

---

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

---

## Agenda

Regular Board Meeting  
Tuesday, February 17, 2015

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

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

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

Agency designated representatives: Dr. Kevin Walthers  
Employee Association: Faculty Association

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

Agency designated representatives: Dr. Kevin Walthers  
Unrepresented Employees: Management

Agency designated representatives: Dr. Kevin Walthers  
Unrepresented Employees: Supervisory/Confidential

Agency designated representatives: Felix Hernandez Jr.

Employee Organization: California School Employees Association (CSEA) Chapter #251

- 3.B. Potential Litigation (Govt. Code §54956.9(b): 1 case
- 3.C. Personnel Matters (Govt. Code §54957)  
Employment of Public Employee - Interim Associate Superintendent/Vice President,  
Academic Affairs
4. Reconvene to Open Session 6:00 PM
5. Action Taken in Closed Session
6. Pledge of Allegiance
7. Approval of Agenda as Presented
8. 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.
9. Approval of Minutes
- 9.A. Approval of Minutes from the January 14, 2015 special board meeting. 14
- 9.B. Approval of Minutes from the January 20, 2015 regular board meeting. 16

	<u>Page</u>	<u>Tent. Time</u>
10. Presentation		
10.A. Online Student Orientation		
Yvonne Teniente-Cuello, counseling department chair, and Christian Gardner, Student Success & Support technical specialist, will provide an update on the Online Student Orientation.		
11. 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.		
11.A. Register of Warrants Regular Payroll 1/30/15	26	
A recommendation that the board of trustees approve commercial warrants.		
11.B. Second Quarter Financial Report	80	
A recommendation that the board of trustees accept the second quarter financial report.		
11.C. Confirmation of Bank Accounts	85	
A recommendation that the board of trustees confirm the list of district bank accounts.		
11.D. Authorization to Declare District Property as Surplus	88	
A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.		
11.E. Acceptance of Donation	89	
A recommendation that the board of trustees accept the monetary donation of \$1,500 from Doni Jo Minor-Munro.		

	<u>Page</u>	<u>Tent. Time</u>
11.F. Part-Time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	90	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
11.G. New Community Services (Fee-Based) Education Courses	104	
A recommendation to approve the community services (fee based) education courses as proposed and authorized that these classes be repeated as frequently as needed to support the needs of the community.		
11.H. 2014-2015 Catalog Addendum	105	
A recommendation to approve amendments to the 2014-2015 Catalog.		
11.I. Out-of-State Student Travel Request	118	
A recommendation that the board of trustees authorize out-of-state travel for the Associated Student Body Government Student Leaders to travel to Washington, D.C., to attend the National Student Advocacy Conference held by the American Student Association of Community Colleges.		
11.J. Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	119	
A recommendation that the board of trustees approve the short-term, substitute and professional expert appointments exempt from classified service as presented.		
11.K. Appointments, Transfers, and Promotions of Classified Employees	121	
A recommendation may be made that the board of trustees approve the appointments of custodian, plant services; laboratory assistant – biology, life and physical sciences department; laboratory assistant – chemistry, life and physical sciences; and payroll technician, business services. If a recommendation is made, a revised board agenda item will be presented.		

	<u>Page</u>	<u>Tent. Time</u>
11.L. Appointment of Interim Management Positions	122	
<p>A recommendation may be made that the board of trustees approve the appointment of interim associate superintendent/vice president, academic affairs; and interim dean, academic affairs. If a recommendation is made, a revised board agenda item will be presented.</p>		
11.M. Coaching Appointments and Stipends	123	
<p>A recommendation that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.</p>		
11.N. Out-of-Classification Assignments of Classified Employees	124	
<p>A recommendation that the board of trustees approve the temporary out-of-classification assignments of Joan Henretta, coordinator, financial aid, financial aid department, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need; Gregory De Leon, coordinator, financial aid, financial aid department, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need; Kathleen Wetter, coordinator, academic affairs/administrative secretary V, office of academic affairs, retroactive to February 1, 2015 through February 28, 2015, or earlier per district need; Cintia Mendoza, coordinator, academic affairs/administrative secretary V, office of academic affairs (50 percent), and administrative secretary III, counseling and student services (50 percent), retroactive to February 1, 2015 through February 28, 2015 or earlier per district need; and Keli Seyfet, auxiliary accounting specialist II, auxiliary accounting, retroactive to February 1, 2015 through June 30, 2015, or earlier per district need.</p>		
11.O. Revised Confidential/Supervisor Job Description	126	
<p>A recommendation may be made that the board of trustees approve the revised job description for operations supervisor, plant services. If a recommendation is made, a revised board agenda item will be presented.</p>		
11.P. Change of Status of Faculty Member	130	
<p>A recommendation that the board of trustees approve the continuation of reduced workload of Lala Karapetian, full-time faculty, learning assistance program, from 100 percent to 60 percent full-time equivalency for the 2015 – 2016 academic year.</p>		

		<u>Page</u>	<u>Tent. Time</u>
11.Q.	Second Reading: New Board Policy 2220, Committees of the Board  A recommendation to adopt new Board Policy 2220, Committees of the Board.	131	
11.R.	Second Reading: Revised Board Policy 2310, Regular Meetings of the Board  A recommendation to adopt revised Board Policy 2310, Regular Meetings of the Board.	133	
11.S.	Second Reading: New Board Policy 2350, Speakers  A recommendation to adopt new Board Policy 2350, Speakers.	136	
11.T.	Second Reading: New Board Policy and Administrative Procedure, 2365 Recording  A recommendation to adopt new Board Policy and Administrative Procedure 2365, Recording.	138	
11.U.	Second Reading: New Board Policy 2716, Political Activity – District Funds  A recommendation to adopt new Board Policy 2716, Political Activity – District Funds.	140	
11.V.	Second Reading: New Board Policy 2717, Personal Use of Public Resources  A recommendation to adopt new Board Policy 2717, Personal Use of Public Resources.	142	
11.W.	Second Reading: New Board Policy 2720, Communications Among Board Members  A recommendation to adopt new Board Policy 2720, Communications Among Board Members.	144	

	<u>Page</u>	<u>Tent. Time</u>
12. Oral Reports		6:35 PM
12.A. Superintendent/President's Report		
12.B. Board Member Reports		
12.C. Association Reports		6:45 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) AHC Foundation		
4) Management Association		
5) Part-Time Faculty Association		
6) Faculty Association		
7) Academic Senate		
13. Action Items		7:15 PM
13.A. Award of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2015, 2016, and 2017	146	
A recommendation that the board of trustees award the contract to Vavrinek, Trine, Day & Co., LLP for independent audit services for fiscal years ending June 30, 2015, 2016, and 2017.		
13.B. Resolution 15-05 Establishing a Bank Account for the AHC Student Veteran Emergency Loan Fund	147	
A recommendation that the board of trustees adopt resolution 15-05 to establish a bank account for the AHC Student Veteran Emergency Loan Fund, to be reported in the Scholarship and Loan Trust Fund.		
13.C. Resolution 15-06 Authorizing Participation in the State and Federal Surplus Property Program	149	
A recommendation that the board of trustees adopt resolution 15-06 authorizing five district representatives to acquire surplus property through the California State Agency for Surplus Property.		
13.D. Academic Policy and Planning Committee Curriculum Summary	153	
A recommendation that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee.		

	<u>Page</u>	<u>Tent. Time</u>
13.E. Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Final Acceptance and Notice of Completion	166	
<p>Staff recommends that the board of trustees approve final acceptance of the work known as the Industrial Technology and Physical Education/Athletic Fields, and authorize staff to record a Notice of Completion with the Santa Barbara County Recorder's Office for Flinto Pacific Inc. for the Industrial Technology and Physical Education/Athletic Fields, Bid 11-03.</p>		
13.F. One Stop Student Services Center, Bid 09-09 Revised Withholding from Final Retention	176	
<p>Staff recommends that the board of trustees approve the revised retention withholding from Soltec Pacific Inc.</p>		
13.G. Authorization to Solicit Bids for the Inner City Grid Expansion, LVC, Bid 15-01	177	
<p>Staff recommends that the board of trustees authorize solicitation of bids for the Inner City Grid Expansion, LVC project.</p>		
13.H. Authorization to Solicit Bids for the Building C, 12kV Electrical Upgrade, Bid 15-02	178	
<p>Staff recommends that the board of trustees authorize solicitation of bids for the Building C, 12kV Electrical Upgrade project.</p>		
13.I. Authorization to Solicit Bids for the Prop 39 Energy Project, Parking and Walkway Lighting, Bid 15-03	179	
<p>Staff recommends that the board of trustees authorize solicitation of bids for the Prop 39 Energy Project, Parking and Walkway Lighting project.</p>		
13.J. Termination Notice of Nontenure-Track Faculty Members	180	
<p>A recommendation that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the dates herein designated; Vince Tobin, astronomy instructor, life and physical sciences department, effective May 20, 2015; Emily Smith, Science, Technology, Engineering, Mathematics (STEM)/Cooperative Work Education (CWE) coordinator, STEM Center, effective May 30, 2015; Magdalena Ramos, infant/toddler</p>		

	<u>Page</u>	<u>Tent. Time</u>
teacher, children’s center, early childhood studies program, applied social sciences department, effective June 30, 2015; Anita Rolon, infant/toddler/preschool teacher, children’s center, early childhood studies program, applied social sciences department, effective June 30, 2015; and Kenneth George, coordinator, law enforcement academy, public safety department, effective June 30, 2015.		
13.K. Re-Appointment of Tenure-Track Faculty Members	182	
A recommendation that the board of trustees approve for tenure Alexandra Bell, health services coordinator, effective fall 2015; approve second year appointments for Loren Bradbury, automotive technology instructor; Susannah Kopecky, librarian; and Wendy Sutter, mathematics instructor; and approve third and fourth year appointments for Tyson Aye, health education/physical education/men’s basketball coach; Yvon Frazier, director, children’s center, early childhood studies; Gabriel Marquez, welding technology instructor; and Chris Pavone, mathematics instructor.		
13.L. Appointment of Trustee to the Retirement Board of Authority	184	
A recommendation that the board of trustees select one trustee to serve on the Retirement Board of Authority for 2015.		
13.M. Ratification of the Entire Agreement Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for 2014 - 2017 Tentative Agreement	185	
A recommendation may be made that the board of trustees ratify the tentative Agreement for 2014 – 2017 between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College Local 6185 pending ratification by CFTPPFA Local 6185. If a recommendation is made, a revised board agenda item will be presented.		
13.N. Change in Location of the March and April Board Meetings	186	
A recommendation that the board of trustees consider relocating the March board meeting to the Santa Ynez Valley High School District and the April meeting to the Santa Maria campus.		

