540	84.21		
	NEXTEL CELL PHONE MONTHLY	67775000 5540	84.10		
	Monthly Data Plan with	67873000 5540	76.63		
			<u>247.31</u>		WA 00837820
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT	67710300 5892	549.37		
			<u>549.37</u>		WA 00837821
PATTERSON VETERINARY SUPPLY INC	COLUMBIA CURETTE 13/14	68400301 4310	12.69		
	COLUMBIA CURETTE 13/14	68400301 4310	63.44		
	EXPLORER PROBE 23/CP11	68400301 4310	94.30		
			<u>170.43</u>		WA 00837822
PEREZ, DIANA M	Counselor ConferencesTraining	64900007 5210	173.88		
	TrainingOnNewDatabase	64900012 5210	478.33		
	StudentSuccessTraining	64900012 5210	68.02		
	CollegeAccessFoundation2014	64900012 5210	-156.14		
			<u>564.09</u>		WA 00837823
Perez, Eriberto	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70		
			<u>13.70</u>		WA 00837824
PPG ARCHITECTURAL FINISHES INC	PAINT SUPPLIES	65110000 4520	121.51		
	PAINT SUPPLIES	65110000 4520	121.51		
	PAINT SUPPLIES	65110000 4520	-121.51		
	PAINT SUPPLIES	65110000 4520	150.23		
	PAINT SUPPLIES	65110000 4520	150.23		
	PAINT SUPPLIES	65110000 4520	-150.23		
			<u>271.74</u>		WA 00837825
PROCARE JANITORIAL SUPPLY	VACUUM, SENSOR XP 18",	65311000 6410	645.84		
			<u>645.84</u>		WA 00837826

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PROFORCE LAW ENFORCEMENT	OPERATIONAL SUPPLIES	67775000 4520	240.04		
			<u>240.04</u>		WA 00837827
R&R ROLL-OFF	DEBRIS DISPOSAL FEES	65110000 5570	283.40		
	40 YARD DROP BOX	65110000 5690	180.00		
			<u>463.40</u>		WA 00837828
Rainey, Brandon	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			<u>15.00</u>		WA 00837829
RANGE MASTER SAN LUIS OBISPO	5.11 TDU-RIPSTOP BLK L-R	740067775000 4512	44.27		
	5.11 TDU-RIPSTOP BLK L-L 019	67775000 4512	44.27		
	5.11 TDU-RIPSTOP BLK XL-R 019	67775000 4512	44.27		
	5.11 TDU-RIPSTOP BLK XL-S 019	67775000 4512	44.27		
	5.11 TDU-RIPSTOP L/S M-REG	67775000 4512	48.59		
	5.11 TDU-RIPSTOP L/S L-REG	67775000 4512	48.59		
	5.11 TDU RIPSTOP L/S XL-REG	67775000 4512	97.17		
			<u>371.43</u>		WA 00837830
RANTZ, RICKY L	MeetingOfTheMinds-Monterey	68400500 5210	590.76		
			<u>590.76</u>		WA 00837831
RED WING SHOE STORE	SAFETY BOOTS FOR	67720000 3920	97.49		
	SAFETY BOOTS FOR	67720000 3920	87.37		
			<u>184.86</u>		WA 00837832
SAFEWAY INC - VONS DIVISION	Supplies for the Biology	04011007 4310	16.69		
	Supplies for the Chem Labs,	19050007 4310	12.77		
	FOOD SUPPLIES FOR	13060020 4311	202.34		
			<u>231.80</u>		WA 00837833
SAMY'S CAMERA	INSTRUCTIONAL SUPPLIES FOR	03000007 4310	90.56		
			<u>90.56</u>		WA 00837834
SIMS, NATHAN W	LocalMileage-SantaMaria/Lompoc	63102001 5210	58.24		
	LocalMileage-SantaMaria/Lompoc	63102001 5210	58.24		
			<u>116.48</u>		WA 00837835
SMART & FINAL	INSTRUCTIONAL SUPPLIES	13060000 4311	149.36		
			<u>149.36</u>		WA 00837836
Souther, Mason F	STUD WRK LIVE SCAN REIMB	64700000 5820	15.00		
			<u>15.00</u>		WA 00837837
SYSCO FOOD SERVICES OF VENTURA	INSTRUCTIONAL SUPPLIES	13060000 4311	20.44		
			<u>20.44</u>		WA 00837838

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TROJAN PETROLEUM INC	DIESEL CHARGES FOR	64945000 4610	1,004.02		
			<u>1,004.02</u>		WA 00837839
US BANK CORPORATE PAYMENT SYSTEM	PURCHASES WITH CAL CARD	65110000 4520	12.68		
	PURCHASES WITH CAL CARD	65110000 4520	1,139.31		
	PURCHASES WITH CAL CARD	65110000 6410	5.06		
	PURCHASES WITH CAL CARD	65110000 6410	455.00		
	PURCHASES WITH CAL CARD	65510000 4520	0.40		
	PURCHASES WITH CAL CARD	65510000 4520	36.04		
	PURCHASES WITH CAL CARD	65510000 5210	2.64		
	PURCHASES WITH CAL CARD	65510000 5210	237.36		
	PURCHASES WITH CAL CARD	67700000 6410	4.75		
	PURCHASES WITH CAL CARD	67700000 6410	427.03		
	SHAWS STEAKHOUSE -	66200000 5210	75.00		
	MOXIE CAFE - MGMT RETREAT	66200000 5210	346.40		
	SHAWS STEAKHOUSE	66200000 5210	106.00		
	FAR WESTERN TAVERN -	66200000 5210	167.00		
	BOARD DINNER 8/19/14	66100000 4710	40.14		
	GIFT WRAP SUPPLIES - TRUSTEE	66100000 4520	6.35		
	MICHAEL'S - FRAMES	66200000 4520	124.46		
	TARGET - GREETING CARDS	66200000 4520	53.76		
	ALBERTSON'S - BOARD	66100000 4710	31.23		
	ALBERTSON'S - BOARD	66100000 4710	29.90		
	ORCUTT BURGERS - BOARD	66100000 4710	33.75		
	BOARD DINNER 8/19/14	66100000 4710	30.29		
			<u>3,364.55</u>		WA 00837840
VALLEY GLASS & MIRROR CO	GLASS, 71"X92" SOLARCOOL	65510000 4520	472.14		
	LABOR CHARGES	65510000 5650	432.00		
			<u>904.14</u>		WA 00837841
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	20.07		
			<u>20.07</u>		WA 00837842
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	292.09		
			<u>292.09</u>		WA 00837843
VILLA, KIRI	UCCounselorConf	64300002 5210	51.79		
			<u>51.79</u>		WA 00837844
Villanueva, Jonathan D	STUD WKR LIVE SCAN REIMB	64700000 5820	15.00		
			<u>15.00</u>		WA 00837845
White, Jessica A	STUD WKR LIVE SCAN REIMB	64700000 5820	30.00		
			<u>30.00</u>		WA 00837846
Yanez, Gabriel S	STUD WKR LIVE SCAN REIMB	64700000 5820	13.70		
			<u>13.70</u>		WA 00837847

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VERNON EDWARDS CONSTRUCTORS INC	Construction Labor Services	71710023 6212	5,300.00		
			5,300.00		WI 00837848
AHC - AUXILLIARY CORPORATION	GENERAL FUND ALLOCATION	10070000 7394	100,000.00		
			100,000.00		WA 00837849
AHC - BOOKSTORE	BOOKSTORE GRANT FOR	66100000 7620	164.43		
	INSTRUCTIONAL SUPPLIES	22000017 4310	11.01		
	Punished: Policing the Lives	15011207 4310	28.80		
	The Bean Trees, Kingsolver	15011207 4310	6.44		
	ART SUPPLIES FOR CERAMICS	10021007 4310	77.84		
	ART SUPPLIES FOR CLASSES	10021007 4310	12.65		
			301.17		WA 00837850
ALLY	LEASE PAYMENT FOR 2013	64945000 5680	653.95		
	LEASE PAYMENT FOR 2013	64945000 5680	653.95		
			1,307.90		WA 00837851
AMERICAN INDUSTRIAL SUPPLY	LINCOLN HYD COUPLER PER	65110000 4520	11.90		
			11.90		WA 00837852
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	3,450.00		
	CHARTER BUS SERVICE TO	64945000 4640	2,412.00		
			5,862.00		WA 00837853
AMERIPRIDE VALLEY UNIFORM SERVICE	Laundry service and lab rags	09481100 5550	27.81		
	Laundry service and lab rags	09482000 5550	11.23		
	Laundry service and lab rags	09481100 5550	30.36		
			69.40		WA 00837854
ANAHEIM MARRIOTT HOTEL	CASFAACOnf11/1-4RParisi	64642002 5210	523.86		
			523.86		WA 00837855
ANAHEIM MARRIOTT HOTEL	CASFAACConf 11/2-4SRorabaughJC	64642002 5210	349.24		
			349.24		WA 00837856
ARMSTRONG'S LOCK AND KEY	KEY/LOCK SUPPLIES	65110000 4520	115.83		
			115.83		WA 00837857
B & B STEEL & SUPPLY	INSTRUCTIONAL SUPPLIES TO	09565007 4310	1,086.79		
	INSTRUCTIONAL SUPPLIES TO	09565007 4310	657.01		
			1,743.80		WA 00837858
B & H PHOTO-VIDEO	CAMERA FILTER, TIFFEN, 82MM	1320000 4520	62.67		
			62.67		WA 00837859

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BLUE ROSE STUDIO	CLAY ACCOUNT	10021000 4311	430.94		
	CLAY ACCOUNT	10021000 4311	2,877.15		
			<u>3,308.09</u>		WA 00837860
BREMER AUTO PARTS	AUTO PARTS FOR FIRE	21335000 4520	75.01		
	AUTO PARTS FOR FIRE	21335000 4520	11.63		
			<u>86.64</u>		WA 00837861
CA DEPARTMENT OF EDUCATION	2014StHSEquivConf10/27-29GPepi	63101000 5210	150.00		
			<u>150.00</u>		WA 00837862
CA DEPARTMENT OF EDUCATION	2014StHSEquivConf10/27-29SAlld	63101000 5210	150.00		
			<u>150.00</u>		WA 00837863
CAL COAST INSIGNIA	POLICE SHOULDER PATCH-	67775000 4512	162.37		
	POLICE CLOTH BADGE PATCH-	67775000 4512	121.78		
			<u>284.15</u>		WA 00837864
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	15.85		
	CAMPUSWIDE CANON COPIER	67710300 5640	23.42		
	CAMPUSWIDE CANON COPIER	67710300 5640	142.44		
	CAMPUSWIDE CANON COPIER	67710300 5640	18.71		
	CAMPUSWIDE CANON COPIER	67710300 5640	52.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	18.97		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	95.35		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	6.22		
	CAMPUSWIDE CANON COPIER	67710300 5640	176.19		
	CAMPUSWIDE CANON COPIER	67710300 5640	40.04		
	CAMPUSWIDE CANON COPIER	67710300 5640	23.73		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.11		
	CAMPUSWIDE CANON COPIER	67710300 5640	9.99		
	CAMPUSWIDE CANON COPIER	67710300 5640	30.62		
	CAMPUSWIDE CANON COPIER	67710300 5640	14.11		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	353.33		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.77		
	CAMPUSWIDE CANON COPIER	67710300 5640	5.71		
	CAMPUSWIDE CANON COPIER	67710300 5640	13.49		
	CAMPUSWIDE CANON COPIER	67710300 5640	92.35		
	CAMPUSWIDE CANON COPIER	67710300 5640	8.70		
	CAMPUSWIDE CANON COPIER	67710300 5640	68.68		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	19.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	22.93		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	33.27		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	CAMPUSWIDE CANON COPIER	67710300 5640	14.83		
			<u>1,504.48</u>		WA 00837865
CAROLINA BIOLOGICAL	Cow Eye, plain 1 per bag,	04011000 4310	170.49		
	Supplies for the Biology	04011007 4310	7.61		
	Freight and Handling	04011000 4310	96.29		
	Sheep brain w/duramater, 1	04011000 4310	13.30		
	Sheep heart, plain, 1 per	04011000 4310	343.98		
	Sheep brain, plain, 1 per	04011000 4310	687.43		
			<u>1,319.10</u>		WA 00837866
CARR'S BOOT SHOP	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	125.00		
	SAFETY BOOTS FOR	67720000 3920	122.27		
	SAFETY BOOTS FOR	67720000 3920	116.86		
			<u>989.13</u>		WA 00837867
CENTURY AUTO ELECTRIC	REPAIR TO ALTERNATOR	21335000 5650	200.00		
			<u>200.00</u>		WA 00837868
CHANNING BETE COMPANY INC	PRICE DISCOUNT - AHA	68400301 4310	-41.95		
	BLOODBORNE PATHOGENS	68400301 4310	27.06		
	BLOODBORNE PATHOGENS	68400301 4310	811.88		
			<u>796.99</u>		WA 00837869
CITY OF SANTA MARIA	FALSE ALARM RESPONSES-SM	67775000 5590	530.30		
			<u>530.30</u>		WA 00837870
COLLEGE ENTRANCE EXAMINATION BOARD	Accuplacer Units for ATB Test.	63101000 5322	69.75		
			<u>69.75</u>		WA 00837871
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY IMPOUND EXPENSE	67710300 5630	1,731.00		
	LEASE OF 890 E. STOWELL (CBG)	67710300 5630	28,930.00		
			<u>30,661.00</u>		WA 00837872
COMCAST	MONTHLY RECURRING COSTS	65700000 5560	96.58		
	MONTHLY RECURRING COSTS	60100800 5560	24.14		
			<u>120.72</u>		WA 00837873
COMPUTERLAND OF SILICON VALLEY	Contribute 6.5 for ETLA 1 yr	67873100 5322	0.00		
	Creative Cloud Enterprise -	67873002 5322	21,120.00		
	Creative Cloud Enterprise -	67873100 5322	7,040.00		
			<u>28,160.00</u>		WA 00837874

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COURIER SYSTEMS INC.	Courier Services between the	60100800 5112	275.00		
	Office/Operational Supplies	67220000 4520	8.97		
	Fuel charges. (LVC/Admin)	60100800 5112	13.75		
	Courier Services between the	60100800 5112	275.00		
	Fuel charges. (LVC/Admin)	60100800 5112	15.13		
			587.85		WA 00837875
CULLIGAN/CENTRAL COAST WATER TREATMENT	Monthly rental for 9" Mixed	04011100 5690	24.00		
			24.00		WA 00837876
CUSTOM COLORS & AUTOBODY INC	Instructional Supplies for	09482007 4310	71.05		
	Instructional Supplies for	09482007 4310	179.72		
			250.77		WA 00837877
DELL MARKETING LP INC	SERVICE & WARRANTY	64642002 6411	762.00		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.03		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.03		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.02		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.02		
	STATE ENVIRONMENTAL FEE	64642002 5571	24.00		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.03		
	OPTIPLEX 7010 MINITOWER	64642002 6411	1,126.02		
			7,542.15		WA 00837878
DOCUTEAM	DESTRUCTION OF OLD	67710300 5571	1,232.00		
			1,232.00		WA 00837879
EWING IRRIGATION PRODUCTS INC	LANDSCAPE SUPPLIES	65510000 4520	17.92		
	LANDSCAPE SUPPLIES	65510000 4520	58.77		
			76.69		WA 00837880
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	7710300 5870	21.66		
	MAILINGS FOR ACCT #1104-8488	7710300 5870	5.29		
	MAILINGS FOR ACCT #1104-8488	7710300 5870	22.18		
			49.13		WA 00837881
FOLSOM LAKE FORD	2015 FORD EXPLORER	69500001 6410	-500.00		
	2015 FORD EXPLORER	69500001 6410	275.00		
	2015 FORD EXPLORER	69500001 6410	31,407.66		
	2015 FORD EXPLORER	69500001 6410	8.75		
			31,191.41		WA 00837882
FRAZEE PAINT & WALLCOVERINGS	PAINT SUPPLIES	65110000 4520	109.96		
			109.96		WA 00837883
FREESTYLE PHOTOGRAPHIC SUPPLIES	SHIPPING	10110007 4310	34.99		
	FORMULARY IRON BLUE TONER	10110007 4310	33.73		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	PICTORICO PREMIUM INKJET	10110007 4310	161.19		
	FORMULARY VAN DYKE	10110007 4310	303.09		
	FORMULARY CYANOTYPE	10110007 4310	42.98		
	LEGACYPRO SEPIA TONER II TQ0110007	4310	25.76		
	FORMULARY COPPER TONER	10110007 4310	24.70		
			626.44		WA 00837884
GARDA CL WEST INC.	MONTHLY ARMORED CAR	67211000 5112	340.55		
			340.55		WA 00837885
HARDY DIAGNOSTICS	Supplies for the Biology	04011007 4310	829.92		
	Supplies for the Biology	04011007 4310	193.13		
			1,023.05		WA 00837886
HAYWARD LUMBER INC	MAINTENANCE SUPPLIES	65110000 4520	25.97		
	MAINTENANCE SUPPLIES	65110000 4520	118.12		
	MAINTENANCE SUPPLIES	65110000 4520	95.46		
	MAINTENANCE SUPPLIES	65110000 4520	19.88		
	MAINTENANCE SUPPLIES	65110000 4520	459.30		
	MAINTENANCE SUPPLIES	65110000 4520	46.39		
	MAINTENANCE SUPPLIES	65110000 4520	439.49		
	MAINTENANCE SUPPLIES	65110000 4520	19.27		
			1,223.88		WA 00837887
HOME DEPOT	SUPPLIES PER RECEIPTS:	65511400 4520	6.04		
	SUPPLIES PER RECEIPTS:	65511400 4520	29.13		
	SUPPLIES PER RECEIPTS:	65511400 4520	52.84		
	FIRE ACADEMY	21335007 4310	36.99		
	FIRE ACADEMY	21335007 4310	138.52		
	FIRE ACADEMY OPERATIONAL	21335000 4520	57.22		
	SUPPLIES FOR LAW	21055000 4520	102.33		
	SUPPLIES FOR LAW	21055000 4520	402.25		
	SUPPLIES FOR LAW	21055000 4520	20.00		
	Instructional Supplies for	09565007 4310	125.34		
	FIRE ACADEMY	21335007 4310	43.70		
	FIRE ACADEMY	21335007 4310	133.59		
	FIRE ACADEMY	21335007 4310	91.66		
	FIRE ACADEMY OPERATIONAL	21335000 4520	39.88		
			1,279.49		WA 00837888
HURD, CAROL	CouncilorConference-SantaBarba	63231009 5210	76.09		
			76.09		WA 00837889
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	KEY/LOCK SUPPLIES	65110000 4520	42.22		
	KEY/LOCK SUPPLIES	65110000 4520	956.29		
			998.51		WA 00837890
JONES, BERNARD	Local Mileage	66100000 5210	27.55		
	Local Mileage	66100000 5210	21.62		
	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			289.17		WA 00837891

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
JR BARTO HEATING & AIRCON	LABOR CHARGES	65110000 5650	2,769.00		
	INSTALL INLINE EXHAUST FAN	65110000 4520	907.00		
			<u>3,676.00</u>		WA 00837892
KONE INC	MAINTENANCE AGREEMENT	65110400 5640	1,305.48		
	MAINTENANCE AGREEMENT	65110000 5640	1,958.22		
			<u>3,263.70</u>		WA 00837893
KRAMER, SANDRA S	EOPSFallConf	64300202 5210	116.00		
			<u>116.00</u>		WA 00837894
KSBY COMMUNICATIONS INC	30-SECOND TV COMMERCIAL	67111000 5880	1,050.00		
	FRIDAY NIGHT HIGHLIGHTS	67111000 5880	50.00		
	FRIDAY NIGHT HIGHLIGHTS	67111000 5880	242.00		
	30-SECOND TV COMMERCIAL	67111000 5880	200.00		
			<u>1,542.00</u>		WA 00837895
KTAS-TV	30-SECOND SPOT PROMOTING	67111020 5880	1,000.00		
			<u>1,000.00</u>		WA 00837896
LAHR, LARRY	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>240.00</u>		WA 00837897
LAU, MARGARET S	Various Local Mileage	68400303 5210	43.68		
	Various Local Mileage	68400303 5210	315.84		
			<u>359.52</u>		WA 00837898
LOVARC	FEE AGREEMENT FOR FALL,	49303120 5130	195.46		
			<u>195.46</u>		WA 00837899
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
			<u>127.80</u>		WA 00837900
Moses, Nicole S	EOPSFallConf10/5-8	64300202 5210	116.00		
			<u>116.00</u>		WA 00837901
NEWBRE, RICHARD A	PARTICIPATION IN THE	60200134 5113	550.00		
			<u>550.00</u>		WA 00837902
			0.00		
			<u>0.00</u>	V VD	WA 00837903
OFFICE DEPOT INC	INSTRUCTIONAL SUPPLIES FOR	10042007 4310	67.09		
	PENCIL ERASE TWIST III.5MM	17010000 4520	9.41		
	Pens, blue ink	17010000 4520	12.43		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Pens, blk ink	17010000 4520	12.44		
	Correction tape	17010000 4520	4.16		
	Whiteboard	17010000 4520	26.08		
	HP02 xl yllw ink cart	17010000 4520	14.95		
	HP 02 light magenta ink	17010000 4520	9.08		
	Mouse pad	17010000 4520	8.65		
	Hanging frames	17010000 4520	19.98		
	HP 02xl cyan ink cart	17010000 4520	29.90		
	Toshiba Canvio® Connect	21335000 4514	64.94		
	Logitech® Wireless Trackball	21335000 4514	43.29		
	PAPER MATE PINK PEARL	64300002 4520	14.35		
	OFFICE DEPOT BRAND HAND	64300002 4520	6.47		
	OFFICE SUPPLIES	22000000 4520	26.16		
	OFFICE SUPPLIES	22000000 4520	15.10		
	OFFICE OPERATIONAL SUPPLIES	330100 4520	292.69		
	Office supplies. Eff.	19000000 4520	200.48		
	INSTRUCTIONAL SUPPLIES	11010007 4310	18.77		
	INSTRUCTIONAL SUPPLIES	11010007 4310	77.77		
	INSTRUCTIONAL SUPPLIES FOR	10042007 4310	40.06		
	TEXAS INSTRUMENTS	10000027 4310	138.47		
	INSTRUCTIONAL SUPPLIES	10000017 4310	16.98		
	INSTRUCTIONAL SUPPLIES	10000017 4310	80.13		
	Office Supplies	67300100 4520	53.82		
	Office supplies for	09000000 4520	90.09		
	Pendaflex 100% Recycled	05000000 4520	56.27		
	HP 96, Black Original Ink	05000000 4520	62.34		
	LYSOL DISINFECTING WIPES,	64300002 4520	11.93		
	OFFICE DEPOT BRAND	64300002 4520	17.30		
	LIBRARY SUPPLIES	61201000 4520	69.28		
	OFFICE SUPPLIES	60100300 4520	151.01		
	OFFICE SUPPLIES ACADEMIC	60100100 4520	500.46		
	OFFICE SUPPLIES	22000000 4520	13.30		
	KLEENEX 2-PLY FACIAL TISSUE	64300202 4520	6.16		
	OFFICE SUPPLIES	22000000 4520	159.98		
	Lexar™ JumpDrive® TwistTurn	21335000 4514	28.12		
	Verbatim Store 'n' Go USB	21335000 4514	41.11		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	81.09		
	OFFICE SUPPLIES	67111000 4520	182.92		
	OPERATIONAL SUPPLIES	67220000 4520	4.80		
	OFFICE SUPPLIES. 7/1/14 -	60100400 4520	150.47		
	BIC WITE-OUT CORRECTION	64300202 4520	12.42		
	LYSOL DISINFECTING WIPES,	64300202 4520	10.80		
	OFFICE DEPOT BRAND METRO	64300202 4520	35.56		
	OFFICE SUPPLIES	67111000 4520	0.73		
	OPERATIONAL SUPPLIES	67211000 4520	26.67		
	AVERY WHITE LASER SHIPPING	64300202 4520	21.27		
	OFFICE DEPOT BRAND PAPER	64300202 4520	2.72		
	OPERATIONAL SUPPLIES	67873000 4520	129.89		
	SUPPLIES FOR ETC GRANT	68400303 4520	14.71		
	Office Supplies	49306018 4520	758.96		
	Office Supplies	49306018 4520	88.01		
			4,032.02		
OJEDA, LILIAN D	EOPSFallConf10/5-8	64300202 5210	116.00		WA 00837904

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			116.00		WA 00837905
ORIENTAL TRADING COMPANY INC	PATRIOTIC MINT TINS ITEM NO64400002	4520	48.00		
	SHIPPING/HANDLING	64400002 4520	12.99		
	PATRIOT PLASTIC BAGS ITEM	64400002 4520	10.50		
	TREAT BOX ASST BRIGHT	64400002 4520	40.50		
			111.99		WA 00837906
PENSA, GREG	Local Mileage	66100000 5210	40.32		
	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			280.32		WA 00837907
PENSA, GREG	Local Mileage	66100000 5210	23.86		
			23.86		WA 00837908
PETERS, DAWN	Supplies Reimbursement	68103130 4311	165.00		
			165.00		WA 00837909
PETERSCHICK, MARK ALLEN	PARTICIPATION IN THE 2014	60200134 5113	2,000.00		
			2,000.00		WA 00837910
PRAXAIR DISTRIBUTION INC	Instructional Supplies for	09482007 4310	218.85		
			218.85		WA 00837911
QUINN RENTAL SERVICES	ENV REC FEE	65510000 5690	0.70		
	ROTO TILLER RENTAL	65510000 5690	70.36		
			71.06		WA 00837912
SO CA INTERSEGMENTAL	2014-2015 ANNUAL SCIAC DUES	63941000 5310	75.00		
			75.00		WA 00837913
STAUGAARD, JOHN	PURCHASED WATER AND ICE	67775000 4710	30.58		
			30.58		WA 00837914
TUAN, JUANITA C	EOPSFallConf10/5-8	64300202 5210	116.00		
			116.00		WA 00837915
US BANK CORPORATE PAYMENT SYSTEM	COMODO, 3 YR SSL FOR	67873100 5322	230.85		
	AMAZON.COM, IPAD COVERS	67873000 4514	174.06		
			404.91		WA 00837916
VILLA, KIRI	EOPSFallConf10/5-8	64300002 5210	116.00		
			116.00		WA 00837917
ZACARIAS, HILDA	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			240.00		WA 00837918
FIREBLAST	FREIGHT	71810006 6410	585.00		
	EXPANDABLE FLASHOVER	71810006 6410	35,414.98		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			35,999.98		WB 00837919
MCELROY TECHNOLOGY SOLUTIONS	Professional Services	71830001 5112	1,125.00		
	Professional Services	71830001 5112	625.00		
			1,750.00		WB 00837920
APPLE COMPUTER	IMAC WASTE FEE	71730003 6411	4.00		
	IMAC DSKTOP-21.5"	71730003 6411	1,352.04		
	IMAC APPLECARE PLAN	71730003 6411	119.00		
	E-WASTE FEE/RECYCLING FEE	71730003 6411	4.00		
	APPLE THUNDERBOLT DISPLAY	71730003 6411	1,027.29		
	BOSE COMPANION 2 SPEAKERS	71730003 6411	108.20		
			2,614.53		WI 00837921
B & H PHOTO-VIDEO	CHIEF WALL MOUNT	71730002 6412	208.55		
	YAMAHA NS-C210BL SPEAKER	71730002 6412	99.95		
	60" SHARP FULL HD LED TV	71730002 6412	999.99		
			1,308.49		WI 00837922
BANK OF SACRAMENTO	General Contractor	71710023 6212	2,941.25		
			2,941.25		WI 00837923
CDW GOVERNMENT INC	QUOTE #FLMW772 CHIEF	71730003 6412	273.83		
			273.83		WI 00837924
DELL MARKETING LP INC	ENVIRONMENTAL FEE	71730003 6411	4.00		
	DELL 24" MONITOR Q#680828394	71730003 6411	252.75		
	SERVICE & WARRANTY	71730003 6411	127.00		
	OPTIPLEX 7010-24" Q#681046271	71730003 6411	1,126.01		
	ENVIRONMENTAL FEE	71730002 6411	28.00		
	SERVICE & WARRANTY	71730002 6411	1,827.00		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.97		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	DELL AIO 9020-23" Q#668756504	71730002 6411	815.98		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
			9,080.61		WI 00837925
FLINTCO PACIFIC INC.	General Contractor design	71710022 6220	15,548.00		
	General Contractor	71710023 6212	55,883.75		
	General Contractor	71710023 6212	819,148.00		
	PO 120607 cy credit of accrual	71710023 9510	-786,348.00		
			104,231.75		WI 00837926
HERNANDEZ, FELIX O	DeptStateArchMeeting	66240000 5210	229.40		
			229.40		WA 00837927
NEXT DAY SIGNS	3'X8' BANNER WITH LOGOS	68400301 4520	227.11		

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Vendor Name	Description	Budget Code	Amount	Status	Warrant
			227.11		WA 00837928
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	1,241.62		
	ELECTRICITY SERVICES	68103000 5520	310.40		
			<u>1,552.02</u>		WA 00837929
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	174.00		
	ELECTRICITY SERVICES	68103000 5520	43.50		
			<u>217.50</u>		WA 00837930
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	59.59		
	ELECTRICITY SERVICES	68103000 5520	14.90		
	Mouse, Keyboard, Trackball	64230001 6410	775.72		
	Instructional Supplies	10092300 4310	302.90		
	Instructional Supplies	10092300 4310	49.95		
	Instructional Supplies	10092300 4310	105.85		
			<u>74.49</u>		WA 00837931
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	323.74		
	ELECTRICITY SERVICES	68103000 5520	80.94		
			<u>404.68</u>		WA 00837932
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	4,179.77		
	ELECTRICITY SERVICES	68103000 5520	1,044.94		
			<u>5,224.71</u>		WA 00837933
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	15.83		
	ELECTRICITY SERVICES	68103000 5520	3.96		
			<u>19.79</u>		WA 00837934
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGES	65311000 4520	213.69		
	CUSTODIAL SUPPLIES CHARGES	65311000 4520	1,879.16		
	CUSTODIAL SUPPLIES CHARGES	65311000 4520	34.62		
	CUSTODIAL SUPPLIES	65311400 4520	389.18		
			<u>2,516.65</u>		WA 00837935
QUINN RENTAL SERVICES	Instructional supplies for	09565000 4310	22.74		
			<u>22.74</u>		WA 00837936
SEHI COMPUTER PRODUCTS INC	HP Color LaserJet Pro 200	63101000 6411	297.68		
	HP 131X 2.4K Toner Black	63101000 6411	76.93		
	HP 131A 1.8K Toner Cyan	63101000 6411	75.92		
	HP 131A 1.8K Toner Yellow	63101000 6411	75.92		
	HP 131A 1.8K Toner Magn	63101000 6411	75.92		
			<u>602.37</u>		WA 00837937
SMART & FINAL	INSTRUCTIONAL SUPPLIES	13060000 4311	212.94		
	INSTRUCTIONAL SUPPLIES	13060000 4311	23.59		
	FOOD SUPPLIES FOR	13060020 4311	62.07		

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			298.60		WA 00837938
STRATA INFORMATION GROUP	PROFESSIONAL SERVICES	63231009 5112	465.00		
			465.00		WA 00837939
TABLEAU SOFTWARE INC	TABLEAU PUBLIC PREMIUM	67873100 5660	4,500.00		
			4,500.00		WA 00837940
TROJAN PETROLEUM INC	GASOLINE CHARGES FOR	67772000 4560	1,050.91		
			1,050.91		WA 00837941
WARD'S SCIENCE INC	Supplies for the Biology	04011007 4310	8.87		
	Supplies for the Biology	04011007 4310	9.84		
	Supplies for the Biology	04011007 4310	16.77		
	PO143173 MODEL EYE IN ORBIT	60200313 6410	976.25		
			1,011.73		WA 00837942
WESTERN WAYS	Custodial Services between the	60100800 5112	750.00		
			750.00		WA 00837943
XEROX CORPORATION	BASE CHARGE OF \$158.88 PER	67760000 5640	169.92		
	COLOR METER CHARGES AT .15	67760000 5640	282.92		
	BLACK CLICK CHARGE AT .0206	67760000 5640	1.92		
			454.76		WA 00837944
3QC INC	AM2 - ONGOING LABOR	71710023 5112	1,598.00		
			1,598.00		WI 00837945
STRATA INFORMATION GROUP	Banner Professional Services	71730003 5112	1,472.50		
			1,472.50		WI 00837946
FARLEY, SUSAN D	CA Accel Project Workshop	49306012 5210	282.29		
			282.29		WA 00837947
LAU, MARGARET S	JobsForOurFutureSymposium	68400303 5210	159.52		
			159.52		WA 00837948
			0.00		
			0.00	V VD	WA 00837949
OFFICE DEPOT INC	POINTER #104262	63220003 4520	46.54		
	MARKERS #717936	63220003 4520	21.64		
	YELLOW TONER #384657	63220003 4520	53.03		
	SHREDDER #325397	63220003 4520	108.23		
	BATTERIES #576827	63220003 4520	5.92		
	CYAN TONER #689217	63220003 4520	53.03		
	MAGENTA TONER #689244	63220003 4520	53.03		
	BLACK TONER #690243	63220003 4520	88.65		
	BRAND T PINS #344615	63220003 4520	2.34		

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	FILE FOLDERS #810838	63220003 4520	12.12		
	BINDER CLIPS	63220003 4520	2.04		
	BINDER CLIPS	63220003 4520	1.75		
	HIGHLIGHTER #128853	63220003 4520	4.30		
	HIGHLIGHTERS #874510	63220003 4520	2.35		
	WASHABLE GLUE STICKS	63220003 4520	4.86		
	RULER, MAGNIFYING #473730	63220003 4520	2.99		
	STACKING DESK TRAYS #991896	63220003 4520	18.18		
	CUBICLE CLIPS #198866	63220003 4520	13.72		
	BINDER #396251	63220003 4520	9.18		
	BINDER #396241	63220003 4520	7.92		
	DIVIDERS #933382	63220003 4520	5.02		
	SHEET PROTECTORS #498811	63220003 4520	2.27		
	WIPES #821808	63220003 4520	15.33		
	TISSUE #618405	63220003 4520	8.26		
	HAND SANITIZER #450073	63220003 4520	18.97		
	MESSAGE BOOKS #295471	63220003 4520	2.67		
	STENO BOOKS #307389	63220003 4520	6.38		
	WRITING PADS #305706	63220003 4520	5.50		
	WRITING PADS #307397	63220003 4520	4.03		
	PADS #438225	63220003 4520	17.34		
	TABS #925971	63220003 4520	11.82		
	TONER #295223	63220003 4520	266.33		
	FOOT STOOL #556531	63220003 4520	25.54		
	MARKERS #528712	63220003 4520	9.10		
	FINGERTIP MOISTENERS #993246	63220003 4520	3.88		
	PENCIL SHARPENER #195014	63220003 4520	99.58		
	PENCIL CUP #671863	63220003 4520	6.05		
	CLIP DISPENSER #199784	63220003 4520	1.82		
	FILE FOLDER #274494	63220003 4520	15.14		
	POINT MARKERS #717800	63220003 4520	13.51		
	BINDER #493213	63220003 4520	27.45		
	PLANNER #110188	63220003 4520	16.22		
	BIC ECOLUTIONS ROUND STIC	64642000 4520	13.70		
	PAPER MATE BALLPOINT STICK	64642000 4520	9.85		
	CANON LS-100TS CALCULATOR	64642000 4520	9.08		
	HP 38 A BLACK ORIGINAL	64642000 4520	229.43		
	HP 78A, BLACK ORIGINAL	64642000 4520	294.91		
	PAPERPRO DESKTOP STAPLER	64642000 4520	30.29		
	ZEBRA Z-GRIP RETRACTABLE	64642000 4520	18.38		
	SCOTCH RECYCLED	64642000 4520	36.76		
			<u>1,736.43</u>		WA 00837950
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT	67710300 5892	10,952.95		
			<u>10,952.95</u>		WA 00837951
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	25,458.02		
	ELECTRICITY SERVICES	68103000 5520	6,364.50		
			<u>31,822.52</u>		WA 00837952
PERRY, MARY	Reimbursement for Mary Perry	04010015 4310	14.72		
			<u>14.72</u>		WA 00837953

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PHIPPS, SUZZANNE	PARTICIPATION IN THE 2014	60200134 5113	2,000.00 <u>2,000.00</u>		WA 00837954
POLAR BEAR SERVICES INC	COMMERCIAL SERVICE CALL-	65110000 4520	41.23		
	COMMERCIAL SERVICE CALL-	65110000 4520	79.57		
	COMMERCIAL SERVICE CALL-	65110000 5650	61.77		
	COMMERCIAL SERVICE CALL-	65110000 5650	119.22 <u>301.79</u>		WA 00837955
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES CHARGES	65311000 4520	346.40		
	CUSTODIAL SUPPLIES CHARGES	65311000 4520	1,394.47		
	CUSTODIAL SUPPLIES	65311400 4520	219.16 <u>1,960.03</u>		WA 00837956
QUINN RENTAL SERVICES	Instructional supplies for	09565000 4310	22.74 <u>22.74</u>		WA 00837957
RAYBOULD-RODGERS, JULIA	CA Accel Project Workshop	49306012 5210	182.05 <u>182.05</u>		WA 00837958
SANTA BARBARA COUNTY LAW ENFORCEMENT CHIEFS	MEETING/LUNCH FEE 8/27/14	67775000 5210	20.00 <u>20.00</u>		WA 00837959
SANTA MARIA SUPERIOR COURT	PROCESSING OF CITATIONS	67190360 8891	1,087.50 <u>1,087.50</u>		WA 00837960
SANTA MARIA TIRE INC	TIRE, 27X850X15	65511400 4520	231.66		
	CA RECYCLE TAX	65511400 4520	3.50		
	TIRE, GDYR ASSURANCE, ALL	67772000 4520	269.24		
	CA RECYCLE TAX	67772000 4520	7.00		
	TIRE, GOODYEAR WRANGLER,	67772000 4520	272.73		
	CA RECYCLE TAX	67772000 4520	3.50		
	TIRE PARTS	67772000 4520	15.16		
	TIRE DISPOSAL FEE	67772000 5571	8.00		
	LABOR CHARGES	67772000 5650	36.00 <u>846.79</u>		WA 00837961
SCHALLER, SCOTT PATRICK	PARTICIPATION IN THE 2014	60200134 5113	2,000.00 <u>2,000.00</u>		WA 00837962
SCHROEDER, CHARLES DAVID	PARTICIPATION IN THE 2014	60200134 5113	2,000.00 <u>2,000.00</u>		WA 00837963
TESTA'S CAMPUS CUISINE	TESTA FOOD CARDS FOR CARE	64300002 7614	6,000.00 <u>6,000.00</u>		WA 00837964

Allan Hancock College
Warrant Register
Check Dates from 9/1/2014 to 9/30/2014

Vendor Name	Description	Budget Code	Amount	Status	Warrant
THE FUND FOR SANTA BARBARA	1 TICKET TO ATTEND BREAD	66200000 5222	75.00		
			75.00		WA 00837965
US MARKERBOARD	DISCOUNT	65110000 6410	-80.62		
	MARKERBOARD, MUSIC LINE	65110000 6410	1,211.18		
	MARKERBOARD, PORCELAIN	65110000 6410	642.29		
	SPECIALTY ITEM	65110000 6410	185.34		
			1,958.19		WA 00837966
US POSTAL SERVICE-HASLER	POSTAGE DEPOSIT TO HASLER	67710300 5870	10,000.00		
			10,000.00		WA 00837967
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	35.14		
			35.14		WA 00837968
VTC ENTERPRISES	COLLECTION OF RECYCLING	65700000 5570	560.00		
			560.00		WA 00837969
WARD'S SCIENCE INC	SOMSO LIVER & CALLBLADDER	60200313 6410	803.15		
	SOMSO COMPREHENSIVE BRAIN	60200313 6410	3,800.52		
			4,603.67		WA 00837970
WEST COVINA NURSERY	PLANTS PER RECEIPTS:	65510000 6120	261.76		
	PLANTS PER RECEIPTS:	65510000 6120	432.15		
			693.91		WA 00837971
BLACK, MICHAEL R	CreditRatingPresentations	67250047 5210	1,632.78		
			1,632.78		WI 00837972
R&R ROLL-OFF	DISPOSAL FEE	71710005 5570	116.68		
	40 YARD DROP BOX RELATED	71710005 5690	250.00		
			366.68		WI 00837973
SEHI COMPUTER PRODUCTS INC	BLACK PRINT CARTRIDGE FOR	71730003 6411	69.80		
	FREIGHT	71730003 6411	6.00		
	HP LASERJET PRO P1606DN	71730003 6411	202.50		
			278.30		WI 00837974
SUNBELT RENTALS	Forklift Rental related to	71710005 5690	820.44		
	Environmental Charge	71710005 5690	10.50		
	Transportation Surcharge	71710005 5690	20.00		
	Delivery & Pickup	71710005 5690	200.00		
			1,050.94		WI 00837975
ADAMS, NORMA R	AUGUST-SEPTEMBER 2014	59900600 3440	521.24		
			521.24		WA 00837976
APPLE, KAREN	PARTICIPATION IN THE 2014	60200134 5113	1,750.00		
			1,750.00		WA 00837977

Allan Hancock College
Warrant Register
Check Dates from 9/1/2014 to 9/30/2014

Vendor Name	Description	Budget Code	Amount	Status	Warrant
CROLL, JENNIFER	PARTICIPATION IN THE 2014	60200134 5113	2,000.00 <u>2,000.00</u>		WA 00837978
GONZALEZ, BLANCA E	PARTICIPATION IN THE 2014	60200134 5113	525.00 <u>525.00</u>		WA 00837979
HUBBARD, JENNY	PARTICIPATION IN THE 2014	60200134 5113	2,000.00 <u>2,000.00</u>		WA 00837980
LEE, CHERYL	PARTICIPATION IN THE	60200134 5113	575.00 <u>575.00</u>		WA 00837981
NUGIER PRESS CO	Replacement part Cable Drum	09481100 4520	289.56		
	Freight	09481100 4520	13.59		
	Set screw W13	09481100 4520	3.52		
	Cable with Clamps W15 & W14	09481100 4520	40.54		
	Cable Pin W 12	09481100 4520	3.52		
	3/16 " key W 2	09481100 4520	3.52 <u>354.25</u>		WA 00837982
OFFICE DEPOT INC	Fall 2014 semester office	60100703 4520	201.48 <u>201.48</u>		WA 00837983
ORCHARD SUPPLY HARDWARE	HARDWARE SUPPLIES	65110000 4520	2.58		
	HARDWARE SUPPLIES	65110000 4520	17.31		
	SUPPLIES FOR GROUNDS DEPT.	65510000 4520	94.66		
	CUSTODIAL SUPPLIES CHARGE	65311000 4520	25.37		
	HARDWARE SUPPLIES	65110000 4520	32.45		
	HARDWARE SUPPLIES	65110000 4520	20.52		
	HARDWARE SUPPLIES	65110000 4520	6.45		
	HARDWARE SUPPLIES	65110000 4520	93.61		
	HARDWARE SUPPLIES	65110000 4520	7.12		
	HARDWARE SUPPLIES	65110000 4520	68.58		
	SUPPLIES FOR GROUNDS DEPT.	65510000 4520	55.18		
	CUSTODIAL SUPPLIES CHARGE	65311000 4520	133.23 <u>557.06</u>		WA 00837984
OTTO FREI	FREIGHT	10091020 4311	8.68		
	INSTRUCTIONAL SUPPLIES FOR	10091020 4311	92.92 <u>101.60</u>		WA 00837985
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	68103000 5520	105.09		
	ELECTRICITY SERVICES	65700000 5520	420.37		
	ELECTRICITY SERVICES	68103000 5520	467.20		
	ELECTRICITY SERVICES	65700000 5520	1,868.81 <u>2,861.47</u>		WA 00837986
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	126.40		
	ELECTRICITY SERVICES	68103000 5520	31.60 <u>158.00</u>		WA 00837987

Allan Hancock College
Warrant Register
Check Dates from 9/1/2014 to 9/30/2014

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PASCO SCIENTIFIC	Shipping	19050000 4310	12.00		
	Argon Spectral Tube, SE-9463	19050000 4310	84.44		
			<u>96.44</u>		WA 00837988
PEREZ, DIANA M	Various Local Mileage	64900007 5210	73.92		
	Various Local Mileage	64900007 5210	36.40		
			<u>110.32</u>		WA 00837989
PORTABLE JOHNS INC	RENTAL/SERVICING CHARGES	68102000 5690	936.89		
			<u>936.89</u>		WA 00837990
PPG ARCHITECTURAL FINISHES INC	PAINTE SUPPLIES	65110000 4520	72.88		
	PAINTE SUPPLIES	65110000 4520	59.72		
	PAINTE SUPPLIES	65110000 4520	32.45		
			<u>165.05</u>		WA 00837991
PRAXAIR DISTRIBUTION INC	INSTRUCTIONAL SUPPLIES TO	09565007 4310	773.40		
	CARBON DIOXIDE LIQUID	65110000 4520	466.10		
	CYLINDER DEMURRAGE	65110000 4520	94.94		
	INSTRUCTIONAL SUPPLIES TO	09565007 4310	21.44		
			<u>1,355.88</u>		WA 00837992
PREMIUM QUALITY LIGHTING	LIGHTING SUPPLIES	65110000 4520	3,623.90		
			<u>3,623.90</u>		WA 00837993
PROCARE JANITORIAL SUPPLY	CAN LINER PER INVOICES:	65510000 4520	60.60		
	CAN LINER PER INVOICES:	65510000 4520	302.99		
			<u>363.59</u>		WA 00837994
RADIO SHACK	SUPPLIES FOR MULTIMEDIA	61320000 4520	20.64		
			<u>20.64</u>		WA 00837995
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	6.98		
	PARTS/SUPPLIES	67772000 4520	23.71		
	PARTS FOR VEHICLES AS	67775000 4520	8.21		
			<u>38.90</u>		WA 00837996
REED, CHRISTINE L	MESA Directors Meeting	60100703 5210	499.24		
			<u>499.24</u>		WA 00837997
SAFEWAY INC - VONS DIVISION	SCIENCE LAB SUPPLIES	60100407 4310	37.73		
			<u>37.73</u>		WA 00837998
SANTA BARBARA COUNTY	WRC PARTNER CHARGES	10000020 5630	1,549.47		
	WRC PARTNER CHARGES	10000020 5630	1,578.58		
			<u>3,128.05</u>		WA 00837999

Allan Hancock College
Warrant Register
Check Dates from 9/1/2014 to 9/30/2014

Vendor Name	Description	Budget Code	Amount	Status	Warrant
SANTA MARIA SIGNS INC	STENCIL READING	65110000 4520	70.36		
			70.36		WA 00838000
SENIOR, DAVID	Employee Reimbursement for	21335000 4520	55.36		
			55.36		WA 00838001
SHIGENAKA, MARGARET T	REIMBURSEMENT OF SUPPLIES	63231009 5220	199.46		
			199.46		WA 00838002
SMARDAN-HATCHER CO	PLUMBING SUPPLIES	65110000 4520	394.70		
	PLUMBING SUPPLIES	65110000 4520	-7.29		
			387.41		WA 00838003
SOLVANG PROPERTIES LLC	Monthly lease for the rooms	60100800 5630	2,000.00		
			2,000.00		WA 00838004
SPORT & CYCLE TEAM ATHLETICS	CHAMPRO FOOTBALL KNEED	69610800 4520	226.52		
	SAF-T-GUARD "AIR"	69610800 4520	643.93		
	CHAMPRO THIGH PADS	69610800 4520	338.63		
	ADAMS SHOULDER INJURY	69610800 4520	128.23		
	ADAMS FOOTBALL KNEE PADS	69610800 4520	77.27		
	SCHUTT JAW PADS 1 & 1/4"	69610800 4520	103.07		
	ATH. SP. HELMET PUMPS SHOR	69610800 4520	77.34		
	SHIPPING	69610800 4520	22.50		
	RUSSELL FOOTBALL	69610800 4520	309.08		
	SHIPPING	69610800 4520	125.50		
	NEW SERIES DELUXE	69610800 4520	1,675.45		
	RAWLINGS NRG IMPULSE	69610800 4520	2,399.27		
	SHIPPING	69610800 4520	360.65		
	RUSSELL PRACTICE JERSEYS	69610800 4520	265.24		
	SCHUTT HARD SHELL CHIN	69610800 4520	334.62		
	SCHUTT BACK PLATES ADULT	69610800 4520	145.00		
			7,232.30		WA 00838005
STARRY SKY COFFEE COMPANY	LARGE COFFEE CONTAINERS @	63231009 5220	80.00		
			80.00		WA 00838006
TOWNES, MICHELLE	PARTICIPATION IN THE 2014	60200134 5113	2,000.00		
			2,000.00		WA 00838007
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	61.16		
			61.16		WA 00838008
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	108.76		
	HVAC SUPPLIES	65110000 4520	7.59		
	HVAC SUPPLIES	65110000 4520	104.75		
	HVAC SUPPLIES	65110000 4520	86.92		
	HVAC SUPPLIES	65110000 4520	22.64		
	HVAC SUPPLIES	65110000 4520	128.11		

Allan Hancock College
Warrant Register
Check Dates from 9/1/2014 to 9/30/2014

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	HVAC SUPPLIES	65110000 4520	106.73		
	HVAC SUPPLIES	65110000 4520	137.90		
	HVAC SUPPLIES	65110000 4520	-137.90		
			<u>565.50</u>		WA 00838009
VALENZUELA, ESPIE R	EMPLOYEE REIMBURSEMENT	63231009 4710	91.76		
			<u>91.76</u>		WA 00838010
VINQUIRY INC	AG 310 winemaking supplies.	01120000 4311	207.03		
			<u>207.03</u>		WA 00838011
WARD'S SCIENCE INC	INSTRUCTIONAL SUPPLIES FOR	60200313 4310	34.00		
			<u>34.00</u>		WA 00838012
ZIERMAN PLUMBING INC	SERVICE CALL-RAN 3/4 CABLE	65110000 5650	255.50		
			<u>255.50</u>		WA 00838013
TREJO, MARIA	CHILD CARE 7/1/14-8/7/14	69297111 5112	171.90		
			<u>171.90</u>		WE 00838014
CERAMIC TILE INSTITUTE OF AMERICAN INC	Tile compliance inspection	71710005 6240	2,000.00		
			<u>2,000.00</u>		WI 00838015
MILLER, ELIZABETH A	CreditRatingPresentations	67250047 5210	1,699.39		
			<u>1,699.39</u>		WI 00838016
PACIFIC GAS & ELECTRIC CO	Service related to the	71710023 5520	282.33		
			<u>282.33</u>		WI 00838017
URS CORPORATION	AMENDMENT ONE FOR PHASES	1710005 5112	8,257.53		
			<u>8,257.53</u>		WI 00838018
V LOPEZ JR & SONS	CHANGE ORDER #2 AS	69500005 6212	18,872.60		
	General Contractor related to	69500005 6212	26,974.21		
			<u>45,846.81</u>		WA 00838019

Warrant Register

Check Dates from 9/1/2014 to 9/30/2014

Fund and Reversal Summary

Totals By Fund:

Total for Fund 9410	1,380,329.01
Total for Fund 9421	0.00
Total for Fund 9433	3,227.45
Total for Fund 9441	47,986.28
Total for Fund 9446	5,300.62
Total for Fund 9447	285,120.88
Total for Fund 9461	52,745.00
Total for Fund 9462	2,776.29
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
October 21, 2014

ACRONYMS

CCCEOPSA	CA Comm College Extended Opportunities Program Services Association
CDW Government Inc	Computer Discount Warehouse Government Inc
CSU Channel Islands	CA State University Channel Islands
DocuTeam	Document Team
Garda LC West Inc	Garda Cash Logistics West Inc
GT Software	Global Technologies Software
KB Statistical Consulting	Kenneth Biddick Statistical Consulting
LOVARC	Life Options, Vocational and Resource Center
NY Cake and Baking Dist	New York Cake and Baking Dist
PPG Architectural Finishes	Pittsburgh Paints and Glass Architectural Finishes
RP Group	Research & Planning Group for California Community Colleges
SISC III	Self Insured Schools of California
URS Corporation	United Research Service Corporation
VTC Enterprises	Vocational Training Center Enterprises



To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Acceptance of Donations		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.B.	Enclosures: Page 1 of 1

BACKGROUND:

Through the Allan Hancock College Foundation, several businesses have made a three-year pledge to partially fund a full-time faculty position in the machining and manufacturing technology program. The college has recently received \$10,000 from Helical Products Company, Inc. With a full-time faculty member in place since 2012-13, the district is able to offer at least five classes in machining and manufacturing technology during both fall and spring semesters through the 2014-15 academic year with this support.

The Santa Maria Arts Council has donated \$500 via the Lester B. Hayes Grant to the Art on Campus Committee for the mural project. The mural program has been successful in providing opportunities for students and the community (in Lompoc and on the Santa Maria campus) to create and appreciate outdoor art.

FISCAL IMPACT:

The 2014-15 budget includes the cost of the full-time faculty position and the anticipated donation revenue.

RECOMMENDATION:

Staff recommends that the board of trustees accept the monetary donations of \$10,000 from Helical Products Company, Inc. and \$500 from the Santa Maria Arts Council.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Authorization to Declare District Property as Surplus		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.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/License #
790	1986 Chevrolet S-10 pickup	1 each	Poor	M #43	VIN 94439
791	Baldwin Hamilton upright piano	1 each	Fair	705581	
792	Webster New York upright piano	1 each	Fair	711247	15901
793	Augusta Sportswear volleyball warm-ups	8 sets	Good		
794	Nike basketball reversible practice tops	23 each	Good		
795	Nike basketball practice shorts, blue	21 each	Good		
796	Mizuno volleyball bags	9 each	Good		
797	Nike basketball practice shorts, blue	20 each	Good		
798	Nike basketball reversible practice tops	21 each	Good		
799	Nike basketball game shorts, blue	20 each	Good		
800	Nike basketball game shorts, white	20 each	Good		
801	Nike basketball game top, blue	20 each	Good		
802	Nike basketball game top, white	20 each	Good		
803	Nike Easton softball bags	7 each	Good		
804	Nike basketball warm-ups, blue nylon	17 sets	Good		
805	Ingersol Rand compressor, SR-EP50SE	1 each	Unknown		G7155U98230
806	Construction site dirt (west of College Dr.)	1500 cu.yd.			
807	2006 Ford Crown Victoria	1 each		PD #80	VIN 100091

FISCAL IMPACT:

Total proceeds are dependent on the auction participation level.

RECOMMENDATION:

Staff recommends that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.

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

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.D.	Enclosures: Page 1 of 8

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 2014-2015 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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FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
FALL 2014

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
BIOLOGY				
Miyahara, Len	21706	BIOL 125	Human Physiology	.036
BUSINESS				
Owen, Glenn	23610	ACCT 130	Financial Accounting	.200
COMPUTER BUSINESS INFORMATION SYSTEMS				
Montanez-Rodriguez, Carmen	23611	CBIS 101	Computer Concepts & Apps	.200
EMERGENCY MEDICAL SERVICES				
Messina, Michael	23613	EMS 401	EMT 1 (Basic) Refresher	.117
ENGLISH				
Estrada, Patricia	23562	ENGL 101	Freshman Comp: Exposition	.288
ENVIRONMENTAL TECHNOLOGY				
Treur, Kristy	22296	ENVT 456	FRO refresher	.033
HISTORY				
Hall, Roger	23590	HIST 119	History of California	.200
SOCIOLOGY				
Restrepo, Alberto	23589	SOC 102	Social Problems	.200

PART-TIME FACULTY ASSIGNMENTS - CREDIT
Fall 2014

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		AUTOMOTIVE TECHNOLOGY		
Hortsmann, Jay	21835	AT 100	Automotive Fundamentals	.376
		COUNSELING		
Gish, Summer	ASSIGNED		Counseling - SM	.046
		DENTAL ASSISTING		
Orozco, Sandra	23626	DA 327	Dental Screening	.034
Orozco, Sandra	23627	DA 327	Dental Screening	.034
		ENGLISH		
Brooks, Amanda	23488	ENGL 101	Freshman Comp: Exposition	.288
Harmon, Colleen	23315	ENGL 306	Writing Laboratory	.331
		FILM		
Simonsen, Michele	23612	FILM 101	Film Art & Communication	.261
		FIRE TECHNOLOGY		
Cameron, Mark	23597	FT 363	Los Angle Rescue	.102
Coalwell, Brendan	23600	FT 365	Emergency Trench Rescue Operations	.067
Eckles, Timothy	23592	FT 325	Instructor Training 1B	.167
Hadfield, Edward	23587	FT 120	Fire Command 2A	.168
Huang, George	23598	FT 348	Pump Operation for Volunteers	.064
Kay, David	23594	FT 344	Emergency Vehicle Operations	.062
Mingee, Michael	23588	FT 131	Fire Mgmt 2A: Organizational Dev/Human Relations	.168
Swanson, Tom	23599	FT 360	Rescue Systems 1	.159
		HEALTH EDUCATION		
Griego, Clarence	21619	HED 100	Health and Wellness	.200
		MATHEMATICS		
McDonald, Karl	ASSIGNED		Lompoc Math Corner - STEM YR 4	.167
		PERSONAL DEVELOPMENT		
Maxwell, David	23314	PD 110	College Success Seminar	.200
Maxwell, David	23586	PD 101	Success in College	.200
		WILDLAND FIRE TECHNOLOGY		
Kay, David	23593	WFT 302	Basic ICS I-200	.050
Kay, David	23596	WFT 304	Advanced ICS I-400	.067
		WILDLAND FIRE TECHNOLOGY OPERATIONS		
Kay, David	23595	WFTO 332	Intermediate Fire Behavior S-290	.133

**FACULTY ASSIGNMENTS – CREDIT
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Ayres, Amanda	Participation in focus groups created to aid in the development of an Allan Hancock College PT Faculty Orientation and Guidebook. (8/13/14)	\$150.00
Barr, Cinthia	Resource teacher assignment for the noncredit ESL program, Fall 2014.	\$4,008.48
Beckelhymer, Kathy	Serving on steering committee and acting co-chair of ESL/Citizenship subcommittee for the AB86 Adult Education Consortium Planning Project. (9/1/14 – 6/30/15)	\$1,200.00
Bierdzinski, Sandra	Completion of 6-year comprehensive program review for Library program. (8/2013 – 6/30/14)	\$500.00
Bierly, Gary	Stipend for large class: Fall 2014, HIST 101, CRN 21464 linked with HUM 101, CRN 21490 had 105 students at census. \$519 per unit x 3 units = \$1,557. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,557.00
Bierly, Gary	Stipend for large class: Fall 2014, HIST 102, CRN 21492 linked with HUM 101, CRN 21491 had 81 students at census. \$410 per unit x 3 units = \$1,230. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,230.00
Bierly, Gary	Stipend for large class: Fall 2014, PHIL 101, CRN 22686 had 75 students at census. \$355 per unit x 3 units = \$1,065. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,065.00
Bisson, Christine	Coordination of the FSN program during summer 2014. (7/1/14 – 8/8/14)	\$4,223.33
Chaudhari, Rajni	Stipend for large class: Fall 2014, GEOG 101, CRN 21461 had 82 students at census. \$390 per unit x 3 units = \$1,170. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$1,170.00
Dal Bello, Dominic	Summer Dean Internship, Summer 2014.	\$1,000.00
Elliott, Herb	Stipend for large class: Fall 2014, ECON/FCS/BUS 130, CRN 21460, 21637, 21719 had 64 students at census. \$300 per unit x 3 units = \$900.00. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$900.00
Elliott, Herb	Stipend for large class: Fall 2014, ECON 101, CRN 21454 had 69 students at census. \$300 per unit x 3 units = \$900.00. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$900.00
Friedrich, Bonny	Set up an industry partner to work with for 20-40 hours. Obtain a signed business partner agreement and contact form. Complete a written Externship summary report and a lesson plan that integrates new content and attend a group debriefing session. (6/2014 – 8/2014)	\$637.50
Garcia, Katherine	Serving on steering committee and acting co-chair of CTE/apprenticeship subcommittee for the AB86 Adult Education Consortium Planning Project. (9/1/14 –	\$1,200.00

**FACULTY ASSIGNMENTS – CREDIT
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	6/30/15)	
George, Tricia	Participation in focus groups created to aid in the development of an Allan Hancock College PT Faculty Orientation and Guidebook. (8/13/14)	\$150.00
Gerbasi, Suzanne	Summer Dean Internship, Summer 2014.	\$1,000.00
Griego, Clarence	Set up an industry partner to work with for 20-40 hours, obtain a signed business agreement and contact form, complete written Externship summary report and a lesson plan that integrates new content and attend a group debriefing session. (ending 8/29/14)	\$2,000.00
Haddad, Lubna	Stipend for large class: Fall 2014, PSY 101, CRN 21523 had 66 students at census. \$300 per unit x 3 units = \$900. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$900.00
Hall, Roger	Stipend for large class: Fall 2014, HIST 107, CRN 21473 had 83 students at census. \$410 per unit x 3 units = \$1,230. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,230.00
Hall, Roger	Stipend for large class: Fall 2014, HIST 108, CRN 21479 had 86 students at census. \$410 per unit x 3 units = \$1,230. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,230.00
Hall Roger	Stipend for large class: Fall 2014, HIST 119, CRN 21488 had 72 students at census. \$355 per unit x 3 units = \$1,065. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,065.00
Hood, John	Bus tour escort for a fee-based class #23373 to the Getty Museum. (10/10/14)	\$300.00
Kennedy, Louis	Stipend for large class: Fall 2014, BIOL 100, CRN 21665 linked with CRN 21656 had 63 students at census. \$286 per unit x 4 units = \$1,144. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$1,144.00
Keiser, Andria	Serving on steering committee and acting co-chair of ESL/Citizenship subcommittee for the AB86 Adult Education Consortium Planning Project. (9/1/14 – 6/30/15)	\$1,550.00
Lennihan, Rob	Serve as faculty mentor for 1 SESMC student. \$100/student for two meetings total per semester. (1/21/14 – 5/23/14)	\$100.00
LeSage, Paul	Set up an industry partner to work with for 20-40 hours. Obtain a signed business partner agreement and contact form. Complete a written Externship summary report and a lesson plan that integrates new content and attend a group debriefing session. (ending 8/2014)	\$1,250.00
Lovern, John	Provide training to CCAMPIS Children's Center families regarding how to manage stress in their environment (PTSD). (9/26/14)	\$500.00

**FACULTY ASSIGNMENTS – CREDIT
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Marquez, Gabriel	Set up an industry partner to work with for 20-40 hours. Obtain a signed business partner agreement and contact form. Complete a written Externship summary report and a lesson plan that integrates new content and attend a group debriefing session. (6/2014 – 8/2014)	\$1,000.00
Metaxas, Linda	Summer Dean Internship, Summer 2014.	\$1,000.00
Metaxas, Linda	Stipend for large class: Fall 2014, PHYS 163, CRN 22996 linked with CRN 22997 had 60 students at census. \$300 per unit x 5 units = \$1,500. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,500.00
Meyer, Rob	Serve as the Co-PI and Reader for the SESMC grant. (1/21/14 – 5/23/14)	\$300.00
Meyer, Rob	Serve as the Co-PI and Reader for the SESMC grant. (1/22/13 – 5/24/13)	\$200.00
Meyer, Rob	Serve as faculty mentor for SESMC student. \$100/student for two meetings total per semester. (1/21/14 – 5/23/14)	\$100.00
Miyahara, Len	Program Director for the NIH Grant – Bridges to the Baccalaureate. (9/1/14 – 12/17/14)	\$6,627.97
Miyahara, Len	Stipend for large class: Fall 2014, BIOL 124, CRN 21682 linked with CRN 21683 had 61 students at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,200.00
Montanez-Rodriguez, Carmen	Provide a noncredit workshop, Introduction to Excel, on behalf of Community Education (contract education) for Fresh Venture Foods. (9/20/14)	\$230.00
Musev, Krystyna	Serve as faculty mentor for 1 SESMC student. \$100/student for two meetings total per semester. (1/21/14 – 5/23/14)	\$100.00
O'Neill, Stephen	Stipend for large class: Fall 2014, CHEM 150, CRN 21745 linked with CRN 21746 had 61 students at census. \$300 per unit x 5 units = \$1,500. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,500.00
Patterson, Eloisa	Stipend for large class: Fall 2014, PSY 101, CRN 21529 had 70 students at census. \$338 per unit x 3 units = \$1,104. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$1,104.00
Payne, Daniel	Stipend for large class: Fall 2014, POLS 103, CRN 21514 had 62 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00
Payne, Daniel	Stipend for large class: Fall 2014, POLS 103, CRN 22266 had 64 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00
Perry, Mary	Stipend for large class: Fall 2014, BIOL 124, CRN	\$1,200.00

**FACULTY ASSIGNMENTS – CREDIT
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	21684 linked with CRN 22233 had 61 students at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	
Perry, Mary	Stipend for large class: Fall 2014, BIOL 125, CRN 21704 linked with CRN 22235 had 60 students at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,200.00
Philbin, D.K.	Stipend for large class: Fall 2014, CHEM 120, CRN 21736 linked with CRN 21737 and CRN 22309 had 90 students at census. \$464 per unit x 4 units = \$1,856. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,856.00
Pope, Megan	Participation in focus groups created to aid in the development of an Allan Hancock College PT Faculty Orientation and Guidebook. (8/13/14)	\$150.00
Ramirez-Gelpi, Sofia	Summer Dean Internship, Summer 2014.	\$1,000.00
Reid, Robert	On behalf of the Environmental Training Center, facilitate a four-hour, not-for-credit Defensive Driving module which includes two hours of driving simulator experience. (9/16/14)	\$255.00
Scott, Linda	Stipend for large class: Fall 2014, ANTH 102, CRN 21448 had 66 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00
Stockton, Wendy	Participation in focus groups created to aid in the development of an Allan Hancock College PT Faculty Orientation and Guidebook. (8/13/14)	\$150.00
Stokes, Brian	Stipend for large class: Fall 2014, ANTH 101, CRN 21445 had 73 students at census. \$355 per unit x 3 units = \$1,065. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,065.00
Stokes, Brian	Stipend for large class: Fall 2014, ANTH 102, CRN 21449 had 76 students at census. \$355 per unit x 3 units = \$1,065. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,065.00
Straub, Chris	Develop learning outcomes for the Geography program and map those outcomes to course level outcomes. (8/26/14)	\$150.00
Tobin, Vince	Stipend for large class: Fall 2014, ASTR 100, CRN 21651 had 98 students at census. \$464 per unit x 3 units = \$1,392. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	\$1,392.00
Trigueros, Alicia	Children's Center teacher for the Twilight Childcare Program. (8/18/14 – 12/12/14)	\$7,698.60
Vandermolen, Tom	Completion of 6-year comprehensive program review for Psychology program. (8/2013 -5/2014)	\$500.00
Vandermolen, Tom	Stipend for large class: Fall 2014, PSY 101, CRN 21524 had 63 students at census. \$300 per unit x 3	\$900.00

**FACULTY ASSIGNMENTS – CREDIT
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	units = \$900. Per faculty agreement 14.6.5. (8/18/14 – 12/10/14)	
Wilson, Jonathan	Stipend for large class: Fall 2014, HIST 118, CRN 21482 had 62 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00
Wilson, Jonathan	Stipend for large class: Fall 2014, HIST 118, CRN 21483 had 62 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00
Wilson, Jonathan	Stipend for large class: Fall 2014, HIST 118, CRN 21484 had 65 students at census. \$286 per unit x 3 units = \$858. Per part-time faculty agreement 12.14. (8/18/14 – 12/10/14)	\$858.00



AGENDA ITEM

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Equivalency Certification for Faculty		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.E.	Enclosures: Page 1 of 5

BACKGROUND

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College's Board Policy 7211 (formerly 4105), those who have equivalent qualifications to the state minimum qualifications as established by the Board of Governors can teach classes within their designated discipline areas.

Attached are equivalency certifications for faculty members who have been authorized to teach credit or noncredit classes, as needed, at Allan Hancock College based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Darren C. Sullivan	English
Kevin G. Walthers, Ph.D.	Political Science

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the attached equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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X	Regular Certification
	Provisional Certification
	From: 1/21/14 To: 5/21/14
	Not Approved

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

NAME: Darren C. Sullivan	DIVISION: Academic Affairs
DEPARTMENT: English	DISCIPLINE: English
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

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

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

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

Education:

B.F.A., Creative Writing, Johnson State College, May 1994
M.F.A., Dramatic Writing, Humboldt State University, August 1997

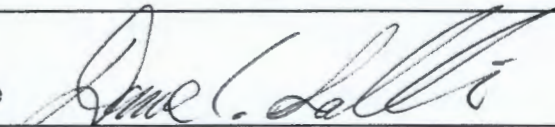
Experience:

English Instructor, Ventura College, Ventura, 2007-2013

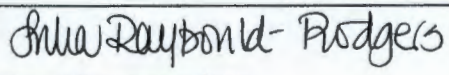
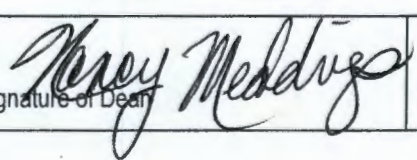
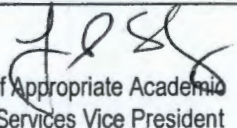
Date of Board Approval:

RATIONALE (CONTINUED):

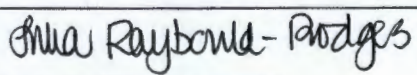
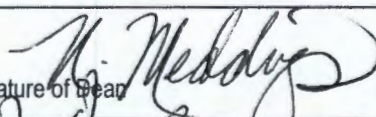
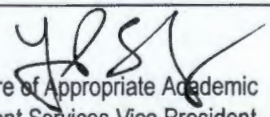
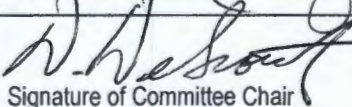
I hereby certify that all information submitted above is true and correct.

Signature of Candidate 	Date 12/6/13
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Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

Signature of Department Chair  Anna Raybould-Rodgers	Date 12-11-13	Signature of Dean  Nancy Meddings	Date 12/12/13
Signature of Appropriate Academic or Student Services Vice President 	Date 12/20/13		

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

Signature of Department Chair  Anna Raybould-Rodgers	Date 9/30/14	Signature of Dean  Nancy Meddings	Date 10/1/14
Signature of Appropriate Academic or Student Services Vice President 	Date 10/2/14	Signature of Committee Chair Professional Standards Committee 	Date 10/2/14

<input checked="" type="checkbox"/>	Regular Certification
<input type="checkbox"/>	Provisional Certification
	From: _____ To: _____
<input type="checkbox"/>	Not Approved

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

NAME: Kevin Walters, PH.D	DIVISION: Academic Affairs
DEPARTMENT: Social & Behavioral Sciences	DISCIPLINE: Political Science
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

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

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

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

Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment.

Master of Education, East Texas State University [August 12, 1995]

Bachelor of Science Degree, University of Texas @ Austin [May 18, 1991]

Coursework included **21 units of upper-division government courses:**

F87 GOV 360N Understanding World Affairs	3 units
S88 GOV 314 Intro to the Middle East	3 units
S88 GOV 335M Social Contract Theory	3 units
S89 GOV 327L Public Opinion and American Politics	3 units
S89 GOV 358 Intro to Public Administration	3 units
S89 GOV 365N Politics in the Middle East	3 units
S 91 GOV 335N Texas Political History	3 units

Attended Dallas County Community College District

Coursework included **6 units of lower-division government courses:**

F85 GVT 201 American Government	3 units
S86 GVT 202 American Government	3 units

Date of Board Approval:

Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment.

1997-2007: Fiscal Analyst, Office of the Legislative Fiscal Analyst – Salt Lake City, Utah

Responsibilities: Annual budget recommendations (debt services/bonding/capital development/operations), reporting to the Executive Appropriation Committee, research and report writing.

Master's degree in any discipline; plus . . . two years of successful teaching experience in the discipline of the assignment.

1991-1996: High School Social Sciences Faculty Member, Texas Public Schools – Dallas, Texas

Responsibilities: Taught high school history, government, economics and advanced placement courses.

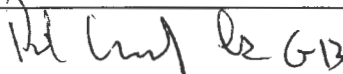
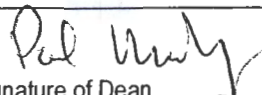
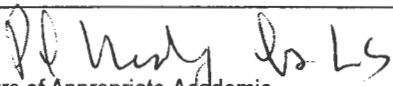
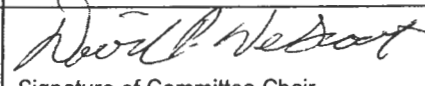
I hereby certify that all information submitted above is true and correct.

Signature of Candidate 	Date 7/29/14
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Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

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

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

 Signature of Department Chair	8/6/14 Date	 Signature of Dean	8/6/2014 Date
 Signature of Appropriate Academic or Student Services Vice President	8/6/14 Date	 Signature of Committee Chair Professional Standards Committee	9/11/2014 Date

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: New Community Services (Fee-Based) Education Classes		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.F.	Enclosures: Page 1 of 1

BACKGROUND

Two (2) new fee-based classes are proposed. The required college review process was completed.

Course Name: Petits Fours Creations (CSHE 8002)

Description:

Learn how to create traditional French and American-style petits fours. These small confectioneries come in all shapes, textures, and mini sizes for savoring “just a taste” at a time. Students will create beautiful bite-sized sweet treats as fruit tarts, pastries, cakes, cookies, and candies and master the basics of making fillings, frostings and decorating to create a true Viennese table!

Course Name: Medical Assistant Exam Review (CSCT 8080)

Description:

This course is designed to assist the new graduate or experienced medical assistants in preparing to successfully complete the American Medical Technologists (AMT) or California Certifying Board for Medical Assistants (CCBMA) certification. Topics will include certification requirements and resources, successful testing skills, practice exams, and a brief review of medical terminology, anatomy, medical law, ethics, and administrative and clinical skills. A materials fee is payable in class to the instructor. Depending on which certification practice exam you take, AMT or CCMA, the materials fee will vary between \$17 - \$34. The fee covers the cost of the practice exam and class handouts. Certification boards require specific education and/or work experience to qualify for certification. Please review the requirements **prior** to registering for class to ensure that you qualify: California Certifying Board for Medical Assistants (866)622-2262 www.ccba.org or American Medical Technologists (847)823-5169 www.americanmedtech.org.

FISCAL IMPACT

Community Services (fee-based) classes 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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AGENDA ITEM

To: Board of Trustees	Date:	
From: Superintendent/President	October 21, 2014	
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.G.	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:

(continued)

Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Biggs, Desiree	Program Assistant IV	10/22/14 – 6/30/15	Temporary secretarial support for the Office of Academic Affairs	\$18.81
DeAlba, Victor	Clerk I	11/3/14 – 6/30/15	On-Call office coverage for vacation, illness or training for 3 Extended Campus locations	\$10.32
Lewis, Angelica	Clerk I	1/3/14 – 6/30/15	On-Call office coverage for vacation, illness or training for 3 Extended Campus locations	\$10.32
Thomas, Julie	Program Assistant III	10/22/14 – 6/30/15	Administrative support for District construction projects	\$15.59
Willard, Rocio	Program Assistant IV	10/1/14 – 12/19/14	Temporary replacement to fill vacant instructional assistant position	\$18.81
Gonzales, Jessica	Program Assistant II	10/22/14 – 06/30/15	Temporary replacement to fill vacant Tutorial/ OACI position	\$14.00

FISCAL IMPACT

Assignments for the 2014-2015 fiscal year are included in the 2014-2015 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the short-term and professional expert appointments exempt from classified service as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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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 V	\$25.00		
Program Assistant VI	\$35.00		

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

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Cecena, John	Program Assistant V, VI	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Dickson, Douglas	Program Assistant VI	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Gotschall, Christopher	Program Assistant I, III, IV	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Halbeisen, Kristin	Program Assistant I, III, IV	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Martinez, Matthew	Program Assistant I, III, IV	9/15/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Ralston, Larry	Program Assistant IV, V, VI	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law

			Enforcement Programs
Traylor, Heather	Program Assistant I, III, IV	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Wilson, Jennifer (Kramp)	Program Assistant I, III, IV	11/1/14 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Hopkins, Joanne	Program Assistant IV	10/01/14 – 06/30/15	Professional Expert – Police dispatcher

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Gerber, Marcella	Cook, Children's Center	9/8/14 – 10/31/14	Substitute as cook while recruitment is being conducted	\$14.81
Velasquez, Corina	Student Services Technician II	10/1/14 – 2/27/15	Temporary fill a vacant classified CSEA position for 100 days during recruitment	\$16.36
Hall, Terilyn	Human Resources Assistant	10/22/14 – 12/31/14	Temporary to fill a vacant classified CSEA for 100 days during recruitment	\$17.98
Rippy, Nina	Office Services Technician II (Grants)	11/01/14 – 01/31/15	Substitute supporting the STEM and BttB grants	\$16.36



To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Classified Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.H.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments

1. Shauna Hernandez, design specialist, campus graphics, full time, 12 months, 37 hours weekly, range 20-A, classified bargaining unit salary schedule, effective November 3, 2014.

Reason: Ms. Hernandez replaces Donna Designs, who resigned, effective September 2, 2014.

(continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$40,612 for the 2014-2015 fiscal year.
2. The cost to the unrestricted general fund is approximately \$10,227 for the 2014-2015 fiscal year.
3. The cost to the unrestricted general fund is approximately \$37,014 for the 2014-2015 fiscal year.
4. The cost to the unrestricted general fund is approximately \$38,324 for the 2014-2015 fiscal year.
5. The cost to the unrestricted general fund is approximately \$40,751 for the 2014-2015 fiscal year.
6. The cost to the unrestricted general fund is approximately \$27,200 for the 2014-2015 fiscal year.
7. There is no fiscal impact.
8. The cost to the unrestricted general fund is approximately \$50,652 for the 2014-2015 fiscal year.

These costs are included in the 2014-2015 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Shauna Hernandez, design specialist, campus graphics, effective November 3, 2014; and Jayme Llamas, cashier, part time, business services, effective November 3, 2014; the transfer of Irene Vidaurri, office services assistant II, counseling and student services, effective October 22, 2014; the transfer of Bettie Shaw, Cal-SOAP secretary, Cal-SOAP, effective November 1, 2014; and the promotion of Josephine Cabanas, coordinator, admissions and records services, admissions and records services, effective November 1, 2014; Nicole Bryant instructional assistant, learning assistance program effective November 3, 2014; Jacqueline Widle, instructional assistant, learning assistance program effective November 3, 2014 (2 positions); Brenda Shintaku, library multimedia technician, learning resources, effective November 3, 2014.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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2. Jayme Llamas, cashier, business services, part time, 12 months, 18 hours weekly, range 14-A (prorated at .48648), classified bargaining unit salary schedule, effective November 3, 2014.

Reason: Ms. Llamas replaces Elaine Tejada-Vega, who was promoted to full time cashier, effective August 1, 2014.

3. Nicole Bryant, instructional assistant, learning resources program, full-time, 10 months, range 20 A, classified bargaining unit salary schedule, effective November 3, 2014. Contingent upon continued funding.

Reason: Ms. Bryant replaces Nancy Peters, who was promoted to adaptive technology/internet access specialist, effective August 20, 2014.

4. Jacqueline Widle, instructional assistant, learning resources program, full-time, 9 months, range 20 B, classified bargaining unit salary schedule, effective November 3, 2014. Contingent upon continued funding.

Reason: Ms. Wilde replaces Tiffany Sciba, who resigned effective, August 12, 2014.

5. Brenda Shintaku, library/multi-media services technician, library, full-time, 12 months, range 20 A, classified bargaining unit salary schedule, effective November 3, 2014.

Reason: Ms. Shintaku replaces Geraldine Valdiviezo, who is retiring, effective October 24, 2014.

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

Transfers

6. Irene Vidaurri, FROM Cal-SOAP secretary, Cal-SOAP, full time, 37 hours weekly, range 15-A, classified bargaining unit salary schedule TO office services assistant II, counseling and student services, full time, 12 months, 37 hours weekly, range 11-A, classified bargaining unit salary schedule, effective October 22, 2014.

Reason: Ms. Vidaurri transferred into office services assistant II, counseling and student services to fill a vacancy.

7. Bettie Shaw, FROM office services technician II (grants), institutional grants, full time, 12 months, 37 hours weekly, range 15-D, classified bargaining unit salary schedule TO Cal-SOAP Secretary, Cal-SOAP, full time, 12 months, 37 hours weekly, range 15-D, classified bargaining unit salary schedule, effective November 1, 2014.

Reason: Ms. Shaw's position as office services technician II (grants) is grant funded and will be reduced by fifty (50) percent of the position's funding with the end of the Community Collaborative grant on November 30, 2014. By electing to transfer to the Cal-SOAP secretary position, Ms. Shaw will fill the vacancy created by the transfer of Irene Vidaurri, office services assistant II, counseling and student services, effective October 22, 2014.

Promotion

8. Josephine Cabanas, FROM transcript evaluator, admissions and records services, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule TO coordinator, admissions and records services, admissions and records services, full time, 12 months, 37 hours weekly, range 30-A, classified bargaining unit salary schedule, effective November 1, 2014.

Reason: Ms. Cabanas replaces Marian Quaid-Maltagliati, who was promoted to director, admissions and records services, effective July 1, 2014.

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Coaching Appointments and Stipends		
Reason for Board Consideration: CONSENT – ACTION	Item Number: 10.I.	Enclosures: Page 1 of 1

BACKGROUND

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

Coaching Appointments and Stipends

The coaching appointments for the period of August 1, 2014 through November 30, 2014, or earlier per district need.

Assistant Coaches:

1. Keith Carnine volleyball, \$3,366
2. Sandra Darway volleyball, \$3,366

The coaching appointments for the period of October 22, 2014 through November 30, 2014, or earlier per district need.

Assistant Coaches:

3. Brady Lock cross country (w), \$500
4. Mark Tosches cross country (w), \$500

The coaching appointments for the period of October 22, 2014 through May 31, 2015, or earlier per district need.