	<u>Page</u>	<u>Tent. Time</u>
14. Information Items		7:50 PM
14.A. Grant Proposals Submitted	187	
A report on grant proposals submitted.		
14.B. Changes in Institutional Learning Outcomes	188	
A report on the recommendation made from the Learning Outcomes and Assessment Committee to change Information Learning Outcome No. 4 to be split in two parts.		
14.C. First Reading: Revised Board Policy and Administrative Procedure 5010, Admissions	189	
A recommendation to review revised Board Policy and Administrative Procedure 5010, Admissions.		
14.D. First Reading: Revised Board Policy and Administrative Procedure 5040, Student Records, Directory Information, and Privacy	194	
A recommendation to review revised Board Policy and Administrative Procedure 5040, Student Records, Directory Information, and Privacy.		
14.E. First Reading: New Administrative Procedure 5045, Student Records - Challenging Content and Access Log	203	
A recommendation to review new Administrative Procedure 5045, Student Records - Challenging Content and Access Log.		
14.F. First Reading: Revised Board Policy and Administrative Procedure 5050, Student Success and Support Program	206	
A recommendation to review revised Board Policy and Administrative Procedure 5050, Student Success and Support Program.		
14.G. First Reading: New Board Policy 5055, Enrollment Priorities	213	
A recommendation to review new Board Policy 5055, Enrollment Priorities.		

		<u>Page</u>	<u>Tent. Time</u>
14.H.	First Reading: Revised Board Policy and Administrative Procedure 5110, Counseling	215	
	A recommendation to review revised Board Policy and Administrative Procedure 5110, Counseling.		
14.I.	First Reading: Revised Board Policy and New Administrative Procedure 5130, Financial Aid	220	
	A recommendation to review revised Board Policy and new Administrative Procedure 5130, Financial Aid.		
14.J.	First Reading: Revised Board Policy and Administrative Procedure 5200, Student Health Services	225	
	A recommendation to review revised Board Policy and Administrative Procedure 5200, Student Health Services.		
14.K.	First Reading: New Board Policy 5205, Student Accident Insurance	229	
	A recommendation to review new Board Policy 5205, Student Accident Insurance.		
14.L.	First Reading: New Board Policy and Administrative Procedure 5210, Communicable Disease	231	
	A recommendation to review new Board Policy and Administrative Procedure 5210, Communicable Disease.		
14.M.	First Reading: New Board Policy and Administrative Procedure 5500, Standards of Student Conduct	234	
	A recommendation to review new Board Policy and Administrative Procedure 5500, Standards of Student Conduct.		
14.N.	First Reading: New Administrative Procedure 5610, Voter Registration	239	
	A recommendation to review new Administrative Procedure 5610, Voter Registration.		

	<u>Page</u>	<u>Tent. Time</u>
14.O. First Reading: Revised Board Policy and Administrative Procedure 5700, Athletics	241	
A recommendation to review revised Board Policy and Administrative Procedure 5700, Athletics.		
14.P. Resignations and Retirements	245	
The superintendent/president has accepted the resignation of Luis Sanchez, vice president/academic affairs, effective February 22, 2015; and the retirement of David Senior, interim associate dean, public safety department, effective June 30, 2015.		
14.Q. Monthly Report, Associate Superintendent/Vice President, Administrative Services	246	
A report on the year-to-date financial data for various funds and matters regarding administrative services.		
14.R. Monthly Report, Associate Superintendent/Vice President, Student Services	259	
A monthly report on student services.		
14.S. Monthly Report, Vice President, Facilities & Operations	260	
A monthly report on developments in facilities and operations.		
14.T. Bond Measure I Monthly Report	261	
A status report on the bond measure I projects.		
15. New Business		8:30 PM
16. Calendar	262	
17. Adjournment		8:35 PM

The next regular meeting of the Board of Trustees will be held on Tuesday, March 17, 2015. 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.

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

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

---

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

---

Minutes  
Special Board Meeting  
Wednesday, January 14, 2015

Gregory A. Pensa, President  
Tim Bennett, Vice President  
Bernard E. Jones  
Larry Lahr  
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 Pensa called the meeting to order at 4:30 p.m. with the following trustees present:  
Time Bennett, Bernard Jones, Larry Lahr, Greg Pensa, and Hilda Zacarías

Trustees absent: None

2. Public Comment to Closed Session

Jessica Parker, new CSEA president, briefly reviewed the changes to the agreement. She noted that 114 out of 117 members voted to ratify the agreement.

Regina Smith, outgoing CSEA president, thanked the Board for holding a special board meeting to ratify the new agreement. She said union members were excited about the new contract.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 4:32 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 4:40 p.m. and announced that no action was taken in closed session.

5. Action Taken in Closed Session

Trustee Lahr announced that no action was taken in closed session.

6. Public Comment

No public comment was made.

7. Action Item

- 7.A. Ratification of Article 9, Pay Allowances, between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251 for 2014-2015

On a motion by Trustee Zacarías, seconded by Trustee Bennett, the Board approved the changes to Article 9 (Pay and Allowances) between the Allan Hancock College Joint Community College District and the California School Employees Association, Allan Hancock College Chapter #251 for 2014-2015, pending ratification by CSEA Chapter #251. It is additionally recommended that the board of trustees adopt revisions to the 2014-2015 district budget to reflect the recommended salary adjustments. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: N/A)

8. New Business

Dr. Walthers mentioned that a resolution to create a retirement benefits trust would be presented at the next board meeting. There will be an opportunity to make changes to the resolution.

Trustee Zacarías would like to have a discussion on the protocol that allows board members to ask questions, provide opinions, or makes decisions during a board meeting.

9. Adjournment

Trustee Pensa adjourned the meeting at 4:45 p.m.



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, January 20, 2015

Gregory A. Pensa, President  
Tim Bennett, Vice President  
Bernard E. Jones  
Larry Lahr  
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 Pensa called the meeting to order at 4:33 p.m. with the following trustees present:  
Tim Bennett, Bernard Jones, Larry Lahr, Greg Pensa, Hilda Zacarías

Trustees absent: None

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 4:33 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 6:00 p.m.

5. Action Taken in Closed Session

Trustee Pensa announced that no action was taken in closed session.

6. Pledge of Allegiance

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

7. Approval of Agenda as Presented

Item 13.B. and 13.I. were removed from the agenda.

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

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of Minutes from the December 9, 2014 regular board meeting.

On a motion by Trustee Lahr, seconded by Trustee Bennett, the Board voted to approve the minutes for the December 9, 2014 regular board meeting as submitted. (Ayes: Bennett, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Abstain: Jones; Student Advisory Vote: Concur)

10. Presentation

10.A. STEM Program

Ashley Brackett, STEM counselor, and Emily Smith, STEM internship specialist coordinator provided an update on the STEM Week of Discovery. They explained that a week of welcome was scheduled to provide information to freshman students interested in STEM disciplines. Students were recruited from local high schools for this 3-day event. Parents were invited to an information night program. They reported that 30 freshman (22 boys, 8 girls) students participated. It was noted that this event was funded with fund raising efforts and donations. Students enjoyed view informative presentations and meeting college faculty. Student Services staff and the services they provide were introduced. Students went on a tour of Diablo Canyon and Lighthouse Tour on the third day of the event. Some of the quotes from students from the survey were shared. There are plans to evaluate students in the program after one year and after they transfer. A second annual STEM Week of Discovery is planned for August 2015.

11. Consent Agenda

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

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers gave an update on the tragic death of Terrance Richardson. He said staff and students are cooperating with law enforcement in their investigation. He added that ASBG is working to bring focus and highlight the positive accomplishments of the majority of the college's students. He shared that counseling services have been offered to students. He reported that the Board of Governors met to select colleges to

participate in the pilot bachelor's program and added that Hancock College was not selected to participate.

## 12.B. Board Member Reports

Trustee Jones said he is proud that Hancock College accepts all students. He acknowledged that athletes are among the most successful students. He commended student athletes for taking a full class load, playing sports, and maintaining their grades. He would like to continue efforts to obtain student housing for out of area students. He reported that the California Community College Trustees recently changed the rules to serve on their board. He will be able to run for re-election.

Trustee Lahr agreed with Trustee Jones regarding a need for student housing. He would like to explore that option. He was able to attend All Staff Day. He was very impressed by the piano player.

Trustee Bennett also attended All Staff Day in the morning. He welcomed Mike Black to his new interim vice president position.

Trustee Zacarías attended the Foundation's reception. She was unable to attend All Staff Day due to work obligations.

Student Trustee Ruiz-Calixto mentioned he is excited to start a new year.

Trustee Pensa saw new Hancock College ads on television. He said the ads were great. He is looking forward to the upcoming board retreat and grand opening of the Industrial Technology building.

## 12.C. Association Reports

### 1) Associated Student Body Government

Daniel Hernandez said there are lots of activities planned for the year. Their Bow-WOW event is planned for February 11 in Santa Maria. The Lompoc Center will have a Bow-WOW event on February 18.

### 2) AHC Foundation

Jeff Cotter said the Foundation's board held a "kick-off" party for the new year. He said that approximately 200 students have applied on-line for scholarships. He relayed a story from a prospective donor who was unhappy with the institution he previously donated to.

### 3) Management Association

No report was given.

## 4) Part-Time Faculty Association

No report was given.

## 5) Faculty Association

No report was given.

## 6) Academic Senate

Glenn Owen wished everyone a happy new year. He said that one of the things on top of their list is a response to a request to provide feedback on a future vision of academic affairs. He looks forward to the important role in hiring committees for a vice president, two deans, and new faculty. He appreciates Dr. Walthers' request for feedback at All Staff Day. He relayed a story regarding new students working together in class.

## 7) California School Employees Association

Jessica Parker thanked the Board for holding a special meeting to approve a portion of the new contract. She noted that the entire contract, as well as the agreement for the administrative secretaries, is included in the board book for approval. She observed that the district negotiation team has worked very hard. She gave examples of the amount of work it takes to reach an agreement. She thanked the district's negotiating team for their work.

13. Action Items

## 13.A. Audit Report for Year Ending June 30, 2014

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board accepted the audit report for the year ending June 30, 2014. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

## 13.B. Award of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2015, 2016, and 2017

This item was pulled from the agenda.

## 13.C. Nonresident Tuition Rate 2015-2016

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board established the 2015-2016 nonresident tuition rate at \$185 per unit, commencing with summer term 2015. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.D. Resolution 14-25 Implementing the FUTURIS Public Entity Investment Trust

On a motion by Trustee Lahr, seconded by Trustee Bennett, the Board adopted Resolution 14-25 Implementing the FUTURIS Public Entity Investment Trust on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

13.E. Resolution 15-01, Appointment of District Representative to the Bay Area Community College Districts Joint Powers Agency (JPA) Board

On a motion by Trustee Bennett, seconded by Trustee Lahr, the Board adopted resolution 15-01 appointing Michael Black as the district's representative to the Bay Area Community College Districts JPA Board on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

13.F. Resolution 15-02 California Uniform Public Construction Cost Accounting Act

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board adopted Resolution 15-02 electing to become subject to the California Uniform Public Construction Cost Accounting Act as of April 1, 2015 on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

13.G. Resolution 15-03 California Uniform Public Construction Cost Accounting Act Procedures

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board adopted Resolution 15-03 enacting informal bidding procedures under the California Uniform Public Construction Cost Accounting Act Procedures (CUPCCA) on a roll-call as follows:

Ayes: Bennett, Jones, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

13.H. Santa Barbara County Fire Department Ground Lease & Joint Use Agreement; Lompoc Valley Center - Public Safety Complex

On a motion by Trustee Jones, seconded by Trustee Zacarías, the Board (i) approved the Ground Lease; and (ii) upon the Santa Barbara County Board of Supervisors' approval of the Ground Lease, authorized the superintendent/president or his designee to execute the Ground Lease and take measures to implement the Ground Lease. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.I. Change of Status of Academic Management Employees

This item was removed from the agenda.

13.J. Ratification of the Agreement between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251 Contract Reopeners on the Entire Agreement for Fiscal Year 2014-2015

On a motion by Trustee Bennett, seconded by Trustee Lahr, the Board approved the Agreement between the Allan Hancock Joint Community College District and the California School Employees Association, Allan Hancock College, Chapter #251, pending ratification by CSEA. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: N/A)

13.K. Salary and Benefits for Confidential/Supervisor Employees and Related 2014-2015 Budget Revisions

On a motion by Trustee Bennett, seconded by Trustee Lahr, the Board approved the 2 percent salary increase to the confidential/supervisors salary schedule, retroactive to July 1, 2014; and approved the district medical contribution equal to \$340 for Single; \$673 for Two-party; and \$953 for Family, retroactive to January 1, 2015; and to approved the district dental contribution equal to \$53.12 for Single; \$100.44 for Two-party; and \$140.64 for Family, retroactive to January 1, 2015; and approved the .85 percent COLA increase to the confidential/supervisors salary schedule, effective July 1, 2015; and approved a COLA increase equal to the 2015-2016 California State Adopted Budget COLA, effective July 1, 2016. It is additionally recommended that the board of trustees adopt revisions to the 2014-2015 district budget to reflect the recommended salary and benefit adjustments. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: N/A)

13.L. Appointment of a Trustee to Viticulture and Enology Foundation Board

On a motion by Trustee Zacarías, seconded by Trustee Bennett, the Board appointed Trustee Lahr as representative to the Viticulture and Enology Foundation. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.M. Citizens' Bond Oversight Committee Representatives

On a motion by Trustee Zacarías, seconded by Trustee Bennett, the Board approved the appointments of Peter Gonzalez, Robert Manning, Hugh Rafferty, David Richardson, and William Thompson to the Measure I Citizens' Bond Oversight Committee. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.N. Appointment of Interim Management Positions

On a motion by Trustee Jones, seconded by Trustee Bennett, the Board approved the temporary appointments of Holly Nolan-Chavez, assistant director, institutional grants, effective January 21, 2015 through June 30, 2015 and July 1, 2015 through December 31, 2015, or earlier per district need, and contingent on continued grant funding; Deborah Annibali, interim director, law enforcement training, effective January 21, 2015 through June 30, 2015, or earlier per district need; and Kelly Underwood, interim director, human resources, effective February 1, 2015 through June 30, 2015 and July 1, 2015 through January 31, 2016, or earlier per district need (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: N/A)

13.O. One Stop Student Services Center, Bid 09-09, Final Acceptance and Notice of Completion

On a motion by Trustee Zacarías, seconded by Trustee Bennett, the Board approved the final acceptance of the work known as the One Stop Student Services Center, and authorized staff to record a Notice of Completion with the Santa Barbara County Recorder's Office for Solpac Construction Inc., dba Soltek Pacific Construction Co. for the One Stop Student Services Center, Bid 09-09 and authorized the release of retention in the amount of \$917,625.89 and authorized withholding \$221,294.20. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.P. Educational Management Solutions (EMS) Compensation Study for the Administrative Secretary Classifications

On a motion by Trustee Jones, seconded by Trustee Lahr, the Board approved the salary range changes for administrative secretary classifications, CSEA bargaining unit positions, as presented. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: N/A)

13.Q. California Community College Trustees Board of Director's Election

On a motion by Trustee Zacarías, seconded by Trustee Bennett, the Board considered nominating Trustee Jones to serve on the California Community College Trustees Board of Directors. (Ayes: Bennett, Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information Items

14.A. Purchase of a Skidcar and Skidtruck System Utilizing the Sole Source Exception to Competitive Bidding

Dr. Walthers explained that an anonymous donation was received for the purchase of a skidcar. There is only one company that makes this system which makes this a sole source limitation purchase. Sherman Wong, legal counsel, explained that the public contract code 3400 addresses sole source limitations. The district is prohibited from

using sole source vendors when the work involves alteration, repair, or construction of public work. This limitation does not apply to this purchase because it is not part of a construction project. The Board has previously authorized the superintendent/president to make this type of purchase.

14.B. 2015-16 Proposed State Budget

Mike Black reported that he attended a budget workshop. He noted that Governor Brown supports community colleges. He characterized the budget as an anomaly because the state had better than expected personal and capital gains. He reviewed the proposed budget for community colleges. He said that more expenses are coming next year. He reviewed the preliminary budget for Hancock College. He cautioned that this is a preliminary budget and it is expected to change by May.

14.C. Grant Proposals Submitted

Dr. Walthers provided information on the grant proposals submitted.

14.D. Accountability Reporting for the Community Colleges

Dr. Murphy briefly reviewed the scorecard and the changes in the various groups of student demographics. He noted there are many factors to be considered when analyzing the data.

14.E. Monthly Report, Interim Associate Superintendent/Vice President, Administrative Services

Interim Associate Superintendent Black said the December and January updates will reflect the cost of the new salary increases.

14.F. Monthly Report, Associate Superintendent/Vice President, Academic Affairs

Dr. Murphy commended Nancy Meddings for her work on accreditation. He said there are changes to the report format and the method to include evidence required. He assured the Board the college will be ready when the accreditation team arrives. He noted that the fall enrollment is healthy and faculty is willing to teach more sections. He said ASBG and public affairs informed students of additional available classes. He reviewed the sections that have lower FTEs. He attributed some of the enrollment decline to an improved economy. He added there is a substantial wait list in some areas and there is a need to find ways to address this. He plans to provide an enrollment report after the census.

14.G. Monthly Report, Associate Superintendent/Vice President, Student Services

Associate Superintendent Ornelas reported a joint counselor meeting was held in December and there are plans to send four counselors to an upcoming joint training at the high school district. Student Services is also preparing to hold an annual counselor's workshop in March. The Student Equity and SSSP committee held a

retreat in December to look at accomplishments and established working group to support and priorities and goals. Ms. Ornelas shared a Cash for College flyer and acknowledged campus graphics staff and others who helped create it.