5. Danny Mihailovic basketball (m), 4,000 stipend increase
6. Josh Motenko basketball (m), \$500 stipend increase

The coaching appointments for the period of February 1, 2015 through May 31, 2015, or earlier per district need.

7. Keith Carnine volleyball, \$1,250
8. Sandra Darway volleyball, \$750

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$14,693 for the 2014-2015 fiscal year and is included in the 2014-2015 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Out-of-Classification Assignments of Classified Employees		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.J.	Enclosures: Page 1 of 2

BACKGROUND

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

1. Jesse Carlon, FROM custodial lead worker (evening), plant services, full time, 12 months, 37 hours weekly, range 14-D, classified bargaining unit salary schedule TO custodial lead worker (evening), plant services, full time, 12 months, 37 hours weekly, range 14-D plus five (5) percent, classified bargaining unit salary schedule, retroactive to September 18, 2014 through September 30, 2014.

Reason: Mr. Carlon worked in an out-of-classification assignment, performing some duties outside of his job description, due to an absence. Mr. Carlon returned to his regular assignment effective October 1, 2014.

2. Cintia Mendoza, FROM administrative secretary III, counseling and student services, full time, 12 months, 37 hours weekly, range 18-B, classified bargaining unit salary schedule TO coordinator, academic affairs/administrative secretary V, academic affairs, full time, 12 months, 37 hours weekly, range 31-A, classified bargaining unit salary schedule, effective November 3, 2014 through June 30, 2015, or earlier per district need.

Reason: Ms. Mendoza will assume all of the duties performed in this position, due to an absence. She will return to her regular assignment effective July 1, 2015.

3. Veronica Reyes , FROM office services technician I, EOPS and special outreach, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule TO EOPS assistant, EOPS and special outreach, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule, effective October 27, 2014 through June 30, 2015, or earlier per district need.

Reason: Ms. Reyes will assume all of the duties performed in this position, due to the resignation of Christine Hockensmith. She will return to her regular assignment effective July 1, 2015.

4. Jessica Parker, FROM administrative secretary I, counseling and student services, full time, 12 months, 37 hours weekly, range 12-B, classified bargaining unit salary schedule TO administrative secretary III, counseling and student services, full time, 12 months, 37 hours weekly, range 18-A, classified bargaining unit salary schedule, effective November 3, 2014 through June 30, 2015, or earlier per district need.

Reason: Ms. Parker will assume all of the duties performed in this position, due to an absence. She will return to her regular assignment effective July 1, 2015.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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FISCAL IMPACT

1. The additional cost to the unrestricted general fund is approximately \$80 for the 2014 – 2015 fiscal year.
2. The additional cost to the unrestricted general fund is approximately \$ 11,437 for the 2014 – 2015 fiscal year.
3. The additional cost is approximately \$ 44% EOPS \$1,383.80, 46% Unrestricted General Fund \$1,446.70, 10% TANF \$314.50 for the 2014 – 2015 fiscal year.
4. The additional cost to the unrestricted general fund is approximately \$ 3,816 for the 2014 – 2015 fiscal year

These costs are included in the 2014 – 2015 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Jesse Carlon, custodial lead worker (evening), plant services, retroactive to September 18, 2014 through September 30, 2014; and Cintia Mendoza, coordinator, academic affairs/administrative secretary V, academic affairs, effective November 3, 2014 through June 30, 2015, or earlier per district need; Veronica Reyes, EOPS assistant, eops and special outreach, effective October 27, 2014 through June 30, 2015, or earlier per district need; Jessica Parker, administrative secretary III, student services, effective November 3, 2014 through June 30, 2015, or earlier per district need.

Allan Hancock College
Human Resources

Classified-Professional
Range 29

NEW

BASIC SKILLS COORDINATOR

DEFINITION:

Under direction of the Dean, Academic Affairs, plan, organize, and coordinate a wide range of activities and oversee support of cross-curricular basic skills education and programs.

CLASS CHARACTERISTICS:

The incumbent in this position independently performs work under minimal supervision necessary for the success of basic skills education and programs. Under the general direction of the Dean, the Basic Skills Coordinator exercises independent judgment in the day-to-day operation of the Basic Skills AIM Center, working with individual instructors and groups of students across curricular disciplines to design, develop and organize learning experiences.

ESSENTIAL FUNCTIONS:

1. Plans, develops and oversees the day-to-day activities of the virtual and physical Basic Skills AIM Centers.
2. Creates and evaluates Basic Skills Aim Center services, and procedures.
3. Develops informational materials about the Basic Skills AIM Center and its services.
4. Implements grant and categorical fund project objectives according to the timelines established in the awards and oversees and monitors grant and categorical fund project deliverables.
5. Sets and monitors goals and develops tasks; oversees and coordinates the work of classified laboratory assistants and student workers.
6. Recruits, trains, and coordinates the work of learning facilitators; oversees tutors, interns, and student workers and schedules faculty and temporary classified personnel to work in the center.
7. Works as a liaison with basic skills disciplines including math, English, credit and noncredit ESL, academic support services and student services to provide centralized information and resources for basic skills students.
8. Plans, organizes, and conducts faculty and student orientations.
9. Plans, organizes, and conducts professional development workshops for faculty across the disciplines.
10. Provides information to the campus community about basic skills services across the curriculum (including, but not limited to, presenting at faculty meetings, council and committee meetings speaking to students in the classroom, and advertising in college publications or via email) and promotes the Basic Skills AIM center at college events.
11. Provides instructors with information relative to student attendance, behavior, and achievement in the laboratory; maintains order and appropriate conduct in the physical Basic Skills AIM Center.
12. Monitors annual budget allocations and expenses; orders materials, supplies, and equipment.
13. Tracks hours of faculty service in the Basic Skills AIM Center.
14. Tutors and assists basic skills students with written and computerized laboratory and/or class assignments, diagnoses students deficient skill areas and develops intervention strategies as needed.
15. Assists with preparing and assessing student learning outcomes for the Basic Skills AIM Center, enters data and prepares reports related to outcomes.
16. Tracks Basic Skills AIM Center Usage and prepares statistical reports for the dean.

17. Liaison to Lompoc Valley Center (LVC) instructors who teach basic skills courses across disciplines, and LVC academic and student support faculty and staff.
18. Identifies space, facility, equipment, and software needs and reports such needs to the dean.
19. Participates on grant teams to secure funding for center expansion and staffing.
20. Coordinates the response to requests from other disciplines for basic skills services and assists faculty from other disciplines to develop solutions for student issues.
21. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- College-level subject area germane to assignment;
- Educational needs of community college students at the remedial/basic skills level;
- Tutorial techniques for assisting students in multiple disciplines;
- Office procedures, filing and business correspondence, report writing;
- Office methods, practices, and equipment;
- Database utilization for scheduling, budgeting, and program evaluation;
- Budget procedures and financial records;
- Basic functions and operations of computers and software programs;
- Effective oral and written communication in English and Spanish.

Demonstrated ability to:

- Tutor students effectively;
 - Develop operation, procedures and practices;
- Create seminars and workshops which meet the basic skills needs of the college community;
 - Analyze basic skills needs and recommend changes;
 - Learn, interpret, and apply college policies with sound judgment;
- Assess student achievement and diagnose learning problems;
- Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment;
- Analyzes and provides solutions to problems; handles complaints;
- Communicate effectively, both orally and in writing.

Education and Experience:

A bachelor's degree, or higher, in a basic skills related field, including education and communications; a minimum of one year experience in an education environment that emphasizes basic skills.

Bilingual/bicultural in English/Spanish

Working Conditions:

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments as outlined in the provisions of the Collective Bargaining Agreement and may be assigned to any district location.

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

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

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

Physical Demands:

Typically may sit for extended periods of time;

Operates a computer;
Communicates over the telephone;
Regularly lifts, carries and/or moves objects weighing up to 10 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
OFFICE SERVICES ASSISTANT H

DEFINITION:

~~Under supervision of Dean, Student Service~~the assigned dean, the incumbent will perform a variety of clerical, technical and ~~student services~~departmental related functions and serve as first point of contact with students and the general public.

~~Under general supervision, to perform a variety of general clerical work of average difficulty, and to do related work as required.~~

CLASS CHARACTERISTICS:

~~Under limited supervision, the incumbent in this position is responsible for a variety of clerical and technical functions with a degree of independence to assist students and staff with the appropriate office policies, procedures, and regulations.~~

~~Positions in this class are distinguished from those in the entrance level class by being assigned clerical duties that require a good working knowledge of subject matter and clerical functions of the assigned office and good clerical ability. Incumbents will exercise initiative and independent judgment with a limited number of standardized procedures; however, in this capacity they may serve as an in charge person and/or lead worker over entry level incumbents or student help in the performance of these functions. Incumbents may assist and/or be under the direction of workflow from higher clerical/secretarial employees. and perform the functions of an Office Services Assistant I. Incumbents have a high frequency of responsible contact with students, staff, and /or public requiring tact and good communication skills. Most Ppositions Incumbents in this class shall possessrequire good word processing skills with speed and accuracy and good communication skills. Some positions may require short hand skills. Incumbents in this class may have an opportunity to develop the necessary qualifications for the next higher class within 12 to 24 months through on the job training and/or by successfully completing appropriate college course; however some positions, due to the nature of the duties assigned will be permanent in this class.~~

ESSENTIAL FUNCTIONS:

- ~~— Receives the public and students and provides routine, factual, and procedural information; Maintains simple fiscal records, inserts and extracts materials from established files and prepares new file folders in accordance with specific instructions;~~
- 1. Act as receptionist to provide information for the college to the general public, staff, and students.
- 2. ~~Type~~Generate a variety of material from clear copy or rough draft and will typeincluding but not limited to requisitions, purchase orders, and other forms;
- ~~— Posts labels, grades, and test information;~~
- 3. ~~May~~Take and transcribe dictation of minutes of meetings, address changes, program changes, social security numbers, name change and related information to district records;
- 4. Reproduces and mails transcriptsrecords; reviews and checks relevant applications, ~~student records,~~ and data process reports for accuracy and co~~m~~pleteness;
- ~~— Scan and index documents as needed using a scanning system~~
- 5.
- ~~— Takes student job orders from employers and contacts employers to schedule interviews;~~
- 6. Compiles information to prepare routine reports;

7. Maintains inventory records and logs;
8. Assists students in completing forms;
9. Schedules appointments;
 - Posts outgoing mail, receives, sorts, incoming and interoffice mail
 - Prepares, insured, certified, registered, special delivery and express mail
 - Act as contact person between college and all post offices in the district;
 - Calculates postage and meters outgoing mail;
 - Prepares paperwork and statements for mailing of college catalog and major scheduled mailings;
 - Provides mailing process assistance;
 - Bills departments and individuals for mailing charges;
 - Maintains updated lists of faculty and staff for mail distribution;
 - Presorts outgoing mail by zip code;
 - Keeps postal permit current;
 - Fills mailbags for campus delivery;
 - Maintains mail room records;
10. Maintains office/instructions supplies inventories and other records.
11. Perform other related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic elements of good English usage, spelling, grammar arithmetic, and filing;
- Telephone etiquette;
- Modern office methods and procedures;
 - Office methods, procedures, and equipment, including filing systems, receptionist and telephone etiquette;
 -
 - English usage, spelling, grammar;
 - Word/Information processing and applications and production;
 - ability to Operate a computer terminal to input and retrieve data with speed and accuracy;
 - Records management; formatting;

Demonstrates ability to:

- Perform general clerical work and learn necessary college and office operation, procedures, and equipment;
 -
 - Spell correctly, use good English and make arithmetical computations;
 - Operate a typewriter, computer terminal, and a word processor Operate a computer with speed and accuracy to input and retrieve data;
 - Provide effective and prompt customer service;
- Type at district beginning standard form clear copy at 40 wpm;
 - Understand and carry out oral and written directions;
 - Work independently, organize workload and establish priorities;
 - Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
 - Operate a computer with accuracy and speed;

- Establish and maintain office records and files;
- Compose correspondence independently.

~~Develop and maintain cooperative relationships with those contacted during the course of work;~~
~~Work independently with minimum supervision.~~

Education and Experience:

Equivalent to completion of the 12 grade. One year of general clerical experience or six months of experience as an Office Services Assistant I at Allan Hancock College.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person with staff, students, and the general public.

Physical Demands:

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

Working Conditions:

~~Duties are primarily performed in an office environment, at a desk or at a computer terminal.~~
~~The incumbent will experience interruptions while performing normal duties during the regular workday.~~
~~The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.~~

⋮

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

⋮



AGENDA ITEM

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: New and/or Revised Management Job Descriptions		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.L.	Enclosures: Page 1 of 3

BACKGROUND

New

The new management job description listed below is being recommended for approval:

Director, Law Enforcement Training Management, Range 13

(continued)

FISCAL IMPACT

To be determined when position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the new management job description as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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NEW**DIRECTOR, LAW ENFORCEMENT TRAINING****DEFINITION**

Under general direction, plans, develops, directs, and implements state and federal requirements for law enforcement training. Supervises faculty, clerical and other support personnel, and performs other related administrative duties as required.

CLASS CHARACTERISTICS

This is an academic administrative position responsible for developing, planning, directing and supervising the law enforcement training program. The administrator appointed to this position will employ tact and good communication skills with college administrators, faculty, staff, students and external agencies, and will coordinate and develop educational opportunities that meet state and national standards. The administrator will oversee the successful implementation of these standards and will exercise good judgment in the interpretation and application of policy and procedures.

ESSENTIAL FUNCTIONS

1. Directs and supervises current and future academic programs in law enforcement training.
2. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for the law enforcement training program.
3. Acts as a law enforcement training program liaison between the college, professional organizations, and the community.
4. Works with the Foundation to coordinate fundraising efforts for grants and donations.
5. Develops an annual law enforcement training budget, monitors expenditures in a fiscally responsible manner, and contributes to the annual planning processes.
6. Supervises program coordinators on matters related to curriculum, program development, and staffing.
7. Supervises law enforcement training staff and monitors the use, maintenance, and security of equipment and facilities.
8. Monitors faculty certifications necessary to meet state and national standards for law enforcement curriculum and instructor qualifications.
9. Collaborates with the college's Public Affairs office to develop and implement effective marketing and outreach campaigns.
10. Provides leadership to the program staff by monitoring external trends and regulations affecting law enforcement agencies in our district.
11. Develops agreements and memoranda of understanding with public service agencies and private industries.
12. Participates in the college's shared governance process through service on various councils and committees.
13. Assists in the hiring of law enforcement faculty and classified staff.
14. Conducts outreach to local agencies for program support with equipment and personnel.
15. Supervises and evaluates faculty and classified staff.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Governmental agencies involved in regulation of law enforcement training;
- Public and private funding sources for grants and donations of equipment and other resources;
- California Peace Officers Standards and Training requirements for facilities, faculty and curriculum;
- Educational philosophy with a primary emphasis on student learning in the design, delivery, and evaluation of courses;
- Applicable sections of the California Education Code and federal and state regulations;
- College policies and procedures.

Demonstrated ability to:

- Supervise and coordinate the activities of large groups of people toward a common purpose;
- Direct, evaluate, motivate and supervise staff;
- Plan and coordinate the activities and personnel of the law enforcement training program;
- Communicate effectively orally and with high-level writing skills (including public speaking ability, ability to provide public testimony as needed, and ability to prepare grammatically correct and error-free documents.);
- Establish and maintain cooperative working relationships with all segments of the college community, public agencies, and the general public.

Education and Experience:

A minimum of one-year higher education teaching experience and five years of experience as a full-time public safety professional in a law enforcement agency at a command level. A bachelor's degree in a public safety related field from an accredited college or university, or equivalent education and experience is required.

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Working Conditions:

- May be required to work a flexible workweek which includes day, evening hours and 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.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, and on the telephone, with executive, management, supervisory, academic and classified staff, and the general public.
- Work requires frequent travel to other offices or locations.

Special Qualification:

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

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 1200, District Mission		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.M.	Enclosures: Page 1 of 2

BACKGROUND

Revised board policy 1200 describes the mission of Allan Hancock Joint Community College District. It is also consistent with the overall mission of California Community Colleges. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 1200, District Mission.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 1 – The District**

BP 1200 DISTRICT MISSION

The mission of the Allan Hancock Joint Community College District is to provide quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

The District mission is intended to be consistent with the overall mission of California Community Colleges as described in section 66010.4 of the California Education Code.

The mission is evaluated and revised on a regular basis.

Reference: WASC/ACCJC Accreditation Standard I.A

Adopted: 10/20/09

Revised:

(Replaces Board Policy 1000)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2200, Board Duties and Responsibilities		
Reason for Board Consideration: CONSENT- ACTION	Item Number: 10.N.	Enclosures: Page 1 of 3

BACKGROUND:

Revised board policy 2200 outlines the duties and responsibilities of the Board of Trustees in the accordance with the authority granted and duties defined in Education Code Section 70902. This policy was extracted from the Rules and Regulations of the Board of Trustees. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service. This policy is related to the Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards and reflects the numbering of the ACCJC's June 2014 newly adopted accreditation standards.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2200, Board Duties and Responsibilities.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2200 BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Hire and evaluate the Superintendent/President
- Delegate power and authority to the Superintendent/President to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

DUTIES OF THE BOARD OF TRUSTEES

The duties and responsibilities of the Board of Trustees will be as follows:

- To select, appoint, and dismiss the Superintendent/President of the District.
- To determine the broad general policies which will govern the operation of the District.
- To adopt policies and procedures for the shared governance of the District and to review them periodically.
- To approve the annual budget.
- To approve the expenditure of all funds.
- To appoint or dismiss employees upon the recommendation of the Superintendent/President of the district.
- To fix the rate of compensation for all employees, and to review all salary schedules annually.
- To rule upon recommendations of the Superintendent/President on site utilization and physical plant development.
To rule upon recommendations of the Superintendent/President on matters of capital outlay with references to buildings, major improvements, and equipment.

- To rule upon recommendations of the Superintendent/President on matters of repairs and maintenance of the buildings, grounds, and equipment.
- To require and consider reports from the Superintendent/President concerning the program and conditions of the college.
- To consider and pass upon the curricular offerings of the college upon the recommendations of the Academic Senate and Superintendent/President.
- To consider and pass upon the annual calendar.
- To consider and pass upon the recommendations of the Superintendent/President in all matters of policy pertaining to the welfare of the college.
- To provide for the establishment of the necessary procedures to secure proper accounting of receipts and disbursements of all funds under the jurisdiction and control of the District.
- To provide for the annual audit of all funds of the District.
- To consider communications and requests from citizens or organizations on matters of policy and management.
- To establish citizen advisory committees and curricular or career and technical education advisory committees, and to approve the memberships of such committees.
- To serve as a court for final appeal for students, employees, and citizens of the District.

References: Education Code Section 70902;
WASC/ACCJC Accreditation Standard IV

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94
Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised:

*(Replaces Rules and Regulations of the Board
of Trustees)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2210, Officers		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.O.	Enclosures: Page 1 of 3

BACKGROUND:

Revised board policy 2210 states the process the Board of Trustees shall use to elect a vice president and president of the Board of Trustees. The policy also lists the duties assigned to the president and secretary of the Board of Trustees. This policy was extracted from the Rules and Regulations of the Board of Trustees. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2210, Officers.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2210 OFFICERS

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President and Vice-President of the Board.

The terms of officers shall be for one year.

OFFICERS

The officers of the Board will be as follows:

President

Vice-President

The Superintendent/President shall act as Secretary to the Board of Trustees

Duties of the President of the Board of Trustees

The duties of the President of the Board of Trustees will be as follows:

- To preside at all meetings of the Board.
- To appoint or provide for the election of all Board committees.
- To call emergency and special meetings as required by law.
- To consult with the Superintendent/President on Board meeting agendas.
- To communicate with individual Board members about their responsibilities.
- To participate in the orientation process for new Board members.
- To assure Board compliance with policies on board education, self-evaluation, and Superintendent/President's evaluation.
- To represent the Board at official events or ensure Board representation.
- To perform such other duties as may be prescribed by law or by action of the Board.

The President of the Board of Trustees has the right to vote on all issues and to participate in the discussions. The President shall sign all Board approved contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling, and all other legal documents except those authorized by the Board to be signed by an officer, agent or employee of the District.

In case of the absence of the President, it shall be the duty of the Vice-President to perform all the duties of the President. In the case of the resignation or disability of the President, the Vice-President shall preside until a president has been elected and qualified.

Duties of the Secretary to the Board

The major duties and responsibilities of the Secretary to the Board will be as follows:

- To notify members of the Board of all regular, special, emergency, and adjourned meetings.
- To prepare and post Board meeting agendas.
- To prepare minutes of Board meetings for adoption.
- To attend all Board meetings and closed sessions, unless excused by the Board President and in such cases to assign a designee.
- To furnish Board members with an agenda of principal items of business at least 72 hours in advance of meetings.
- To have recorded the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
- To have charge of all records, proceedings, and documents of the Board.
- To conduct the official correspondence of the Board.
- To certify as legally required all Board actions.
- To sign and execute employee contracts, interdistrict agreements, and any other official documents authorized by the Board.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Reference: Education Code Section 72000

Adopted: 6/18/91

Revised: 8/18/92

Revised: 4/20/93

Revised: 4/26/94

Revised: 11/22/94

Revised: 3/21/95

Revised: 5/16/95

Revised: 3/19/96

Revised: 4/21/98

Revised: 6/20/00

Revised:

(Replaces a portion of the Rules and Regulations of the Board of Trustees)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2305, Annual Organizational Meeting		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.P.	Enclosures: Page 1 of 2

BACKGROUND:

Revised board policy 2305 requires the board of trustees to hold an annual organizational meeting, within a 15-calendar day period, beginning on the first Friday in December with the purpose of electing officers and conducting business as required by law or determined by the board. This policy was extracted from the Rules and Regulations of the Board of Trustees. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2305, Annual Organizational Meeting.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2305 ANNUAL ORGANIZATIONAL MEETING

The Board of Trustees will hold an annual organizational meeting within a 15-calendar-day period commencing on the first Friday in December. This calendar-day period applies to both election and non-election years. The purpose of the annual organizational meeting is to elect a officers and conduct any other business as required by law or determined by the Board.

At the annual meeting, the Board shall organize and elect from its members a President, Vice-President and may elect an ex-officio Secretary. The Superintendent/President of the District will serve as the secretary to the Board.

All elections shall be by roll call vote. The affirmative vote of at least three members of the Board shall be necessary to elect an officer.

Reference: Education Code Section 72000(c)(2)(A)

Adopted: 6/18/91

Revised: 8/18/92

Revised: 4/20/93

Revised: 4/26/94

Revised: 11/22/94

Revised: 3/21/95

Revised: 5/16/95

Revised: 3/19/96

Revised: 4/21/98

Revised: 6/20/00

Revised:

(Replaces a portion of the Rules and Regulations of the Board of Trustees)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2315, Closed Sessions		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.Q.	Enclosures: Page 1 of 3

BACKGROUND:

Revised board policy 2315, Closed Sessions has been extracted from Rules and Regulations of the Board of Trustees and revised to better align with current Education Code. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2315, Closed Sessions.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy**

Chapter 2 – Board of Trustees

BP 2315 CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, dismissal, or release of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of its response to a confidential final draft audit report from the Bureau of State Audits;

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session, and all notes, minutes, records or recordings made of such a closed session, are confidential and

shall remain confidential unless and until required to be disclosed by action of the Board or by law.

A person may not disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information. Measures for addressing disclosure of confidential information are contained in Government Code Section 54963.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President.

Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

References: Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 54963,
11125.4

Adopted: 11/16/04

Revised: 4/16/13

*(Replaces Board Policy 1220 and a portion of
the Rules and Regulations of the Board of
Trustees)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2320, Special and Emergency Meetings		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.R.	Enclosures: Page 1 of 2

BACKGROUND:

Allan Hancock College does not currently have a board policy on special and emergency board meetings. New Board Policy 2320 and Administrative Procedure 2320 provide guidelines, in accordance with and permitted by the Brown Act, to be followed when a special or emergency meeting is called. This is a new policy recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2320, Special and Emergency Meetings.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2320 SPECIAL AND EMERGENCY MEETINGS

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References: Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

Adopted:

*(This is a new policy recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2330, Quorum and Voting		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.S.	Enclosures: Page 1 of 2

BACKGROUND:

Allan Hancock College does not currently have a board policy on Quorum and Voting. New Board Policy 2305 requires a quorum consisting of three board members. This policy clarifies when an action requires a two-thirds vote or a unanimous vote. This is a new policy recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2330, Quorum and Voting.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2330 QUORUM AND VOTING

A quorum of the Board of Trustees shall consist of three members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

References: Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;
Government Code Section 53094;
Code of Civil Procedure Section 1245.240

Adopted:

*(This is a new policy recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2355, Decorum		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.T.	Enclosures: Page 1 of 2

BACKGROUND:

Allan Hancock College does not currently have a board policy on decorum during a board meeting. Board Policy 2355 provides examples of instances when a speaker may be ruled out of order by the presiding officer. It also provides steps to be taken to restore the meeting to order. This is a new policy recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2355, Decorum.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2355 DECORUM

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board of Trustees has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

References: Education Code Section 72121.5;
Government Code Section 54954.3(b)

Adopted:

*(This is a new policy recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2360 Minutes		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.U.	Enclosures: Page 1 of 2

BACKGROUND:

Revised Board Policy 2360 and new Administrative Procedure 2360 provide guidelines on the recording of actions by the board of trustees. The revisions to the Board Policy as well as the new Administrative Procedure are recommended by the California Community College League's Policy and Procedure Service.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2360, Minutes.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2360 MINUTES

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board, including the name of the person making and seconding a motion, and the vote. Voting will be by voice. A member voting against a proposition may state reasons and may have them recorded in the minutes if so requested at the time the vote is taken.

Until the Board adopts such minutes, they shall be considered unadopted minutes.

The minutes shall be kept by the Secretary to the Board as a permanent official record of District action. The minutes are public records and shall be made available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

References: Education Code 72121(a);
Government Code Section 54957.5

Adopted: 4/16/13
Revised:

(Replaces Board Policy 1211)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2430, Delegation of Authority to the Superintendent/President		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.V.	Enclosures: Page 1 of 3

BACKGROUND:

Board Policy 2430, Delegation of Authority to the Superintendent/President, delegates the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action to the Superintendent/President. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service. This policy is related to the Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards and reflects the numbering of the ACCJC's June 2014 newly adopted accreditation standards.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2430, Delegation of Authority to the Superintendent/President.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

**BP 2430 DELEGATION OF AUTHORITY TO THE
SUPERINTENDENT/PRESIDENT**

The Board of Trustees delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board (including the administration of the college and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties. The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely manner.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be made available to all trustees. The Superintendent/President shall act as the professional advisor to the Board in policy formation. The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and

regulations, and with the California Community Colleges Budget and Accounting Manual.

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the board fully advised regarding the financial status of the District.

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed and is subject to confirmation by the Board.

References: Education Code Sections 70902(d), 72400, 81655, and 81656;
WASC/ACCJC Accreditation Standards IV.B.5 and IV.C.12

Adopted: 8/18/09

Revised: 4/16/13

Revised:

(Replaces Board Policy 1150)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2431, Superintendent/President Selection		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.W.	Enclosures: Page 1 of 2

BACKGROUND:

Allan Hancock College does not currently have a board policy on a process to select a new superintendent/president. Proposed Board Policy 2431, establishes that the process to fill the vacant position of the superintendent/president shall be fair, open, and comply with relevant regulations. This is a new policy recommended by the California Community College League's Policy and Procedure Service. This policy is related to the Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards and reflects the numbering of the ACCJC's June 2014 newly adopted accreditation standards.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2431, Superintendent/President Selection.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2431 SUPERINTENDENT/PRESIDENT SELECTION

In the case of a vacancy in the Superintendent/President's position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References: Title 5 Sections 53000 et seq.;
WASC/ACCJC Accreditation Standards IV.B and IV.C.3

Adopted: _____

*(This is a new policy recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2435, Evaluation of the Superintendent/President		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.X.	Enclosures: Page 1 of 2

BACKGROUND:

Allan Hancock College does not currently have a board policy on the process to evaluate the superintendent/president. Proposed Board Policy 2435, establishes the process to evaluate the superintendent/president. Administrative Procedure 2434 establishes when and how the evaluation will take place. This is a new policy recommended by the California Community College League's Policy and Procedure Service. This policy is related to the Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards and reflects the numbering of the ACCJC's June 2014 newly adopted accreditation standards.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2435, Evaluation of the Superintendent.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on Board policy, the Superintendent/President's job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Superintendent/President.

Reference: WASC/ACCJC Accreditation Standard IV.C.3

Adopted: _____

(This is a new policy recommended by the Policy and Procedure Service)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2745, Board Self-Evaluation		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 10.Y.	Enclosures: Page 1 of 2

BACKGROUND:

Revised Board Policy 2745 requires the Board of Trustees to perform an annual self-evaluation. This policy was extracted from the Rules and Regulations of the Board of Trustees. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service. This policy is related to the Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards and reflects the numbering of the ACCJC's June 2014 newly adopted accreditation standards.

The proposed board policy has been developed following our shared governance process and was submitted for the board's review on August 19, 2014. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Board Policy 2745, Board Self-Evaluation.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2745 BOARD SELF-EVALUATION

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

An annual self-evaluation will be conducted by the Board of Trustees.

To that end, the Board has established the following processes:

- The Board shall determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the Board.
- If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board Secretary.
- A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: WASC/ACCJC Accreditation Standard IV.C.10

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94

Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised:

(Replaces Rules and Regulations of the Board of Trustees)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Acceptance of Grants Approved		
Reason for Board Consideration: ACTION	Item Number: 12.A.	Enclosures: Page 1 of 1

The office of institutional grants has been notified of the funding for the following grant in the amount of \$377,150.

BACKGROUND:

1. California Student Aid Commission: California Student Opportunity and Access Program (Cal-SOAP) (\$377,150)

The Central Coast Cal-SOAP Consortium, with AHC as fiscal agent, has been awarded funding to increase accessibility and provide information of postsecondary educational opportunities for elementary and secondary school students with low college going rates. Funding is included to promote the California Middle Class Scholarship program (\$45,000).

A 1:1 match is required for the \$322,150 Cal-SOAP allocation and is supported by each member agency through in-kind salaries, facilities, supplies, and administrative oversight. Total matching contribution is \$356,969 of which AHC is contributing \$26,435 (\$16,435 in-kind and \$10,000 work-study). The project period is October 1, 2014 – September 30, 2015. (Submitted by Diana Perez)

FISCAL IMPACT:

1. California Student Aid Commission: California Student Opportunity and Access Program (Cal-SOAP) in amount of \$377,150. Matching funds are required. The project period is October 1, 2014 – September 30, 2015.

RECOMMENDATION:

Staff recommends that the board of trustees accept this contract for a total of \$377,150 in restricted funds to the district.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Parking Lot 8 Project, Bid 14-02 , Change Order 3		
Reason for Board Consideration: ACTION	Item Number: 12.B.	Enclosures: Page 1 of 2

BACKGROUND:

This project consists of the pavement reconstruction for Parking Lot 8, installation of accessible walkways and curb ramps, parking lot lighting upgrades, and the installation of a new Blue Phone. The project includes paving, striping, signs, concrete sidewalk, curb and gutter, drainage facilities, and lighting.

A change order allows services to be added to or deleted from the original scope of work of a contract, which alters the original contract amount and may extend completion date. The change order identifies the price to be paid for this additional work in addition to describing the work to be completed (or not completed in some cases.) Once the change order is approved by the board of trustees, it serves to amend the original contract such that the change order now becomes part of the contract and thereby allows the contractor to be paid for the additional scope of work.

The contingency balance prior to the approval of change order 1 is \$25,363.64.

The following page shows an itemized list for change order 3:

FISCAL IMPACT:

The amount of change order 3 is \$11,396.49. This change order will increase the contract amount from \$783,843.36 to \$795,239.85.

RECOMMENDATION:

Staff recommends that the board approve change order 3 to the contract with V. Lopez Jr. & Sons, and authorize the vice president of facilities and operations to sign change order 3.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition
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Parking Lot #8 Project Bid 14-02, Change Order 3		Amount
CCD #		
13	<p><u>Remove and replace pavement and curb that were in disrepair.</u> At the easterly access road leaving Lot 8, the existing pavement and curb were in disrepair. The point at which the plans call to match the existing curb line had cracks running through the face. The contractor removed and replaced five linear feet of curb to provide a clean finished product.</p> <p>At the northwest corner of the lot, the pavilion area, lit bollards are to be installed. Based on the layout of the concrete joints they would be passing through the foundation of the lit bollards. In order to provide safe and aesthetically pleasing joints the contractor constructed diamond shaped expansion joints and tooled joints around lit bollard foundations.</p>	\$1,480.39
14	<u>Add additional stop signs and traffic lane centerline markers</u> to direct travel and make the parking lot safer for vehicles and pedestrians. This is done based on comments received from staff that indicated vehicles have a tendency to speed and cut corners unless signing and striping is there to deter it.	\$1,120.00
16	<u>Replace all round posts with square galvanized steel.</u> After consulting with district staff it was determined that square sign post sleeves were preferable to round, as they are easier to replace in the event they get damaged.	\$504.00
17	<u>Add an additional band of blue tile</u> to the outer edge of the terrazzo tile with the Bulldog logo at district request. The result was a logo that is more aesthetically pleasing and made the Bulldog image stand out more.	\$2,652.00
12 & 15	<u>Repair conduit and replaced the concrete.</u> At the northeast corner of the lot in the concrete sidewalk, an electrical conduit that was to be used for a new run was found to be damaged. The contractor removed the existing concrete and found that the conduit had an approximate 6" gap where the existing electrical lines were exposed. The contractor then repaired the conduit and replaced the concrete. The result is a closed conduit that will allow for future lines to be pulled through unobstructed.	\$5,640.10
Change Order 3 Total		\$11,396.49

Parking Lot #8 Project Bid 14-02, Change Order 3		
	Amount	Time (Days)
Original Contract	\$739,207.00	130
Change Orders To Date	\$44,636.36	0
Change Order 3.	\$11,396.49	0
Current Contract.	\$795,239.85	130



To: Board of Trustees	Date:
From: Superintendent/President	October 21, 2014
Subject: Authorization to Borrow up to 60 Percent of the District's Equity in the Self-Insured Program for Employees (SIPE) Workers' Compensation Joint Powers Authority (JPA)	
Reason for Board Consideration: ACTION	Item Number: 12.C.
	Enclosures: Page 1 of 1

BACKGROUND:

The 2011-12 state budget included an increase in the cash deferrals for community colleges. In 2010-11 a total of \$832 million was withheld from the community colleges between January through June and repaid in July 2011. In 2011-12 the total withheld increased to \$961 million. The 2012-13 state budget continued the inter-year deferrals at \$961 million and introduced \$300 million in intra-year deferrals. The 2012-13 Education Trailer Bill later reduced deferrals by \$160 million to \$801 million. The 2013-14 state budget included amounts to retire apportionment deferrals and eliminated intra-year deferrals to reduce the outstanding community college deferral debt to \$592.5 million.

No intra-year deferrals are scheduled for 2014-15. This will reduce borrowing costs at community colleges as a result of improved cash flow and reduce the outstanding community college deferral debt to \$94.465 million. The total amount that will be withheld from Allan Hancock College during 2014-15 and repaid in 2015-16 was projected to be \$969,279 at the time of district budget adoption. It is anticipated that the total amount will be repaid in July 2015.

As an available option to meet possible cash shortfalls, the district may request a short-term advance of the district's equity in the SIPE workers' compensation JPA. SIPE's bylaws specify that any member, with approval of their governing board, may borrow up to 60 percent of their shareholder's equity, based on the most current financial statement, for a period not to exceed 60 days at a rate equal to the amount that would have been earned through the County Treasurer.

Based on SIPE's June 30, 2013 financial report, Allan Hancock College's equity in the JPA was \$1,109,787. This would make the district eligible to borrow \$665,872 to help offset the projected cash shortfalls. If this action becomes necessary, the district would repay the loan from SIPE within the allowable 60 days or when the district receives the withheld apportionment funding from the state, whichever is earlier.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the board of trustees authorize the district to borrow up to 60 percent of the district's equity in the SIPE workers' compensation JPA if needed for cash flow purposes.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Adoption of the 2014-15 Education Protection Account Expenditure Plan		
Reason for Board Consideration: ACTION	Item Number: 12.D.	Enclosures: Page 1 of 3

BACKGROUND:

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

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

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

The Prop 30 EPA Expenditure Report form and the related reporting guidelines were provided by the California Community Colleges Chancellor’s Office. Attached is the 2014-15 expenditure plan for the board’s adoption. Also attached for the public record is the report of the actual EPA proceeds and expenditures in 2013-14.

(continued)

FISCAL IMPACT:

The proposed expenditures are included in the 2014-15 adopted budget.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the 2014-15 Education Protection Account expenditure plan.

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Schools and Local Public Safety Protection Act
 Prop 30 EPA Expenditure Report

For Budget Year: 2014 -2015

District ID: 610

Name: Allan Hancock Joint
 Community College
 District

Activity Classification	Object Code	Unrestricted			
EPA Proceeds:	8630	7,682,099			
Activity Classification	Object Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	7,682,099			7,682,099
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*		7,682,099	0	0	7,682,099
Revenues less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Schools and Local Public Safety Protection Act
 Prop 30 EPA Expenditure Report

For Actual Year: 2013 -2014

District ID: 610

Name: Allan Hancock Joint
 Community College
 District

Activity Classification	Object Code	Unrestricted			
EPA Proceeds:	8630	7,283,932			
Activity Classification	Object Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	7,283,932			7,283,932
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*		7,283,932	0	0	7,283,932
Revenues less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					



To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: New and/or Revised Management Job Descriptions		
Reason for Board Consideration: ACTION	Item Number: 12.E.	Enclosures: Page 1 of 17

BACKGROUND

Three vacancies (one current and two pending) within the College’s executive team provide an opportunity for a new structure. The Superintendent/President will be discussing proposed changes during the October 20 College Council meeting. Documents related to that discussion are attached. The proposal has the following key elements:

1. Movement of all associate superintendents to Range 2 (\$119,620 to \$142,758). Currently one associate superintendent is at Range 0 and two others are at Range 3.
2. Movement of Vice President, Facilities and Operations from Range 4 to Range 3.
3. Change in position title for Director, Public Affairs and Publications to Vice President, Institutional Advancement with placement at Range 4.

The cost for the proposed changes can be managed within existing budgets.

FISCAL IMPACT

The plan, as proposed to College Council, will generate a net savings of \$27,000.

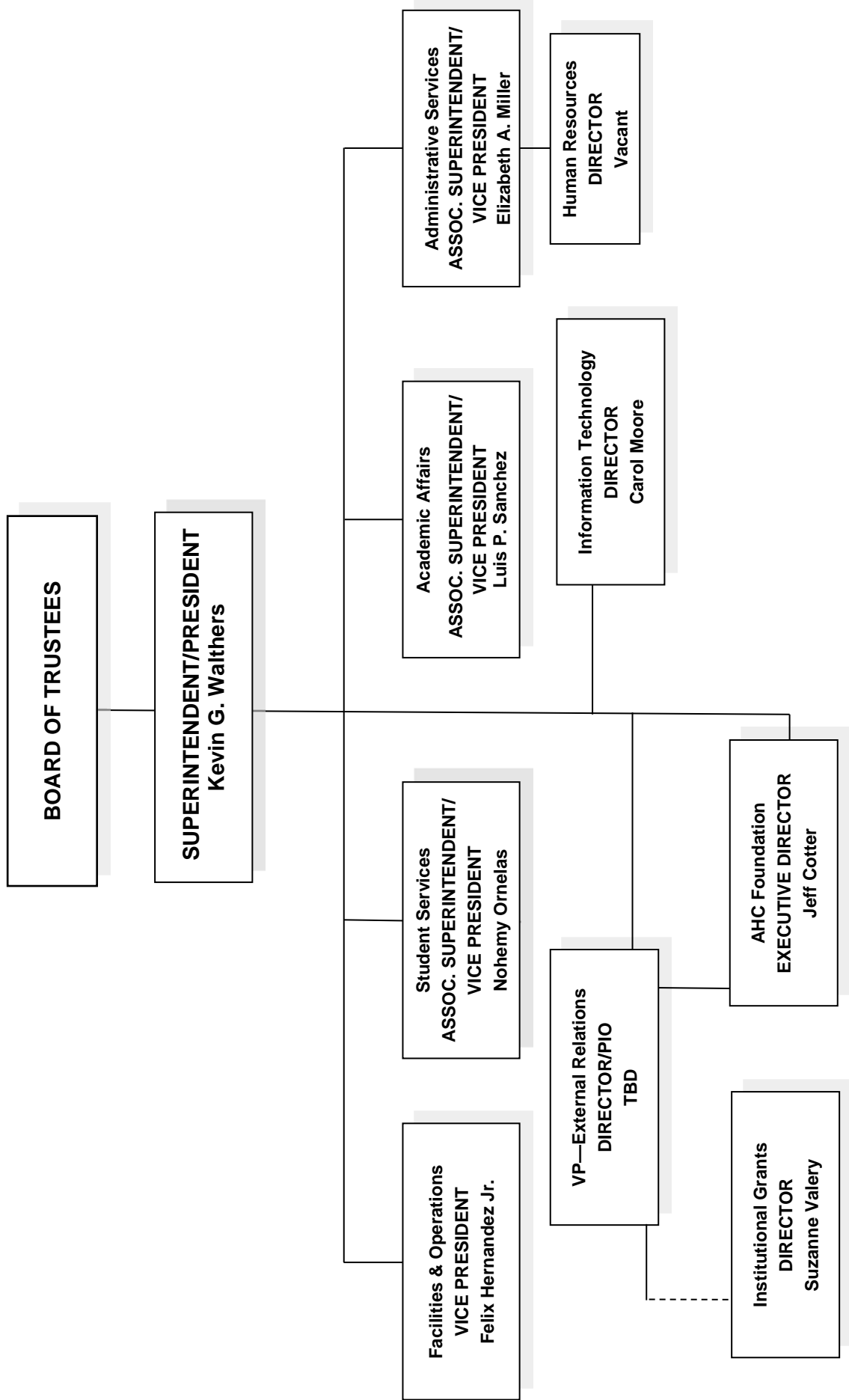
RECOMMENDATION

A final recommendation, based on discussions with College Council, will be provided at the Board meeting.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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DRAFT/PROPOSED District Organization





M E M O R A N D U M

TO: College Council

FROM: Kevin G. Walthers, Ph.D.

DATE: October 20, 2014

SUBJECT: Exec Staff Reorganization

The Allan Hancock College Cabinet (executive staff) serves a vital role in implementation of the college's strategic plan as adopted by the Board of Trustees. The current Cabinet consists of three associate superintendents (Academic Affairs, Student Services and Administrative Services), the Vice President for Facilities, the Director of Public Affairs and Publications and the Director of Human Resources (currently vacant). A restructured cabinet envisions an executive team that serves at the vice president level or higher, but may include other levels (directors and/or deans) as part of an extended cabinet team. Such changes will need to be reflected in the CCPD, but would have the structure shown in the table below.

Current Cabinet Configuration	Cabinet Restructured
Associate Superintendent – Academic Affairs	Associate Superintendent – Academic Affairs
Associate Superintendent – Administrative Services	Associate Superintendent – Administrative Services
Associate Superintendent – Student Services	Associate Superintendent – Student Services
Vice President – Facilities and Operations	Vice President – Facilities and Operations
Director – Public Affairs and Publications	Vice President – Institutional Advancement
Director – Human Resources	

Executive structure should reflect the college's mission and key functions. The mission of Allan Hancock College is to provide "quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community." To accomplish this, the senior administrative team must be on equal footing. Due to unique historical factors, associate superintendent positions on the college's salary schedule are not aligned. Currently the Associate Superintendent for Administrative Services is on range zero (\$130,627 to \$155,895) while the other associate superintendents are on range three (approximately \$15,000 per year less).

Placement of the associate superintendent positions must be at a level that will attract top talent in the event of a vacancy while demonstrating that the educational, service and fiduciary functions of the college are equally valued. A placement of all associate superintendents at range two (\$119,620 to 142,758) will provide overall savings to the district and offer a competitive salary that will allow for competitive recruiting for the coming vacancy in administrative services. The restructuring envisions added responsibilities for the Vice President for Facilities and Operations and moves the position to range three (a cost of \$5,408) to reflect new responsibilities for overseeing public safety.

With a vacancy (Human Resources) and the retirement of two members of cabinet (Associate Superintendent for Administrative Services and Director of Public Affairs and Publications), an opportunity exists to structure cabinet in a way that meets the immediate needs of the institution and

supports the recently adopted strategic plan. The most notable change is the reclassification and added responsibility of the current position of Director, Public Affairs and Publications. The new position, Vice President for Institutional Advancement, will serve as the director of public affairs and have responsibility for coordination of external relations, grant applications and other advancement functions.

Institutional Advancement “refers to building relationships with a full range of external stakeholders from alumni to corporate and community partners to government officials” (Title V Grant Proposal, p. 24). Currently, institutional advancement is fractured and disjointed across the campus. As noted in the Title V grant proposal (p. 12): “resource development activities at AHC are hindered by being dispersed across various responsibility areas. Productivity would be increased if all development activities were coordinated through one office of Institutional Advancement.” Currently, those directly involved in resource development (primarily grants and private donations) are at the director or executive director level. To have one individual coordinate this function in a way that meets the college’s strategic direction for integration, the position requires a title that would indicate a direct reporting relationship to the superintendent/president at the executive level. The current state of resource development is concisely defined in the Title V grant proposal:

AHC maintains a decentralized, fragmented approach that is costly and compromises efficiency. The AHC Foundation is engaged in fundraising, primarily for scholarships. Individual departments host fundraisers independent of the Foundation. The grants office submits grant proposals to some of the same funding sources the Foundation approaches. There is a separate policy and procedure for donations through the Foundation or the college. Each dean develops contract education opportunities with no uniform pricing strategy. This lack of focus and coordination results in wasted resources and missed opportunities (p. 21).

While the Title V grant is specifically designed to restructure all units to enhance efficiency, it does not foresee this happening for three to five years (p. 22). There is no doubt that a systematic, transparent and thoughtful approach should be taken to structure the college’s outreach efforts. However, that process should not preclude creating a central, cabinet-level position to manage current efforts as described by Activity 2 in the Title V grant.

The table below shows the impact of restructuring the executive team to reflect the needs of the college today and over the next six years as envisioned by the strategic plan. Under this proposal, the college’s public affairs function will need to be enhanced to address the additional workload, but this can be done within the savings generated.

Position	Current Range	New Range	Cost (Savings)
Assoc. Supt. Admin. Services	0	2	(\$54,193)
Assoc. Supt. Academic Affairs	3	2	\$4,864
Assoc. Supt. Student Services	3	2	\$4,086
VP, Facilities and Operations	4	3	\$5,408
VP, Institutional Advancement.	14	4	\$681
Public Affairs Specialist (CSEA)	23	33	\$11,844
Total Cost (Savings)			(\$27,310)

Over the past year the college has begun to build an executive team that reflects the needs of the college as envisioned by the strategic plan (Strategic Direction: Integration). The organizational structure envisioned here completes the process begun with the hiring of a vice president for student services and a new human resources director. To wait for three to five years would put the college in the position of conducting business in the same way it has for years, but expecting that somehow results will be different.

Allan Hancock College
Human Resources

Management
Range 3 2

ASSOCIATE SUPERINTENDENT/VICE PRESIDENT
STUDENT SERVICES

DEFINITION:

Under general direction of the superintendent/president, serves as a cabinet member and advisor to the superintendent/president, and in close collaboration with the associate superintendent/ vice president of academic affairs, oversees the integration of the student success and support act. Also provides leadership in the planning and implementation of the student success and support plan (3SP) and performs other related administrative duties.

CLASS CHARACTERISTICS:

This is an educational administrator position. The incumbent in this position reports directly to the superintendent/president. He/she will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The incumbent is expected to establish and maintain cooperative working relationships with administrative and professional staff, students, governmental agencies, professional organizations, educational institutions and community groups.

ESSENTIAL FUNCTIONS:

1. Serves as a member of the superintendent/president's cabinet.
2. Assists in the formulation and implementation of policies, procedures and practices related to student services and the student success and support plan (3SP); directs all student service functions for the district which includes, but are not limited to, admissions and records, counseling, university transfer center, student health services, financial aid, extended opportunity programs and services, disabled student programs and services, veterans affairs, student club activities, student government and all aspects of the student success and support plan (3SP).
3. Collaborates with the associate superintendent/vice president of academic affairs to integrate all aspects of the student success and support plan (3SP).
4. Coordinates the evaluation of all student service personnel.
5. Supervises, counsels, and assists student service dean(s) and directors to ensure high standards of student service departments.
6. Oversees and participates as appropriate with the judicial process for student complaints, grievances, and disciplinary matters.
7. Serves as diversity/compliance officer for students, including investigation of student discrimination and harassment complaints.
8. Ensures currency of the college catalog and accuracy of all student services information.
9. Oversees student outreach and student registration procedures.
10. Oversees the annual commencement program.
11. Collaborates with the academic affairs office to direct enrollment management and retention.
12. Serves as grievance officer for compliance with program regulations for Title IX and 504/ADA.

13. Directs the revision of student regulations, by-laws and procedures.
14. Collaborates with the director of information technology regarding the coordination, development, and implementation of technology related to student services and student success and support plan (3SP).
15. Directs the preparation of the student services and student success and support plan (3SP) aspects of the college budget; monitors expenditures and purchases.
16. Analyzes, evaluates and implements innovative changes to student service programs and the student success and support plan (3SP).
17. Meets time constraints in the rendering of advice and reports to the superintendent/president.
18. Participates on and chairs select college committees.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Possession of an earned masters or doctoral degree from an accredited college or university and five or more years of successful leadership experience with student success and support programs, comprehensive student services, or student learning programs at a community college or university.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

PROFESSIONAL RESPONSIBILITIES:

1. Provides visionary leadership with an understanding of community colleges and the inherent value of a diverse student, faculty, and staff in a changing society.
2. Demonstrates a commitment to a campus environment and student life in which democratic values are enhanced while facilitating decision making through participatory governance, consensus building, and service leadership.
3. Understands and supports the interrelationship between student services and instruction in the development of a mutually supportive and integrated model for student success.
4. Understands pertinent federal and state regulations and accreditation standards as well as current theories and methods related to delivery of comprehensive student services and programs to ensure student success.
5. Provides leadership in the preparation, monitoring and accounting of all budgetary matters in student services, student success and support plan (3SP) and in co-curricular life.
6. Provides leadership in student services program reviews and incorporates student learning outcomes and ongoing assessment in student services, student success and supports plan (3SP) and co-curricular programs.
7. Provides leadership in the development, implementation, and evaluation of initiatives involving the use of current technology in the student services and student success and support (3SP) division.
8. Demonstrates the ability to plan, implement and direct a complex program of services to address the emerging needs and to foster success and goal completion for a diverse student population.
9. Exhibits integrity and expects accountability of colleagues and self.
10. Understands and supports collaborative approaches to problem solving, conflict resolution, and the reconciliation of divergent views.

11. Communicates effectively both orally and in writing.
12. Supports and maintains open lines of communication with students and all levels of staff, and encourages free exchange of ideas.
13. Participates in community and professional activities and works cooperatively with governmental agencies and community groups.
14. Pursues opportunities in support of new programs, fundraising and continuous improvement of existing programs and services.
15. Submits an annual strategic report to the president including data based recommendations for improvement of services, program growth, and program evaluations.

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Working Conditions:

Duties are primarily performed in an office environment, at a desk or at a computer workstation.

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

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

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

Physical Demands:

Typically may sit for extended periods of time.

~~Operates a computer keyboard~~

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Administrative Procedure 2010.01
 Allan Hancock College
 Human Resources

Range 3 2
 Management

ASSOCIATE SUPERINTENDENT/VICE PRESIDENT, ACADEMIC AFFAIRS

DEFINITION:

Under direction from the superintendent/president, the associate superintendent/vice president of academic affairs serves as the chief instructional officer of the district and has responsibility for the instructional programs provided by the college, including credit, non-credit, and community education programs.

CLASS CHARACTERISTICS:

This is an academic administrative position reporting directly to the superintendent/president. The incumbent provides leadership and oversight for policy development, strategic planning, and curriculum development for the college's instructional programs. The incumbent oversees the operations of all instructional programs including off campus locations programs and does other related administrative duties as required.

The incumbent has a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Encourages program innovation and renewal through academic leadership and vision in instruction and program development in transfer, vocational, developmental, and non-traditional programs.
2. Oversees and facilitates the development and implementation of the Educational Master Plan.
3. Provides leadership, and collaborates with the office of student services, in enrollment management by planning and directing effective instructional programming including the schedule of classes, room utilization, instructor load, and student retention.
4. Supervises curriculum development and evaluation, instructional support services, learning resources services, total instructional program (credit and noncredit), and certificated contract administration.
5. Provides leadership in the development of institutional research projects related to instruction and student learning.
6. Supervises the operation of the learning resource center and the academic resource center.
7. Responsible for the college catalog.
8. Coordinates instructional development through long-range planning, grants, and liaison with federal, state, and private or public agencies.
9. Fosters articulation agreements with other education institutions through partnership development.
10. Represents the college in the community; serves as needed on statewide committees and in professional organizations.
11. Provides an instructional perspective and leadership in collective bargaining negotiations and contract administration as assigned.
12. Understands and promotes the role and use of technology in the instructional environment, including courses provided on-line and through distance learning.
13. Understands and supports the role of faculty and staff in participatory government.
14. Reviews budgets and oversees instructional staffing and resource allocation systems (e.g. equipment, facility modifications, supplies, regular faculty and classified positions).

15. Oversees the preparation of annual plans for the major units within academic affairs and evaluates the attainment of goals.
16. Coordinates the evaluation of all instructional personnel.
17. Maintains currency on legislation and regulations affecting the instructional program.
18. Chairs or serves on various college committees and councils.
19. Acts as the college's liaison officer for accreditation and provides leadership in the development and implementation of student learning outcomes and assessment.
20. Prepares and assists in the preparation of college policies and procedures involving the instructional program.
21. Performs other duties as assigned by the superintendent/president.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Curricular structure of the community college;
2. Modern personnel supervision practices;
3. Modern research techniques;
4. Applicable sections of the California Education Code and federal and state regulations;
5. Theory of higher education learning outcomes.
6. Current curriculum development and contemporary teaching methodologies.
7. Instructional support programs and attendant technologies.

Demonstrated ability to:

1. Plan, organize, and direct instructional programs.
2. Meet time constraints in the rendering of advice and reports to the superintendent/president and higher authority.
3. Work effectively and cooperatively with others.
4. Relate and communicate effectively with administrators, faculty, staff and students.
5. Manage efficiently the instructional programs of a multi-campus and multi-site college.
6. Demonstrate sensitivity to, and respect for, a diverse population.
7. Demonstrate a service leadership management style.

Education:

A master's degree from an accredited college or university is required. An earned doctorate from an accredited educational institution is preferred.

Experience:

Three years full-time experience as a college classroom instructor is preferred. Five years of increasingly responsible full-time administrative experience in an institution of higher learning. Familiar with provisions of the California Education Code, the California Code of Regulations, and federal regulations that bear on the operations of the college is highly desirable.

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.

R5/09 IFAS Range Adjust

R6/07

R7/91

R7/86

R7/82

7/79

Administrative Procedure 2010

Allan Hancock College
Human Resources

Management
Range ± 2

ASSOCIATE SUPERINTENDENT/VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION:

Under general direction to serve as a cabinet member and advisor to the superintendent/president in the areas of budget, accounting, payroll, fiscal matters, cashiering, purchasing, safety, food services, human resources, and to perform other related administrative duties as required.

CLASS CHARACTERISTICS:

This is an academic administrative position. An incumbent in this position reports directly to the superintendent/president. An incumbent in this position will independently perform professional work involving independent judgment in the interpretation and application of policies and procedures. Incumbents have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Serves as a member of the superintendent/president's cabinet.
2. Acts as an advisor in fiscal matters.
3. Develops and recommends policies and procedures pertaining to the budget development process, including meeting with staff, disseminating information, receiving input and communicating with state and county agencies to determine revenue.
4. Modifies the budget code system to include new operations and services.
5. Develops and monitors internal audit procedures.
6. Develops and monitors ancillary accounting systems for the college auxiliary nonprofit organization and food services.
7. Advises, assists and coordinates the expansion of the data-based computer accounting system.
8. Directs and administers the college employee payroll system.
9. Directs the food services program.
10. Analyzes, evaluates, and improves accounting systems for general and specific funds including the associated student body, bookstore, food services, Pacific Conservatory of the Performing Arts, and the child care centers.
11. Supervises the director, business services, director, human resources/affirmative action, supervises food services, and supervises cashiering and fiduciary accounts.
12. Directs the college's purchasing operations, employee benefits insurance programs, the Safety Committee, inventory control; and performs related duties as required.

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern accounting practices and procedures;
Budget construction and control;
Human resources practices;
Legal constraints and fiscal and school operations;
Administrative policies and procedures;
Applicable sections of the California Education Code and federal and state regulations;
Modern personnel supervision practices;
Organization of community colleges;
Modern applications of data processing systems;
Collective bargaining.

Demonstrated ability to:

Understand and control a complex accounting system including accounts payable, receivable and payroll;
Organize an accounting staff to effectively maintain the college's business services;
Organize a human resources staff to effectively maintain personnel services;
Communicate effectively with staff, community, state and federal officials both orally and in writing;
Conceptualize, communicate, and control complex systems involving high standards of accuracy;
Meet time constraints in the rendering of advice and reports to the superintendent/president and higher authorities;
Establish and maintain cooperative working relationships with school officials, administrators, staff, and with representatives of governmental agencies, and community groups.

Education:

Possession of a master's degree or higher from an accredited college or university with course work in business administration or related field.

Experience:

Five years of general school business background or three years of community college business experience, either of which must have been as controlling manager of significant accounting operations.

Working Conditions:

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
Duties are primarily performed in an office environment, at a desk or at a computer ~~terminal~~ workstation.
The incumbent will experience interruptions while performing normal duties during the regular workday.
The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.
Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

Typically may sit for extended periods of time.

~~Operates a computer keyboard~~

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualifications:

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

R5/09 IFAS Range Adjust
R8/04 (title)
7/79
R6/91
R10/98

VICE PRESIDENT, FACILITIES AND OPERATIONS**DEFINITION:**

Under general direction to serve as a cabinet member and advisor to the superintendent/president, in the areas of the facilities bond program, facilities planning and facilities and maintenance operations, including plant services, safety, public safety, risk management, and hazardous materials, and to perform other related administrative duties as required.

CLASS CHARACTERISTICS:

This is a classified administrative position. An incumbent in this position reports directly to the superintendent/president and will independently perform professional work involving independent judgment in the interpretation and application of policies and procedures. An incumbent has a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies and contractors, requiring tact and good negotiating and communication skills.

ESSENTIAL FUNCTIONS:

1. Serves as a member of the superintendent/president's cabinet; develops and recommends policies, procedures, and practices.
2. Acts as an advisor in the areas of facilities and safety; provides leadership in facilities planning.
3. Oversees facilities bond measure implementation and coordination.
4. Plans and coordinates facility projects in cooperation with administrative services.
5. Administers college plant services, security, risk management including safety, emergency preparedness and hazardous materials, facilities planning, and construction functions.
6. Analyzes existing space and facilities for improved utilization.
7. Controls those aspects of the college budget falling within operations cognizance.
8. Supervises director, plant services, and director, public safety/chief of police.
9. Develops and implements systematic procedures and schedules to complete maintenance and construction in a timely manner.
10. Serves as a resource contact regarding legal matters as it relates to construction and maintenance projects.
11. Prepares and coordinates the District Facilities Master Plan; manages the district's capital outlay program; and assumes responsibility for the state-required Five-Year Construction Plan, Scheduled Maintenance Plan, and the Facilities Space Inventory.
12. Coordinates the development of projects proposals, as determined by the district and as required by the State Chancellor's Office.
13. Oversees and manages all major capital construction projects, coordinates planning functions with project architects and engineers, consultants, inspectors, contractors, and other agencies; ensures that projects are completed on time and on budget.
14. Represents the district with local, state, and federal agencies.
15. Develops, implements, and manages the district's energy conservation program, with emphasis on cost-saving opportunities and application of new technologies.
16. Directs in-house design and specifications of small alteration and facilities improvement projects.

17. Manages and administers consultant contracts.
18. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable sections of the California Education Code provisions and federal and state regulations;
Organization of the community college;
Components of effective plant services, security, and risk management methods, policies, and procedures;
Modern construction and facilities planning methods and practices;
Administrative policies and procedures;
Community college budget control;
Application of technology for effective operations and reporting;
Modern personnel supervision practices;

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Demonstrated ability to:

Effectively supervise staff;
Develop and control a budget;
Communicate effectively with staff, community, state and federal officials both orally and in writing, and effectively resolve sensitive issues involving the college and community;
Direct the activities of other administrators/supervisors;
Analyze facilities utilization;
Develop effective systems to plan and direct projects;
Gather accurate information and write proposals and reports;
Plan, coordinate, and monitor construction projects;
Meet time constraints in the rendering of advice, and report to the superintendent/president and higher authority;
Reconcile divergent views and build consensus;
Establish and maintain cooperative working relationships with school officials, outside contractors, administrators, faculty, staff, and with representatives of governmental agencies and community groups;
Meet timelines and develop work schedules for efficient operations;
Develop facility master plans and project proposals;
Use technology to develop plans and schedules.

Education:

Possession of a master's degree or higher from an accredited college or university with course work in engineering, management, architecture, business administration, or equivalent education related to the position.

Experience:

Five years of related administrative experience in community colleges including experience in construction and working with contractors.

Working Conditions:

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
Duties are primarily performed in an office environment, at a desk, or at a computer workstation terminal, or construction site.

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

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

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

Physical Demands:

Typically may sit for extended periods of time.

~~Operates a computer keyboard~~

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

R5/09 IFAS Range Adjust
R10/06
R3/02
R10/98
R6/91
R7/82
7/79

Allan Hancock College
Human Resources

Range 4
Management

VICE PRESIDENT, ADVANCEMENT AND EXTERNAL RELATIONS

DEFINITION:

Under general direction to serve as a cabinet member and advisor to the superintendent/president, to plan, develop, coordinate, and direct Institutional Advancement/External Relations programs, and to do related administrative duties as required.

CLASS CHARACTERISTICS:

This is a classified management position. The incumbent will report directly to the superintendent/president. The incumbent will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Serves as a member of the superintendent/president's cabinet; develops and recommends policies, procedures, and practices.
2. Plans, supervises, directs, facilitates, and provides leadership to the Institutional Advancement programs of the college including the foundation, alumni relations, grants, governmental affairs, public affairs and publications, sports information, web content development and campus graphics.
3. *Work collaboratively with the President and other members of the college community in major fundraising activities, keeping the President apprised of the status of the attainment of fundraising objectives, new sources of potential financial support, and key personal contacts that would benefit from Presidential communication.*
4. *Coordinates institutional relationships with external support organizations (foundations, boosters, etc.)*
5. Coordinates and meets regularly with the leadership within Institutional Advancement programs on matters related to staffing, program development and innovation, personnel issues, evaluations, budget preparation, work schedules, and other operational issues.
6. Serves as the superintendent/president's liaison with the director, foundation, to coordinate and carry out an effective and sustaining fundraising operation. This includes donor cultivation, campaign development, scholarship development, event coordination, and more.
7. Serves as the superintendent/president's liaison with the director, institutional grants, to coordinate and carry out effective grants, governmental affairs, and alternative funding programs.
8. Operates as the college's director, public affairs and publications.
9. Works directly with all Institutional Advancement programs to seek, recommend and follow through on new and innovative programs and opportunities.
10. Directs and participates in the preparation and control of the annual budget.
11. Serves on various committees.
12. Assists in the selection of managers and staff.
13. Prepares oral and written presentations and reports.
14. Represents the college in interactions within the community, community and state agencies, special interest groups, business and industry, other colleges and school districts

15. May participate in collective bargaining and will participate in contract administration and other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization of the community college;
Modern personnel supervision practices;
Components of effective public relations, communications, grants and development plans;
Applicable sections of the California Education Code and federal and state regulations;
Administrative policies and procedures;
Budget preparation;

Demonstrated ability to:

Plan, organize, and direct an effective Institutional Advancement organization at the community college level;
Direct and evaluate the work of others;
Communicate effectively both orally and in writing;
Establish and maintain cooperative work relationships with others.

Experience:

Minimum of ten years of experience in increasingly responsible fundraising, outreach and/or community/public relations positions. At least five of those years must have been in an executive/management role in higher education or at the corporate level of an organization where organizational strategy and responsibility for organizational performance resides.

Education:

Required: Bachelor's degree from an accredited college or university in a related field. Master's degree desired.

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Working Conditions:

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

Duties are primarily performed in an office environment, at a desk, or at a computer workstation.

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

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

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

Physical Demands:

Typically may sit for extended periods of time.

Operates a computer keyboard

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

Evidence of 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.

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Grant Proposals Submitted		
Reason for Board Consideration: INFORMATION	Item Number: 13.A.	Enclosures: Page 1 of 1

BACKGROUND:

The office of institutional grants has submitted the following grant applications for a total of \$180,000 in requested funds:

1. Marceled Foundation: CARE For You (\$80,000)

The college, through the AHC Foundation, has applied for funding to increase foster youths' retention and success in college. Academic, career, and personal counseling services will be provided by an EOPS/CARE case management and mentoring program for documented foster youth students.

No matching funds are required. The project period is January 1, 2015 - December 31, 2016. (Submitted by Will Bruce)

2. Marceled Foundation: Career Integration Initiative (\$100,000)

The college, through the AHC Foundation, has submitted an application to centralize the Cooperative Work Experience/Internship program accessible to all students in all disciplines. The program will include employer recruitment, student-to-internship matching, and faculty involvement in an apprenticeship-like model.

No matching funds are required. The project period is January 1, 2015 - December 31, 2016. (Submitted by Academic Affairs)

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Annual Report of District Accomplishments for 2013-2014		
Reason for Board Consideration: INFORMATION	Item Number: 13.B.	Enclosures: Page 1 of 11

BACKGROUND:

Staff has prepared a report of accomplishments for the 2013-2014 academic year. The report is attached for your review.



Annual Report of Accomplishments 2013-2014

Office of the Superintendent/President

1. **Completion of the District Plans**
The Strategic Plan was completed. Staff coordinated the overlapping sections of the Strategic Plan, Educational Master Plan, Facilities Master Plan and the Technology Plan.
2. **Completion and Use of Public Safety Complex**
Instruction began in the Public Safety Complex, in addition a memorandum of understanding with the Petroleum Education Council to bring training to the facility was signed.
3. **Decision Making on Campus**
The Councils and Committees Pathways to Decisions handbook was updated and distributed to all constituencies and a plan for ongoing analysis has been adopted.
4. **Fiscal Stability**
Approved budget balanced for FY 2013-2014, Bond rating upgraded prior to issuance of Series D bonds and close of FY 2013-2014 will maintain (and may slightly increase) reserve level.
5. **Effective Collective Bargaining**
Reached tentative agreement with CSEA and reached multi-year agreement with FA on compensation prior to the budget year. Both were firsts for AHC.
6. **Student Success Act of 2012(SB 1456).**
Developed a leadership team in Student Services, presented budget needs in relation to the Act and development of policies needed to implement the Act. Hired permanent vice president, student services.
7. **Accreditation Preparation**
Updating board policies of special significance to accreditation and addressed issues raised in prior Accreditation visits.
8. **Measure I Bond projects.**
Ensured successful completion of current Measure I Bond projects.
9. **Develop plan for developing a new fine and performing arts facility**
Initial Project Proposal was submitted to the state for the current fiscal year, advancing the project by one year if state funding becomes available. Master planning process included sessions dedicated to planning for a new performing arts building.
10. **Developed Contract/Community Education**
New programs being put together for community outreach. Work with the STEPS network continues and additional plans are in the works with other parts of the energy sector.
11. **Provide planning for development of four year programs in Santa Maria**
Had meetings with CSU-Channel Islands and Cal Poly – SLO show promise toward bringing stable, in-demand programs to Santa Maria. This will continue as a goal in the coming year.
12. **Addressed issues related to adult education and the new requirements of AB 86**
AHC is the lead for adult education in our district. Recent convening included 35 service providers to build a plan for long-term service in adult education.

13. Work with local school districts to improve K-14 pathways.

Consortium led by SBCC did not win pathways grant, but AHC is working with districts within the service area and the County Office of Education to build pathways for CTE.

Academic Affairs

1. Accreditation

We successfully submitted two substantive change proposals to ACCJC. The first was for the addition of our new registered veterinary technician program, and the second was for the relocation of our public safety programs to our new Public Safety Training Center. Both proposals were accepted by ACCJC, and a successful site visit of our Public Safety Training Center took place in May of 2014.

2. Enrollment management

We successfully met all of our enrollment targets, with only a minor erosion in efficiency. Those enrollment targets were as follows:

Overall budget target: 9,435 FTES

Mid-size college target: 9,377 FTES

Lompoc Center target: 938 FTES

3. Grants activity

Seven proposals for new projects were submitted, of which four were at least partially funded, for a total of \$676,675. Additionally, twelve renewed grant applications were processed for a total of \$1,946,296. Moreover, twenty-seven projects totaling \$10,752,423 were managed by the grants office and business offices.

4. Instruction

- A new Educational Master Plan was adopted;
- Four new full-time instructors were hired;
- An Associate Dean of Public Safety was hired;
- The new Public Safety Training Center opened;
- The new athletic fields were inaugurated;
- The new Industrial Technology building opened;
- A Student Success Summit was held in March of 2014;
-

Administrative Services

1. Administrative Services Office

- **Budget Development.** The district developed a balanced budget for fiscal year 2014-15 and projected maintaining a prudent reserve. Current projections indicate that the district will maintain an unrestricted reserve of approximately \$4.5 million.
- **Cash Flow Management.** The district updated its ongoing cash management plan at the beginning of the fiscal year. This plan included managing the timing of payments and receipts, actively monitoring cash balances, confirming cash availability from both internal and external sources, and ensuring that the district would have access to those resources should the need arise. The impact of these actions resulted in the district being able to meet all payroll and vendor cash obligations in 2013-14 without the need for external borrowing. This was done at a time when \$6 million was to be deferred by the state from 2013-14 to be repaid in 2014-15.

2. Business Services

- **Review of the department's current business practices.** During the past fiscal year 2013-14, Business Services and IT Services, with the help of a consultant, reviewed the department's processes over a three-day period. Many of the suggested enhancements were implemented immediately, and others were put into practice with implementation of the financial software update to OneSolution that occurred in June 2014.
- **Review of the department's job descriptions.** As of June 2014 most of the job descriptions have been updated because of the reclassification process or recruitment for a vacant position. There are four job descriptions involving five positions remaining to be reviewed in the current fiscal year.

3. Campus Police Department

- A reorganization of the district-wide police department was completed. A new staff organization chart was initiated.
- Two police dispatchers were hired and are completing the training modules for this position.
- Five campus safety officers were hired; three full-time and two part-time (19 hours).
- The hiring process was started for the full-time police officer – Lompoc.
- Two new campus safety officer pick-up trucks were purchased. Safety equipment to cover a number of emergencies is now carried in these vehicles. One is at LVC and one is at the Santa Maria campus. One more CSO vehicle is required in the near future.
- The police department received a grant from the AHC Foundation to purchase two defibrillators. Safety equipment in each campus safety vehicle now includes a defibrillator.
- POST conducted a compliance inspection in June. Any outstanding issues have been corrected, and the department is now in compliance with the POST standards.
- The department was reinstated in to the POST on-line video training program.
- The department moved into S-2 in December 2013, after renovation by Plant Services.
- Two emergency satellite phones were purchased for the campus police stations at LVC and at the Santa Maria campus.
- One less than lethal shotgun was obtained.

4. Auxiliary Accounting Services

- Auxiliary Accounting staff played key roles in the successful implementation of One Solution. Keli Seyfert was a functional team member on GL, AP, AR, Purchasing and Fixed Assets. Keli Seyfert and staff were also responsible for:
 - Testing and implementing the modified Win Prism A/P interface to One Solution;
 - Moving Bookstore fixed assets accounting from a stand-alone software program to One Solution;
 - Testing and implementing the interfaces between the Banner Student and Advancement Systems and One Solution.

Bruce Wade worked closely with the Bookstore staff to implement a new process for recording inventory movements and cost of sales. This change resulted in a significant improvement in inventory tracking and valuation. The physical inventory adjustment

for FY 2014 year-end was \$6,178 (1.3%) versus an adjustment of \$55,178 (9.3%) in FY 2013.

5. PCPA

- PCPA completed a sixth year with a positive fund balance, ending FY 2014 with a reserve of \$27,568. This result was achieved by exceeding budgeted earned income by \$143,749 and receiving \$108,000 in additional funding from the PCPA Foundation.
- **Mary Poppins** eclipsed PCPA's previous box office sales record by earning revenues of \$433,329, exceeding budget by \$30,331.
- The **Dynamic Pricing** software was implemented helping to achieve an average ticket price increase of \$2.03; average ticket pricing increased from \$23.84 in FY 2013 to \$25.87 in FY 2014.
- PCPA began phase one of a **Theatre Manager** software upgrade that will allow e-ticketing; customers will be able to print their tickets via internet or scan them by smart phone. The additional advantage of the change is that the software is moving to a virtual server platform that will allow for better maintenance and increased database security (PCI credit card compliance).

6. Bookstore

- **Bookstore Analysis Completed.** Campus Bookstore Consulting Corp. conducted a macro review of bookstore operations from December 2013 through April 2014 and submitted an executive summary in June 2014. They identified five strategic initiatives to implement for the bookstore to compete effectively.
- **Updated Registers.** \$20,000 in TAC funds helped purchase new register hardware that will work with the updated WinPrism software.

Facilities and Operations

1. Bond Measure I, Capital Construction Projects

The Bond Measure I capital construction program continued implementation and commenced project delivery. During the month of December 2013, One Stop Student Services Center project (65,841 sq. ft.) achieved 96% completion and the building was occupied. In January, Public Safety Complex project (99,938 sq. ft.) achieved 95% completion and programs began instruction at the beginning of the spring semester. Industrial Technology building (35,305 sq. ft.) achieved 93% completion and programs began instruction for the summer semester.

The Fine Arts Complex and Theatre Arts Complex drawing received Division of the State Architect (DSA) approval in the spring of 2014. A Fine Arts Complex Final Project Proposal was submitted by the district to the chancellor's office for funding consideration on July 1, 2014.

2. Bond Measure I, Scheduled Maintenance Projects

The Building D, Repairs and Upgrades project (Performing Arts Center) was completed in the fall of 2013 in time for the 2013-2014, 50th Anniversary theatre season.

3. Plant Services

Plant Services staff performed a wide variety of minor projects for the district this past year in the areas of maintenance, grounds, and custodial services. In addition to their daily work the maintenance and custodial staff assisted with move-in support and installations in the newly constructed buildings, salvaged equipment and materials from buildings to be

demolished, remodeled building S2 for Campus Police and the Information Technology Services area in building K. They assisted in the installation of artwork, painted building exteriors, installed air conditioning units and setup and tore down for a multitude of events. In addition, the grounds crew re-landscaped a number of areas, installed piping to accept the new city well water delivery, repaired and serviced HVAC systems, and coordinated tree trimming in numerous locations.

4. **Development of Partnerships**

Santa Barbara County Fire Department, Lompoc Valley Center. The district continued negotiations with the Santa Barbara County Fire Department to expand partnerships with Allan Hancock College regarding the Public Safety Complex. The Santa Barbara County Fire Department is interested in enhancing their partnership with the district. In concept, the county is seeking a long-term ground lease agreement with the district to construct and operate a redundant 9-1-1 dispatch center with instruction training offices and a classroom. This joint-use facility, funded by the county, is proposed adjacent to Public Safety Complex, Lompoc Valley Center. The board authorized administration to investigate and identify the potential terms of a long-term lease agreement with the county. Discussions with the Santa Barbara County Fire Department have yielded a draft lease agreement. At the June 17, 2014 meeting, the trustees reviewed the revised long-term agreement, points of interest. The revised agreement is currently under review by the Santa Barbara County Fire Department's counsel.

5. **Facilities Master Plan – 2014-18 Educational and Facilities Master Plan**

The Facilities Council established an Educational and Facilities Master Plan Taskforce in October 2013 to develop the 2014-2024 Facilities Master Plan. The Educational Master Plan outcomes informed and guided the work of the taskforce. The district utilized the architectural services of HMC Architects to assist the taskforce in developing this facilities master planning endeavor. The board approved the 2014-2024 Facilities Master Plan at their July 22, 2014 meeting.

Human Resources

1. **Development of Job Descriptions for Classified positions**

Continued the development and revisions of permanent job descriptions for classified positions, with CSEA approval as positions become vacant or new positions are added based on reorganization and/or grant funding.

2. **Associate Superintendent/Vice President for Student Services**

Completed a full external recruitment for an Associate Superintendent/Vice-President for Student Services.

3. **Recruitments**

Managed recruitments for 68 positions involving the job announcement, interview, selection and board approval. Screened 1115 applications. Provided EEO diversity "refresher" training to management.

4. **Negotiations**

Participated in the successful negotiation of one agreements for 2013-2014 with the faculty association. The District is participating with CSEA, and the part-time faculty association to conclude the negotiations for 2013-14.

5. **Human Resource Council**

Restructured the HR Council membership to include the co-chair of Academic Senate Professional Development Committee as co-chair of the HR Council.

Developed a fully functioning HR Council, Professional Development Committee, and EEO/Diversity Committee and met regularly throughout the year. The EEO/Diversity committee along with the HR Council is continuing the efforts of revising and updating the EEO plan, board policy and administrative procedure.

6. **Management Training**

Established a Professional Development Calendar of Activities for all staff in conjunction with the Professional Development Committee for 2013-2014 and submitted to the Chancellor's Office for approval to meet FLEX Calendar annual requirements.

Presented regular monthly webinars via LCW as management training opportunities to provide ongoing assistance with job responsibilities involving the recruitment, selection, evaluation, and supervision of staff. Reviewed the district Crisis Intervention Procedures Manual and the Guidelines for Intervention with regard to the legal responsibility of staff members to serve as mandated reporters of child abuse, dependent adult, and elder abuse.

7. **One Solution Implementation with additional modules added**

Fully implemented the One Solution software update in the Human Resources Department with adding Employee Online and Professional Development that is accessible to all employees on campus. Human Resources continues to work on Applicant Online in order to complete the full integration of these modules using the latest updates from One Solution.

8. **Kaizen Workshop**

The Human Resources Office participated in the campus Kaizen workshop in which the team was given a task to simplify a process. The process chosen to be simplified was the steps to hiring a classified position once it became vacant. The team, through three workshop meetings, made recommendations to the process and currently the HR office is implementing the new recommendations when hiring for vacant classified positions.

Informational Technology

1. **New Buildings**

Supported the preparation and move into the new buildings. Prepared and installed all the network switches, network patch cords, wireless access points, and fax lines before move in dates. In most cases, had staff computers, phones, and printers operational within a couple hours after the staff were at their new workstation. Selected and installed the new digital signage system in the Student Services building.

- Sept 2013 - Marian Theatre Build D remodel
- Oct 2013 – Student Services Building A
- Nov 2013 - Student Services Building A2
- Dec 2013 – Administration Building B
- Fall 2013 – Public Safety Training Complex Building LVC 5
- Jan 2014 – Vandenberg Air Force Base Training Center
- Summer 2014 – Industrial Technologies Building O

2. One Solution

Successfully migrated from the IFAS financial/human resources system to ONESolution on June 9, 2014. The original migration date of February 24, 2014 was not achieved due to technical issues with the product. A later version was installed in April 2014 which addressed many of the outstanding issues. About 130 employees were trained on the product.

AHC payroll is currently done by the Santa Barbara County Education Office (SBCEO). SBCEO selected Escape Online from Escape Technology, Inc. at the end of 2013 for their new system. AHC payroll is expected to be live on this new system in June 2015. Planning the implementation of payroll in ONESolution and building an interface between ONESolution and Escape will be started after this date.

3. Banner

Several Banner updates were installed during this time to address state and federal regulation changes. While Banner was out of service, patches were also applied to address known issues.

- August 2013 – Financial Aid module upgrades and Student module upgrade for California regulations
- September 2013 – New California Baseline Financial Aid module
- December 2013 – Banner Alumni/Advancement module, Financial Aid module, and Accounts Receivable module upgrades
- March 2014 –California Baseline Financial Aid module and Student module upgrades
- June 2014 - Financial Aid module upgrades

Implemented Workflow functionality in Banner. The following workflows are now active:

- Notify the schedulers via email when a faculty is activated and inactivated
- Notify faculty via email when their census roster has been submitted
- Notify students via email of the date/time when they can register

Converted and loaded into Banner Document Management imaging system 300,000 transcripts which previously were only stored on CD's in the Admissions & Records office.

4. Technology Master Plan

Working with the Technology Council, prepared the final version of the technology master plan. A technology survey of all employees was conducted in fall 2013. The results of the survey and feedback from the open forums in Santa Maria and Lompoc were incorporated into the final draft that was presented as an information item to the Board of Trustees in June 2014.

5. Web Services

Working with the Web Services committee, implemented the mobile version of the public website. Automated the staff photo directory access to the photo ID server. Also implemented the ability for staff to request that their photo be added to Outlook email.