14.H. Monthly Report, Vice President, Facilities & Operations

Vice President Hernandez provided information on the signage for the Solvang Center. He said there are plans to find another location for the Hancock College signage. He added that the City of Solvang has been very supportive in the endeavor.

14.I. Bond Measure I Monthly Report

Vice President Hernandez provided an update on projects that are almost complete and have a negative fund balance.

14.J. First Reading: New Board Policy 2220, Committees of the Board

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.K. First Reading: Revised Board Policy 2310, Regular Meetings of the Board

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.L. First Reading: New Board Policy 2350, Speakers

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.M. First Reading: New Board Policy and Administrative Procedure, 2365 Recording

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.N. First Reading: New Board Policy 2716, Political Activity – District Funds

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.O. First Reading: New Board Policy 2717, Personal Use of Public Resources

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

14.P. First Reading: New Board Policy 2720, Communications Among Board Members

The Board did not suggest changes to the policy. The final copy will be presented for adoption at the February board meeting.

15. New Business

Trustee Pensa requested the Board consider moving the April 21 meeting to April 28.

16. Calendar

Dr. Walthers noted *Peter and the Starcatcher* is starting at PCPA, the IT Grand Opening is scheduled for January 30, and invited everyone to the upcoming home basketball games.

17. Adjournment

Trustee Pensa adjourned the meeting at 8:11 p.m.



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

To: Board of Trustees		Date: February 17, 2015
From: Superintendent/President		
Subject: Register of Warrants		
Reason for Board Consideration	Item Number	Enclosures
CONSENT - ACTION	11.A.	Page 1 of 54

**BACKGROUND:**

The following warrants are submitted for board of trustees approval:

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 1,507,487.68	
REGULAR PAYROLL 1/30/15	3,621,842.25	
TOTAL GENERAL FUND		\$ 5,129,329.93
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	4,870.65	
REGULAR PAYROLL 1/30/15	31,550.64	
TOTAL CHILD DEVELOPMENT FUND		36,421.29
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	1,727.20	
TOTAL GO BOND CLEARING FUND		1,727.20
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	395,021.73	
TOTAL GO BOND BUILDING FUND		395,021.73
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	281,789.57	
TOTAL CAPITAL OUTLAY PROJECTS FUND		281,789.57
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	0.00	
TOTAL SELF INSURANCE DENTAL FUND		0.00
STUDENT CENTER FEE TRUST FUND 9473		
INVOICE WARRANTS	0.00	
TOTAL STUDENT CENTER FEE TRUST FUND		0.00
SELF INSURANCE HEALTH FUND 9462		
INVOICE WARRANTS	3,091.98	
TOTAL SELF INSURANCE HEALTH FUND		3,091.98
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	10,000.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		10,000.00
<b><u>GRAND TOTAL ALL FUNDS</u></b>		<b><u>\$ 5,857,381.70</u></b>

**RECOMMENDATION:**

Staff recommends that the board of trustees approve commercial warrants 1839649 through 1840106 for a subtotal of \$2,203,988.81, and payroll warrants in the amount of \$3,653,392.89, for a grand total of \$5,857,381.70.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------

## ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

1/30/15  
PAYROLL  
FUND 9410**CERTIFICATED:**

1100	Academic Salaries, regular schedule, instructional time	\$829,291.28
1200	Academic Salaries, regular schedule, non-instructional time	538,641.71
1300	Certificated Salaries other than regular schedule teaching	192,405.36
1400	Certificated Salaries other than contract non-teaching	77,140.37
3100	State Teachers Retirement	129,373.60
3300	Medicare	26,354.49
3400	Health and Welfare Benefits	203,311.35
3500	State Unemployment Insurance	812.81
3600	Worker's Compensation Insurance	34,003.78
3700	State Teachers Retirement/Cash Balance Plan/PARS	5,569.64
3911	Academic Retirement Incentive	0.00
SUB TOTAL		<u>\$2,036,904.39</u>

**CLASSIFIED:**

2100	Classified Salaries, regular schedule	\$988,185.47
2200	Classified Instructional Aide Salaries, regular schedule	77,699.95
2300	Classified Salaries, hourly	40,312.70
2300	Student Workers, regular	24,651.03
2400	Instructional Aides, hourly	20,299.64
2400	Student Workers, Tutors, Peer Counselors	14,873.48
3200	Public Employees Retirement	123,570.38
3300	Social Security/Medicare	72,110.86
3400	Health and Welfare Benefits	199,752.71
3500	State Unemployment Insurance	494.26
3600	Worker's Compensation Insurance	20,987.38
3700	PARS	0.00
4512	Uniform Allowance	2,000.00
8890	Income released for stale dated warrant	0.00
SUB TOTAL		<u>\$1,584,937.86</u>
TOTAL FUND 9410		<u><u>\$3,621,842.25</u></u>

## FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$17,744.14
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	1,563.41
2100	Classified Salaries, regular schedule	4,057.29
2300	Classified Salaries, hourly	29.62
2300	Student Workers, regular	2,597.75
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,575.68
3200	Public Employees Retirement System (PERS)	312.76
3300	Social Security/Medicare	433.67
3400	Health and Welfare Benefits	2,655.54
3500	State Unemployment Insurance	10.92
3600	Worker's Compensation Insurance	507.32
3700	State Teachers Retirement/Cash Balance Plan	62.54
SUB TOTAL		<u>\$31,550.64</u>
TOTAL FUND 9433		<u><u>\$31,550.64</u></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><u>\$0.00</u></u>
TOTAL DISTRICT PAYROLL		<u><u>3,653,392.89</u></u>

**Allan Hancock College  
Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
COLUMBIA BUSINESS CENTER PARTNERS LP	LEASE OF 890 E. STOWELL (CBG)	67710300 5630	28,930.00		
	MONTHLY IMPOUND EXPENSE	67710300 5630	1,731.00		
			30,661.00		WA 00839649
DILIGENT BUSINESS SOLUTIONS INC	SUBSCRIPTION FOR JAN-DEC	67775000 5670	1,200.00		
			1,200.00		WA 00839650
ADAMSON POLICE PRODUCTS	DEF TECH GRENADE SPEDE-	21055000 4311	366.83		
	DET TECH FIRST DEFENSE 2%	21055000 4311	235.44		
	FREIGHT	21055000 4311	120.00		
			722.27		WA 00839651
ALLY	LEASE PAYMENT FOR 2014	64945000 5680	676.01		
	LEASE PAYMENT FOR 2014	64945000 5680	676.01		
	LEASE PAYMENT FOR 2013	64945000 5680	653.95		
	LEASE PAYMENT FOR 2013	64945000 5680	653.95		
			2,659.92		WA 00839652
AMAZON	THE THREEPENNY OPERA [THE	06122007 4310	26.99		
	THE COW DVD BY EZZATOLAH	06122007 4310	19.86		
	WATER DVD by LISA RAY	06122007 4310	6.49		
	BABY DOLL DVD by KARL	06122007 4310	19.49		
	OPEN HEARTS DVD BY MADS	06122007 4310	5.43		
	OPEN HEARTS DVD BY MADS	06122007 4310	3.99		
	ROXIO TOAST 12 TITANIUM	10040009 5322	89.02		
			171.27		WA 00839653
AMERICAN CLEANERS & LAUNDRY INC	DRY CLEAN COSTUMES	10081000 5550	821.00		
			821.00		WA 00839654
AMERICAN STAR TOURS	Field Trip Charter #14-17048	60100703 4640	1,254.00		
	Field Trip Charter #14-17048	60200321 4640	1,200.00		
			2,454.00		WA 00839655
ARMSTRONG, CATALINA	Snacks Finals week	60100703 4710	175.48		
			175.48		WA 00839656
B & B STEEL & SUPPLY	Instructional supplies for	09565000 4311	855.39		
			855.39		WA 00839657
BELL, ALEXANDRA A	REIMBURSEMENT TO ALEX	63200000 4710	147.55		
			147.55		WA 00839658
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES AS	10021007 4310	25.52		
	INSTRUCTIONAL SUPPLIES AS	10021007 4310	723.62		
	INSTRUCTIONAL SUPPLIES AS	10021007 4310	8.96		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			758.10		WA 00839659
BRACKETT, ASHLEY R	Food Reimbursement for	60100703 4710	81.54		
			81.54		WA 00839660
BREMER AUTO PARTS	AUTO PARTS FOR FIRE	21335000 4520	33.31		
	AUTO PARTS FOR FIRE	21335000 4520	56.42		
			89.73		WA 00839661
BSN SPORTS INC	MEN'S GUNG HO POLO LRG	69610400 4520	90.90		
	MEN'S GUNG HO POLO ROYAL	69610400 4520	90.90		
	JORDAN WARM UP JACKET LR	69610400 4520	188.32		
	JORDAN WARM UP PANT LR	69610400 4520	168.84		
	SHIPPING	69610400 4520	32.49		
			571.45		WA 00839662
BUELLTON CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP DUES -	66200000 5310	150.00		
			150.00		WA 00839663
CA ORGANIZATION OF ASSOC DEGREE NURSING	2014-2015 COADN MEMBERSHIP	2032002 5310	100.00		
			100.00		WA 00839664
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		
			375.00		WA 00839665
CENTRAL COAST INDUSTRIES	RENTAL/SERVICING FOR	68102000 5690	306.60		
			306.60		WA 00839666
CLEANTECH ENVIRONMENTAL	PARTS WASHERS (4 EA.),	67710000 5690	627.85		
			627.85		WA 00839667
COURIER SYSTEMS INC.	Courier Services between the	60100800 5112	275.00		
			275.00		WA 00839668
EDITS	COPS CAREER ASSESSMENT	49301000 4310	70.95		
	COPS CAREER ASSESSMENT	49301000 4310	66.92		
	SHIPPING	49301000 4310	10.00		
			147.87		WA 00839669
EWING IRRIGATION PRODUCTS INC	LANDSCAPE SUPPLIES	65510000 4520	290.78		
	LANDSCAPE SUPPLIES	65510000 4520	40.70		
			331.48		WA 00839670
FARM SUPPLY COMPANY	Grape Bins (Macro 24-S)	01040001 6410	1,143.08		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,143.08		WA 00839671
FELICIANO-HIX, MIMI	PROVIDE IN-SERVICE TRAINING	3051021 5110	500.00		
			500.00		WA 00839672
FRAZEE PAINT & WALLCOVERINGS	PAINT, TURF STRIPPER WHITE	65110000 4520	908.17		
	PAINT RECYCLING FEE	65110000 4520	36.37		
			944.54		WA 00839673
FREELAND, CLINT M	VariousLocalMileage	63220001 5210	246.96		
			246.96		WA 00839674
GEORGE, JESSICA	CLEARs MEETING	67775000 5210	25.00		
			25.00		WA 00839675
GRAINGER	EAR MUFF, 23DB, NECKBAND,	65510000 4520	105.76		
			105.76		WA 00839676
GRANT TRAINING CENTER	Essentials of Proposal	60200200 5220	335.00		
			335.00		WA 00839677
GRAYBAR ELECTRIC	OPERATIONAL SUPPLIES,	67873000 4520	267.79		
			267.79		WA 00839678
GRELCK, CHRISTINE M	LocalMileage-Solvang	60100400 5210	44.80		
			44.80		WA 00839679
GUARDADO, SIBONEY M	VariousLocalMileage	60200314 5210	51.13		
	SciTechEngMathTechConf-Denver	60200314 5210	200.21		
			251.34		WA 00839680
HAYWARD LUMBER INC	SUPPLIES FOR ACADEMY	21055000 4520	164.26		
	MAINTENANCE SUPPLIES	65110000 4520	21.08		
			185.34		WA 00839681
HERNANDEZ, DAVID L	Various Local Mileage	63220001 5210	177.13		
			177.13		WA 00839682
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	KEY/LOCK SUPPLIES	65110000 4520	291.14		
			291.14		WA 00839683
INTERNET SOFTWARE SCIENCES	ANNUAL SUPPORT/FREE	67873100 5660	3,000.00		
			3,000.00		WA 00839684
JACK'S REPAIR & SALES	LAWNMOWER SUPPLIES	65510000 4520	19.92		
	LAWNMOWER SUPPLIES	65510000 4520	20.77		
			40.69		WA 00839685