Public Affairs and Publications/Campus Graphics

1. Planned and executed two grand openings: Children's Center addition and Student Services and Administration building. With a combined attendance of campus and community leaders of more than 250, the events showcased current results of the Measure I efforts. Other events included coordination of the Friends of the College and High School superintendent/principals roundtable meetings and book signing reception for author Francisco Jimenez.
2. Led a team in the six-month planning process to develop the Public Safety Training Complex (PSTC) Grand Opening and Community Day.
3. Received statewide recognition and first place awards among all community colleges in the state for marketing and communications efforts for the new Public Safety Training Complex Folder and "Media Success Story: Tibetan Monks Visit."
4. Led the Art on Campus effort and unveiled the first two public art installations on the Santa Maria campus. In addition to the logistics of acquiring and installing the art, these events required a full publicity push and public receptions.
5. As a direct result of our media relations efforts, secured more than 73,994 column inches of newspaper coverage including numerous feature articles about the college and its accomplishments. Mirrored that coverage with enhanced television exposure, including live shots at science night and other key events. An additional 564+ postings appeared on various online news media sites.
6. Produced various videos, including a student testimonial, STEM video, and Public Safety Training Center highlights, which have been used extensively online, through social media, and at special meetings and events.
7. Reintroduced full registration promotional campaigns to increase enrollment. The campaigns, in addition to mainstream sources, include digital advertising, using robust analytics to track campaign effectiveness. In the mix, also created new TV and radio ads as well as an extensive bus 'billboard' effort to launch the new "My Anywhere" testimonial campaign
8. Developed a high school graduate direct mail outreach that reached 2,525 high school graduates and their parents in our district
9. Increased social media presence with Facebook likes topping 10,450, and communication through Twitter and LinkedIn.
10. Initiated a postal savings plan that to date, has saved the college \$20,833, and going forward will reap an ongoing savings of approximately \$15,700 in postage and sales tax annually
11. Developed signage standards for college facilities and tasked Campus Graphics with producing all interior signage in order to maintain consistent application and graphic standards while saving money.
12. Restructured positions in both Public Affairs and Campus Graphics to better serve the operations. Received approval to hire a part-time copy center technician to expand Campus Graphics services for evening students and staff. The position is funded completely by the entrepreneurial efforts of Campus Graphics.

Student Services

1. Implement Student Success Act of 2012

- Began drafting the Student Success and Support Program (3SP) Plan.
- Served 1053 students in our New Student Orientations.
- Counseling had 20,945 student contacts (18,332 appointments/drop-ins and 2,613 workshops).
- Collaborated with 3SP committee to implement state mandated changes to priority registration for 2013-2014.

2. Positions in Student Services

Student Services hired the following staff positions:

- Admissions and Records Transcript Evaluator
- Admissions and Records Clerk (part-time)
- EOPS Office Services Technician
- Financial Aid Assistant (part-time)

3. EOPS/CARE & CalWORKS

- Over 230 attended the Annual EOPS/CARE & CalWORKS recognition banquet. The highest amount of participation in AHC-EOPS history.
- 75 CARE students and their families were treated to a complete turkey dinner (from the turkey to the pumpkin pie).
- The CalWORKS program collaborated with the President's office on the Angel Tree Project. CalWORKS staff served on the Holiday Planning committee which coordinated the Angel Tree event. Due to the generosity of the AHC campus community, 118 EOPS/CARE & CalWORKS families and 177 children were able to receive holiday gifts.
- The CalWORKS program was allocated \$63,185 for its work-study program. With these funds, the program was able to place 17 students into on and off campus work study placements. These students were able to gain valuable work experience, while also providing much needed support and cost savings to over ten campus departments.

4. Financial Aid

- The Financial Aid/Veterans office processed 12,905 student financial aid applications in 2013/14 compared to processing 11,512 applications in 2012/13.
- The Financial Aid office disbursed \$15 million in student financial aid in 2013/14.

5. Learning Assistance Program (LAP)

- Among the students who completed LD assessments with LAP Spring 2014, 85% completed the spring semester with a 2.0 or higher GPA and 90% enrolled in fall classes.
- Among the LAP students supported in receiving extra hours of tutorial services, 76.5% received a grade of C or better in the subjects they were tutored. Those who used the tutoring service 4 or more times had a success rate of 84%.

6. CAN/TRiO

- Guest Speaker Dr. Francisco Jiménez participated in the CAN/TRiO Happy Hour. Dr. Jiménez is the author of the celebrated short stories: *The Circuit*, *Breaking Through*, and *Reaching Out*; all autobiographical accounts of life in his migrant agricultural family. His lecture inspired our CAN/TRiO students to never give up and to rise from any troubles in their life. The event was held in the PCPA Theatre 440 students/guests were in attendance.

- CAN/TRiO produced 55 graduates this year. The program serves a maximum of 140 students each year. We had a total over \$50,000 in scholarships awarded to CAN/TRiO Students.

7. Cal-SOAP

- Ten Cash for College events were held serving over 1,000 high school seniors (not including Cuesta).
- Awarded \$200,000 in scholarships. AHC students received fifty percent of these scholarships ranging from \$1,000 to \$5,000.

8. Admissions & Records

Began processing electronic transcripts for students by fall 2014.



AGENDA ITEM

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Quarterly Report on Volunteers		
Reason for Board Consideration: INFORMATION	Item Number: 13.C.	Enclosures: Page 1 of 3

BACKGROUND

California Education Code 72401 and Board Policy 3900 authorizes the use of volunteer aides to perform nonteaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

(continued)

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Alvarado, Salvador	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Baldwin, Natalie	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Bishop, Donna	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Cooper, Andrew	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Cooper, Ann	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Dal Porto, Judith	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Davis, Joanna	8/27/14 – 6/30/15	Assist with cleaning computers; shredding; career exploration day event; copying/scanning; stocking and taking inventory of materials; career/job placement center
Demchak, Karen	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Dinmore, Gloria	7/1/14 – 6/30/15	Studio monitor, fine arts department
Fierro, Antonio	9/2/14 – 6/30/14	Math tutoring, mathematics lab, mathematical sciences
Fuss, Glenn	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Garcia, Rebecca	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Giovanacci, A.	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Gomes, Daniel	9/30/14 – 3/31/15	Assist Head (w) basketball coach with basic fundamentals of intercollegiate basketball
Gonzalez, Elida	8/25/14 – 6/30/15	Math tutoring; dispensing textbooks, mathematics lab, mathematical sciences
Groppetti, Madison	7/1/14 – 12-16-14	Teaching assistant in ballet classes, community education
Johnston, Jamal	7/16/14 – 6/30/15	Assist with men's basketball program, kinesiology, recreation and athletics department
Jones, Hunter	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Kincaid, Felicia	10/10/14 – 10/10/14	Assist with Getty Center trip, fine arts department, taking roll and head count throughout the day
Lee, Carolyn	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Lock, Brady	9/22/14 – 12/31/14	Assist cross country coach with assistant coaching duties
Majoue, Mary Alice	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Mihailovic, Dan	8/17/14 – 6/30/15	Assist with men's basketball program, kinesiology, recreation and athletics department
Morales, Rudy	9/08/14 – 5/13/15	Shredding paper and deliver mail between offices at LVC, University Transfer Center and Career / Job Placement Center, Lompoc Valley Center
Motenko, Joshua	7/16/14 – 6/30/15	Assist with men's basketball program, kinesiology, recreation and athletics department
Nickason, Scott	9/2/14 – 6/30/14	Assist with baseball, kinesiology, recreation and athletics department

Ordonez, Rogelio	9/10/14 – 6/30/15	Helping students with assignment completion in GED class, community education
Parker, Jessica	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Pearman, Anna	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Peters, Nancy	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Ramos, Magdalena	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Royce, Geri	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Schaefer, Jill	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Schafler, Vi	7/1/14 – 6/30/15	Studio monitor, fine arts department
Schuetz-Jones, Deborah	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Thompson, Patricia	7/1/14 – 6/30/15	Studio monitor, fine arts department
Toledo, Alyssa	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Tosdes, Mark	9/15/14 – 6/30/15	Assist track Cross Country programs
Turnquist, Colby	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Turnquist, Rhiannon	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Vahdatinia, Maryam	9/10/14 – 6/30/15	Helping students with assignment completion in GED class, community education
Voss, Caitlin	9/18/14 – 6/30/15	Assisting with basic fundamentals of softball, kinesiology, recreation and athletics department
Walters, Shanell	8/2/14 – 8/2/14	Assist public during Public Safety Training Center open house event
Whelan, John	7/1/14 – 6/30/15	Studio monitor, fine arts department



AGENDA ITEM

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Employee Resignations, Retirement, and Separation From Service		
Reason for Board Consideration: INFORMATION	Item Number: 13.D.	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Resignation:

1. Crystal Suarez, cook, children’s center, effective September 8, 2014.
Ms. Suarez has been employed with the district since June 16, 2014.
2. Shelley Knight, human resources assistant, effective November 1, 2014.
Ms. Knight has been employed with the district since January 6, 2014.
3. Christine Hockensmith, EOPS assistant, effective October 25, 2014.
Ms. Hockensmith has been employed with the district since June 16, 2010.

Retirement:

3. Michael Smith, custodian (evening), plant services, effective October 16, 2014.
Mr. Smith has been employed with the district since April 19, 2006.

Separation from Service:

4. Ana Hernandez, office services technician II, counseling and student services, effective September 8, 2014.
Ms. Hernandez has been employed with the district since August 1, 2005.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: First Reading: Revised Board Policy 2010, Board Membership		
Reason for Board Consideration: INFORMATION	Item Number: 13.E.	Enclosures: Page 1 of 3

BACKGROUND:

Board Policy 2010 has been revised to include legally required language clarifying the employment of a board member by the college. It also establishes that the Board of Trustees shall consist of five members. This policy was extracted from the Rules and Regulations of the Board of Trustees and replaces board policy 1910. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2010 BOARD MEMBERSHIP

The Board shall consist of five members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

AUTHORITY

The Allan Hancock College Board of Trustees derives its authority from the Education Code of the State of California. The Board is subject to the provisions of the Constitution of California, the Education Code, the Rules and Regulations of the State Board of Education (Title 5, California Administrative Code), the Board of Governors of California Community Colleges, and its own policies and procedures. It acts at the express will of the electorate and represents the interests of the public exclusively.

Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the Board.

The Board of Trustees will not take any position advocating or opposing a local, state, or national legislative matter unless the issue is of direct concern to the District.

References: Education Code Sections 72023, 72103, and 72104

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94
Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised:

*(Replaces Board Policy 1910 and a portion of
the Rules and Regulations of the Board of
Trustees)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: First Reading: Revised Board Policy 2110, Vacancies on the Board and Administrative Procedure 2110, Vacancies on the Board		
Reason for Board Consideration: INFORMATION	Item Number: 13.F.	Enclosures: Page 1 of 4

BACKGROUND:

Board Policy and Administrative Procedure 2110 have been revised to include minor grammatical corrections. The policy addresses the appointment or election of a new trustee when there is a vacancy. Administrative Procedure 2110 establishes the process to notify the public of a vacancy on the board. It also addresses the application, interview, and selection of a new board member. The revisions to this policy have been recommended by the California Community College League's Policy and Procedure Service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2110 VACANCIES ON THE BOARD

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision of the California Elections Code or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date no less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

References: Education Code Sections 5090 et seq.
Government Code 1770

Adopted: 11/16/04

Revised: 4/16/13

Revised:

(Replaces Board Policy 1215)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 2 – Board of Trustees

AP 2110 VACANCIES ON THE BOARD

Filling a Vacancy

When the Board of Trustees determines to fill a vacancy by appointment, the Superintendent/President shall ensure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the district and publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates.

Applying for an Appointment

Persons applying or nominated will be required to submit to the Superintendent/President a letter of intent and a candidate information sheet, including a description of qualifications, statement of educational philosophy, and a resume by a specific date. Applicants or nominees must meet the legal qualifications (18 years of age and a U.S. citizen) for membership on the Board.

The Superintendent/President shall provide to applicants and nominees information about the District and the Board.

Interviewing and Selecting Candidates

The Board may request a personal interview with candidates. Interviews shall be conducted in a public hearing scheduled for that purpose. Each Board member will review all candidate information sheets with final selection made by a majority vote of the Board at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the district. It shall also publish a notice in a newspaper of general circulation. The notice shall state the fact of the vacancy or resignation and the date of occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the effective date of the appointment, and a statement that, unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within

30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a ~~governing B~~board member upon the appointee immediately following his/ ~~er~~ her appointment.

Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for ~~governing board~~ members of the Board of Trustees. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References: Education Code Sections 5090 et seq.
Government Code Sections 1770, and 6061

Approved: 11/16/04

Revised: 4/16/13

(Replaces Administrative Procedure 1215.01)

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: First Reading: Revised Board Policy 2340, Agendas and Administrative Procedure 2340, Agendas		
Reason for Board Consideration: INFORMATION	Item Number: 13.G.	Enclosures: Page 1 of 7

BACKGROUND:

Revised Board Policy 2340 has been revised to include legally required language. It establishes guidelines for the content of a board meeting agenda and public access to agendas. The new administrative procedure establishes the development of a board meeting agenda, fees charged to obtain copies of the agenda, and how to place items on the agenda. The revisions to this policy and the new administrative procedure have been recommended by the California Community College League's Policy and Procedure Service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2340 AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President four weeks prior to the regularly scheduled Board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

Agendas

The ~~S~~uperintendent/~~P~~resident shall prepare the ~~B~~oard agenda for each meeting with the specific date, time and place of such meeting. A copy of the agenda will be furnished to each trustee.

At the time when agendas are dispatched by the secretary to individual board members, copies of the agenda shall also become available to the media and public. For all regular meetings, the agenda shall be posted outside administration building B and mailed and delivered to the media at least 72 hours prior to the time of said regular meeting, and in the case of special meetings, at least 24 hours prior to said special meeting.

Items Not on the Agenda

Discussion may not take place on an item not on the posted agenda except as specified in the Brown Act.

Order of Business and Conduct of Meeting

~~Board regulations on P~~ublic participation ~~are~~ is addressed in BP 2345 titled Public Participation at Board Meetings. ~~covered in board policy 1210.~~ Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by state law.

The order of business at a regular meeting of the ~~B~~oard shall be as follows:

1. Call to Order
2. Public Comment to Closed Session
3. Adjourn to Closed Session
4. Reconvene to Open Session
5. Action Taken in Closed Session
6. Pledge of Allegiance
7. Approval of Agenda as Presented
8. Public Comment
9. Approval of Minutes
10. Presentation(s)
11. Consent agenda
12. Oral reports
 - 11.A. Superintendent's report
 - 11.B. Board member reports
 - 11.C. Association reports (Rotating Order)
 - 1) Academic Senate
 - 2) Associated Student Body Government
 - 3) California School Employees Association
 - 4) Faculty Association

- 5) Part-Time Faculty Association
- 6) Management Association
- 7) AHC Foundation
- 13. Action items
- 14. Information items
- 15. New Business
- 16. Calendar
- 17. Adjournment

A public hearing on the budget will be held as required by law.

In order to facilitate an exchange of views among members of the Board, a motion without a second may be discussed or commented upon unless objection is made or until the chair declares the motion dead.

In all matters not covered herein, the board shall use parliamentary procedure following the manual known as Robert's Rules of Order, revised edition.

References: Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 6250 et seq.

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94
Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised:

(Replaces a portion of the Rules and Regulations of the Board of Trustees)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 2 – Board of Trustees

AP 2340 AGENDAS

Agenda Development

The initiator prepares a proposed agenda item using the designated Governing Board agenda item format. Templates provided by the Superintendent/President's Office are available through the Chief Officers of Academic Affairs, Student Services, and Administrative Services.

Agenda items that are informational and do not require Board action are to include the notation "Information". Items that require Board action are to include the notation "Action" or "Consent – Action".

The initiator submits the proposal to the appropriate chief officer whose area of responsibility covers the requested action.

Upon endorsement by the chief officer, item is forwarded to the Chief Business Services Officer if the proposal includes fiscal implications or to the Superintendent/President's Office if there are no fiscal implications.

Following review/editing of fiscal implications, proposed agenda items are forwarded to the Superintendent/President's Office by the published deadline. Items are forwarded electronically by email.

The Superintendent/President's Office staff reviews agenda items to ensure a professional presentation, assembles them into one document, and obtains printed copies. The document is also posted on the Board page of the District's web site.

Printed or electronic copies of the regular Board agenda document are delivered to Board members approximately one week prior to the Board meeting. Copies are also distributed to key college staff. The list of agenda items to be considered at the Board meeting is posted in various locations on the campus and at each of the centers.

Public Access To Agendas

Members of the public and of the college community can view Board agendas on the District's web site or in the glass display case in front of building B.

Fees To The Public

The public can receive copies of the agenda through the Superintendent/President's Office at the standard District charge for photocopies. Any individual can print the agenda from the web site at no charge.

Official Board Actions

The Board may take official action only on items listed on the Board meeting agenda, except in the case of an emergency situation. An emergency situation shall exist if in the judgment of the Superintendent/President immediate action is required to protect the health, safety, and/or welfare of the college, its students, employees, or property.

Future Agenda Items

At the request of any Board Member, the Board President shall include specific items on future agenda (next meeting unless otherwise requested) for discussion or action.

Agenda Items From The Public

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Superintendent/President or his/her designee.

Board agendas are published and accessible to the public on the District's website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Superintendent/President describing the item to be placed on the agenda no less than four weeks before the scheduled meeting. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty words.
- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The Superintendent/President shall consult with the Board President regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Board meeting that follows the request, the Superintendent/President and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of college business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act,

previously identified items of college business requiring discussion and/or action and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Board of Trustees. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

No fees shall be charged to the public for placing items on the agenda.

Reference: Education Code Section 72121

Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: First Reading: Revised Board Policy 2345, Public Participation at Board Meetings and New Administrative Procedure 2345, Public Participation at Board Meetings		
Reason for Board Consideration: INFORMATION	Item Number: 13.H.	Enclosures: Page 1 of 7

BACKGROUND:

Board Policy 2345 has been revised to include legally required language. It explains how the public may participate in board meetings. A new Administrative Procedure 2345 has been created to establish time limits to address topics listed and not listed on the agenda during open and closed session. Revisions to the Board Policy as well as the new Administrative Procedure are recommended by the California Community College League's Policy and Procedure Service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a completed Public Comment Card at the beginning of the meeting to the Administrative Assistant to Superintendent/President and Board of Trustees that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board on such items.

- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than four working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Preamble

The Board of Trustees encourages citizens to exercise their right to attend Board meetings, to present their views on pertinent subjects, and to observe deliberation.

Public Placement of Items on the Agenda

Members of the public may place items on the agenda of any regular board meeting. The items must be directly related to school district business. Items placed on the agenda by the public will be for information and discussion, so that the Board may be advised of the views of the community. The Board reserves the right to place the item on the agenda of a subsequent meeting for action.

Requests for placement must be made in writing and delivered to The Office of the District Superintendent not later than 4:30 p.m. on the Thursday preceding the Board meeting. The position of the item on the agenda will be determined by the Superintendent/President, who may consult with the Board president on the matter.

Public Address of the Board

Members of the public may address the Board regarding items on the agenda as these items are taken up, during the public comment, or public hearings. Prior to the start of the meeting, persons wishing to speak will, on forms provided, indicate their name, address, and item on which they intend to speak. If the matter is listed as an item for Board action, the Board will not take action until persons who have requested to speak have done so.

The Board may adopt within the framework of the Brown Act reasonable regulations regarding public input, including limiting time for each speaker and the total time of each topic.

During a hearing session the following protocol will be observed:

The item will be presented by the administrator initiating the item. S/he will introduce supporting speakers of his/her choice.

The leading speaker from the audience on each side of the issue will be limited to five minutes. This time limit may be waived by the President of the Board.

Additional speakers are limited to two minutes each.

Normally, no individual shall address the Board more than once on any matter during a Board meeting. No individual may speak for longer than the time limit indicated unless the time limit is specifically waived by the President of the Board.

Each person who addresses the Board must be first recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual staff members or District employees. The Board and staff are not obligated to comment on or respond to addresses by the public.

~~When public commentary is completed the testimony period is concluded and the discussion exclusively by the Board and Superintendent/president will commence.~~

~~The Board may ask for additional testimony by addressing the President who may refer the member directly to those testifying.~~

~~The District has an established procedure for considering complaints regarding individual employees. If any person, including members of the Board, and members of the public, requests an opportunity to present complaints to the Board about a specific employee, s/he shall first notify the superintendent/president or Board President. Notice will be given to the person against whom the complaints are directed. If the complaint is not resolved satisfactorily at the administrative level, the matter will be scheduled for a closed session meeting of the Board. The employee complained against must be given at least 24 hours written notice of the opportunity to request that such complaints be heard in open session of the Board, or to be present in closed session if the Board so agrees.~~

~~These procedures are not designed to restrict public criticism of policies, procedures, programs or services of the District, or the acts or omissions of the Board and to provide an orderly procedure for the conducting of the meeting.~~

~~School employees who are represented by exclusive collective bargaining representatives should make their view on matters within the scope of representation known through these representatives to the District's representative in the channels reserved for bargaining, and not in addresses to the Board. The Board will not respond to employee presentations on collective bargaining matters except through its representatives. Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently, as individuals, in official matters. No person is granted any privilege by the Board to make statements which may be considered defamatory or otherwise actionable by other persons, including District officers and employees.~~

~~Interference with the orderly conduct of the Board meeting is regulated by law and will not be condoned. The president may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks. If, in the president's opinion, the public's presence interferes with the Board's business, the meeting shall be closed to the general public and continue only with the members of the news media present.~~

~~ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT~~
~~Request to Address the Board of Trustees~~
~~(Please Print)~~

Date

Name Address

Name of Organization You Represent Phone Number

I request to address the Board of Trustees on: Agenda Item No. _____

Or regarding _____

I will speak:

- _____ 1. During the Public Comment Session
- _____ 2. Just before the item is taken up on the agenda
- _____ 3. During the Public Hearing

Signature

References: Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

Adopted: 11/22/94

Revised:

(Replaces Board Policy 1210)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 2 – Board of Trustees

AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Individuals interested in speaking to the Board must complete a “Request to Address the Board of Trustees” card and submit it to the Administrative Assistant to the Superintendent/President and Board of Trustees.

Public Comment on Items Not on the Agenda

Public Comments on Items Not on the Agenda: Members of the audience may address the Board of Trustees on any topic that is not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the Board is not permitted to engage in public discussion or take any action on an item not on the agenda. In addition, on their own initiative or in response to questions posed by the public, a member of the Board may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Furthermore, the Superintendent/President may provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. This time limit may be waived by the President of the Board.

Public Comments on Items listed on the agenda

Members of the audience may address the Board of Trustees on any item listed on the agenda. The audience may address the Board during the public comment session, as the item is taken up on the agenda, or during a scheduled hearing session.

The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. This time limit may be waived by the President of the Board.

Consent calendar items are considered to be routine and customary district business and are voted on in one vote. However, a Board member or a member of the audience may request that an item listed on the consent calendar be removed and considered individually.”

Closed Session

Open-meeting agendas will have a section entitled: "Closed Session" pursuant to Government Code Section 54957.7. Members of the public may address the Board on closed-session items before they are considered. The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. This time limit may be waived by the President of the Board.

Reports on Action Taken in Closed Session

Open meeting agendas will have a section for closed-session reports. The Board president report on any action taken in closed session pursuant to Government Code Section 54957.1."

References: Education Code Section 72121.5;
Government Code Section 54954.2

Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: First Reading: Revised Board Policy 2710, Conflict of Interest and New Administrative Procedure 2710, Conflict of Interest		
Reason for Board Consideration: INFORMATION	Item Number: 13.I.	Enclosures: Page 1 of 9

BACKGROUND:

Board Policy 2710 has been revised to include legally required language regarding the financial interests of the board of trustees. New administrative procedure 2710 includes legally required language to address the disclosure of assets of board members that may affect their official actions. The revisions to this policy and the new administrative procedure have been recommended by the California Community College League's Policy and Procedure Service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2710 CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

The Political Reform Act (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the Allan Hancock Joint Community College District (District).

Designated positions shall file their statements with the District, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) Statements for all designated positions will be retained by the District.

Also see AP 2710 titled Conflict of Interest

References: Government Code Sections 1090 et seq.; 1126; 8100 et seq., and 87200 et seq.;
Title 2 Sections 18730 et seq.

Adopted: 12/17/92

Revised: 8/18/04

Revised: 11/18/08

Revised: 9/13/11

Revised:

(Replaces Board Policy 1400)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX A - DESIGNATED POSITIONS**

POSITION	CATEGORY
Associate Superintendent/Vice President, Academic Affairs	1,2,3,4
<u>Associate Superintendent/Vice President, Student Services</u>	1,2,3,4
Dean, Academic Affairs	5
Dean, Counseling and Matriculation	5
Dean, Extended Campus Division	5
Associate Dean, Athletics, Health, & Physical Education	5
Dean, Community Education	5
Associate Dean, Learning Resources	5
Associate Dean, Artistic Director, PCPA	5
Vice President, Facilities and Operations	1,2,3,4
Executive Director, Foundation	5
Director, Admissions and Records	5
Director, AHC Bookstore Services	5
Director, Business Services	1,4
Director, Information Technology	5
Director, EOPS and Special Outreach	5
Director, Institutional Grants	5
Director, Institutional Research and Planning	5
Director, Human Resources/Labor Relations	5
Director, Learning Assistance Program	5
Director, Outreach and Retention	5
Director, Plant Services	5
Director, Public Affairs and Publications	5
Director, Public Safety/Chief of Police	5
Director, Student Financial Aid	5
<u>Director, TRiO/College Achievement Now</u>	5
Department Chairs	5
Academic Specialist/Mathematics, Engineering, & Science Achievement	5
Coordinator, Fire Science and Fire Academy	5
Director, Post Programs	5
Maintenance Supervisor	5
Landscape Supervisor	5
Purchasing Agent	1,4
Director of Marketing, PCPA	5
Production Manager, PCPA	5
Technical Director, PCPA	5
Purchasing Coordinator, PCPA	1,4
Managing Director, PCPA/Auxiliary Accounting	5

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX A - DESIGNATED POSITIONS**

POSITION	CATEGORY
Consultants/New Positions	*

* Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

Board of Trustees
Superintendent/President
Associate Superintendent/Vice President, Administrative Services

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX B-DISCLOSURE CATEGORIES**

Category 1: All investments and business positions in, and sources of income, including gifts, loans, and travel payments, from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of the type purchased or leased by the District.

Category 2: All interests in real property that is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from, sources of the type that engage in the acquisition, disposal, or development of real property within the District.

Category 4: All investments and business positions in, and sources of income, including gifts, loans, and travel payments, from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income including gifts, loans, and travel payments, from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's Department.



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2710 CONFLICT OF INTEREST

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or

quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any

public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Superintendent/President shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

References: Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq.; and as listed above

Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Operating Procedures for the Public Safety Training Complex		
Reason for Board Consideration: INFORMATION	Item Number: 13.J.	Enclosures: Page 1 of 1

BACKGROUND

Associate Dean David Senior will provide a report on the status and action plan for the development of operating procedures for the use of the Public Safety Training Complex.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Governmental Accounting Standards Board (GASB) 45		
Reason for Board Consideration: INFORMATION	Item Number: 13.K.	Enclosures: Page 1 of 2

BACKGROUND:

In 2004, the Governmental Accounting Standards Board (GASB) issued statement 45, "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions," which requires public agencies to report their costs and obligations pertaining to health and other benefits of current and future retired employees. Under this statement, these benefits must be recognized as a current cost during the working years of an employee. Further, each agency is to identify and disclose the benefits as an expense and, to the extent not pre-funded, as a liability on its financial statements.

The effective date of the GASB 45 requirements was phased in over three years based on the district's annual revenues. The implementation year for Allan Hancock College was 2008-09.

One of the requirements of GASB 45 is to have actuarial studies performed on a regular cycle. During fiscal year 2004-05, Total Compensation Systems, Inc. (TCS) analyzed liabilities associated with Allan Hancock College's current retiree health program as of July 1, 2004. In preparation for implementation of GASB 45 requirements, TCS completed a second study on August 14, 2008 for program liability as of July 1, 2008, a third study on September 22, 2011 for program liability as of April 1, 2011, and an updated study on December 13, 2013 for program liability as of September 1, 2013.

The updated actuarial report included several estimates for the district's retiree health program. TCS calculated estimates separately for active employees and retirees.

Actuarial Present Value of Total Projected Benefits (APVTPB)

As of September 1, 2013

Active	\$ 3,583,500
Retiree	\$ 4,707,257
Total	\$ 8,290,757

The APVTPB should be funded over the working life of employees. At any time, much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the gross liability is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability) and to service after the valuation date but prior to retirement (the future service liability). The past service and future service liabilities are usually each funded in a different way.

(Continued)

Administrator Initiating Item: Elizabeth A. Miller	Final Disposition:
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Past Service Liability (Actuarial Accrued Liability)

As of September 1, 2013

Active	\$2,519,298
Retiree	<u>\$4,707,257</u>
Unfunded Past Service Liability	<u>\$7,226,555</u>

Future Service Liability

Of the total gross liability, \$1,064,202 has yet to be earned by active employees for service from September 1, 2013 to retirement. The actuarial report included a calculation to determine funding rates for active employees. The 2013-14 accrual cost of \$124,323 was based on data available as of September 1, 2013.

Funding Options

GASB 45 requires that a plan to fund the other post-employment benefit (OPEB) liability be developed but does not require the creation of an irrevocable trust. Making annual payments consistent with the annual required contribution can allow an agency to allocate funds for the express purpose of funding future costs. Pre-funding amounts may be deposited in either of the following:

- 1) **Dedicated Fund.** This is a separate fund set up within the agency's treasury. However, in order for funds to be counted towards the annual required contribution for GASB 45 purposes, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants. Therefore, revenues deposited in internal funds will still be treated as "pay-as-you-go" funding for GASB 45 accounting purposes. For this reason, amounts set aside by Allan Hancock College for this purpose (see current funding status below) are not considered funding for audit or actuarial valuation purposes.
- 2) **Trust Fund.** GASB 45 does not require liabilities to be funded through an irrevocable contribution; however, the rules applied under GASB 45 make the use of an irrevocable trust beneficial to the agency. Deposits into the trust fund are considered funding of the liability for audit or actuarial valuation purposes. OPEB trusts are exempt from federal income tax and contributions to the trust must not be treated as income to the employee or retiree. For contributions and deposits to count for GASB 45 purposes, they must be irrevocable, protected from creditors of the employer, and dedicated solely to providing benefits to retirees in accordance with the OPEB plan. In order to be entitled to use the higher investment return assumption in calculating the OPEB liability and perhaps earn a higher rate of return, the trust must be able to invest in a broader range of investments than those to which agency funds are generally restricted.

Current Funding Status: (Funds temporarily restricted in the Post-Employment Benefits Fund)

<u>Year</u>	<u>Amount</u>	<u>Source</u>
2013-14	\$ 6,312,694	Balance as of 06-30-2014
2014-15	\$ 120,000	.52% of applicable salaries
	\$ 325,000	Funding for past service
	\$ 255,555	Mandated cost reimbursement
	<u>\$ 16,000</u>	Interest - estimate
Total	<u>\$ 716,555</u>	
	<u>\$ 7,029,249</u>	Estimated reserve as of 06-30-2015



To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Monthly Report – Associate Superintendent, Administrative Services		
Reason for Board Consideration: INFORMATION	Item Number: 13.L.	Enclosures: Page 1 of 13

BACKGROUND:

Attached are copies of financial statements for the following funds:

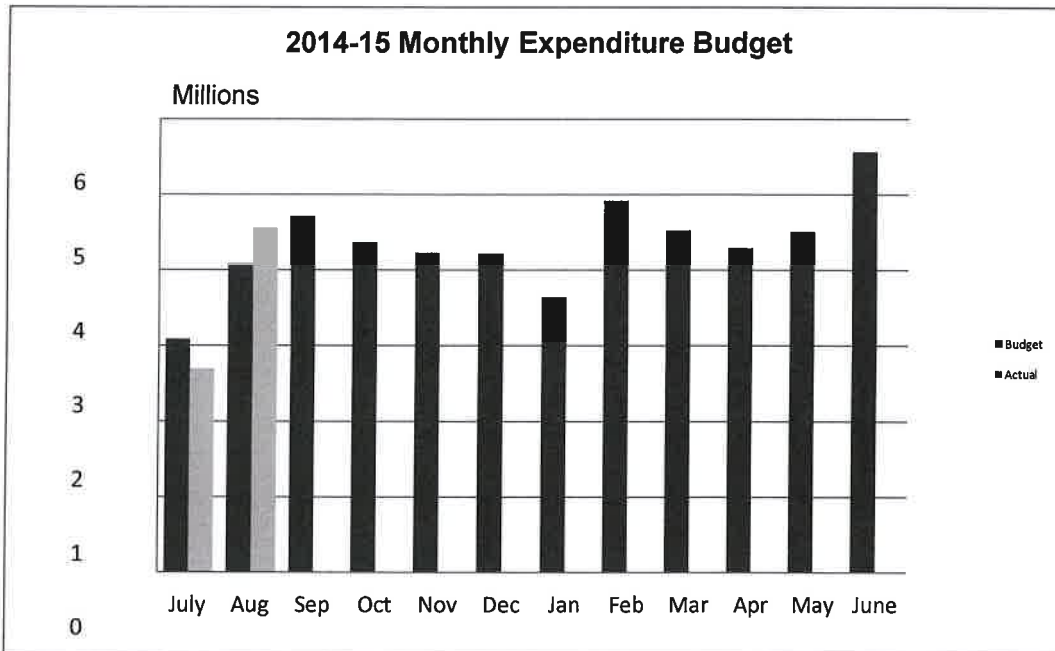
- General Fund Unrestricted - Monthly Budget Report
- General Fund - Unrestricted
- General Fund - Restricted
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Bookstore Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability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

	August Budget	August Expenditures	Percentage Variance	
Academic Salaries	1,719,416	1,739,791	101.18%	*
Classified Salaries	903,753	912,284	100.94%	*
Employee Benefits	777,457	1,244,284	160.05%	*
Supplies and Materials	69,601	66,283	95.23%	
Contracted Services	362,112	314,039	86.72%	
Capital Outlay	5,901	56,119	951.01%	*
Other Outgo/Transfers	<u>249,014</u>	<u>222,202</u>	89.23%	
	4,087,254	4,555,002	111.44%	

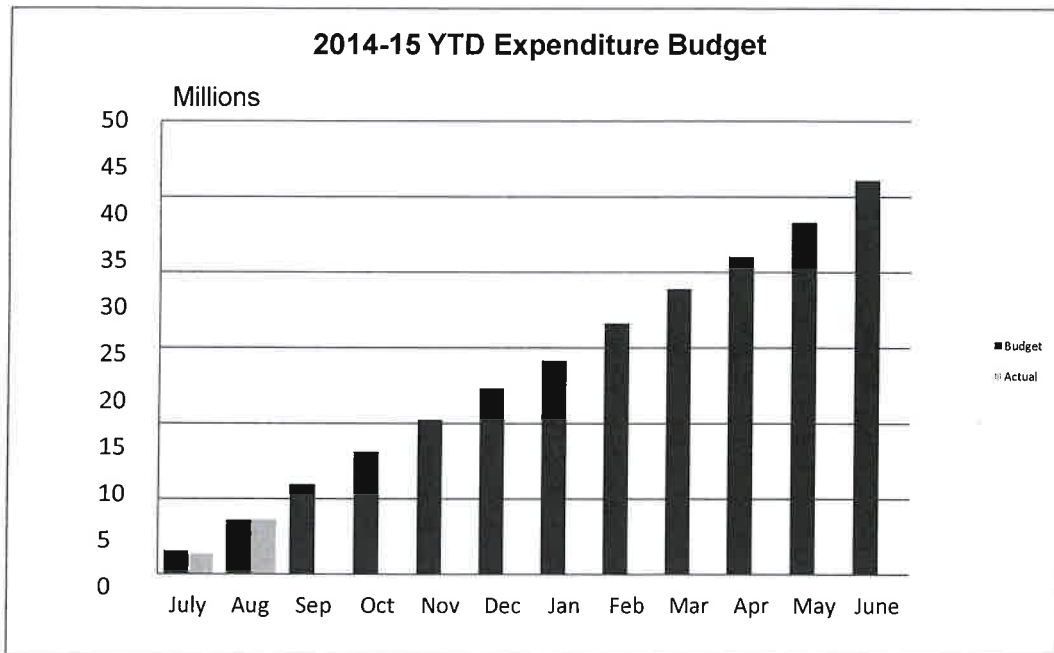


* Variances in monthly expenditures reflect timing differences from prior years.