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
KELLY PAPER CO	GENERAL PAPER	67760000 4520	231.46		
			<u>231.46</u>		WA 00839686
Kennedy, Ben M	LIVE SCAN REIMB FOR	64700000 5820	25.00		
			<u>25.00</u>		WA 00839687
KINCARES INC	SCHEDULE, ADVERTISE,	13051021 5112	2,250.00		
			<u>2,250.00</u>		WA 00839688
KOEHLER PLUMBING INC	INSTALLING EARTHQUAKE	67775002 4520	5,980.81		
	LABOR CHARGES	67775002 5650	3,100.00		
			<u>9,080.81</u>		WA 00839689
LAU, MARGARET S	VariousLocalMileage	68400303 5210	254.80		
			<u>254.80</u>		WA 00839690
LIFE WAY FELLOWSHIP	FACILITIES USAGE FOR FOSTER	3051021 5630	1,141.66		
			<u>1,141.66</u>		WA 00839691
LYNN MUSIC	BASS DRUM CASE 4677-08	10040009 4310	84.44		
	SNARE DRUM CASE 4677-16	10040009 4310	54.13		
	TP, DRI, CASE 4677-17	10040009 4310	64.95		
	FLOOR TOM DRUM CASE 4677-08	10040009 4310	73.61		
	CONCERT SNARE DRUM CASE	10040009 4310	64.95		
	CONCERT SNARE DRUM CASE,	10040009 4310	129.90		
	ORCH CRASH CYMBAL CASE	10040009 4310	59.54		
	DRUM RUG, KCP-5	10040009 4310	97.43		
	SHIPPING & HANDLING	10040009 4310	75.00		
	STAND LIGHT CASES LOCKS	10042000 4520	22.72		
	MUSIC ROOM CABINET KEYS	10042000 4520	34.60		
			<u>761.27</u>		WA 00839692
Murch, Tamara L	LIVE SCAN REIMB FOR	64700000 5820	30.00		
			<u>30.00</u>		WA 00839693
NEXUS ACUPUNCTURE INC	SERVICE AGREEMENT FOR	64400002 5112	1,875.00		
			<u>1,875.00</u>		WA 00839694
NOBLE POWER EQUIPMENT	CHAIN SAW CHAINS PER	65511400 4520	74.30		
			<u>74.30</u>		WA 00839695
			0.00		
			<u>0.00</u>	V VD	WA 00839696
OFFICE DEPOT INC	EMS - Operational Supplies.	12502000 4520	23.75		
	EMS - Operational Supplies.	12502000 4520	24.15		
	OFFICE SUPPLIES.	60100410 4520	231.28		
	Office Supplies for the	09000000 4520	12.10		
	Office Supplies for the	09000000 4520	130.44		
	Office Supplies for the	09000000 4520	-174.27		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	2 CASES OF PAPER - 347005	12401000 4520	79.72		
	TABLE OF CONTENT DIVIDER 152401000	152401000 4520	30.22		
	TABLE OF CONTENT DIVIDER 312401000	312401000 4520	8.47		
	PHONE MESSAGE BOOK - 2233882401000	2233882401000 4520	7.53		
	LEGAL BANKER BOXES - 34207312401000	34207312401000 4520	41.27		
	WHITE BUTCHER PAPER - 56527B2401000	56527B2401000 4520	47.08		
	CALCULATOR - 665797	12401000 4520	27.05		
	Office supplies. Eff.	19000000 4520	141.27		
	Office Supplies 9/25/14 -	21040000 4520	28.89		
	OFFICE SUPPLIES	22000000 4520	34.37		
	INSTRUCTIONAL SUPPLIES	22000017 4310	57.97		
	OFFICE SUPPLIES ACADEMIC	60100100 4520	12.37		
	OFFICE SUPPLIES ACADEMIC	60100100 4520	323.28		
	OFFICE SUPPLIES ACADEMIC	60100100 4520	60.50		
	OFFICE SUPPLIES FOR STEM	60200314 4520	128.35		
	OFFICE SUPPLIES FOR STEM	60200314 4520	31.63		
	OPERATING SUPPLIES AS PER	64300202 4520	-92.00		
	LOGITECH WIRELESS WAVE	66240000 4514	93.74		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	92.41		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	23.70		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	11.91		
	OFFICE SUPPLIES	67111000 4520	136.37		
	OFFICE SUPPLIES 11/01/2014 -	67220000 4520	270.12		
	Office Supplies	67300100 4520	171.12		
	Kantek 2-Shelf Mobile	69600003 4520	216.24		
	AA-BATTERIES PKG/36 ITEM NO	64400002 4520	23.59		
	C BATTERIES PKG/8 ITEM NO	64400002 4520	11.60		
	DOUBLE-SIDED SCOTCH TAPE	64400002 4520	22.67		
	SMALL PLATFORM HAND	64400002 4520	58.14		
	EPSON 125 BLACK INK	64400002 4520	17.87		
	HP78A BLACK TONER	64400002 4520	72.28		
	RUBBER BANDS 1LB/BOX	64400002 4520	3.23		
	FILE FOLDERS PINK BX/100	64400002 4520	14.57		
	SCOTCH TAPE PKG/10	64400002 4520	22.60		
	DAY-TIMER WALL CALENDAR	64400002 4520	25.59		
	COIN BATTERIES PKG/2	64400002 4520	5.15		
			2,508.32		WA 00839697
OFFICE DEPOT INC	Office and operational	09481100 4520	31.38		
			31.38		WA 00839698
OFFICE DEPOT INC	OPERATING SUPPLIES AS PER	64300202 4520	92.00		
			92.00		WA 00839699
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	167.11		
	ELECTRICITY SERVICES	68103000 5520	41.78		
			208.89		WA 00839700
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	1,004.78		
	ELECTRICITY SERVICES	68103000 5520	251.19		
			1,255.97		WA 00839701
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	40.18		



**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			129.90		WA 00839710
RANTZ, RICKY L	LocalMileage-ChasePalmPkConf	60100400 5210	64.96		
	VariousLocalMileage	60100400 5210	131.04		
			196.00		WA 00839711
RE MICHEL COMPANY	MOTOR, CENTURY, NO. CF203465110000	4520	89.73		
			89.73		WA 00839712
REED, CHRISTINE L	FieldTrips-SanFrancisco/Davis	60100703 4640	1,306.92		
			1,306.92		WA 00839713
ROBERTSON GOMEZ AUTOMOTIVE	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
	SMOG TESTING FOR VEHICLES	67772000 5650	19.95		
			139.65		WA 00839714
ROMBERGER, AMY L	Various Local Mileage	60100400 5210	134.96		
	Various Local Mileage	60100400 5210	109.20		
			244.16		WA 00839715
SGS TESTCOM	Training Mode Inspections for	09480000 5320	8.67		
	Training Mode Inspections	09480000 5320	2.17		
			10.84		WA 00839716
SMART & FINAL	Supplies for the Chem Labs,	19050007 4310	37.62		
	INSTRUCTIONAL SUPPLIES FOR	60200313 4310	18.81		
			56.43		WA 00839717
SMITH, KEVIN	Reimbursement for travel	59902000 5221	400.00		
			400.00		WA 00839718
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/14-6/30/15	65700000 5510	7,186.39		
	GAS SUPPLY 7/1/14-6/30/15	68103000 5510	1,796.60		
			8,982.99		WA 00839719
STEPANEK, DARA	INDEPENDENT CONTRACT FOR	60200314 5110	500.00		
			500.00		WA 00839720
TROESH SUPPLY COMPANY INC	PLASTER SAND	65510000 4520	92.88		
	RECYCLED BARK DYED	68400301 4520	1,090.37		
	DELIVERY FEE-DUMP TRUCK	68400301 4520	43.00		
			1,226.25		WA 00839721