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
ADOPTED BUDGET

Year to Date Expenditures

	July-August Budget	July-August Year to Date	Percentage Variance	
Academic Salaries	2,526,249	2,543,889	100.70%	*
Classified Salaries	1,701,366	1,730,341	101.70%	*
Employee Benefits	1,352,209	1,306,021	96.58%	
Supplies and Materials	80,058	83,187	103.91%	*
Contracted Services	1,199,176	1,112,908	92.81%	
Capital Outlay	6,715	56,691	844.24%	*
Other Outgo/Transfers	<u>308,435</u>	<u>424,567</u>	137.65%	*
	<u>7,174,208</u>	<u>7,257,604</u>	101.16%	



* 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 08/31/2014

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
REVENUES						
Federal revenues	34,000	770	2.26	3,023,268	143,947	4.76
State Revenues	35,130,093	5,460,281	15.54	4,827,785	1,326,303	27.47
Local Revenues	17,016,235	2,282,468	13.41	1,584,995	791,424	49.93
Total REVENUES	<u>52,180,328</u>	<u>7,743,520</u>	<u>14.83</u>	<u>9,436,049</u>	<u>2,261,676</u>	<u>23.96</u>
EXPENDITURES						
Academic Salaries	22,077,579	2,543,889	11.52	1,134,168	288,666	25.45
Classified Salaries	11,570,694	1,730,341	14.95	2,009,525	342,016	17.01
Employee Benefits	9,705,723	1,306,021	13.45	810,129	167,479	20.67
Supplies and Materials	1,161,912	83,187	7.15	805,500	23,731	2.94
Other Operating Expenses and Capital Outlay	5,815,885	1,112,908	19.13	1,368,230	141,031	10.30
Total EXPENDITURES	<u>50,509,344</u>	<u>6,833,040</u>	<u>13.52</u>	<u>7,583,075</u>	<u>1,312,016</u>	<u>17.30</u>
Excess of Revenues over (Under) Expenditures	1,670,983	910,479		1,852,973	949,659	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	10,000		0.00	10,023		0.00
Total OTHER FINANCING	<u>10,000</u>		<u>0.00</u>	<u>10,023</u>		<u>0.00</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,652,996	424,567	25.68	244,907		0.00
Total OPERATING TRANSFERS OUT	<u>1,652,996</u>	<u>424,567</u>	<u>25.68</u>	<u>244,907</u>		<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>27,987</u>	<u>485,911</u>		<u>1,618,089</u>	<u>949,659</u>	
FUND BALANCE:						
Fund balance, July 1	5,575,350	5,570,526		6,892,860	6,830,989	
Current balance	<u>5,603,337</u>	<u>6,056,438</u>		<u>8,510,949</u>	<u>7,780,648</u>	

Allan Hancock College Governmental Funds Group

Child Development Fund

Income Statement by Fund

For Period Ending 08/31/2014

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal revenues	274,298	23,734	8.65
State Revenues	269,271	37,442	13.90
Local Revenues	170,500	14,391	8.44
Total REVENUES	<u>714,069</u>	<u>75,569</u>	<u>10.58</u>
EXPENDITURES			
Academic Salaries	225,954	41,212	18.23
Classified Salaries	345,800	42,073	12.16
Employee Benefits	75,724	11,254	14.86
Supplies and Materials	50,209	2,692	5.36
Other Operating Expenses and Capital Outlay	32,869	2,741	8.33
Total EXPENDITURES	<u>730,558</u>	<u>99,973</u>	<u>13.68</u>
Excess of Revenues over (Under) Expenditures	(16,488)	(24,404)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	30,000		0.00
Total OTHER FINANCING SOURCES(USES)	<u>30,000</u>		<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>13,511</u>	<u>(24,404)</u>	
FUND BALANCE:			
Fund balance, July 1	154,761	154,758	
Current balance	<u>168,272</u>	<u>130,353</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 08/31/2014

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	<u>=====</u>	<u>=====</u>	<u>=====</u>
REVENUES:			
Earned income			
Ticket Revenue	1,450,049	637,434	43.96%
Handling	45,000	11,934	26.52%
Concessions	35,000	4,324	12.35%
Advertising	55,000	3,968	7.22%
Touring	32,450	21,607	66.59%
Other	60,000	493	0.82%
Total Earned Income	1,677,499	679,760	40.52%
Contributed Income			
Individual sources	40,000	10,480	26.20%
Fundraisers	28,000	47,689	170.32%
Corporations	50,000	0	
Foundations	436,170	66,427	15.23%
Total contributed income	554,170	124,596	22.48%
Allan Hancock College	<u>1,426,949</u>	<u>350,000</u>	<u>24.53%</u>
Total revenues	3,658,618	1,154,357	31.55%
EXPENSES:			
Production	1,946,144	438,714	22.54%
Conservatory	37,737	8,458	22.41%
Scholarships	572,058	344,402	60.20%
Administration	265,469	65,006	24.49%
Development	5,000	0	
Marketing	463,670	73,173	15.78%
Box office	271,913	60,170	22.13%
Concessions	21,000	1,073	5.11%
Outreach/YPP	72,274	20,542	28.42%
Total expenses	<u>3,655,265</u>	<u>1,011,539</u>	<u>27.67%</u>
EXCESS OF REVENUES OVER EXPENSES	3,353	142,817	4,259.39%
Outside events (net)	0	0	0.00%
FUND BALANCE			
Balance, July 1	<u>27,568</u>	<u>27,568</u>	<u>100.00%</u>
Current balance	<u>30,921</u>	<u>170,386</u>	<u>551.04%</u>

Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 08/31/2014

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	1,277,686	80,286	6.28
Local Revenues	1,590,883	1,615	0.10
Total REVENUES	<u>2,868,569</u>	<u>81,901</u>	<u>2.85</u>
EXPENDITURES			
Supplies and Materials	21,924	434	1.98
Other Operating Expenses and	1,094,303		0.00
Capital Outlay	1,902,099	8,695	0.45
Total EXPENDITURES	<u>3,018,327</u>	<u>9,129</u>	<u>0.30</u>
Excess of Revenues over (Under) Expenditures	(149,758)	72,772	(48.59)
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	15,000		0.00
Total OTHER FINANCING SOURCES(USES)	<u>15,000</u>		<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(134,758)</u>	<u>72,772</u>	
FUND BALANCE:			
Fund balance, July 1	4,814,019	4,814,019	
Current balance	<u>4,679,260</u>	<u>4,886,791</u>	

Allan Hancock College Governmental Funds Group

Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 08/31/2014

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	75,000		0.00
Total REVENUES	<u>75,000</u>		<u>0.00</u>
EXPENDITURES			
Academic Salaries		4,598	0.00
Classified Salaries			0.00
Employee Benefits		572	0.00
Supplies and Materials	14,534	1,634	11.24
Other Operating Expenses and	555,580	12,396	2.23
Capital Outlay	2,573,932	62,294	2.42
Total EXPENDITURES	<u>3,144,047</u>	<u>81,496</u>	<u>2.59</u>
Excess of Revenues over (Under) Expenditures	(3,069,047)	(81,496)	
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(3,069,047)</u>	<u>(81,496)</u>	
FUND BALANCE:			
Fund balance, July 1	6,435,042	6,435,042	
Current balance	<u>3,365,994</u>	<u>6,353,545</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
 ENTERPRISE FUNDS
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS
 FOR PERIOD ENDING 08/31/2014

	Rounded to the Nearest Dollar		
	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
OPERATING REVENUES:			
Net sales	1,800,000	659,060	36.61%
Rental Text Income	500,000	172,618	34.52%
COST OF SALES:			
Cost of goods sold	1,436,600	461,607	32.13%
Gross profit on sales	863,400	370,071	42.86%
OPERATING EXPENSES:			
Salaries	216,950	45,444	20.95%
Employee benefits	47,050	5,922	12.59%
Supplies and materials	25,000	2,888	11.55%
Other Operating Expenses	597,894	42,611	7.13%
Total expenses	886,894	96,866	10.92%
Net operating income (loss)	-23,494	273,205	-1,162.87%
OTHER INCOME AND EXPENSE:			
Interest income	1,000	287	28.69%
Miscellaneous income	10,000	660	6.60%
Total other income	11,000	947	8.61%
Non-operating income/(loss)	11,000	947	
Net income (loss)	-12,494	274,152	
OTH FIN SRCES (USES):			
Transfers out	37,347	37,347	
Total oth fin srces (uses)	-37,347	-37,347	
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENSES AND OTHER USES	-49,841	236,805	
FUND BALANCE:			
Fund balance, July 1	1,476,854	1,476,853	
Current balance	1,427,013	1,713,658	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 08/31/2014

	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	677,000	56,826	1,600	0	4,000	0	581,000	12,741
Total Revenues	<u>677,000</u>	<u>56,826</u>	<u>1,600</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>581,000</u>	<u>12,741</u>
EXPENDITURES:								
Classified salaries	0	0	0	0	0	0	0	0
Employee benefits	0	0	139,031	4,554	0	0	0	0
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	675,000	105,522	0	0	263,000	0	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>675,000</u>	<u>105,522</u>	<u>139,031</u>	<u>4,554</u>	<u>263,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,000	-48,696	-137,431	-4,554	-259,000	0	581,000	12,741
OTH FIN SRCS (USES):								
Operating Transfers IN	0	0	0	0	0	0	255,555	0
Operating Transfers OUT	0	0	0	0	0	0	0	0
Total Oth Fin Srcs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>255,555</u>	<u>0</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>2,000</u>	<u>-48,696</u>	<u>-137,431</u>	<u>-4,554</u>	<u>-259,000</u>	<u>0</u>	<u>836,555</u>	<u>12,741</u>
FUND BALANCE:								
Fund balance, July 1	1,148,663	1,148,663	490,019	490,019	1,062,919	1,082,920	6,312,694	6,312,694
Current balance	<u>1,150,663</u>	<u>1,099,967</u>	<u>352,588</u>	<u>485,465</u>	<u>803,919</u>	<u>1,082,920</u>	<u>7,149,249</u>	<u>6,325,435</u>

ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 08/31/2014

	Rounded to the Nearest Dollar TRUST FUNDS					AGENCY
	STUDENT FIN AID	ASB	STUDENT REP FEES	DISTRICT TRUST	STUDENT CENTER FEE TRUST	STUDENT CLUBS
REVENUES:						
Sales	0	0	0	8,615	0	1,643
Gifts and contributions	0	0	0	1,630	0	0
Other local revenue	0	0	0	1,470	0	1,154
Interest	0	5	1	55	0	3
Miscellaneous revenue	2,603,719	0	9,977	-204	16,010	10
Total Revenues	2,603,719	5	9,978	11,565	16,010	2,810
EXPENDITURES:						
Supplies and materials	0	15,487	0	14,848	0	18
Contracted services	0	16,053	83	8,032	0	133
Capital outlay	0	0	0	0	0	0
Total Expenditures	0	31,540	83	22,880	0	151
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,603,719	-31,536	9,894	-11,315	16,010	2,658
OTH FIN SRCES (USES):						
Operating Transfers IN	0	69,948	0	0	0	0
Operating Transfers OUT	2,379,677	0	0	0	0	839
Total Oth Fin Srces (Uses)	-2,379,677	69,948	0	0	0	-839
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	224,042	38,413	9,894	-11,315	16,010	1,819
FUND BALANCE:						
Fund balance, July 1	20,495	144,652	6,188	722,551	155,819	31,103
Current balance	244,537	183,064	16,082	711,236	171,829	32,921

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 08/31/2014

	Cash Admin	Rounded to the Nearest Dollar		Dollar	Endowment	Endowment	Total
		General	Restricted	Scholar-	Principal	Rev/Exp	
		Operations		ships			
REVENUE:							
Contributions	0	275	43,107	34,907	98,859	0	177,149
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	2,212	0	0	0	39,826	42,038
Gain/Loss on sale of investments	0	0	0	0	0	68,994	68,994
Change in asset portfolio	0	2,599	0	0	0	30,271	32,870
Royal/Other/Bad Debt Recov.	0	0	985	0	0	0	985
Total revenue	0	5,086	44,092	34,907	98,859	139,091	322,036
EXPENDITURES:							
Scholarships	0	0	0	296,053	0	0	296,053
Student Assistance	0	0	6,000	0	0	0	6,000
District/College Support	0	0	3,000	0	0	0	3,000
Salaries	0	18,462	0	0	0	0	18,462
Employee benefits	0	2,032	0	0	0	0	2,032
Supplies and materials	0	1,205	6,985	0	0	0	8,190
Contracted personal services	0	0	879	0	0	0	879
Travel and conference	0	1,800	2,140	0	0	0	3,940
Memberships and permits	0	680	0	0	0	0	680
Technology Services	0	0	0	0	0	0	0
Telephone	0	154	0	0	0	0	154
Contracts and leases	0	824	150	0	0	0	974
Postage and advertising	0	192	0	0	0	0	192
Bank/brokerage charges	0	727	0	0	0	29,899	30,625
Miscellaneous expense	0	0	0	0	0	0	0
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	131	0	0	0	0	131
Total expenditures	0	26,206	19,154	296,053	0	29,899	371,312
Net income(loss)	0	-21,120	24,938	-261,146	98,859	109,192	-49,277
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	85,131	0	0	2,000,000	0	2,085,131
Transfers out	0	0	30,000	18,662	2,000,000	55,131	2,103,793
Net transfers	0	85,131	-30,000	-18,662	0	-55,131	-18,662
Net inc/dec in fund bal	0	64,011	-5,062	-279,808	98,859	54,061	-67,939
FUND BALANCE:							
Fund equity, July 1	0	355,212	1,997,487	737,574	17,885,740	2,166,272	23,142,285
Current balance	0	419,223	1,992,425	457,766	17,984,599	2,220,333	23,074,346

Allan Hancock College Governmental Funds Group

Other Agency Fund

Income Statement by Fund

For Period Ending 08/31/2014

WB	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	3,650	365.00
Total REVENUES	<u>1,000</u>	<u>3,650</u>	<u>365.00</u>
EXPENDITURES			
Supplies and Materials	1,000		0.00
Total EXPENDITURES	<u>1,000</u>		<u>0.00</u>
Excess of Revenues over (Under) Expenditures		3,650	
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses		<u>3,650</u>	
FUND BALANCE:			
Fund balance, July 1			
Current balance		<u>3,650</u>	

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Monthly Report – Associate Superintendent/Vice President, Academic Affairs		
Reason for Board Consideration: INFORMATION	Item Number: 13.M.	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Academic Affairs will report on developments regarding instructional programs, curriculum, accreditation, enrollment management, and/or other matters affecting student learning.

Administrator Initiating Item: Luis P. Sanchez	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Monthly Report – Associate Superintendent/Vice President, Student Services		
Reason for Board Consideration: INFORMATION	Item Number: 13.N.	Enclosures: Page 1 of 1

BACKGROUND:

The Associate Superintendent/Vice President of Student Services will report on developments regarding student support services and special programs, and/ or other matters affecting student success.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Monthly Report, Vice President, Facilities & Operations (Monthly Bond Measure I Report)		
Reason for Board Consideration: INFORMATION	Item Number: 13.O.	Enclosures: Page 1 of 10

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	\$39,069,400	\$296,713	\$39,086,082	(\$313,395)	99%	Oct-Dec 2013
Public Safety Complex (C)	99,938	\$37,935,509	\$431,904	\$37,173,460	\$330,145	98%	Oct 2013
Childcare Center Addition (C)	11,666	\$8,696,208	\$50,619	\$8,616,766	\$28,823	100%	Jan 2013
Fine Arts Complex (WD)	N/A	\$4,426,692	\$261,113	\$4,165,579	\$0	95%	Fall 2013
Theatre Arts Complex (WD)	N/A	\$362,247	\$22,178	\$336,065	\$4,004	95%	Fall 2013
Industrial Technology/Physical Education and Athletic Fields (C)	35,305	\$25,303,520	\$187,453	\$24,693,309	\$422,758	Fields 99% Bldg. 99%	Spring 2014
Building D, Repairs and Upgrades (C)	38,389	\$6,328,165	\$20,032	\$6,309,506	(\$-1,373)	100%	January 2014
Lompoc Valley Center, Repairs and Upgrades (WD)	17,538	\$127,006	\$2,621	\$121,590	\$2,795	95%	Summer 2014
Technology and Instructional Equipment Modernization	N/A	\$11,066,046	\$177,173	\$8,626,457	\$2,262,416	80%	Summer 2016
VOIP Equipment	N/A	\$1,456,323	\$0	\$1,364,885	\$91,438	94%	Summer 2014
GO Bond Technology General	N/A	\$400,618	\$0	\$394,483	\$6,135	99%	Spring 2015
TOTALS		\$135,171,734	\$1,449,806	\$130,888,182	\$2,833,746		

Project Phase Key

C: Construction

WD: Working Drawings

Administrator Initiating Item:

Felix Hernandez Jr.

Final Disposition:

Project Overview

The new Allan Hancock College One-Stop Student Services Center includes a new 44,788-sf, two-story Student Services Building and a new 21,053-sf, two-story Administration Building with all associated on and off-site improvements, including a 233-space parking lot. The project also includes abatement and demolition of existing Buildings A, B, I, N2, T, U, V, and X. The project was bid on December 22, 2009. The notice to proceed for the new One-Stop Student Services Center was given to Soltek Pacific Construction on May 15, 2010.

Project completion is now planned for March 2014 and includes phased occupancy of the new Student Services Administration Buildings in October 2013 through December 2013.

Project Progress

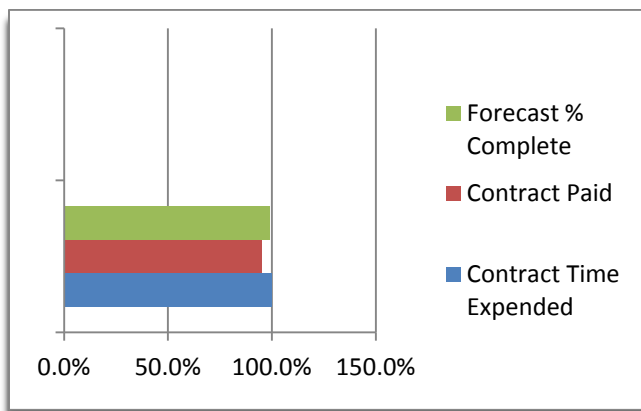
Building A, A2 & B are all occupied. Majority of Punchlist work has been completed with some on going work.

Site – Punchlist Items remain open, maintenance work continues.

Schedule Status

Soltek Pacific has committed to the following Substantial Completion dates:

08/02/13	North Parking Lot
09/01/13	North Parking irrigation/landscape
10/14/13	Building A
11/04/13	Building A2
12/02/13	Building B
01/17/14	Demo Buildings T, U, V, W, and N2
03/14/14	Demo Buildings A and B
05/20/14	South Parking Lot and Green Belt.



Contract Notice to Proceed	05/17/10
Original Contract Completion	07/15/12
Time Extension(s) Awarded	655 Days
Revised Contract Completion	05/20/14
Forecast Contract Completion	05/20/14

Quality Assurance

Eight (8) addenda were submitted to the Division of the State Architect (DSA). The addenda contain elements of design which require DSA review and approval. All eight addenda have been returned DSA approved.

DSA has approved 3 Change Orders

DSA has approved 19 Field Change Directives

DSA has approved 4 Construction Change Directives.

Construction Change Directive CCD #07 has been approved by DSA.

Toilet Partition support CCD needs to be sent to DSA for approval, waiting for general contractor to submit as-built condition information.

Project Administration

Through May 30, 2014, the Contractor has submitted 1,226 Requests for Information; zero (0) in review by Steinberg Architects.

Zero (0) submittal items remain in review by Steinberg Architects.

Construction Change Directives (AHC CCD) 1 through 313 have been issued.

***This Monthly Report** corresponds with the Project Inspector's Semi-Monthly Report #101*

Budget Status

Original Contract Amount	\$ 21,501,000
Change Orders:	
- Unforeseen Conditions	\$ 179,644
- Owner/Architect Requests	\$ 2,954,283
- Agency Requests	\$ 17,282

PROJECT STATUS REPORT

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- Contractor Requests	<u>\$ 91,013</u>
Total Change Orders to Date	\$ 3,151,209
Revised Contract Amount	<u>\$ 24,652,209</u>
<u>Pending Change Order - None</u>	<u>\$ 0</u>
Pending Contract Amount	\$ 24,652,209
<u>Total Complete & Stored to Date</u>	<u>\$ 24, 652,209</u>
Balance to Finish Contract	\$ 0

Settlement Agreement

<u>Settlement Agreement Amount</u>	<u>\$ 1,630,000</u>
<u>Settlement Proceeds Earned to Date</u>	<u>\$ 1,630,000</u>
Settlement Proceeds Balance	\$ 0

PROJECT STATUS REPORT

August 2014 ♦ Issue 34

Project Overview

The new Allan Hancock College Public Safety Complex resides on a 58 acre site which includes five buildings consisting of Administration Offices & Classrooms, Apparatus Vehicle Storage, Fire Training Tower, Fire Prop House, and Shooting Range. The project also includes an Emergency Vehicle Operator Course (EVOC), City Grid, Scenario Village, Running Track, Gym, Confined Space & Trench Rescue, and Slow Speed Skills Training Area. The project was first put out to bid on February 17, 2011 and then again on April 19, 2011. The Notice to Proceed for the new Public Safety Complex was given to Sinanian Development, Inc. (SDI) on August 16, 2011.

Project Progress

In September, SDI achieved approximately 99.7% completion. At the Administration/Classroom Bldg., work on the main entry way Automatic Door openers is in progress. The Apparatus Vehicle Storage Bldg. is occupied. Expansion joints will be installed in October to correct a punch list issue. At the Fire Training Tower Bldg. and the Burn Bldg., tape over the screw fasteners is no longer required by the DSA. The Shooting Range Bldg., training is complete and the building is occupied. Resubmittal of the baffle system was returned by the DSA with some correction comments to be addressed by the contractor. A meeting at the DSA is scheduled for early September. A CCD for elevations & drainage at the Scenario Village buildings was reviewed by the District and approved by the AOR. Concrete is to begin in October.



Administration Bldg.

Schedule Status

The Construction Schedule was submitted by SDI on 10/5/11 and approved on 11/7/11. SDI claims a negative float delay of 460 days based on July's schedule update. Substantial completion is expected

in September. Kitchell and SDI are currently negotiating all remaining cost and time impacts. All adjustments will be brought to the board for approval.

Schedule Status (Continued)

Contract Notice to Proceed	8/16/11
Original Contract Completion	6/16/13
Final Completion	9/14/13
Time Extension(s) Awarded	N/A
Revised Contract Completion	N/A
Forecast Contract Completion	N/A

Budget Status

Original Contract Amount	\$ 26,888,000
Change Orders:	
- Unforeseen Conditions	\$0
- Owner/Architect Requests	\$0
- Agency Requests	\$0
- Contractor Requests	\$1,603,768
Total Change Orders to Date	\$1,802,614
Revised Contract Amount	\$ 28,690,614
Pending Change Order (#14)	\$259,149
Pending Change Order (#15)	\$103,486
Pending Contract Amount	\$29,053,249
Total Complete & Stored to Date	\$28,602,892
Balance to Finish Contract	\$450,357

Quality Assurance

Four (4) addenda were submitted to the Division of the State Architect (DSA). The addenda contain elements of design which require DSA review and approval. Addendum B was approved on 11/20/12. Addenda A, C, and D were approved on 12/17/12.

Project Administration

Through September 2014, the Contractor has submitted (1053) Requests for Information and (10)

PROJECT STATUS REPORT

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remain in review. SDI has submitted (366) submittals have been submitted to the architect and (8) remain in review. Automatic Fire Sprinklers are approved. The Curtain Wall was approved on 10/31/12. Ballistic Panels were approved on 12/21/12. Prefabricated Shade Structures were approved on 11/12/12. Scenario Village buildings were approved on July 17, 2013.

***This Monthly Report** corresponds with the Project Inspector's Semi-Monthly Report(s) 73*



Vehicle Lift at Bldg. 2



Fire Tower Bldg.



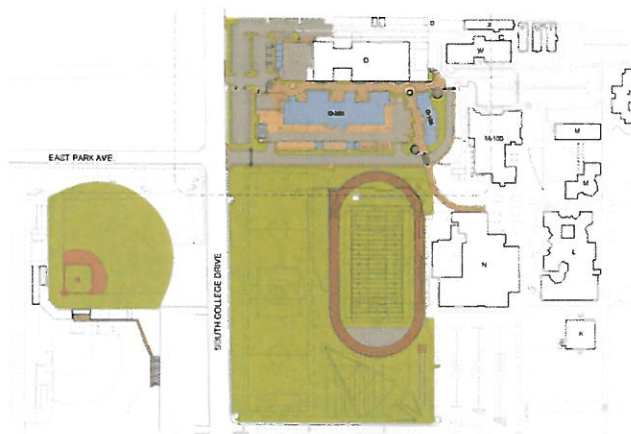
Fire Brick at the Burn Bldg.

PROJECT OVERVIEW



Project Sign – Industrial Technology

The Allan Hancock College Industrial Technology & PE Athletic Fields Project will construct two buildings to the south of the existing Building “O” in the space currently occupied by the Track and Football Field. This project will consolidate the Industrial Technology Programs currently housed in several facilities around the campus. The first building is a new 6,682 SF Administration Building (O-100) which houses Department Administrative Support Space and labs for Architecture/Engineering Technology. The second building is a 28,623 SF technology lab building which houses Autobody Technology, Automotive Technology, Machine Technology, Welding and a new Enology lab. The project will also construct outdoor educational lab spaces and storage behind the new lab building.



Overall Site Development Plan

Due to the secondary effects of locating the new complex over the existing track area, this project will relocate the baseball field across South College Drive adjacent to the existing softball field, reconfigure grass practice field and soccer fields and construct a new track and practice football field located in the baseball field’s current location.

The project will also form a new welcoming entrance at the northwest corner of the campus through the development of a new parking lot, PCPA work yard improvements and the completion of the Loop Road.

The District received responses to the Request for Proposal for a Design-Build Entity (DBE) to complete the design and construct the project on June 14, 2011. The project was awarded to Flintco Pacific Inc., Roseville, CA and the notice to proceed was given to the DBE on September 8, 2011.

The original project completion of the overall project was planned for Mid-March 2014. Interim completion milestones for completion of the new baseball field by Early-December 2012 (Actual Completion: January 2013) and the new Football/Track/Practice facilities Mid-July 2013 (Actual: August 2013)

PROJECT PROGRESS

In early October 2011, the District and the Bridging Architect approved an alternate design delivery schedule which included two Increments. Increment #1 includes field construction and site improvements. Increment No. 2 includes the Industrial Technology buildings and all of the exterior lab spaces and work areas including development of the new PCPA yard.

Project Status Report

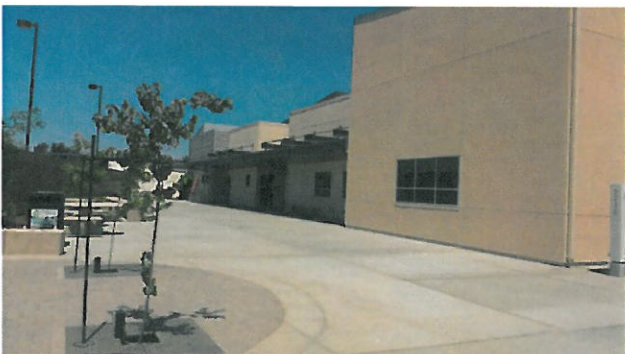
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Industrial Technology & PE Athletic Fields Project



Baseball Field

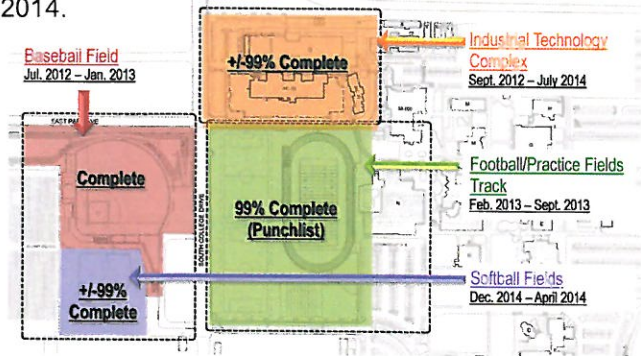
Since the last status report, the completion of Increment Number 1 – Athletic Fields is still continuing. Review and verification of the corrected Long Jump/Triple Jump Runways by the District is forthcoming and delivery of the extra rye grass seed for the bioswale and field have not been completed. The Softball Field punch list is complete except for verification of installation of the door hardware at the dugouts. At the Baseball Field all remaining electrical issues have been completed and awaiting final review and sign off by the District.



Building O-100 from Courtyard

The construction on increment number 2 – Industrial Technology Complex is nearing completion with only 20 construction deficiency items remaining with an anticipated completion by Tuesday, October 7. At Administration Building O-100 the Contractor has completed corrections from the Construction Deficiency List and the District occupied the Building. At Industrial Technology Building O-200 the Contractor is finishing up items on the Construction Deficiency List. Classroom 201 stainless steel counter tops have been installed

along with the casework. The Enology Lab casework has been completed, but we are still awaiting DSA Approval for installation of the roof mounted air conditioning unit. At the Welding Lab Booths, the Design Build Entity is reviewing the possibility of modifying the HVAC System to alleviate smoke coming from the Welding Booths. At Building O-200 Outside Lab Areas, we have DSA Approval for the structural anchorage of the Dyno Room in the Auto Tech Yard, but are still awaiting DSA Approval for the fire sprinkler system. On September 26, 2014 the Bridging Landscape Architect reviewed his punch list and issued a revised punch list with thirteen (13) remaining items that still need correction. On Wednesday, September 24, 2014 High-Tech Electric (the District IT Consultant) reviewed their punch list items and found work not complete. It is anticipated that both punch list documents to be complete by Tuesday, October 7, 2014.



SCHEDULE STATUS

The contractor missed the Substantial Completion date of January 7, 2014. During the month of August the District met with the contractor to discuss the outstanding cost related items and the project schedule. During those discussions the date of Beneficial Occupancy was set at June 20, 2014 and the Substantial Completion date was set for September 26, 2014.

CONSTRUCTION SCHEDULE

Scope	Start	Finish
Baseball Fields	7/9/2012	12/10/2012
Industrial Technology Complex (Substantial)	9/12/2012	6/20/2014
Athletic Fields & Track	2/11/2013	9/11/2013
Softball Field	1/9/14	4/25/2014



Project Status Report

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Industrial Technology & PE Athletic Fields Project



Building O-100 at Entry

BUDGET STATUS

Original Contract Amount	\$19,520,000.00
• Design Phase Amount	\$1,690,000.00
• Change Orders: Design Phase	\$86,674.00
Revised Design Phase Amount	\$1,776,674.00
• Construction Phase Amount	\$17,830,000.00
• Change Orders: Construction Phase	\$1,348,855.00
Revised Const Phase Amount	\$19,178,853.00
Revised Contract Amount	\$20,955,529.00
Pending Change Order #12	(\$313,371.00)
Pending Revised Contract Amount	\$20,642,150.00
Total Completed & Stored to Date:	\$20,913,095.50
• Design Phase	\$1,773,716.50
• Construction Phase	\$19,139,379.00
Payments Withheld – Through AFP#35	\$0.00
Balance to Finish Contract	39,476.00

Through August 2014, the DBE has submitted (234) Requests for Information;(86) Design-Build Contract Change Directives have been issued to-date. (12) Change Orders have been issued, with Change Order No. 13 still pending. (274) Submittals have been submitted by the DBE; one (1) remains to be reviewed by Bridging Architect.



Entry Interior at Building O-100



Classroom @ Building 0-200

Pursuant to settlement discussions with the Contractor the District drafted and the Board Approved Change Order No. 13 which covered the cost items in dispute and reimbursement of District's Administrative Costs for project delays. Based on a review of application for payment 35, the funds expended are approximately 99% of the overall design fees, 99% of the construction costs, 99% of the approved change orders and 99.8% of the overall contracted amount.

PROJECT ADMINISTRATION



Project Status Report

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Industrial Technology & PE Athletic Fields Project



Building 0-200 Classroom



Paint Booth



Machine Technology Lab



Welding Lab

MOVE-IN REQUIREMENTS

The following move-in elements have been identified during the construction process and the District, DBE, KCEM, Stakeholders and Bridging Architect are working to finalize these move-in elements;

- Relocation & Installation of Owner-Furnished Contractor-Installed (OFICI) Equipment required to accommodate summer session. (**Completed**)
- Relocation & Installation of Owner-Furnished Owner-Installed (OFOI) Equipment. (**Completed**)
- Move requirements for the remainder of the District (**Completed**)
- District furniture installations. (**On-Going, Structural Review Completed, Work Required by District Furniture Installer**)
- District information technology installations. (**On-Going**)
- Finalization of the AV requirements. (**On-Going**)
- Coordination of Campus Fire Alarm (**Completed**)
- District Equipment/Vendor installations. (**On-Going, Review with DSA Attachment Requirements**)



Auto Body Shop



AGENDA ITEM

To: Board of Trustees		Date: October 21, 2014
From: Superintendent/President		
Subject: Student Success and Support Program (3SP) Plan		
Reason for Board Consideration: INFORMATION	Item Number: 13.P.	Enclosures: Page 1 of 56

BACKGROUND:

The final report of the Student Success and Support Plan (3SP) is presented for board review as an information item and will be submitted to the Chancellor's Office on October 24, 2014. A copy of the report is attached and may also be viewed by clicking on this link:

[http://dfl.hancockcollege.edu/Planning/docs/Student%20Success%20and%20Support%20Program%20Plan%20\(Draft\).pdf](http://dfl.hancockcollege.edu/Planning/docs/Student%20Success%20and%20Support%20Program%20Plan%20(Draft).pdf)

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Student Success and Support Program Plan (Credit Students)

2014-15

District: Allan Hancock
College: Allan Hancock

**Report Due Postmarked by
Friday, October 17, 2014**

Email report to:
cccssp@ccco.edu

and

Mail report with original signatures to:
Patty Falero, Student Services and Special Programs Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Instructions for Completion of the College Student Success and Support Program Plan

INTRODUCTION

The purpose of the Student Success and Support Program (SSSP) Plan (Credit Students) is for the college to plan and document how SSSP services will be provided to credit students¹. The goal of the Student Success and Support Program is to increase student access and success by providing students with core SSSP services, including (1) orientation, (2) assessment and placement, and (3) counseling, advising, and other education planning services, and the support services necessary to assist them in achieving their educational goal and declared course of study.

More specifically, colleges are to:

- Provide at least an abbreviated SEP to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
- Provide orientation, assessment and placement, and counseling, advising, and other education planning services to all first-time students².
- Provide students with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
- Provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation).

INSTRUCTIONS AND GUIDELINES

Please carefully review these instructions and resources, including relevant sections of the Education Code and title 5 regulations before completing the program plan for your college.

The program plan is set up as a word document with sections to be completed. As you enter the narratives, the box will expand to accommodate the information provided. Please be sure to save the document as the program plan for the appropriate year before making revisions in following years.

When complete, also save the document as a PDF file and email it as an attachment to cccssp@cccoco.edu with the name of the college and "SSSP Credit Program Plan" in the subject line. It is also necessary to mail the plan with the original signatures, along with the separate Budget Plan, by the due date.

The program plan is to be submitted on an annual basis³. When writing the program plan, assume that the reader knows nothing about your Student Success and Support Program and will have only your document to understand the manner in which the program will be implemented, and resources it will take (especially in terms of staffing).

¹ Colleges operating SSSP programs for noncredit students must prepare a separate noncredit plan. The noncredit SSSP Plan will be developed in 2013-14.

² A first-time student is defined as a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education, and concurrently enrolled high school students.

³ The program plan is now required on an annual basis due to new SSSP requirements focusing funding on core services, changes related to priority enrollment, mandatory core services, and the significant increases in funding in 2013-14 and additional increases expected in 2014-15. As implementation and funding stabilizes, this requirement may be revisited.

Be sure to include input from faculty, staff, administrators and students in the development of this plan (as per title 5, §55510[b]). Please provide sufficient detail to draw an explicit portrait of your college's SSSP activities and staffing.

All state-funded SSSP services, procedures, and staff activities must be described in the program plan. Section 78211.5(b) of the Education Code permits districts and colleges to expend these categorical funds only on SSSP activities approved by the Chancellor. Activities and expenses described in the narrative section of the plan should also be detailed in the Budget Plan. The program plan explains those activities and presents the opportunity for colleges to fully describe implementation of the SSSP with respect to the regulations.

The program plan should not be limited to state-funded activities. Describe **all** SSSP services, policies, activities and procedures in your college and/or district regardless of funding source. This provides a complete accounting of the planned costs and activities for the program each year. In districts with more than one college, the college program plans must also address the arrangements for coordination among the colleges. The program plan will be compared with the college's SSSP Year-End Expenditure Report to monitor for consistency.

GENERAL INSTRUCTIONS

The Student Success and Support Program Plan is divided into four sections. The Budget Plan is a separate document.

- I. Program Plan Signature Page
- II. SSSP Services
 - a. Core Services
 - i. Orientation
 - ii. Assessment
 - iii. Counseling, Advising, and Other Education Planning Services
 - iv. Follow-up for At-Risk Students
 - b. Related Direct Program Services
 - i. Institutional Research
 - ii. SSSP Technology
 - c. Transitional Services Allowed for District Match
- III. Policies & Professional Development
 - Exemption Policy
 - Appeal Policies
 - Prerequisite Procedures
 - Professional Development
 - Coordination with Student Equity and Other Planning Efforts
 - Coordination in Multi-College Districts
- IV. Attachments

Links to program resources are provided on the last page of this document to assist with the development of your SSSP Plan.

SECTION I. STUDENT SUCCESS AND SUPPORT PROGRAM PLAN SIGNATURE PAGE

College Name: Allan Hancock

District Name: Allan Hancock

We certify that funds requested herein will be expended in accordance with the provisions of Chapter 2 (commencing with Section 55500) of Division 6 of title 5 of the *California Code of Regulations*.

Signature of College SSSP Coordinator: _____

Name: _____ Date: _____

Signature of the SSSP Supervising Administrator
or Chief Student Services Officer: _____

Name: _____ Date: _____

Signature of the Chief Instructional Officer: _____

Name: _____ Date: _____

Signature of College Academic Senate President: _____

Name: _____ Date: _____

Signature of College President: _____

Name: _____ Date: _____

Signature of District Chancellor: _____

Name: _____ Date: _____

Contact information for person preparing the plan:

Name: _____ Title: _____

Email: _____ Phone: _____

SECTION II. STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

Directions: For the following SSSP services: (a) orientation, (b) assessment and placement, (c) counseling, advising, and other education planning services, and (d) follow-up services for at-risk students, describe the approach your college is taking to meet its responsibilities under title 5 section 55531. Include the target student audiences, the types of activities, service delivery strategies, partnerships, staff, resources, technology and research support assigned to provide services.

Report projected expenditures related to these items in the Budget Plan.

Ila. Core Services

i. Orientation

1. Describe the target student audience, including an estimate of the annual number of first-time students to be served. Describe the delivery methods (in groups, online, etc.) and activities that will be provided. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing orientation. Describe at what point(s) in the student's academic pathway services are provided (before registration, at 15 units, etc.).

The target student audience for orientation is new Allan Hancock College (AHC) students. In fiscal year 2012-2013, AHC reported 4,447 new students and 9,680 continuing students. The demographics reported on the 2014 AHC Student Success Scorecard by race/ethnicity in 2012-13 were 48.8% Hispanic, 39.1% White, 2.6% Asian, 2.3% African American, 1.7% Filipino, 0.6% Native American, 0.4% Pacific Islander, 2.7% two or more races, 1.9% unknown ethnicity. Students under the age of 20 comprised 21.3% of the student population and students between the ages of 20 to 24 represented 29.4% in 2012-13. AHC is a Hispanic Serving Institution (HSI) and has been recognized by the Aspen Institute twice, most recently in March 2014, as one of the nation's top 150 community colleges eligible to compete for the Aspen Prize for Community College Excellence.

During the 2013-14 academic year, a working group was convened to evaluate how the Student Success and Support Program Services (3SP) core services were currently being delivered to students and what action was needed to expand on these services in order to prepare for implementation of 3SP in the 2014-15 academic year. The working group is comprised of members of the 3SP committee. The members represent the Counseling Department, Financial Aid, Admissions and Records, Testing Center (also known as Assessment), Extended Opportunities Program and Services (EOPS), Learning Assistance Program (LAP – also known as Disabled Student Program and Services), Public Affairs, Student Activities, Information Technology Services (ITS), and outreach programs such as Cal-SOAP (California Student Opportunity and Access Program). The commitment to involving people from across the campus is viewed as being critical to the success of 3SP at AHC. The working group met twice a month during the Spring 2014 semester and the meetings were facilitated by the Counseling Department Chair. This working group will continue in 2014-15 in order to evaluate the progress of 3SP implementation.

New Student Orientation

New Student Orientation (NSO) occurs in an on campus (in person) format, and a new online student orientation is in development, and within the course Personal Development (PD) 110 – College Success Seminar. The online NSO is anticipated to be available beginning with students who apply for Spring 2015 admission. The online NSO is needed in order to serve a greater number of students and to provide access throughout the academic year. While the online NSO will be instrumental in providing service to students including, but not limited to, our distance learning population, AHC remains committed to delivering the NSO in person. This commitment is deemed especially important for English as Second Language (ESL) and basic skills students. Students are directed to complete NSO prior to registration. The NSO consists of eight interactive segments, which have the following working titles: Welcome and Orientation Instructions; Your First Steps; Academic Goals; Student Services; Academic Support Services; College Basics; Campus Life; Student Conduct and Safety. Important deadlines and academic policies and procedures are highlighted.

The AHC website, Allan Hancock College Catalog, the Steps to Enrollment checklist, counseling faculty, other student services staff, and the schedule of classes all invite students to participate in NSO. In addition, NSO announcements are made in local high school newspapers, radio, and social media sites such as Facebook and Twitter. A counselor is used to record radio promotional spots encouraging students to register and to utilize the counseling department. These marketing efforts are coordinated by the AHC Public Affairs Office.

The on campus NSO is presented by counselors in a group format. Each NSO session is designed to accommodate up to 80 students and typically two counselors facilitate the presentation. On campus NSO is available to students at the Santa Maria campus and the Lompoc Valley Center. NSO sessions are scheduled prior to a registration period and are offered both in the day time and evening hours. On average ten to fourteen (10-14) on campus NSO sessions are available for students per registration period. For a fall semester registration period, which currently begins in the month of June, eight to ten (8- 10) NSO sessions are scheduled to correspond with the week that follows the local high school districts' graduation date(s). The estimated number of students served in on campus NSO in preparation for Fall 2014 registration is 1,024.

An additional two sections of PD 110 were added to the Summer 2014 schedule to provide new student orientation and comprehensive education plans to students. A total of 40 educationally and economically disadvantaged students were served in the summer through our College Success Seminar (PD 110). PD 110 connects students with the counselor who both teaches the course and develops their comprehensive SEP. For the Fall 2014, an additional 11 sections of PD 110 were added to the schedule at the Santa Maria campus and Lompoc Valley Center. A total of 168 students would meet the orientation component. The target populations for these sections are ESL (English as a Second Language), Basic Skills,

Probation, first year students and other students who are educationally and economically disadvantaged.

High School and Community Partnerships

Partnerships with the local high school districts are a key component of communicating with students about the importance and value of attending a NSO. An annual high school counselor workshop is hosted by the AHC Counseling Department each spring semester. For this workshop high school counselors are invited to the Santa Maria campus and the Lompoc Valley Center to learn more about the college, the programs of study, and 3SP. For the five largest local high schools in the AHC district, a counselor and counseling intern are assigned to serve as liaisons. The counselor and counseling intern share information with the high school counselors at these campuses on a regular basis regarding 3SP, in particular the NSO. High school counselors thus have a consistent point of contact within the AHC counseling department for the purpose of getting their ongoing questions answered. The counselor and/or the counseling intern visit these high school campuses on a weekly basis and as needed particularly during the spring semester as students are gearing up for graduation and matriculation to Allan Hancock College. Counselors present steps to enrollments in high school classrooms and provide motivation to first generation college students who are worried about financial support and fitting in. The President's roundtable is held twice a year where superintendents and principals from our local high schools meet to discuss how we can better serve the needs of our community. At this roundtable student services are invited to attend to discuss articulation, outreach, academic programs at AHC and our 3SP mandates. In the fall 2013 we stated the importance of sending high school transcripts to the college in a timely manner in order to clear prerequisites. We discussed the importance of getting students focused early and that we needed administrative support to encourage participation in our New Student Orientation.

The Chair of the Counseling Department also attends a Career Consortium group at Righetti High School and discussed priority registration, changes in financial aid, articulation, assessment, student education plans and orientation.

Counselors, Vice President of Academic Affairs, Dean, Student Services, and Director of Institutional Research attended staff meetings at Pioneer Valley High and Santa Maria High to discuss enrollment, assessment and the importance of collaboration between AHC and the K-12 system.

Community relationships are established with the Department of Social Services, Workforce Resource Center, Employment Development Department, Veterans Affairs, and Department of Rehabilitation. Counselors are in contact with professionals from these community agencies in order to share information about 3SP and to keep them informed as they refer their clients to the college. The Santa Barbara Scholarship Foundation, a non-profit community foundation, was present during the on campus NSO sessions in June 2014 to share scholarship information with students and have indicated they would like to continue to participate.

Academic Pathway Services

Students are directed to schedule an individual appointment with a counselor to initiate their individualized educational planning services. Once students have attended an NSO and an Academic Advising Workshop (AAW) where abbreviated student education plans are created, students are advised of the availability of counselor-led group workshops. The Academic Advising Workshop (AAW) allows students to work with counselors in a group setting and teaches students how to navigate class search, myHancock, General Education patterns and stresses the importance of staying focused and committed.

The workshop topics include: deciding on a major, study skills for college, university transfer requirements (basic and advanced) and nursing program requirements. Students are also advised of workshops offered by additional student services such as EOPS, College Achievement Now (CAN, a TRIO program); Science, Technology, Engineering, and Mathematics (STEM); Mathematics, Engineering, Science Achievement (MESA), and Bridges to the Baccalaureate. Examples of workshops offered by these programs include: resume development, employability skills and communication, time management, scholarship tips and search, and personal finance.

Counselors are developing additional group workshops to be offered in the 2014-15 academic year. The additional workshops are intended to provide supplemental orientation at particular benchmarks in a student's academic pathway. The workshops will target students who have completed 15 units to assist them in identifying their next academic and career planning steps. Students who have completed degree level and/or transferable English and math coursework will be strongly advised to attend these workshops.

Workshops for targeted student populations are also being developed. Examples include a workshop to teach noncredit students about the transition to credit coursework prior to attending the NSO will be available and a workshop for students enrolled in basic skills coursework to assist students with career exploration and development will be offered. Collaboration occurs with other support programs on campus.

By the third week of instruction the College hosts an event called the AHC Bulldog BOW-WOW: a showcase of academic programs, student services, and student activities. BOW-WOW is held at the Santa Maria campus and at the Lompoc Valley Center. Academic programs share information about degrees and certificates, as well as related career information. Many academic programs have both an informational table as well as interactive activities for students. For example, the Nursing program demonstrates how to measure blood pressure; the Viticulture program demonstrates grape stomping, and the Cosmetology program provides free haircuts to student volunteers. Student services and student activities participate in BOW-WOW through informational tables. Students are able to explore different majors, connect with student support services and, most importantly, connect with faculty and staff.

The College also hosts a Transfer Day/College Night during the month of November to promote college and universities to college and local high school students. Students with an

opportunity to learn about programs and services related to their program of study. They are able to meet with representatives from the University of California, California State University and private colleges.

2. Identify the staff providing orientation, including the number of positions, job titles and a brief one-sentence statement of their role.

Vice President of Student Services (1) Chair of the 3SP committee, responsible for the oversight of the 3SP activities.

Counselors (12 full-time faculty members, 13 part-time faculty members) develop the orientation content, presentation materials, and facilitate the on campus orientation sessions and follow-up services including abbreviated and comprehensive student education plans.

Student Success and Support (3SP) Technical Specialist (1) provides overview to students on DegreeWorks, a 3SP related educational planning technology tool.

Counseling Department Secretary (1) and an Administrative Secretary III (1) are responsible for: scheduling the campus facilities and multimedia equipment, assisting the counseling department chair with scheduling counselors for orientation sessions, updating orientation information on the counseling department webpage, collaborating with the campus public affairs and campus graphics offices regarding orientation marketing materials (e.g. posters/fliers to be distributed on campus and to district feeder high schools), data entry into SARS-GRID (a program that makes and tracks appointments and drop ins), and responding to general questions about student orientation (such as date/time of orientation, how to sign up to attend, etc.).

Student Workers (4) assist the secretaries and counselors by printing presentation photocopies and checking in students as they arrive to the orientation sessions. Students offer additional support to their peers through mentoring.

Student Activities Coordinator (1) is responsible for coordinating the AHC Bulldog Bow-WOW.

IT Programmer (1) is responsible for providing support with online orientation interface as well as assisting with submission of the MIS reporting for 3SP.

3. If orientation is provided through the full or partial use of technology, identify any commercial products or describe in-house products in use or under development, including any annual subscription or staff support requirements.

An online new student orientation (NSO) is currently being developed. The anticipated launch date of the online NSO is November 2014. This will allow students who apply for Spring 2015 at AHC to access to an online NSO. Cynosure is also developing a first semester student advising module for abbreviated Student Education Plans.

The college contracted with Cynosure New Media, Inc. to develop the online NSO. In April 2014 the “kick-off” meeting was held on campus. The meeting was facilitated by Cynosure and was attended by AHC representatives of student services, IT and academic affairs who are involved in the content development of the online NSO.

The online NSO will be consist of eight interactive segments, which have the following working titles:

- Welcome and Orientation Instructions
- Your First Steps
- Academic Goals
- Student Services
- Academic Support Services
- College Basics
- Campus Life
- Student Conduct and Safety

During the months of May, June, July and August, the online NSO project design document, storyboard, scripts and video production will be completed. Videos will be recorded at various district locations (Santa Maria campus, Lompoc Valley Center, Solvang Center, and Vandenberg Air Force Base Center) featuring AHC student talent.

Once video production is complete, Cynosure personnel will provide the college with the draft of the NSO for electronic review and validation of content. Cynosure will also work with the college’s ITS (Information Technology Services) department to ensure the implementation of the orientation files on the campus web server. Final approval and acceptance of the completed online NSO from Cynosure is tentatively scheduled for mid-October 2014.

The cost of the online NSO is \$54,825. There is not an annual subscription fee however there will be costs associated with modifications and updates that may be required to ensure students receive accurate and updated information.

AHC will develop a Spanish online NSO after the English orientation has been finalized. The cost of the translation will be approximately \$10,800.

The first semester student advising program is a self-guided program that results in the creation of an abbreviated education plan. Students will be able to:

- identify an academic goal and academic goal requirements including an explanation of general education requirements
- interpret their assessment results
- learn how to read the online schedule of classes
- learn course selection considerations with regard to course load and time management
- develop an abbreviated educational plan
- learn how to use the online registration system
- navigate AHC webpage/AHC catalog

The estimated cost for the student advising module is approximately \$32,342.50. Both programs (NSO and AAW module) will interface with Banner to report information for MIS.

On Campus NSO

Counselors take the primary role in the creation of the presentation materials for the on campus NSO that address the required information from the orientation checklist. Counselors facilitate the NSO sessions using a PowerPoint presentation (Attachment D) to project the key points and information. Students are encouraged to take lecture notes during the NSO. Accessible formats of the presentation for students with disabilities are available upon request.

4. Describe the college's plans for developing and implementing orientation services. The following eight policies and procedures provided on the Orientation Checklist are identified in title 5 section 55521 as required information to include in an orientation.

Orientation Checklist (Required Policy or Procedure)

- (1) Academic expectations and progress and probation standards pursuant to section 55031;
- (2) Maintaining registration priority pursuant to section 58108;
- (3) Prerequisite or co-requisite challenge process pursuant to section 55003;
- (4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58621
- (5) Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
- (6) Academic calendar and important timelines.
- (7) Registration and college fees.
- (8) Available education planning services

The College has a fully developed on campus orientation and will have a fully developed online student orientation by November 2014. The development and implementation of orientation services is led by the 3SP committee. As previously mentioned, a working group comprised of 3SP committee members was established in the 2013-14 academic year to evaluate the on campus NSO content to ensure the required eight policies and procedures are included. This workgroup also evaluated the commercial product options for the online NSO, the process of scheduling and marketing of the on campus NSO, and the data collection process necessary for reporting the Student Success (SS) Data File.

Other student service programs provide orientations to new students as well. These orientations may also meet the NSO requirements. For instance, CAN, EOPS/CARE, CalWORKS, STEM, MESA and Athletics provide orientations for their new students. The goal is to examine these orientations to ensure they cover the required orientation checklist so these students can use these orientations to also satisfy their NSO requirement for priority registration. This has been discussed as a way to streamline the 3SP steps for students in these programs.

5. Please specify other issues, policies and procedures that the college or district determines necessary to provide a comprehensive orientation. Add additional lines as needed.

A significant portion of new AHC students are first generation college students who are from educational and economically disadvantaged backgrounds; therefore, special emphasis is placed in NSO to address topics of motivation, college knowledge, identifying role models, and self-advocacy. It is also important to note that we believe a Spanish orientation will be critical for our thriving noncredit ESL program that serves 8000 students who we would like to transition to our credit programs.

6. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for orientation services.

See budget plan.

ii. Assessment and Placement

1. Describe the target student audience, including an estimate of the annual number of students to be assessed, and a description of who will be required to be assessed. Describe the methods by which assessment and placement services will be delivered. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing assessment and placement. Describe at what point(s) in the student's academic pathway assessment and placement are provided (while still in high school, summer, during registration, etc.).

The target student audience for assessment is all new students, transfer students who have not completed math and/or English coursework from another postsecondary institution or do not have Accuplacer test scores from another postsecondary institution, and returning students who need to be reassessed for a math placement. The estimated number of students to be assessed in 2014-15 is 5,500. The Testing Center administered 4,544 placement tests at the Santa Maria campus and the Lompoc Valley Center in the 2013-14 academic year as of June 17, 2014.

The assessment process at AHC is most commonly called and referred to as the START test. START is an acronym for Student Testing, Advisement, Retention, and Transition. The START test is the suite of tests called Accuplacer for placement in math and English. The START test for English as a Second Language (ESL) placement utilizes the Accuplacer LOEP tests, (Level of English Proficiency), and the CELSA (Combined English Language Skills Assessment).

Most students are given the Accuplacer test; this test will branch to the LOEP tests based on the student's reading comprehension score. Students who have a very basic understanding of English are first given the CELSA test. If the CELSA placement advises further testing because of a high placement, the Accuplacer test will also be administered.

All new and transfer students are told to complete the START test and are advised of the assessment exemption policy. The most common exemption criteria from START testing for new students is when a student has received credit by examination for English and/or math from a department approved Advanced Placement (AP), College Level Examination (CLEP) or Defense Activity for Non-Traditional Education (DANTES) test(s). The most common exemptions from START testing for transfer students are when a student has completed math and/or English coursework or has Accuplacer test scores from another postsecondary institution, or the student holds an associate degree or higher from an accredited institution. The complete exemption from assessment policy is printed in the college catalog and is also posted on the Testing Center website.

Students complete the START test prior to registration. High school seniors are encouraged to complete the START test one to two months prior to their graduation. The Assessment Coordinator coordinates testing dates that are mutually agreed upon with each of the area high schools. These students take the placement test on the Santa Maria campus or at the Lompoc Valley Center. They can reserve as many dates in the testing lab as they want. This testing is requested for May and June, prior to high school graduation. The Assessment Coordinator has trained members of the high school staff to administer START testing on high school campuses outside of the AHC district that nevertheless provide many new students for AHC.

START testing dates are posted monthly on the Testing Center website. A reservation is not required for a student to complete the START test. Students are advised to arrive at the testing location any time after the posted drop-in time, but before the posted end drop-in time. They are required to present a picture ID and their AHC student ID number in order to be seated for the test. Below is a sample excerpt from a START testing schedule:

Test Day	Test Date	Drop-in	End Drop-in
Monday	June 2	8:15 am	4:30 pm
Tuesday	June 3	8:15 am	6:00 pm
Wed-Thurs	June 4-5	8:15 am	4:30 pm

The Assessment Coordinator emails monthly testing dates to all of the high schools to share with their students. Important dates, new and revised procedures, and reminders are often shared in these emails as a means of keeping the high school counselors up to date. Assessment updates are also shared at the annual AHC High School Counselor Workshop.

The START test is primarily administered on the Santa Maria campus and the Lompoc Valley Center. The Testing Center located within the Student Services building on the Santa Maria campus has thirty-two (32) dedicated computer stations and one administrative station. At the Lompoc Valley Center, the START test is administered in a classroom with thirty-two (32) computer stations and one testing administrator station. The Accuplacer tests are web-based and administered on a computer; the CELSA software is loaded on the computers for test delivery. Once students complete the START test their results print immediately for students to take with them. The sequence of English and math courses is printed on the back of each individual score report for a visual of the student's course pathway. The test administrator gives a brief overview of where the student placed in math and English, shows the student where they placed on the sequence chart and highlights it for future reference, and advises the student to contact the Counseling Department to develop an abbreviated Student Education Plan.

In addition, students who take the Accuplacer test will now receive an automated email that takes them to a URL where they will be required to enter their name, DOB, and AHC student ID number to access their score report at a later date. This will be useful for students transferring to another college, entering programs that require placement scores, or who misplace the printed score report they received on the day they completed the test.

Alternative formats (such as paper and pencil, large print, audio, Braille) of the Accuplacer tests are available. These versions are called the Companion tests and are most commonly used to assess students with disabilities and also students who are in prison. The prison population is not permitted to access the Internet, so the paper and pencil Companion tests are administered to these students. The test scores are input into the computer system by Testing Center personnel and the placement results are provided to the prison's education department. On average, the Testing Center administers the Companion test to 170 students per academic year.

Students can also submit an out of the area START proctor request. This process is most commonly utilized by international students, students who intend to enroll in distance learning coursework, live out of state, or out of the local area. The Testing Center personnel provide student with directions on how to locate a college or university testing center in their local area through the Consortium of College Testing Centers (CCTC) that can proctor the online START test.

2. Identify the staff providing assessment services, including the number of positions, job titles and a brief one-sentence statement of their role. Include staff providing direct assessment related research services.

Assessment Coordinator (1) schedules the assessment dates and times, posts them on the website and e-mails the monthly test schedule to high school and college counselors, serves as a liaison to the area high schools regarding assessment, and coordinates off-campus proctoring services.

Testing Technician (1) assists students with inquiries about the assessment process and provides office support services.

Testing Specialist (1) administers the assessments to students, provides and reviews assessment placement results, and refers students regarding their next steps (such as an Academic Advising Workshop for an abbreviated student education plan and how to sign up for this).

Hourly Test Administrator (1) administers the assessments to students at the Lompoc Valley Center, provides and reviews assessment placement results, and refers students regarding their next steps (such as an Academic Advising Workshop for an abbreviated student education plan and how to sign up for this).

Institutional Research (1) prepares the statistical information required in reports regarding assessment tests on content validity, reliability, test bias, cut scores, and disproportionate impact.

Counselors (12 full-time faculty members, 13 part-time faculty members) evaluate assessment results with students to advise proper course placement.

3. Identify any assessment test(s) used for placement into English, mathematics, and ESL courses. For second-party tests, be specific about the versions and forms used. Describe which tests and services are offered online, in person, individually or in groups, etc.
 - If using a test, describe what other measures are used and how they are used to meet the multiple measures requirement.
 - If not using a test, describe what other measures are used to assess students and describe how students are placed into courses.
 - Describe how these measures are integrated into the assessment system (as part of an algorithm included in the test scoring process, applied by counselors, used on their own without a test, etc.)

The assessment tests used for placement into English and mathematics is Accuplacer Version 9. Upgrades to the platform occur at least annually. The alternative formats of the Accuplacer tests are called the Companion Tests. New Companion tests for Reading Comprehension and Sentence Skills were required as of 4/15/14, using answer sheets labeled Form H and I. The math Companion tests are still used using answer sheets Form F and G. The assessment tests used for placement into ESL courses are the Accuplacer LOEP (Level of English Proficiency), and the CELSA (Combined English Language Skills Assessment). The CELSA test has never been revised since it was developed; Form 1 and Form 2 are still administered. The AHC Writing Sample, administered in conjunction with the CELSA reading test, is a locally managed test. It is evaluated every six (6) years and was most recently evaluated for approval in 2014. ESL faculty and Testing Center staff independently score the writing sample and the Institutional Research office staff complete the required investigations of test validity.

The Accuplacer, LOEP, and CELSA are administered on campus using web-based software. Group settings of the Companion paper and pencil format are administered to the student population at the prison. Individualized testing sessions using the Companion tests are arranged by the Testing Center when necessary to provide reasonable accommodation to a student with a disability. The Testing Center collaborates with the Learning Assistance Program (LAP) when needed to assist in the identification of reasonable accommodation for the assessment process.

In addition to these tests, the assessment process includes interview by a counselor to gather information about a student's study skills, learning and career goals, computational skills, English language proficiency, educational and employment histories, academic performance, and need for special services. The counselor may utilize personal interview, career aptitude and interest inventories, high school or postsecondary transcripts, or other measures of performance (e.g. specialized licenses, military training) to aid in the assessment process for course placement. This process ensures more than one measure is used in the assessment process for course placement.

The counselors work closely with both English and Math departments at the college to ensure student success. Both departments come to counseling meetings when there are curricular changes and ask for feedback on potential concerns. The assessment coordinator also attends counseling meetings as appropriate to train faculty on placement and the importance of student preparation before taking the test. Counselors work closely with the assessment department. It is imperative that counseling, English, and math faculty work in tandem to discuss multiple measures. A counselor also sits on our school's curriculum committee and is instrumental when new English and math courses are created.

4. Describe the college's or district's policy on the acceptance of student assessment scores and placement results from colleges within a multi-college district, if applicable, and colleges outside of the district.

Assessment scores administered using Accuplacer tests at a college outside of the district are accepted by the AHC Testing Center. This information is printed in the college catalog under the exemptions from assessment criteria and is also posted on the Testing Center webpage. Students are advised by Testing Center personnel on colleges in California who use Accuplacer tests and how to submit the raw Accuplacer testing scores for placement results at AHC.

5. Describe college or district policies and practices on:
 - a. *Pre-test practice* - Describe what type of test preparation is available, how it is delivered, how students are informed of and access materials, including sample test questions, and how students are notified of their pre-test performance.
 - b. *Re-take* - How often may a student re-take a test after taking it the first time? What is the waiting period? Is the waiting period consistent with publisher guidelines or more restrictive? Are there conditions that must be met such as completing a subject-matter workshop before being allowed to take the test again?

- c. *Recency* - How long are test scores, high school grades, etc. accepted before the student is required to reassess?

The Accuplacer study guide and practice test are available on the Testing Center website. These materials are self-service and include the answer key for the practice test. Students are informed by testing center personnel, admissions and records personnel, high school counselors, AHC counselors and counseling department personnel on how to access these materials. There is also a video posted on the Testing Center webpage that reviews the importance of preparing for the assessment. Content is being developed for the online NSO that emphasizes the importance of preparing for the assessment and how to access the study guide and practice test.

The re-test policy states that students may retake the test once under the following conditions:

1. At least four weeks have passed since the first test (to allow for extra study and preparation), and
2. The original test scores are within 5 points of reaching the next level of math, English, and/or ESL.

Students may file an appeal in the counseling office with the Vice President of Student Services.

It is anticipated the 3SP committee will review and discuss the re-test policy in the 2014-15 academic year for possible revision.

Accuplacer test scores for English and ESL placement completed at the college do not expire and students are not required to reassess for English and ESL placement. For math placement, a student's Accuplacer test scores are valid for period of three years. If a student did not enroll in a credit math course within three years from their initial assessment, the student is referred to re-assess for math placement. The only exception to this recency requirement is students who earned a grade of "C" or better in high school geometry may use their high school transcript for prerequisite clearance of geometry with no time limit.

The Mathematical Sciences Department has proposed the following: high school math courses completed within the last two years with a grade of at least "B-" over both semesters may be used instead of START test results to exempt students from those same classes at AHC. For example, if a student's placement is for intermediate algebra (Algebra 2 at AHC) and the student completed this course in high school last year with a grade of a "B" in both semesters, this student can provide his or her high school transcript to override the placement results and then be permitted to enroll in any math course for which Algebra 2 is a prerequisite course. The Mathematical Sciences Department faculty approved this policy proposal in Spring 2014 and it will be reviewed next by the 3SP committee. Students are encouraged to meet with a counselor so the proper paperwork is submitted to our admissions and records office to clear the student for the next math level.

<p>6. Describe what externally-administered third-party test results are accepted for placement. Does the college accept an Early Assessment Program (EAP) result of “college ready” to exempt students from the college placement test in English? In math?</p> <p>Advanced Placement (AP) scores of 3 or higher in English and math are accepted for placement. The accepted test versions are: English Language and Composition, English Literature and Composition, Statistics, Calculus AB, and Calculus BC.</p> <p>The college does not accept Early Assessment Program (EAP) results for placement.</p>
<p>7. Include in the Budget Plan all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain assessment instruments or other technology tools specifically for assessment.</p> <p>See budget plan.</p>

iii. Counseling, Advising, and Other Education Planning Services

<p>1. Describe the target student audience, including an estimate of the annual number of students to be provided (a) counseling, (b) advising, (c) and other education planning services. Describe what these services are, the service delivery methods (in person, in workshops, FTES funded classes, online, etc.) and models used. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing these services. Describe at what point(s) in the student’s academic pathway counseling, advising, and other education planning services are provided (before registration, at 15 units, etc.)</p> <p>The mission of the Counseling Department is to support the educational objectives of the college to enhance each student’s academic, career, and personal growth. The department promotes increased awareness and appreciation of a complex world through access to a culturally diverse faculty and staff with professional training, knowledge and skills. The target student population for counseling and other education planning services are all AHC students and prospective students in the district service area. The estimated annual number of students to be served is 14,800.</p> <p>In 2013-14, the Counseling Department records indicate 22,661 (duplicated) student contacts were made through counseling appointments, drop-ins, workshops, and outreach activities.</p> <p>In 2012-13, 1,176 students enrolled in Personal Development courses via thirty (30) sections, which equates to 108.25 FTES and in two (2) sections of Leadership coursework, 82 students enrolled, generating 11.2 FTES. AHC is in the process of getting our 13-14 Personal Development and Leadership course data but we are anticipating a rise in students with the addition of courses.</p> <p>Services Offered and Delivery Methods</p>

Services offered by the Counseling Department include educational planning, personal counseling/crisis intervention, transfer counseling, career planning, assessment for course placement, follow-up services, athletic retention, high school outreach, personal development and leadership coursework. Service delivery methods include in-person counseling appointments and drop-ins, workshops, access to a counselor via E-mail and telephone, and FTES funded classes. Service delivery is based on the core values of a developmental counseling and advising model. Resources such as *The Standards of Practice for California Community College Counseling Faculty* by the ASCCC and the National Academic Advising Association core values help to define the approach to service delivery at AHC.

Services to students are available year-round at the Santa Maria campus, Lompoc Valley Center, Solvang Center and Vandenberg Air Force Base Education Center. Students may also connect with counselors via phone and email.

Special Populations

Distance Learning (DL) students can request a phone appointment in addition to the service delivery methods described above. Bilingual Spanish/English counseling is also available.

A part time counselor serves student athletes and the counselor's office is located in the Kinesiology, Recreation, and Athletics Department. This counselor is trained in NCAA eligibility and provides abbreviated and comprehensive SEP's to all 400 athletes. Student athletes are required to meet requirements related to academic eligibility. Requirements are governed by outside agencies; CCCAA, NCAA and NAIA. Nuances related to these requirements require careful scrutiny of a student athlete's coursework.

Students participating in EOPS/CARE, CalWORKS, DSPS (LAP), CAN, MESA, HSI STEM, veterans, and nursing receive additional targeted counseling.

In addition, a partnership with the Lompoc Federal Bureau of Prison is in place. Students who are incarcerated at this prison have the opportunity to earn an AA, Liberal Arts: Non-transfer Social and Behavioral Sciences. There are approximately 300 students enrolled annually. Once a month, a part-time counselor who has received clearance to work with this population visits the prison to meet with students and the prison's education director.

Partnerships

Partnerships are in place with high school districts, community agencies, and local universities.

An annual high school counselor workshop is hosted by the AHC Counseling Department each spring semester. For this workshop, high school counselors are invited to the Santa Maria campus to learn more about the college, the programs of study, and 3SP. For the five largest local high schools in the AHC district, a counselor and counseling intern are assigned to serve as liaisons. The counselor and counseling intern share information with the high school counselors at these campuses on a regular basis regarding 3SP. Having a dedicated

counselor as the liaison also ensures these high school counselors have a consistent point of contact when questions and concerns arise. The counselor and/or the counseling intern visit these high school campuses on a monthly basis.

Community relationships are established with the Department of Social Services, Workforce Resource Center, Employment Development Department, Veterans Affairs, and Department of Rehabilitation. Counselors are in contact with professionals from these community agencies in order to share information about 3SP to keep them informed as they refer their clients to the college.

A counseling internship program has been implemented and in 2013-14 eight (8) counseling interns from Cal Poly, San Luis Obispo and the University of LaVerne interned in the department. The intern activities include job shadowing with a counselor, identifying and developing an innovative project related to service delivery, and observing NSO and workshops.

Counselors are identified to serve as liaisons to AHC academic departments and instructional faculty. These counselors attend department meetings in order to promote the exchange of information between academic programs and student services. Instructional faculty attend Counseling Department meetings to share information about their programs and to elicit feedback on how we can better serve students. Counselors are critical in providing insight on student development needs. Counselors are also consulted on enrollment management issues including which classes should be added to the schedule of classes.

- Describe what services are offered online, in person, individually or in groups, etc. Indicate whether drop-in counseling is available or appointments are required. Describe the adequacy of student access to counseling and advising services, including the method and time needed for students to schedule a counseling appointment and the average wait time for drop-in counseling. Describe any use of academic or paraprofessional advising.

Services offered include educational planning, personal counseling/crisis intervention, transfer counseling, career planning, assessment for course placement, personal development and leadership coursework.

Educational planning

Promoting individual involvement in their academic planning process in order to empower the student with independence and self-sufficiency.

Personal counseling/crisis intervention

Offers students an opportunity to clarify life situations and/or overcome short-term personal crisis while working with a trained mental health counselor.

Transfer counseling

General transfer counseling is provided by all counselors at all campuses. Specialized transfer counseling is provided in which students planning to transfer work closely with a counselor in order to complete the specific guidelines required for transferring.

Career planning

Exploring options, researching, and choosing a career can be done with all general counselors. Job Placement Career Services can offer specialized and focused preparation. In addition, the college offers personal and career exploration classes every semester.

Personal Development courses

These courses are designed for all students and helps to them develop in an environment that is both non-threatening and supportive in nature.

Leadership

Provides students an opportunity to enhance and apply leadership skills, peer mentoring, communication, team building and event planning.

Services are available via:

- In-person appointments
- Drop-in counseling
- E-mail correspondence
- Phone
- Appointments via phone for distance learning students
- Crisis intervention, referral, and initial personal counseling (students are allowed 6 mental health appointments through their Health Services Fee per semester)
- Group workshops such as deciding on a major, study skills for college, university transfer requirements (basic and advanced), and nursing program requirements

The adequacy of student access to counseling and advising services is best described as "less than desirable" or "poor." The student to counselor ratio reported on the 2014 AHC Student Success Scorecard is 943:1. Students schedule appointments to meet with a counselor in person or by telephone. The average wait time for an appointment is two weeks; during peak times the wait time for a counseling appointment can be up to four weeks. For drop-in counseling the average wait time is 45 minutes to one hour to meet with a counselor. During peak counseling and advising periods the wait time for drop-in counseling is up to three hours. Students who come in with a crisis are either seen right away by our counseling staff or referred to Health Services to see a personal counselor.

2. Describe the type of assistance provided to help students develop an abbreviated student education plan and the scope and content of the plan.

Students attend an academic advising workshop (AAW) to develop their abbreviated student education plans. The AAW is taught by counselors using both large and small group methods and is one hour in duration. In the large group setting the counselor reviews and leads discussion on the following topics with students:

- identifying and setting academic goals

- the importance and value of educational planning
- understanding assessment placement results
- how to use the college catalog as a resource
- understanding the general education patterns and identifying which pattern(s) to follow based upon a student's educational goal(s)
- definitions of common college terms such as prerequisite, co-requisite and advisory
- appeal policies and procedures
- how to read and understand the college schedule of classes
- points of consideration when selecting college coursework (e.g. balancing work and school, estimated study time)
- available career exploration and success in college coursework in the Personal Development curriculum
- examples of abbreviated and comprehensive student education plans (SEP)
- introduction to DegreeWorks, a technology tool for educational planning
- how to submit external transcripts for evaluation (e.g. AP test scores, high school transcripts for 2+2 articulation agreements, other postsecondary colleges and universities, etc.)
- how to access online registration
- how to prepare for future individual counseling appointments and the difference between an appointment and drop in counseling session

Upon conclusion of the large group discussion, students work with counselors in small groups to apply what they have learned and develop their abbreviated student education plan. Counselors are also available for drop in sessions at the conclusion of an AAW to address student questions or concerns that are best addressed in an individual setting.

Students leave the AAW with a minimum of a first semester course plan. They also develop a plan for their math and English coursework sequence using their course placements from the assessment process. Lastly, students identify the next steps for educational planning in their individual academic pathways.

For students who are unable to attend an AAW, counselors assist these students in a drop-in session to develop an abbreviated SEP.

Students who attend an AAW or see a counselor on a drop in are then encouraged to make an appointment with a counselor to develop a comprehensive student education plan. A referral to our career center is made if a student is undecided on a program of study.

Our Personal Development courses also require students to obtain a comprehensive student education plan.

3. Describe the type of assistance provided to help students develop a comprehensive student education plan that identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them.

Comprehensive student education plans are developed during individual counseling appointments. The counselor assists the student with evaluation of his or her readiness for a comprehensive SEP. The counselor reviews with the student his or her personal aptitudes, goals, career aspirations, assessments, and academic performance when developing a comprehensive SEP. When a student's educational and career goals are not well defined, the counselor will work with the student to identify the steps needed to clarify their goals prior to the creation of the comprehensive SEP. In this type of scenario, the counselor will make referrals to campus resources such as the Career Center or the University Transfer Center in addition to scheduling a follow-up counseling appointment to progress towards a comprehensive SEP.

Career exploration and assessment are vital components to the development of a comprehensive SEP. Career assessments are available at the Career Center to guide a student through self-assessment of personal characteristics, interests, and abilities in order to evaluate career and education options. Students who enroll in Personal Development 100 or 115 (Career Exploration courses) complete these assessments as a part of the course curriculum; however, the assessments are available to all students at the Career Center and utilized by all counselors when appropriate for the development of a student's comprehensive SEP development.

A comprehensive SEP includes identification and review of the required coursework to achieve the student's educational goal, a complete evaluation of any external transcripts, and review of related articulation agreements when the student's goal pertains to university transfer, plus identification of campus resources available to assist the student to achieve his or her goal. The counselor advises the student on how to develop a semester by semester plan using the comprehensive SEP. Discussion of potential obstacles to achieving the goal occurs in order to counsel the student on strategies or resources to assist in overcoming obstacles.

4. Identify the staff providing counseling, advising and other education planning services, including the number of positions, job titles and a one-sentence statement of their roles. Indicate the number of full-time counselors and their negotiated student contact hours. Indicate the number of part-time counselors and the number of full-time equivalent counselors (total full time and part time counseling hours divided by 2080).

Vice President of Student Services (1) is administrator who has direct oversight of the Counseling Department

Full-time Counselors:

Counseling Department Chair (1) with fifteen (15) hours per week of negotiated student contact hours. In addition to the duties of a generalist counselor, the department chair

coordinates the scheduling of courses and part-time counselors, meets with students to address complaints, and represents the department on campus councils and committees.

Generalist Counselors (9) with twenty-five (25) hours per week of negotiated student contact hours. One of these counselors is assigned to the Lompoc Valley Center. The role of the generalist counselor is to provide students in individual appointments and in group settings with academic, career, and personal counseling in addition to assisting students with course and program selection, career selection, and the identification of personal and special needs.

University Transfer Center (UTC) Counselor (1) with twenty-five (25) hours per week of negotiated student contact hours. The role of the UTC counselor is to provide specialized transfer counseling to assist students with understanding and completing the specific guidelines required for university transfer.

Career Counselor (1) with twenty-five (25) hours per week of negotiated student contact hours. The role of the career counselor is to provide students with services to aid in the exploration, research and selection of a career goal.

Eleven (11) of the twelve (12) full-time counselors are tenure track-service faculty who work an employment contract defined as 175-day within an eleven (11) consecutive month period. Of the 12, one (1) full-time tenured counselor works as a service faculty member under a 198-day employment contract from July 1 through June 30. Extra duty day assignments for full time counseling faculty were utilized in 2013-14 to ensure counselors were available to provide 3SP core services to students during the summer session. Extra duty day assignments are included in the 3SP Budget Plan (2014-15) for this same purpose.

Part-time Counselors:

Thirteen (13) part-time counselors provide students in individual appointments and in group settings with academic, career, and personal counseling in addition to assisting students with course and program selection, career selection, and the identification of personal and special needs.

Student Success and Support (3SP) Technical Specialist (1) is full-time classified staff position. The role of the 3SP Technical Specialist is to provide students with instruction and training on the use of DegreeWorks, a technology tool for educational planning.

IT Programmer (1) is responsible for providing the technical support for the department and MIS submission.

Research Analyst (1) is responsible for gathering data related to 3SP.

5. Identify any technology tools used for education planning. For third-party tools, be specific about the product and how it is used. Identify any technology tools used for support of counseling, advising and other education planning services, such as scheduling or degree audit. For third-party tools, be specific about the product and how it is used.

DegreeWorks is a web-based auditing tool that provides a clear and convenient method for students to track certificate and degree progress (including general education requirements (CSU/IGETC), explore progress towards other certificate and degree programs, and allows users to project future course work towards the completion of a certificate or degree. DegreeWorks also has the ability to check the availability of classes still needed to complete one's certificate, degree, and transfer general education requirements, calculate one's desired GPA, and provides access to their counselor developed educational plan. Students are able to access DegreeWorks by logging on to their AHC portal "myHancock" anywhere internet access is available. With students needing to see a counselor to petition for certificates, AA/AS/AA-T/AS-T degrees, and transfer general education patterns, DegreeWorks gives the counselor a more efficient way of determining the completion of those petitions. DegreeWorks is compatible with AHC's Banner system, allowing external coursework inputted by the transcript evaluator to be automatically generated into DegreeWorks. This allows the counselor to see the external coursework used without needing to complete a substitution/waiver form for courses articulating with AHC courses. DegreeWorks also gives one the capacity to enter external coursework that does not articulate but satisfies a certificate, degree, or transfer requirement. Education plans can be developed by a student requesting a counseling appointment. In athletics, it is mandatory for eligibility for the athletic counselor to develop a two-year academic plan to map out the completion of an AA/AS degree and transfer requirements. DegreeWorks is a tool that assists in the development of a comprehensive educational plan that gives a semester by semester list of classes needed to satisfy degree, transfer, and eligibility requirements. The educational plan is saved, allowing the student-athlete or counselors to view it. Only counselors have the ability to develop or change a student's educational plan. Counselors can access a student's educational audit or planner by entering their ID number or first and last name. Students can only view their own educational audit.

SARS-Grid software package is used for appointment scheduling, recording counselor notes, collecting student data and generating reports based on this data. During the 2013-14 academic year all student service departments using SARS-Grid agreed upon common reason codes for data collection in order to ensure accurate and consistent data is collected pertaining to 3SP services for the MIS Student Services (SS) data file.

The Assist website (www.assist.org) is used as the official repository of articulation agreements for California public colleges and universities. Transfer Center Website (www.ccctransfer.org) is used for course articulation between CCCs and for transfer related reference information.

Banner is used as the institutional database to maintain comprehensive student records and to generate the MIS SS data file.

E-mail, telephone and FAX are used regularly to facilitate communication between students, faculty and staff.

6. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for counseling, advising and other education planning services.

See budget plan

iv. Follow-Up for At-Risk Students

1. Describe the target student audience according to title 5 section 55525, including an estimate of the annual number of students to be provided at-risk follow-up services, and the college's process to identify them. Describe the strategies for addressing the needs of these students, including:
 - a. Types of services are available to these students; how they are notified and when.
 - b. Strategies for providing counseling, advising, or other education planning services to assist them in selecting an education goal and course of study.
 - c. How the services identified in "a" and "b" above are provided (online, in groups, etc.).
 - d. How teaching faculty are involved or encouraged to monitor student progress and develop or participate in early alert systems.

Students who are on academic or progress probation or facing dismissal from the college are the target audience to receive at-risk follow up services. Follow-up services are also targeted towards students who have not identified an educational goal and students who are enrolled in basic skills coursework. The estimated annual number of students who receive at-risk follow up services pertaining to academic and/or progress probation is 5,800.

The process for identifying students who are not meeting the minimum standards of satisfactory academic and progress performance occurs when final grades are posted to students' transcripts by the Admissions and Records Office. Within a week after grade finalization, students who have been placed on a probationary status are identified and notified by the Counseling Department. Students are notified in writing via their student E-mail address (myHancock e-mail account). In the notification students are informed of their type of probation (academic and/or progress) and their level of probation (first, second, or dismissal). The notice explains to the student the next steps to regain good standing and encourages the student to make contact with a counselor to identify how to improve his or her current academic standing. Through the notification process students are made aware of losing priority registration privileges.

Available services for at-risk students include: individual counseling appointments with emphasis on development of a comprehensive student educational plan including course recommendations pertaining to Personal Development coursework (e.g. Success in College) when appropriate, referrals to additional support services both on and off campus, group

workshops to address how to improve study skills and habits, and how to identify educational and career goals. Students who are dismissed and reinstated submit a work in progress (WIP) report to a counselor at the mid-point of the academic term. This WIP collects information from the student's instructors regarding the student's current academic performance in the course, attendance record, and the instructor's recommendations for the student. Students receive the WIP form via their student e-mail account and are responsible for submitting the completed form to a counselor. A counselor sends an E-mail announcement to all instructional faculty to advise that students will be requesting their assistance regarding their WIP. The information collected on the WIP is helpful to the counselor when meeting with a student and discussing their progress towards re-gaining good academic standing.

Follow-up services for students who have not identified an educational goal and/or basic skills students include individual counseling appointments, career assessments in the Career Center, group workshops on deciding on a major, recommendation to enroll in Personal Development coursework related to career exploration and/or college success, and referrals to campus events such as the Career Exploration Day. This is an event that showcases academic programs and community employers. Our University Transfer Day is an event where university representatives come to showcase their campuses and programs.

There are additional follow-up services for these target populations that include:

EOPS/CARE/Cal-WORKS provides students with peer advising, registration assistance, career, academic and personal counseling, specialized workshops, annual activities, and assistance with the completion of financial aid applications. Additionally, EOPS/CARE & CalWORKs students not meeting academic standards are notified by myHancock email to attend either a mandatory academic success workshop, enroll in a college success seminar taught by an EOPS/CARE & CalWORKs counselor, or work intensively with a counselor. Students on academic probation are asked to turn in a work in progress form for each course to assess their improvement. EOPS/CARE & CalWORKs also provides a follow up service by sending progress reports to all course instructors for each student. Students that are at-risk of failing a course are called to come in to meet with an EOPS/CARE & CalWORKs counselor to discuss strategies for improvement and success. Furthermore, EOPS/CARE & CalWORKs monitors tutorial referrals to follow up with a student's progress.

LAP provides students with specialized support and advocacy. This includes reasonable accommodations, instruction, assessment, and counseling.

CAN provides students with academic tutoring, mentoring, counseling, career exploration, and scholarship assistance.

STEM (Science, Technology, Engineering and Mathematics) provides students with access to software/equipment, lending library, tutoring, counseling, workshops, and field trips. **MESA** (Math, Engineering, Science Achievement) provides students with scholarship and

internships opportunities, specialized student success seminars, counseling, organized student groups and tutoring. If a student does not already have a Student Educational Plan (SEP), STEM students receive a comprehensive SEP developed using DegreeWorks. The SEP ensures that each student is on track to transfer, as well as complete AA/AS degree requirements if they so desire. STEM students can access their SEP by logging on to their myHancock portal anywhere internet service is available. STEM students are encouraged to continue to see the STEM or MESA counselor if any problems arise throughout the semester or if they plan to drop a course. STP students must meet with the STEM counselor a minimum of two times per semester and attend at least one workshop and one activity. MESA program students are required to attend a minimum of three workshops per semester and must take either Engineering 100-Introduction to Engineering or Education 140- Math & Science Teaching Careers.

Athletics provides critical services to student- athletes. The athletic counselor is located in the gym to coordinate student-athletes' academics. The athletic counselor serves over 400 student-athletes. A monthly schedule is posted outside the office for student-athletes to know when counseling is available. No appointment is necessary. Hours are set up to meet the student-athletes needs prior to and after practice. Services include: schedule planning, student educational plans, degree evaluations, transfer and eligibility requirements, and the mailing of an official transcript to the student-athlete's 4-year institution. Student-athletes sit down with the athletic counselor prior to each semester to develop a schedule and register for classes. Student-athletes receive a comprehensive student educational plan (SEP) developed on DegreeWorks. The SEP ensures that the student-athlete receives their AA/AS degree and meets NCAA or NAIA requirements for transfer. The student-athlete has access to their SEP by logging on to their myHancock portal anywhere internet services are available.

Prospective student-athletes are directed to take the START assessment test. This process must be completed before scheduling can proceed. After completion, the student-athlete will receive a reading, writing, and mathematics placement score, leading to their ultimate placement. Student-athletes are then directed to see the counseling assistant for schedule planning. Out-of-state and foreign athletes are in communication either by phone or email after their first initial contact with the college.

For the returning student-athlete, a memo is sent to all coaches informing them of the registration dates and times. Student-athletes walk in the athletic counselor office to set up a time to come in and register. Second year student-athletes are asked to sign an official and unofficial transcript release form. This allows the Counseling Department to release transcripts to coaches of universities or colleges during the recruiting process. A brief evaluation of their AA degree requirements, transferable units, and eligibility are done at this time. Degree audits are done on DegreeWorks. The student is made aware if he or she has unit deficiencies for graduation, transferability, or eligibility. If they have met the graduation requirements, the student athlete is asked to come back and petition for his or

her AA degree. The student-athlete's schedule is discussed, planned, and registered online in the athletic counselor's office.

Student-athletes transferring to AHC from a 2-year or 4-year institution are advised by their coach to set up a time to come in and have the courses taken at the previous institution evaluated. After out-of-state students send official transcripts to AHC, this can also be done by email. It will also be determined if the person is in their first or second year of competition. A thorough evaluation of their AA degree requirements, transferable units, grade point average, and eligibility are done at this time. The student is made aware if he or she has unit deficiencies for graduation, transferability, or eligibility. If they have met the graduation requirements, the student-athlete is asked to come back and petition for his or her AA degree. Like the returning student-athlete, his/her schedule is discussed, planned, and online registration is completed in the counseling assistant's office.

An orientation is given to all student-athletes in August and January prior to each season of completion. The student-athlete has the opportunity to identify and discuss a career or educational goal at this time. An open forum for questions answers is also encouraged. If student-athlete's parents or guardians are present, they are made aware of the Family Educational Rights and Privacy Act (FERPA). This informs them that they cannot access their child's records or other information without the student-athlete's written and signed request.