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant	
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	-43.93			
	HVAC SUPPLIES	65110000 4520	55.27			
	HVAC SUPPLIES	65110000 4520	323.78			
			<u>335.12</u>		WA 00839722	
US BANK CORPORATE PAYMENT SYSTEM	AMAZON, DISPLAYPORT TO	67873000 4514	11.99			
	AMAZON, USB 3.0 POWER	67873000 4514	44.36			
	ITUNES, OS X SERVER	67873000 5322	19.99			
	COMODO, SSL FOR	67873100 5322	230.85			
	BARRACUDA, SPAM FIREWALL	67873100 5660	699.00			
	ADOBE, FORMSCENTRAL	67873100 5670	14.99			
			<u>1,021.18</u>		WA 00839723	
V3	BULK MAIL PREP SIMPLIFIED	67111000 4540	-110.00			
	PRINTING OF SPRING 2015	67111000 4540	5,811.77			
	SALES TAX (8.25%) ON	67111000 4540	45.27			
	BULK MAIL PREP SIMPLIFIED	67111000 4540	1,081.03			
	BULK MAIL PREP 1,708	67111000 4540	302.87			
			<u>7,130.94</u>		WA 00839724	
VASQUES, JULIE A	PIZZA FOR TRANSFER	64947000 4710	59.62			
			<u>59.62</u>		WA 00839725	
WALTHERS, KEVIN GLEN	RanchoMirageLodging	66100000 5210	539.31			
	SungardConf-SanDiego	66200000 5210	619.87			
			<u>1,159.18</u>		WA 00839726	
WARD'S SCIENCE INC	SLIDES FOR ANATOMY MODEL	60200314 4310	83.46			
			<u>83.46</u>		WA 00839727	
WATTS, WILLIAM C	PERCENTAGE OF REALIZED	67700000 5112	1,210.65			
			<u>1,210.65</u>		WA 00839728	
PUBLIC AGENCY LAW GROUP	Legal Fees through 6/30/15	71840015 5730	436.90			
			<u>436.90</u>		WB 00839729	
SMITH ELECTRIC SERVICE	General Contractor related to CHANGE ORDER #1 RELATED TO	71840015 6212	266,717.55			
			71840015 6212	-2,400.00		
			<u>264,317.55</u>		WB 00839730	
B & H PHOTO-VIDEO	EPSON POWERLITE PROJECTOR EPSON LAMP t/POWERLITE	71730002 6412	1,125.28			
			71730002 6412	228.99		
			<u>1,354.27</u>		WI 00839731	
CDW GOVERNMENT INC	MSFT S-PRO 3 I5 256 Q#FPI223	71730003 6411	1,265.44			
	MSFT S-PRO 3 TYPE COVER	71730003 6411	108.85			
	MSFT S-PRO 3 RECYCLING FEE	71730003 6411	3.00			
	MSFT S-PRO 3 EXT WARRANTY	71730003 6411	87.20			
			<u>1,464.49</u>		WI 00839732	

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PACIFIC GAS & ELECTRIC CO	Service related to the	71710023 5520	9.53		
			<u>9.53</u>		WI 00839733
PUBLIC AGENCY LAW GROUP	Legal fees through 6/30/15	71710005 5730	621.90		
	Legal fees through 6/30/15	71710005 5730	8,435.70		
	Legal fees through 6/30/15	71710005 5730	28,660.28		
	Legal fees through 6/30/15	71710005 5730	4,531.80		
	Legal fees through 6/30/15	71710005 5730	7,386.60		
	Legal fees through 6/30/15	71710005 5730	9,096.90		
	Legal Services through	71710017 5730	1,207.47		
	Legal Services through	71710017 5730	332.05		
	Legal Services through	71711017 5730	2,451.53		
	Legal Services through	71711017 5730	674.15		
	Legal Services through	71720019 5730	26.70		
	Legal Services through	71720019 5730	2,787.60		
	Legal Services through	71720019 5730	1,268.10		
	Legal Services through	71720019 5730	<u>2,079.38</u>		
			69,560.16		WI 00839734
SEHI COMPUTER PRODUCTS INC	HP LASERJET PRO 400 Q#62237	71730003 6411	278.21		
	HP CF280X CARTRIDGE	71730003 6411	157.11		
	FREIGHT	71730003 6411	6.00		
			<u>441.32</u>		WI 00839735
SIEMENS INDUSTRY INC	Security alarm system	71710005 5590	26,385.30		
			<u>26,385.30</u>		WI 00839736
URS CORPORATION	Consulting services related	71710005 5112	-1,897.27		
	Environmental monitoring and	71710005 5112	1,897.27		
	Consulting services related	71710005 5112	18,500.00		
			<u>18,500.00</u>		WI 00839737
WALTERS VENTURES INC.	AMENDMENT SIX FOR ONGOING	71710023 6240	9,595.00		
	AMENDMENT SIX FOR ONGOING	71710023 6240	2,042.50		
	AMENDMENT SIX FOR ONGOING	71710023 6240	1,662.50		
			<u>13,300.00</u>		WI 00839738
ALL STATE POLICE EQUIPMENT CO	RR12BK00 12GA 00 BUCK 9P	21055000 4311	15,880.29		
			<u>15,880.29</u>		WA 00839739
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	3,225.00		
	CHARTER BUS SERVICE TO	64945000 4640	2,412.00		
			<u>5,637.00</u>		WA 00839740
AMERIPRIDE VALLEY UNIFORM SERVICE	LAUNDRY SERVICES FOR	67760000 5550	25.95		
	LAUNDRY SERVICES FOR	67760000 5550	25.95		
	LAUNDRY SERVICES FOR	67760000 5550	25.95		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	LAUNDRY SERVICES FOR	67760000 5550	25.95		
	LAUNDRY SERVICES FOR	67760000 5550	25.95		
			<u>129.75</u>		WA 00839741
AQUA SERV ENGINEERS INC	MONTHLY WATER TREATMENT	65110000 5640	212.00		
			<u>212.00</u>		WA 00839742
ASSOCIATION OF CALIFORNIA COMMUNITY	StateBdugetWorkshop1/13-14	67210600 5210	175.00		
			<u>175.00</u>		WA 00839743
CALIFORNIA CARBIDE	GUILLOTINE BLADE	67760000 5650	18.00		
			<u>18.00</u>		WA 00839744
CAMPUS ALTERNATIVE, THE	CONTRACT TRAINING FOR	21333000 5130	39,015.00		
			<u>39,015.00</u>		WA 00839745
CANON FINANCIAL SERVICES INC	LEASED COPIERS: IRC9065	67760000 5680	4,911.31		
			<u>4,911.31</u>		WA 00839746
CCCSFAAA	2/17-19/15Conf	64642002 5210	335.00		
			<u>335.00</u>		WA 00839747
CCCSFAAA	2/17-20/15 Conf	64642002 5210	485.00		
			<u>485.00</u>		WA 00839748
CCCSFAAA	2/17-20/15Conf	64642002 5210	485.00		
			<u>485.00</u>		WA 00839749
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000 4560	180.49		
			<u>180.49</u>		WA 00839750
CHIEF INFORMATION SYSTEM	cisoa&3cbg3/8-11/15LDoty	64642002 5210	350.00		
			<u>350.00</u>		WA 00839751
CHIEF INFORMATION SYSTEM	CISOA&3CBGConf3/8-11/15RParis	64642002 5210	350.00		
			<u>350.00</u>		WA 00839752
CHIEF INFORMATION SYSTEM	CISOA&3CBGConf3/8-3/11JHenret	64642002 5210	350.00		
			<u>350.00</u>		WA 00839753
CITY OF SANTA MARIA	WATER SERVICES AND	65700000 5530	1,880.66		
	WATER SERVICES AND	65700000 5530	2,752.02		
	WATER SERVICES AND	65700000 5530	4,090.54		
	WATER SERVICES AND	65700000 5530	484.17		
	WATER SERVICES AND	65700000 5530	5,389.18		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	WATER SERVICES AND	65700000 5530	82.30		
	WATER SERVICES AND	65700000 5530	2,066.62		
	WATER SERVICES AND	65700000 5530	2,665.94		
	WATER SERVICES AND	65700000 5530	82.82		
	WATER SERVICES AND	65700000 5530	73.90		
	WATER SERVICES AND	65700000 5530	122.57		
	WATER SERVICES AND	65700000 5530	779.70		
	WATER SERVICES AND	68103000 5530	470.17		
	WATER SERVICES AND	68103000 5530	688.00		
	WATER SERVICES AND	68103000 5530	1,022.64		
	WATER SERVICES AND	68103000 5530	121.04		
	WATER SERVICES AND	68103000 5530	1,347.29		
	WATER SERVICES AND	68103000 5530	20.58		
	WATER SERVICES AND	68103000 5530	516.66		
	WATER SERVICES AND	68103000 5530	666.49		
	WATER SERVICES AND	68103000 5530	20.70		
	WATER SERVICES AND	68103000 5530	18.48		
	WATER SERVICES AND	68103000 5530	30.64		
	WATER SERVICES AND	68103000 5530	194.92		
			25,588.03		WA 00839754
CITY OF SOLVANG	City of Solvang Business	60100800 5320	81.00		
			81.00		WA 00839755
COLLEGE BOARD	Read Comp Books Form I	63231001 4310	270.63		
	Sentence Skills Books Form I	63231001 4310	270.63		
	Companion Special Format	63231001 4310	297.69		
	Answer Sheet	63231001 4310	37.89		
	Shipping	63231001 4310	81.15		
	Shipping	67220000 4520	6.52		
			964.51		WA 00839756
COLUMBIA BUSINESS CENTER PARTNERS LP	MONTHLY UTILITIES EXPENSE	67710300 5630	1,491.16		
			1,491.16		WA 00839757
COMCAST	MONTHLY RECURRING COSTS	60100800 5560	1,103.64		
	MONTHLY RECURRING COSTS	65700000 5560	4,414.58		
			5,518.22		WA 00839758
COMCAST	MONTHLY RECURRING COSTS	60100800 5560	0.04		
	MONTHLY RECURRING COSTS	65700000 5560	0.16		
			0.20		WA 00839759
COUNCIL FOR RESOURCE DEVELOPMENT	INSTITUTIONAL MEMBERSHIP	60200200 5310	325.00		
			325.00		WA 00839760
CUSTOM COLORS & AUTOBODY INC	Instructional Supplies for	09482007 4310	73.07		
			73.07		WA 00839761