After the orientation, registration process, or any during the current semester, the student-athlete is advised to come and see the athletic counselor if any problems or concerns arise. They are also advised to not drop or withdraw from any classes without the approval of the athletic counselor.

Referrals are made to the tutorial center, writing center, Bridges to the Baccalaureate, Scholarship foundation and scholarships, ASBG clubs, health center, crisis team, and the math center.

2. Identify the staff providing follow-up services (including the numbers of positions, job titles and a one-sentence statement of their roles).

Vice President of Student Services (1) is responsible for approving appeals.

Two (2) Counselors serve in the role of the academic probation counselors. These two counselors ensure students who are placed on probationary status are identified and notified, review student applications for reinstatement, make recommendations for students' reinstatement contracts, provide at-risk follow up individual counseling appointments, develop and facilitate at-risk follow up workshops, and compile reports

related to students' progress once placed on probationary status. The counselors are full-time faculty members; however, they also serve students in the role of a generalist counselor which means only a portion of their time is dedicated to providing at-risk follow up services.

Twelve (12) full-time Counselors (generalists, UTC, and Career Center) serve students through reviewing and making recommendations on student applications for reinstatement, development of plan of actions, individual counseling appointments.

Thirteen (13) part-time Counselors serve students through reviewing and making recommendations on student applications for reinstatement, development of plan of actions, individual counseling appointments.

Counseling Department Secretary (1) and an Administrative Secretary III (1) are responsible for: scheduling appointments, assisting students with the reinstatement process.

Student Workers (4) assist the secretaries and counselors.

Institutional Research provides support tracking student cohort.

3. Identify any technology tools used for follow-up services. For third-party tools, be specific about the product and how it is used.

Argos reports, which extract data from banner, are used to identify students probationary and dismissal status upon grade finalization.

Other technology resources that are used to better serve students include: DegreeWorks (degree audit program); ccctransfer.org and other transfer websites assisting students in transfer selection criteria and choosing a major; occupational outlook handbook website; Department of Labor website in order to look at career trends; various career websites including California career café that can be used in conjunction with taking our vast selection of career assessments.

SARS-Grid is used to schedule appointments for students along with writing notes that other counselors can view so they are able to assist the student and be more efficient. SARS-Grid also lets the counselor know if a Student Education Plan has been developed and if there is a student file with official transcripts, course waivers, test scores and other relevant academic information.

4. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for follow-up services.

See budget plan.

IIb. Related Direct Program Services (District Match Funds only)

i. Instructional Research

1. Describe the types of Institutional Research will be provided that directly relate to the provision or evaluation of SSSP Services.

The CCCCO Data Mart has some data reports available at http://datamart.cccco.edu/Services/Mat_Status.aspx through the “Student Services” Queries, “Matriculation” area. Information for AHC is available by choosing District search and then selecting Allan Hancock College. One or more terms will need to be specified. The report can be run for all or selected matriculation services. After the data is displayed, the viewer can click on Advanced Layout and check boxes for gender, age group, and ethnicity if desired.

AHC has other efforts that could be coordinated with SSSP, such as basic skills initiative projects, multiple measures for [placement] assessment, etc. It may be that data already collected for those activities could serve multiple purposes, resulting in a more holistic approach.

Institutional Research will continue to provide data that will be used to evaluate the effectiveness of SSSP core services. The Office of Institutional Research has a consultant (former AHC research analyst) who may be contracted to perform such dedicated research. SSSP will need to define specific issues, or research questions, to be evaluated keeping in mind the services and aspects of the SSSP program to occur and target. AHC will need to define what indicators they hope to find demonstrated as a result of efforts. For example, what measurable results are expected as a result of students participating in the new student orientation?

ii. Technology

1. Describe the types of services provided through the use of technology that directly relate to the delivery of services, such as online orientation, advising and student educational planning.

The following technology are utilized in the process of providing services:

DegreeWorks is a web-based auditing tool that provides a clear and convenient method for students to track certificate and degree progress, explore progress towards other certificate and degree programs, progress and completion of general education requirements (CSU/IGETC), the availability to project future course work towards the completion of a certificate or degree, the ability to check the availability of classes still needed to complete one’s certificate, degree, and transfer general education requirements, calculate one’s desired GPA, and the availability to access and view their counselor developed educational plan. Students are able to access DegreeWorks by logging on to their AHC portal “myHancock” anywhere internet access is available. Students are trained on using DegreeWorks from our 3SP technical specialist through classroom presentations, workshops and student drop ins in our counseling department.

SARS-Grid software package is used for appointment scheduling, recording counselor notes, collecting student data and generating reports based on this data. During the 2013-14 academic year all student service departments using SARS-Grid agreed upon common reason codes for data collection in order to ensure accurate and consistent data is collected pertaining to 3SP services for the MIS Student Services (SS) data file. Additional functions are available through SARS. E-SARS and SARS-trak were purchased by the College, but have not yet been implemented. This area will be explored to determine how this software can support 3SP.

Cynosure is currently developing the online new student orientation and academic advising module. The orientation will be available in November of 2014.

The Assist website (www.assist.org) is used as the official repository of articulation agreements for California public colleges and universities. Transfer Center Website (www.ccctransfer.org) is used for course articulation between CCCs and for transfer related reference information.

Banner is used as the institutional database to maintain comprehensive student records and to generate the MIS SS data file.

E-mail, telephone and FAX are used regularly to facilitate communication between students, faculty and staff.

IIc. Transitional Services Allowed for District Match

1. Recognizing the challenges some districts face in restoring services after the 2009-10 budget cuts, districts may also count expenditures for costs that were allowable as of 2008-09, even though they are no longer allowable under SB 1456 and current SSSP regulations. These include Admissions and Records, Transfer and Articulation Services, Career Services and other Institutional Research. Describe what types of services are provided during this transition period that are being used for district match.

Student services continue to rely on key programs to assist students with the matriculation process.

Admissions and Records provide assistance with completion of the admissions application, provide enrollment services support that include registration, transcript evaluation, and the processing of appeals.

Transfer counseling provides specialized transfer counseling is provided in which students planning to transfer work closely with a counselor in order to complete the specific guidelines required for transferring.

Career planning provides students with opportunities to explore options, research, and choose a career. Job Placement Career Services offer specialized and focused preparation. In addition, the college offers personal and career exploration classes every semester.

Institutional Research will provide data that will assist in the evaluation of program effectiveness and disproportionate impact. Institutional Research also works with AP and P to identify what data may be supportive when prereqs/coreqs/advisories are being considered for curriculum.

SECTION III. POLICIES & PROFESSIONAL DEVELOPMENT

1. Exemption Policy

Provide a description of the college or district's adopted criteria for exempting students from participation in the required services listed in title 5 section 55520 consistent with the requirements of section 55532.

Current Board Policy (BP) 5050 – Matriculation and Administrative Procedure (AP) 5050 – Matriculation Exemption will be revised to reflect 3SP. Additionally BP and AP 5110 – Counseling should also be evaluated for possible revision.

Current AP 5050 –Matriculation Exemption is below:

AP 5050 MATRICULATION EXEMPTION

All students who enroll or plan to enroll for credit classes at Allan Hancock College are encouraged to make full use of all matriculation services. There are no exemptions from the Admissions, Counseling/Advising or follow-up components.

ASSESSMENT: Students may be exempt from some or all of the testing portion of assessment if they meet one or more of the following criteria:

1. are transferring from another accredited post-secondary institution and have completed the equivalent of the prerequisite to freshman composition or higher with a grade of C or better (exempt from English portion of assessment);
2. are transferring from another post-secondary institution and
 - a. have completed Algebra 1 or higher with a grade of C or better; or
 - b. have completed any other math course with a grade of C or better within the last three years (Exemptions in #2 apply to math only)
3. present scores from an assessment test currently in use by Allan Hancock College and taken within the past three years;
4. have an associate degree or higher from an accredited institution;
5. are taking courses only to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;

6. are taking courses only which are not dependent on academic skill prerequisites (such as some PE, art, dance, and music courses) and are enrolling in no more than nine units;
7. are enrolling in six units or less (except English and math courses) and have goals that do not include working toward a certificate, an associate of arts degree, associate of science degree, or transfer;
8. receive credit by examination for English (exempt from English portion only) and/or math, (exempt from math portion only) from department approved Advanced Placement (AP), College Level Examination (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) test(s).

ORIENTATION: Students may be exempt from orientation if they meet one or more of the following criteria:

1. have an associate degree or higher from an accredited institution;
2. have previously completed 12 or more units at Allan Hancock College;
3. are taking courses to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;
4. are taking courses not dependent on academic skill prerequisites (such as some PE, art, dance, and music courses) and are enrolling in no more than nine units;
5. are enrolling in six units or less (except English and math courses) and are not working toward an associate of arts, associate of science, or transfer

Priority Registration Appeal Process

Students are able to appeal their priority registration. Students lose their priority registration status if they are placed on academic or progress probation for two consecutive terms or they have completed more than 100 units at Allan Hancock College. The 100 unit limit does not include units earned in English as Second Language (ESL) or basic skills courses (500- level coursework).

1. Student obtains appeal form from A&R website or any websites that have a link to the form.
2. It is the student's responsibility to gather necessary documents and turn in complete appeal to the Counseling Department.
 - a. Counseling will route special program appeals to departments: EOPS, CalWORKs, MESA, CAN, Athletics, and LAP
 - b. All other appeals will be reviewed by the chair of counseling
 - c. If it is determined that the student must meet with a counselor the counselor can approve and the student will take the signed form to A&R
 - d. Each department is responsible for contacting the student regarding their appeal status.
 - e. All reviewed appeals will be sent to A&R. Marian will enter priority reinstatement (at least three business day prior to the first day of priority registration) for those that are approved.

3. All appeals will be scanned into xtender by A&R and tracked by an indicator.

9. Prerequisite Procedures

Provide a description of the college's procedures for establishing and periodically reviewing prerequisites in accordance with title 5 section 55003 and procedures for considering student challenges.

The process to establish and review prerequisites is under the purview of the Academic Policy and Planning Committee (AP&P) as defined by AHC Board Policy 4020 – Curriculum Development and Board Policy 4260 – Prerequisites, Co-requisites, Advisories.

BP 4020 CURRICULUM DEVELOPMENT

Curriculum development is the responsibility of the faculty under the guidance and leadership of the Vice President, Academic Affairs.

Revision of the curriculum shall be based upon evaluation studies, changing educational needs of the students and employment opportunities. New course proposals may be originated by any of the following: (1) departments acting as a body; (2) any individual faculty member, full-time or associate; (3) student council; (4) requests from community organizations; (5) requests from governmental agencies; and (6) instructional administrators. These proposals must be developed in collaboration with college departments and presented to the Academic Policy and Planning Committee for approval. The overall program of the college will be continually appraised to assure that the courses offered meet the needs of the community and the ambitions and desires of the students.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance. Academic freedom and standards, catalogs, college brochures, class schedules, student probation, testing, academic placement, library, audio-visual services, as well as course offerings may be areas of consideration.

BP 4260 PREREQUISITES, COREQUISITES, ADVISORIES

The Allan Hancock Community College District adopts the model district policy in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that if these prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing prerequisites, co-requisites, and advisories. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in upholding academic standards as

it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns.

If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the Dean, Student Services.

All pre and/or co-requisites that are stated in the college catalog have been established according to policy approved by the Allan Hancock College Board of Trustees (Student Success: Appeals Procedure AHC 2013-14 Catalog, p. 14).

Students have the right to appeal a prerequisite and/or co-requisite on the basis of one or more of the following:

- The student has documented knowledge and abilities to succeed in the course despite not meeting the prerequisite/placement (documentation required: e.g. transcript, verification of equivalent experience, writing sample for appeal of an English course).
- The prerequisite course has not been made reasonably available.
- The prerequisite is discriminatory or is being applied in a discriminatory manner (documentation required).

It is the student's responsibility to provide relevant documentation, including a personal statement, to support a pre/co-requisite appeal. The appeal form is available at the Counseling Department and on the department website. Students are notified of the status of their appeal via their AHC student e-mail account within five (5) working days.

The process to establish and review prerequisites is under the purview of the Academic Policy and Planning Committee (AP&P) as defined by BP 4020 and in accordance to title 5 section 55002 and 55003. Faculty establish pre- or co-requisites based on whether the course is expressly required by statute or regulation; whether the skills, concepts and/or information covered in the course are needed for student success; or whether these are required to protect the health and safety of students and others. To assess whether the skills, concepts, and/or information of the pre- or co-requisite course are needed to ensure success in the following course, Hancock College faculty use a rigorous content review process that includes but is not limited to, reviewing the textbooks and assigned assessments(s)/homework used in the pre- or co-requisite course, instructional objectives, course content, learning outcomes, competencies, and required entrance skills for the subsequent course. Included in this rigorous content review, comparable courses from other California Community Colleges and/or UC/CSU are used. Pre-requisite validation takes place at AHC every 6 years, whereas the validation of a newly established prerequisite takes place once after 2 years after the course has been in place to evaluate whether the prerequisite is needed to ensure student success.

A rigorous content review with statistical validation takes place when the pre- or co-requisite is an English, math, or reading course for a non-sequential course (ie. GEOL 101 requiring a Math 311 prerequisite). In such cases, faculty gather specific data that measures the success rate of students with and without the prerequisite to establish its validity as a pre- or co-requisite.

10. Professional Development

Describe plans for faculty and staff professional development related to implementation of the Student Success and Support Program.

The 3SP Committee has worked diligently to implement the 3SP plan. Several activities have occurred during the past year.

Activities that occurred in 2013-14 related to 3SP include:

- a 3SP workgroup that met to review the 3SP legislation
- three members of 3SP committee attended the 3SP Implementation Summit in September 2013; a presentation was made to Academic Senate in October 2013 to share information from the 3SP Implementation Summit
- 3SP committee members viewed 3SP webinars
- 3SP information was presented at the high school counselors' workshop in April 2014
- a Student Success Summit was facilitated by the Student Services Council and Student Learning Council
- participation and training with technology that support 3SP

Planned activities for 2014-15, include:

- an annual Student Success Summit (spring 2015)
- participation in Strengthening Student Success Conference (fall 2014)
- participation in 3SP Directors Training (fall 2014)
- participation in 3SP webinars (fall 2014)

11. Coordination with Student Equity Plan and Other Planning Efforts

Describe how the SSSP Plan and services are coordinated with the college's development of its student equity plan and other district/campus plans and efforts, including Accreditation Self-Study, educational master plans, strategic plans, the Basic Skills Initiative, and departmental program review.

The 3SP committee will review and make recommendations to Student Services Council on 3SP and student equity related procedures, policies and reports. The college has engaged in discussions related to 3SP during the strategic planning retreat that took place in November of 2013.

Student Services programs use program reviews and annual updates to plan, assess, and improve programs. The 3SP and Student Equity plan are integrated to support the college's planning process. AHC's Strategic Plan outlines the objectives that will be supported through the services delivered by 3SP. The development of the plan supports the mission, vision and shared values of AHC.

AHC MISSION STATEMENT

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

VISION STATEMENT

Allan Hancock College will be the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

SHARED VALUES

Student Success

Innovation

Mutual Respect

Lifelong Learning

Diversity

Academic Freedom

Shared Governance Excellence

AHC's Strategic Plan aligns with the objectives outlined by 3SP. The integration of these plans will ensure that the campus is working collectively to support student success and access. Student Learning and Success is the strategic direction that will provide educational programs and comprehensive student support services that promote student success and respond to qualitative and quantitative assessment of learning. Student success at Allan Hancock College is defined by the achievement of the student's educational goals. Below are goals outlined by the strategic plan that 3SP has incorporated to the plan.

Goal SLS1: To ensure continuous improvement based on Student Learning Outcomes assessment data.

Goal SLS2: To support student access, achievement, and success.

Goal SLS3: Ensure students are directed. Help students clarify their aspirations, develop an educational focus they perceive as meaningful and develop a plan that moves them from enrollment to achievement of their goal.

Goal SLS4: Ensure students are focused. Foster students' motivation and help them develop the skills needed to achieve their goals.

Goal SLS5: Nurture students. Convey a sense of caring where students' success is important and expected.

Goal SLS6: Engage students. Actively involve students in meaningful and authentic educational experiences and activities inside and outside the classroom.

Goal SLS7: Ensure students are connected. Create connections between students and the institution and cultivate relationships that underscore how students' involvement with the college community can contribute to their academic and personal success.

Goal SLS8: Value student contributions. Provide students with opportunities to contribute to and enrich the college culture and community.

The Technology Plan supports the implementation and development of software that will continue to enhance student success at AHC. Goal 11 in the technology plan will maximize individual flexibility and choice regarding when, where support services can be accessed and used effectively.

All 3SP and Student Equity related activities will follow AHC's planning process. The Annual Update is conducted by all programs at the college and consists of an analysis of changes affecting the program as well as significant new funding needs for staff, resources, facilities, and equipment. It should be submitted or renewed every year by the end of the second week in April in anticipation of budget planning for the fiscal year, which begins at the planning retreat in November.

The Counseling Department added three new SLOs this year during their 2014 annual update. They include students being able to navigate online resources, understand employment outlook and salary information, and know the differences between certificate and associate degree requirements. The SLO pertaining to navigating online resources came about due to the implementation of Degreeworks this spring 2014 because students can now access their Student Educational Plan online through their myHancock portal. The second new SLO ensures students have a clear understanding of what their specific pathway will lead to in terms of a standard of living based on employment trends with the assistance of a career counselor. The final new SLO is targeted during our NSO to ensure CTE students know they can complete either a certificate or associate degree. This facilitates better decision-making with respect to the best way to accomplish students' educational goals.

In order to meet the ACCJC requirements for planning, it is essential that AHC has evidence of a strong planning process, in particular, a mission-driven Strategic Plan and Educational Master Plan (EMP). These plans, when developed and integrated through a systematic participatory governance process that includes student learning outcomes and assessment, program review, data analysis, and ongoing dialogue, form the heart of institutional effectiveness. They drive institutional priorities, resource allocation, student achievement, and institutional improvement plans.

Allan Hancock College is currently fully accredited by ACCJC and due for an external team visit in 2016. The Educational Master Plan in particular aligns with accreditation standards for learning, services, facilities, and technology. It is a critical part of our integrated planning process, the document that details the actions and needs that will fulfill our mission and strategic directions, and provides crucial evidence that we are in a cycle of sustainable, continuous quality improvement. The mission and strategic plan act as the compass that sets our institutional directions—the EMP is the vehicle that takes us forward to achieve our goals in serving our students and our community.

12. Coordination in Multi-College Districts

In districts with more than one college, describe how policies and Student Success and Support Program services are coordinated among the colleges.

Not applicable, as Allan Hancock College is a single college district.

SECTION IV. ATTACHMENTS

Please provide a list of attachments to the SSSP Plan and a one-sentence description of each attachment, if the title is not self-explanatory.

The following attachments are required:

Attachment A, *Student Success and Support Program Plan Participants*. Please attach a listing of all individuals with their job titles, who were involved with creating the SSSP Plan.

Attachment B, *Organizational Chart*. Please attach a copy of your colleges' organization chart and highlight the Student Success and Support Program Coordinator's position. Please include all positions that work directly in the program providing SSSP services.

If your district has a district SSSP Coordinator in addition to the college SSSP Coordinator, please attach a copy of the district organization chart, and highlight the district SSSP Coordinator's position (if it is not identified as such on the chart). If a recent or accurate organization chart is not available at this time, please draw one that includes the minimum elements listed above.

Attachment C, *SSSP Advisory Committee*. Attach a list of the members of the college's SSSP Advisory Committee. This can be a list of individuals and their positions or simply the positions. If the committee is chaired by someone other than the SSSP Coordinator, please highlight the chair on the list of members, and identify the correct name of the committee, (advisory committee, coordinating council, steering committee, etc.). If the committee has standing or formalized subcommittees (e.g., SEP, orientation, budget, training, etc.), please list those also.

Other Attachments (optional)

Attachment D, NSO powerpoint presentation

Attachment E, AAW powerpoint presentation

Additional attachments may include SSSP forms or templates that illustrate section responses. You may also submit any documents, handbooks, manuals or similar materials that your district/campus has developed as SSSP materials.

ADDITIONAL INFORMATION

Questions regarding the development of the college SSSP Plan may be directed to:

Debra Sheldon
California Community College Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549
dsheldon@cccco.edu
(916) 322-2818

Attachment A

Student Success and Support Program Plan Participants

Title 5 Section 55510 (11)(b) requires that the Student Success and Support Program Plan for each college "be developed in consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise." Please list the persons and their stakeholder group (e.g., Student Senate, Academic Senate, Curriculum Committee, etc.), of the individuals who participated in the development and writing of this Plan. Add more pages as needed.

Name: Sharon Alldredge Title: Assessment Coordinator
Stakeholder Group: 3SP Committee

Name: Hector Alvarez Title: Counselor
Stakeholder Group: Student Services Council and Academic Senate

Name: Will Bruce Title: EOPS Director
Stakeholder Group: 3SP Committee

Name: Dr. Jane Harmon Title: Interim Vice President, Student Services
Stakeholder Group: 3SP Committee Chair (2013-2014)

Name: Dr. Robert Parisi Title: Dean, Student Services
Stakeholder Group: 3SP Committee

Name: Rich Partida Title: 3SP Specialist
Stakeholder Group: 3SP Committee

Name: Dr. Laurie Pemberton Title: Institutional Research Director
Stakeholder Group: 3SP Committee

Name: Nohemy Ornelas Title: Associate Superintendent/Vice President, Student Services
Stakeholder Group: 3SP Committee and Student Services Council

Name: Glenn Owen Title: Academic Senate President
Stakeholder Group: Academic Senate

Name: Dr. Sofia Ramirez-Gelpi Title: Academic Planning and Policy (AP&P) Committee Chair/Spanish Faculty
Stakeholder Group: 3SP Committee and AP&P Committee

Name: Julia Raybould-Rodgers Title: English Faculty
Stakeholder Group: 3SP Committee

Name: Dr. Kerry Runkle Title: LAP(DSPS) Counselor
Stakeholder Group: 3SP Committee

Name: Margaret Shigenaka Title: Counselor
Stakeholder Group: 3SP Committee

Name: Veronica Sanchez Title: Counselor
Stakeholder Group: 3SP Committee

Name: Brooke Souza Title: Counselor
Stakeholder Group: 3SP Committee

Name: Karen Tait Title: Mathematics Faculty
Stakeholder Group: 3SP Committee

Name: Yvonne Teniente-Cuello Title: Counseling Department Chair
Stakeholder Group: 3SP Committee

Name: Juanita Tuan Title: EOPS Counselor
Stakeholder Group: 3SP Committee

RESOURCES

- [Senate Bill 1456](#)
- [California Code of Regulations, Online](#)
- Student Success and Support Program Student Equity Plan
- [Accrediting Commission for Community and Junior Colleges](#)
- [Chancellor's Office Basic Skills web site](#)

FINAL DRAFT



CREDIT
Student Success and Support Program

2014-15

Budget Plan

Allan Hancock CCD

Allan Hancock College

Report Due Postmarked By

Friday
October 17, 2014

Email report to:

cccssp@cccco.edu

and

Mail report with original signatures to:

Patty Falero, Student Services and Special Programs Division

California Community Colleges Chancellor's Office

1102 Q Street, Suite 4554

Sacramento, CA 95811-6549

**Welcome to the Excel
2014-15 Student Success and Support Program Budget Plan
for fiscal reporting period
July 1, 2014 - June 30, 2015**

District: Allan Hancock CCD
College: Allan Hancock College

Credit

Multi-college districts that use any portion of the SSSP allocation to provide support for district expenses will be required to complete and return the **Certification of Planned District Office Expenses form**. The form can be found on the Chancellor's Office website at: <http://extranet.cccco.edu/Divisions/StudentServices.aspx>.

Submit the Budget Plan with original signatures, via **email** (PDF format) *and mail*, postmarked no later than **Friday, October 17, 2014**.

Email to: cccmatric@cccco.edu
and

Mail to:

Patty Falero, Student Services and Special Programs Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

For assistance in completing this report, you may contact:
Debra Sheldon - dsheldon@cccco.edu - (916) 322-2818


This workbook contains 6 protected spreadsheets in the following order:

- | | | |
|--------------|-----------------------------------|-----------|
| 1 Cover Page | 3 Part I Funding | 6 Summary |
| 2 Do First | 4 Part II Planned Expenditures | |
| | 5 Part III Planned District Match | |


Basic instructions:

You may enter data in spreadsheets 2-6. Use the tab key to move around in each spreadsheet. At the bottom of some of the spreadsheets (or the back of the page if printed) are Specific Entry for certain cells or Other Instructions. You will be able to enter whole numbers only (no cents).

If you need additional rows to complete your data entry in Part II or Part III, please contact Debra Sheldon as listed above. The Chancellor's Office will be able to unlock the spreadsheet, add additional rows and send you the revised spreadsheet.

 Yellow highlighted cells allow you to enter a value, either by selecting from a drop down list or typing in the cell.

 Blue colored cells indicate a pre-populated cell and cannot be modified.

 Gray colored cells indicate a formula and cannot be modified.

To print entire workbook: Go to File, Print, Entire Workbook. Select double-sided.

2014-15
Allan Hancock CCD
Allan Hancock College
CREDIT

Part I: Funding

Enter whole numbers only

Total 2014-15 Student Success and Support Program Allocation

\$ 1,295,460

Did your college move Credit SSSP funds to Non-Credit? If yes, how much?

\$ -

Total SSSP Funds Available for Planned Expenditures

\$ 1,295,460

Total 2014-15 Planned Expenditures in the Student Success and Support Program:

	Amount
Student Success and Support Program Allocation (Part II: Planned Expenditures)	\$ 1,295,460
District Match (Part III: Planned District Match)	\$ 2,669,444
2:1 Calculated required match for credit: \$	2,590,920

Total Planned Expenditures in the SSSP \$ 3,964,904

Balance 2014-15 Student Success and Support Program Allocation:

\$ -

2014-15 Student Success and Support Program Budget Plan

"Part I: Funding"

Specific Entry Instructions

Planned expenditures in the Student Success and Support Program: This Budget Plan must be completed at the college level. If there is more than one college in your district, you will need to work with your district office to identify your college's funding level.

- cell:**
- F10 Enter your college's 2014-15 Student Success and Support Program Allocation
 - F12 Colleges may move funds from their credit SSSP allocation to their non-credit SSSP allocation. If you did, enter the amount moved.
 - F13 This cell will populate with the funds available for expenditure in the Credit SSSP.
 - F18 This cell will populate once the Part II Planned Expenditures section has been completed.
 - F19 This cell will populate once the Part III Planned District Match section has been completed.
 - E20 This cell will display your calculated required district match for your *credit* program.
 - F22 This cell is the sum of: "Student Success and Support Program Allocation (Part II: Planned Expenditures)" and "District Match (Part III: Planned District Match)."
 - F26 This cell is the sum of: "Total 2014-15 Student Success and Support Program Allocation" minus "Student Success and Support Program Allocation (Part II: Planned Expenditures)".

- 0 If all of the 2014-15 Student Success and Support Program Allocation funds have been accounted for on this plan, then the balance should be zero.
- + If the balance is positive, then the planned expenditures do not fully expend the allocation. The college needs to review the planned expenditures and make necessary adjustments. If balance remains positive, then the funds must be returned to the Chancellor's Office.
- If the balance is negative, then then planned expenditures exceed the allocation available and the college needs to review the planned expenditures and make necessary adjustments. Budget Plan cannot be submitted if balance is negative.

2014-15
Allan Hancock CCD
Allan Hancock College
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Part II: Planned Expenditures (Student Success and Support Program Allocation)

Student Success and Support Program Allocation - Report planned expenditures of the SSSP allocation by object code as defined by the California Community Colleges Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate for SSSP purposes. Allowable and disallowed expenditures with Credit and Noncredit SSSP Allocations are listed below.

	Classification	# of FTE Positions	Orientation	Assessment	Counseling/ Advising/Other Ed Planning	Follow-up	Coordinator	Total
1000	Academic Salaries: Position Title(s)							
	FT Counselors July 2014 Extra Days	8.00	\$ 12,421		\$ 12,421	\$ 12,421	\$ -	37,263
	FT Counselors June 2015 Extra Days	8.00	\$ 15,000		\$ 15,000	\$ 15,000	\$ -	45,000
			\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal		\$ 27,421	\$ -	\$ 27,421	\$ 27,421	\$ -	\$ 82,263
2000	Classified and Other Nonacademic Salaries: Position Title(s)							
	Transcript Evaluator	1.00	\$ -	\$ 30,500		\$ 3,388	\$ -	33,888
	3SP Technical Specialist	1.00	\$ -		\$ 44,424		\$ -	44,424
	Research	1.00	\$ -	\$ 3,334		\$ 3,333	\$ -	10,000
	F/T Counselor	1.00	\$ -		\$ 62,659	\$ 62,659	\$ -	125,318
	Testing Center Staff	3.00	\$ -	\$ 100,000			\$ -	100,000
	P/T Testing Technician			\$ 36,137				36,137
	Student Workers			\$ -	\$ -	\$ -	\$ 35,000	35,000
	3SP Coordinator (Range 30)	1.00	\$ 5,000	\$ 5,000		\$ 30,000	\$ 40,000	80,000
	Two Student Services Techs. (Range 15)	2.00		\$ 66,000		\$ 19,000		85,000
	Counseling Assistant	1.00	\$ 9,357	\$ 9,357		\$ 9,356	\$ 9,356	46,782
Two FT Counselors		\$ 46,569		\$ 46,569	\$ 46,569		139,707	
Two PT Counselors		\$ 26,084		\$ 26,084	\$ 26,084		78,252	
	Subtotal		\$ 87,010	\$ 250,328	\$ 192,425	\$ 200,389	\$ 84,356	\$ 814,508
3000	Employee Benefits							
	FT Counselors July 2014 Extra Days		\$ 1,469		\$ 1,469	\$ 1,469	\$ -	4,407
	Transcript Evaluator		\$ -	\$ 21,024		\$ 2,335	\$ -	23,359
	3SP Technical Specialist		\$ -	\$ -	\$ 28,050	\$ -	\$ -	28,050
	Counseling Assistant		\$ 2,892	\$ 2,892	\$ 2,892	\$ 2,892	\$ 2,892	14,460
	Two FT Counselors		\$ 14,081	\$ -	\$ 14,081	\$ 14,081	\$ -	42,243
Two PT Counselors		\$ 3,250	\$ -	\$ 3,250	\$ 3,250	\$ -	9,750	
	Subtotal		\$ 21,692	\$ 23,916	\$ 49,742	\$ 24,027	\$ 2,892	\$ 122,269

	Classification	Orientation	Assessment	Counseling/ Advising/Other Ed Planning	Follow-up	Coordinator	Total
4000	Supplies & Materials						
	Printing, Office Supplies, Postage	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	35,000
	Assessment Test Books	\$ -	\$ 900	\$ -	\$ -	\$ -	900
	Outreach	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	60,000
		\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 27,000	\$ 27,900	\$ 27,000	\$ 7,000	\$ 7,000	\$ 95,900
5000	Other Operating Expenses and Services						
	SARS Licensing Renewal	\$ 238	\$ 238	\$ 3,578	\$ 478	\$ 238	4,770
	Professional Development	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	60,000
	Technology Supplies	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	70,000
		\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 26,238	\$ 26,238	\$ 29,578	\$ 26,478	\$ 26,238	\$ 134,770
6000	Capital Outlay						
	40 Laptops	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	40,000
	Xerox Machine for A103	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	5,750
	Subtotal	\$ 11,150	\$ 11,150	\$ 11,150	\$ 6,150	\$ 6,150	\$ 45,750
7000	Other Outgo						
		\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grand Total	\$ 200,511	\$ 339,532	\$ 337,316	\$ 291,465	\$ 126,636	\$ 1,295,460
	Total Planned Expenditures cannot exceed the 2014-15 SSSP Allocation						

Student Success and Support Program 2014-15 Budget Plan
"Part II: Planned Expenditures"
Other Instructions

Expenditures Allowed and Disallowed with Credit and Noncredit SSSP Allocation

- (a) Colleges may only expend their SSSP allocation funds to support and meet the costs of the core services described in Title 5, sections 51020-25 and in accordance with the objectives and activities identified in the college's approved Student Success and Support Program Plan per Title 5, section 55510.
- (b) The noncredit program requires a minimum of ninety percent (90%) of the noncredit allocation be expended on direct services to students.
- (c) Requests for permission to spend SSSP funds for equipment, materials or services not listed in the college's approved SSSP plan should be approved by the CSSO and appropriate SSSP Coordinator prior to transmittal to the Chancellor's Office for approval.

Expenditures not allowed (See handbook for more detail)

Student Success and Support Program allocation funds shall not be expended for:

1. Construction
2. Gifts
3. Stipends for Students
4. Office Furniture
5. Administrative Salaries and Benefits (positions that do not support the core services described in the college's approved SSSP plan
6. Political or Professional Dues, Memberships, or Contributions
7. Rental of Off-Campus Space
8. Legal and Audit Exceptions
9. Indirect costs
10. Staff related to the Student Success and support Program
11. Unrelated Travel Costs
12. Vehicles
14. Courses
15. Admissions and Records
16. Institutional Research

Beverages and Food

According to a 1989 legal opinion, categorical funds may be used to provide food or beverages (non-alcoholic) for students or staff provided there is no local Board of Trustees policy prohibiting these costs. Food and beverage costs must be for activities or functions consistent with the objectives of the categorical program. Funds cannot be used to pay for general campus activities such as open houses or other events not directly related to SSSP.

Classification		Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	Research	Technology	Transitional Services (See #8 below)	Total
4000	Supplies & Materials								
	Supplies & Materials	\$ 4,127	\$ 4,512	\$ 4,127	\$ 4,277	\$ -	\$ -	\$ 4,838	21,881
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 4,127	\$ 4,512	\$ 4,127	\$ 4,277	\$ -	\$ -	\$ 4,838	\$ 21,881
5000	Other Operating Expenses and Services								
	Conferences	\$ 701	\$ 901	\$ 701	\$ 1,008	\$ -	\$ -	\$ 2,871	6,182
	Dues	\$ -	\$ 40	\$ -	\$ 75	\$ -	\$ -	\$ 950	1,065
	Licenses	\$ -	\$ 18,960	\$ -	\$ -	\$ -	\$ -	\$ 19,013	37,973
	Other	\$ 149	\$ -	\$ 149	\$ 600	\$ -	\$ -	\$ 48,522	49,420
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 850	\$ 19,901	\$ 850	\$ 1,683	\$ -	\$ -	\$ 71,356	\$ 94,640
6000	Capital Outlay								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Other Outgo								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 470,288	\$ 116,352	\$ 470,288	\$ 504,618	\$ -	\$ -	\$ 1,107,898	\$ 2,669,444
Total Planned Expenditures must be at least equal to or exceed the Required District Match									

Student Success and Support Program 2014-15 Budget Plan
"Part III: Planned District Match"
Other Instructions

Expenditures Allowed and Disallowed for Credit and Noncredit District Match

District Match must directly benefit the SSSP. Institutions can count expenditures from non-program fund sources for core services and related direct program costs, such as:

1. Orientation
2. Assessment for placement
3. Student Education Planning
4. Counseling and Advising
5. Follow-up Services
6. Institutional research directly related to the provision or evaluation of SSSP services
7. SSSP Technology
8. Transitional Services (now permanent) - A&R, Transfer and Articulation Services, Career Services, Institutional Research, and Institutionally-funded tutoring and supplemental instruction costs for at-risk students, as covered in the handbook.

Other than the services listed above, district funds cannot be used as a match to fund expenses not allowed by SSSP funds, such as:

- (a) Staff, certificated or administrative positions, that do not support the core services described in the college's approved SSSP plan.
- (b) Indirect costs (i.e., heat, lights, power or janitorial services).
- (c) Political or Professional Dues, Memberships or Contributions
- (d) Construction, or Vehicles
- (e) Travel unrelated to SSSP activities or functions

Beverages and Food

According to a 1989 legal opinion, categorical funds may be used to provide food or beverages (non-alcoholic) for students or staff provided there is no local Board of Trustees policy prohibiting these costs. Food and beverage costs must be for activities or functions consistent with the objectives of the categorical program. Funds cannot be used to pay for general campus activities such as open houses or other events not directly related to SSSP.

2014-15
Allan Hancock CCD
Allan Hancock College
CREDIT

Summary

Part I: Funding

Total 2014-15 Student Success and Support Program Allocation	\$	1,295,460
Did your college move Credit SSSP funds to Non-Credit? If yes, how much?	\$	-
Total SSSP funds Available for Planned Expenditures	\$	1,295,460

Total 2014-15 Planned Expenditures in the Student Success and Support Program:

Student Success and Support Program Allocation (Part II: Planned Expenditures)	\$	1,295,460
District Match (Part III: Planned District Match)	\$	2,669,444
2:1 Calculated required district match for credit:	\$	2,590,920

Total Planned Expenditures in the SSSP	\$	3,964,904
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Balance 2014-15 Student Success and Support Program Allocation:	\$	-
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The required District Match was met:

Certification

The undersigned certify that the the SSSP allocation will be expended in accordance with the provisions outlined in title 5, sections 51020-25 and in accordance with the objectives and activities identified in the college's Student Success and Support Program Plan per title 5, section 55510.

Nohemy Ornelas, Associate Superintendent/Vice President, Student Services College SSSP Coordinator (Typed name and signature)	nohemy_ornelas@hancockcollege.edu	(805) 922-6966	9/12/2014
	Email address	Phone Number	Date

Nohemy Ornelas, Associate Superintendent/Vice President, Student Services SSSP Supervising Administrator or CSSO (Typed name and signature)	nohemy_ornelas@hancockcollege.edu	(805) 922-6966	9/12/2014
	Email address	Phone Number	Date

Richard Carmody, Director, Business Services District Business Manager (Typed name and signature)	rcarmody@hancockcollege.edu	(805) 922-6966	9/12/2014
	Email address	Phone Number	Date

Kevin G. Walthers, Ph.D. Superintendent/President College President (Typed name and signature)	kevin_walthers@hancockcollege.edu	(805) 922-6966	9/12/2014
	Email address	Phone Number	Date

Linda Michalowski, Vice Chancellor District Chancellor (Typed name and signature)	lmichalo@cco.edu	(916) 327-5361	9/12/2014
	Email address	Phone Number	Date

ALLAN HANCOCK COLLEGE

OCTOBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 PCPA <i>Other Desert Cities</i> through October 3 at Marian Theatre	2	3 4:00 p.m. 1st Friday Artisan Market	4 7:30 p.m. Concert Band Pops Performance First Baptist Church
5	6	7	8 6:00 p.m. Women's Volleyball vs. Santa Barbara City College	9	10 9:30 a.m. Career Exploration Day 2:00 p.m. Women's Soccer vs. L.A. Pierce College 6:00 p.m. Women's Volleyball vs. Ventura College	11 4:00 p.m. Football vs. Long Beach @ Righetti HS
12	13	14 4:00 p.m. Women's Soccer vs. Moorpark College	15	16 7:00 p.m. Dimensions in Dance through 10/19	17 6:00 p.m. Women's Volleyball vs. Cuesta College	18
19	20	21 9:30 a.m. Alcohol Awareness Day LVC Student Health Services 11:00 a.m. Alcohol Awareness Day Student Center 4:00 p.m. Women's Soccer vs. Ventura College 6:00 p.m. Board of Trustees Meeting LOMPOC	22 5:30 p.m. Men's and Women's Basketball Meet the Bulldogs Event—Gym	23	24 4:00 p.m. Men's Soccer vs. Glendale Community College	25
26	27 AHC Spirit Week through November 1	28 Dia de los Muertos thru October 30 Writing Center 4:00 p.m. Women's Soccer vs. Cuesta College	29 6:00 p.m. Women's Volleyball vs. Moorpark College	30 9:30 a.m. Dia de los Muertos Reception ARC Patio	31 2:00 p.m. Women's Soccer vs. Oxnard College 4:00 p.m. Men's Soccer vs. College of the Canyons	

ALLAN HANCOCK COLLEGE

NOVEMBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 4:00 p.m. Football vs. Pasadena City College @ Righetti HS
2	3	4 10:30 a.m. University Transfer Day Student Center	5	6	7 6:00 p.m. Women's Volleyball vs. L.A. Mission	8
9	10 Veterans Day Holiday College Closed	11 9:30 a.m. Veterans Information Day LVC Student Health Services 11:00 a.m. Veterans Information Day Student Center	12	13 PCPA <i>Christmas Is Here Again</i> Through 12/24 Marian Theatre	14 3:00 p.m. Men's Soccer vs. Oxnard College 6:00 p.m. Women's Volleyball vs. L.A. Pierce College	15 6:00 p.m. Football vs. Moorpark College @ Righetti HS
16	17	18 6:00 p.m. Board of Trustees Meeting	19 11:00 a.m. Stress Reduction Day Student Center 6:00 p.m. Women's Basketball vs. Taft College	20 9:30 a.m. Great American Smokeout LVC Student Health Services 11:00 a.m. Great American Smokeout Student Center	21	22
23	24	25	26	27 Thanksgiving Holiday College Closed	28 Thanksgiving Holiday College Closed	29
30						