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
DAL BELLO, DOMINIC J	Reimbursement for	09011000 4310	389.78 <u>389.78</u>		WA 00839762
DEX MEDIA	PHONE DIRECTORY LISTING,	65700000 5540	24.75 <u>24.75</u>		WA 00839763
Dillard, Desean J	STUD WRK LIVE SCAN REIMB	64700000 5820	13.70 <u>13.70</u>		WA 00839764
ELLUCIAN COMPANY LP	GOOGLE EMAIL (GMAIL)	67873002 5660	3,208.00		
	SECURITY AUTHENTICATION	67873100 5660	4,664.00 <u>7,872.00</u>		WA 00839765
FERGUSON ENTERPRISES INC	PLUMBING SUPPLIES	65110000 4520	151.17		
	PLUMBING SUPPLIES	65110000 4520	17.85		
	PLUMBING SUPPLIES	65110000 4520	168.47		
	PLUMBING SUPPLIES	65110000 4520	111.10		
	PLUMBING SUPPLIES	65110000 4520	6.55		
	PLUMBING SUPPLIES	65110000 4520	16.11		
	PLUMBING SUPPLIES	65110000 4520	18.89 <u>490.14</u>		WA 00839766
GALE	BOOKS FOR THE SM LIBRARY	49306007 6310	869.25		
	BOOKS FOR THE SM LIBRARY	49306007 6310	102.67 <u>971.92</u>		WA 00839767
GARDA CL WEST INC.	MONTHLY ARMORED CAR	67211000 5112	340.55 <u>340.55</u>		WA 00839768
GRAFFAM'S INDUSTRIAL SUPPLIES	Instructional Supplies for	09563007 4310	470.95 <u>470.95</u>		WA 00839769
GRAINGER	SPRAY ADHESIVE FOAM AND	65110000 4520	162.63		
	BATTERY, AA ALKALINE, PK 24	65110000 4520	47.63		
	BATTERY, AA , ALKALINE,	65110000 4520	37.76		
	BATTERY, 9 V, ALKALINE,	65110000 4520	26.85		
	BATTERY, ALKALINE, D,	65110000 4520	25.56 <u>300.43</u>		WA 00839770
HAYWARD LUMBER INC	MAINTENANCE SUPPLIES	65110000 4520	22.43		
	MAINTENANCE SUPPLIES	65110000 4520	180.65 <u>203.08</u>		WA 00839771
HEALTH SERVICES ASSOC CA COMM COLLEGES	HealthServConf2/24-27/15	64400002 5210	475.00 <u>475.00</u>		WA 00839772
JOBELEPHANT.COM INC	advertising to increase	59902000 5880	1,272.96		
	advertising to increase	67610001 5880	609.00 <u>1,881.96</u>		WA 00839773

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
JOHNSON PLASTICS	CONSUMABLES FOR EPILOG	67760000 4520	282.32		
	CONSUMABLES FOR EPILOG	67760000 4520	488.24		
			<u>770.56</u>		WA 00839774
KELLY PAPER CO	GENERAL PAPER	67760000 4520	1,849.87		
	GENERAL PAPER	67760000 4520	1,179.98		
			<u>3,029.85</u>		WA 00839775
LAU, MARGARET S	MISC BUSINESS MEETING	68400303 5220	31.25		
	POSTAGE CHARGES	68400303 5870	75.90		
			<u>107.15</u>		WA 00839776
MAILFINANCE LLC	LEASE PAYMENT ON IM5000	67700000 5680	2,097.07		
			<u>2,097.07</u>		WA 00839777
MARQUEZ, GABRIEL	Reimbursement for Black	09560001 4520	162.32		
			<u>162.32</u>		WA 00839778
MATHESON TRI-GAS INC	Instructional Supplies for	09565000 4311	687.93		
			<u>687.93</u>		WA 00839779
MAVERICK FARMING CO LLC	Complete vine hand work as	01120008 5112	211.46		
	Complete vine hand work as	01120008 5112	1,193.70		
	Complete vine hand work as	01120008 5112	698.31		
			<u>2,103.47</u>		WA 00839780
MCGEE, JANET L	REIMBURSEMENT FOR FOOD	68101000 4710	34.94		
			<u>34.94</u>		WA 00839781
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
			<u>85.20</u>		WA 00839782
MORGAN-GALLACHER INC	SOLUTION #FM - 1000	09481100 4520	72.90		
	Shipping cost from Santa Fe	09481100 4520	63.25		
			<u>136.15</u>		WA 00839783
MOUSER ELECTRONICS INC	AWG Snap plug 18-22 part no	09340017 4310	45.68		
	AWG Snap Plug 14-16 Part no.	09340017 4310	46.98		
	AWG Snap Receptacle 18-22	09340017 4310	31.61		
	AWG Snap Receptacle 14-16	09340017 4310	26.63		
	Estimated shipping costs for	09340017 4310	10.80		
			<u>161.70</u>		WA 00839784
		0.00			
		<u>0.00</u>		V VD	WA 00839785
OFFICE DEPOT INC	Office supplies for Biology.	04011000 4520	155.17		
	OFFICE SUPPLIES	21055000 4520	586.22		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	OFFICE SUPPLIES	21055000 4520	24.72		
	OFFICE SUPPLIES	22000000 4520	37.88		
	OFFICE SUPPLIES	22000000 4520	52.92		
	OFFICE SUPPLIES 11/01/2014 -	67220000 4520	127.52		
	OPERATIONAL SUPPLIES	67873000 4520	55.93		
	OFFICE/OPERATIONAL SUPPLIES	68101000 4520	48.37		
	OFFICE/OPERATIONAL SUPPLIES	68101000 4520	27.11		
	OPERATIONAL SUPPLIES	69500001 4520	877.24		
	Blue pens	17010000 4520	1.93		
	Certificates	17010000 4520	3.64		
	Wite-out	17010000 4520	2.86		
	Sorter	17010000 4520	41.11		
	Tape	17010000 4520	5.86		
	Painter's tape	17010000 4520	3.75		
	Painter's Tape	17010000 4520	12.99		
	Manila Folders	17010000 4520	15.58		
	Tape	17010000 4520	17.66		
	INSTRUCTIONAL SUPPLIES	49308020 4310	69.02		
	PO150865 CREDIT PENCIL	63220003 4520	-99.59		
	#284717 Flash Drive	63231011 4520	41.11		
	#800533 Anti glare display	63231011 4520	800.51		
	#335239 Durable Tabs	63231011 4520	14.05		
	#129179 Desk pad calendar	63231011 4520	2.60		
	#502290 Acrylic Ruler	63231011 4520	1.34		
	Item # 940593 Multipurpose	63231011 4520	439.71		
	Item # 345660 Color	63231011 4520	5.15		
	# 345637 Color paper-blue	63231011 4520	5.15		
	#345645 Color paper-Green	63231011 4520	5.15		
	#345652 Color paper-Pink	63231011 4520	5.15		
	#345686 Color paper-Goldenrod	63231011 4520	10.31		
	#478123 Color paper-Salmon	63231011 4520	5.14		
	#469829 Highlighters	63231011 4520	7.79		
	#987118 Chisel Tip Highlighters	63231011 4520	4.32		
	#825190 Binder Clips-Medium	63231011 4520	1.88		
	#112391 Folder Labels	63231011 4520	10.68		
	#369589 Correction Tape	63231011 4520	16.33		
	#307389 Steno Books	63231011 4520	6.38		
	#479036 Magazine File	63231011 4520	7.18		
	#550467 Utility Knife	63231011 4520	5.41		
	#689244 Magenta Toner	63231011 4520	53.03		
	#384657 Yellow Toner	63231011 4520	106.06		
	#690243 Black Toner	63231011 4520	177.29		
	#644861 Hanging Pockets 2"	63231011 4520	41.35		
	#943205 Fiskars Scissors	63231011 4520	12.99		
	#805564 Pencil Sharpener	63231011 4520	30.42		
	#853197 Desktop Calculator	63231011 4520	21.63		
	#944272 Laser file folders	63231011 4520	7.51		
	#169990 Pencil holder	63231011 4520	5.04		
	#169972 Paperclip holder	63231011 4520	3.03		
	#221051 Staples	63231011 4520	3.90		
	#332608 Hole punch	63231011 4520	30.27		
	#173336 Tape Dispenser	63231011 4520	5.42		
	#279624 Eraser Caps	63231011 4520	5.76		
	#477727 Clipboards	63231011 4520	3.38		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	#907071 Desk Tray	63231011 4520	22.51		
	#618405 Facial Tissue	63231011 4520	8.26		
	#689217 Cyan Toner	63231011 4520	53.03		
	#214787 Desk Calendar Refill	63231011 4520	3.43		
	MATERIALS AND	64744000 4520	192.62		
	MATERIALS AND	64744000 4520	21.56		
	MATERIALS AND	64744000 4520	6.18		
	MATERIALS AND	64744000 4520	17.31		
			4,295.21		WA 00839786
OFFICE DEPOT INC	INSTRUCTIONAL SUPPLIES FOR	0081007 4310	139.39		
			139.39		WA 00839787
ORNELAS, NOHEMY	Reimb for food supplies for	63220001 4710	485.50		
			485.50		WA 00839788
PLAY IT AGAIN SPORTS	BASEBALL BELT ROYAL	69610300 4520	136.40		
	BASEBALL BELT LEATHER 1.5"	69610300 4520	71.45		
	Z5 HELMET GRIP SR. ROYAL	69610300 4520	373.46		
	CCX GRIP CAP CATCHER/CCH	69610300 4520	41.14		
	CCX GRIP CAP CATCHER/CCH	69610300 4520	41.13		
	FUNGO S346 NAT	69610300 4520	40.04		
	BATTING TEE	69610300 4520	38.97		
	SOCKS LG ROYAL	69610300 4520	90.93		
	WRIST QUARTERBACK TRIPLE	69610300 4520	90.93		
	SAMURAI HELMET ADULT	69610300 4520	166.71		
			1,091.16		WA 00839789
POSTAGE ONE	MAIL SORTING FEES FROM	67700000 5870	75.00		
			75.00		WA 00839790
RAYNE WATER CONDITIONING	REVERSE OSMOSIS FOR	65700000 5690	253.70		
			253.70		WA 00839791
SANTA MARIA SIGNS INC	STENCIL, 48" X 86" , 6 INCH	65118000 4520	119.08		
	SIGN, 2.5 FT. X 10 FT. VINYL	65118000 4520	167.79		
			286.87		WA 00839792
SHERATON GRAND SACRAMENTO	ACCCA1/13-14MBlack	67210600 5210	171.48		
			171.48		WA 00839793
SISC III	MEDICAL PREMIUMS FOR SISC	59900600 3440	440,473.00		
			440,473.00		WA 00839794
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/14-6/30/15	65700000 5510	2,680.70		
	GAS SUPPLY 7/1/14-6/30/15	68103000 5510	670.17		
			3,350.87		WA 00839795
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	269.99		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			269.99		WA 00839796
VERIZON SELECT SERVICES INC	LONG DISTANCE AND TOLL	65700000 5540	500.51		
			500.51		WA 00839797
WARD'S SCIENCE INC	Supplies for the Biology	04011007 4310	148.72		
	Supplies for the Biology	04011007 4310	188.71		
	Supplies for the Chem Labs,	19050007 4310	499.89		
	Supplies for the Chem Labs,	19050007 4310	183.59		
			1,020.91		WA 00839798
WEST COAST WATER SERVICES INC	MONTHLY WATER TREATMENT	55110400 5640	490.00		
	MONTHLY WATER TREATMENT	55110400 5640	288.85		
			778.85		WA 00839799
WESTERN PROPANE SERVICE	PROPANE EXPENSES FOR	67772000 4520	9.55		
	PROPANE EXPENSES FOR	67772000 4520	8.46		
	PROPANE EXPENSES FOR	67772000 4520	9.09		
			27.10		WA 00839800
OFFICE DEPOT INC	OFFICE SUPPLIES	69297111 4520	136.95		
	OFFICE SUPPLIES	69297111 4520	54.11		
	OFFICE SUPPLIES	69297111 4520	69.30		
	OFFICE SUPPLIES	69297111 4520	30.72		
			291.08		WE 00839801
3QC INC	On going services for	71710017 5112	508.20		
	On going services for	71711017 5112	1,031.80		
			1,540.00		WI 00839802
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	Lock - SCE #MTKGRAY	71710024 4520	1,698.30		
			1,698.30		WI 00839803
AHC - BOOKSTORE	TEXTBOOKS FOR MESA	60200314 4310	6,972.44		
			6,972.44		WA 00839804
AHC - PART-TIME FACULTY ASSOCIATION	REIMBURSEMENT FOR OFFICE	49420000 4520	125.47		
	REIMBURSEMENT FOR	49420000 4540	101.37		
	REIMBURSEMENT FOR	49420000 5110	50.00		
	REIMBURSEMENT FOR	49420000 5110	1,000.00		
	REIMBURSEMENT FOR	49420000 5520	120.49		
	REIMBURSEMENT FOR	49420000 5540	273.44		
	REIMBURSEMENT FOR	49420000 5540	285.28		
	REIMBURSEMENT FOR OFFICE	49420000 5630	1,300.05		
	REIMBURSEMENT FOR OFFICE	49420000 5630	1,300.05		
	REIMBURSEMENT FOR STAFF	49420000 5790	386.40		
	REIMBURSEMENT FOR STAFF	49420000 5790	565.80		
	REIMBURSEMENT FOR	49420000 5870	46.94		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	REIMBURSEMENT FOR	49420000 5870	150.00		
			<u>5,705.29</u>		WA 00839805
AHC FOUNDATION	REIMBURSEMENT FOR 3-MONTH	67111000 5112	463.50		
			<u>463.50</u>		WA 00839806
AMAZON	BOOKS FOR SM LIBRARY	61201000 6310	31.64		
	BOOKS FOR SM LIBRARY	61201000 6310	72.68		
	BOOKS FOR SM LIBRARY	61201000 6310	98.10		
	BOOKS FOR SM LIBRARY	61201000 6310	180.39		
	BOOKS FOR SM LIBRARY	61201000 6310	98.38		
	BOOKS FOR SM LIBRARY	61201000 6310	324.27		
	BOOKS FOR SM LIBRARY	61201000 6310	9.70		
	BOOKS FOR SM LIBRARY	61201000 6310	29.23		
	BOOKS FOR SM LIBRARY	61201000 6310	175.36		
	BOOKS FOR SM LIBRARY	61201000 6310	267.18		
	BOOKS FOR SM LIBRARY	61201000 6310	59.25		
	BOOKS FOR SM LIBRARY	61201000 6310	43.80		
	BOOKS FOR SM LIBRARY	61201000 6310	71.13		
	BOOKS FOR SM LIBRARY	61201000 6310	392.39		
	BOOKS FOR SM LIBRARY	61201000 6310	142.76		
	BOOKS FOR SM LIBRARY	61201000 6310	68.39		
	BOOKS FOR SM LIBRARY	61201000 6310	42.81		
	BOOKS FOR SM LIBRARY	61201000 6310	248.76		
	BOOKS FOR SM LIBRARY	61201000 6310	146.31		
	BOOKS FOR SM LIBRARY	61201000 6310	188.99		
	BOOKS FOR SM LIBRARY	61201000 6310	331.35		
	BOOKS FOR SM LIBRARY	61201000 6310	87.12		
	BOOKS FOR SM LIBRARY	61201000 6310	49.63		
	BOOKS FOR SM LIBRARY	61201000 6310	126.10		
	BOOKS FOR SM LIBRARY	61201000 6310	212.43		
	BOOKS FOR SM LIBRARY	61201000 6310	299.44		
	BOOKS FOR SM LIBRARY	61201000 6310	242.68		
	BOOKS FOR SM LIBRARY	61201000 6310	29.18		
	BOOKS FOR SM LIBRARY	61201000 6310	146.31		
			<u>4,215.76</u>		WA 00839807
APPLE COMPUTER	Apple TV part no.	09481001 4315	107.17		
	iPad Air 2 Smart case -	09481001 4520	85.52		
	eWaste Fee	60106101 5571	3.00		
	Macbook Air 11 inch	60106101 6411	1,232.97		
	AppleCare Protection Plan	60106101 6411	183.00		
			<u>1,611.66</u>		WA 00839808
BRUCE, WILLIAM B	CAPerkinsConf-Sacramento	60100201 5210	249.44		
			<u>249.44</u>		WA 00839809
CABLES AND KITS.COM	AC Power cord, 5-15P to C15,	19050000 4310	101.92		
			<u>101.92</u>		WA 00839810
CAL POLY STATE UNIVERSITY	COST SHARE FOR CONFERENCE	68400302 4520	1,000.00		
	COST SHARE FOR DIGITAL	68400302 4520	400.00		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	COST SHARE FOR DUPLICATION	68400302 4540	600.00		
	COST SHARE FOR DUPLICATION	68400302 4540	500.00		
	COST SHARE FOR DUPLICATION	68400302 4540	500.00		
	CAMPUS SPECIAL EVENT	68400302 5210	700.00		
	COST SHARE OF PRESENTERS'	68400302 5210	1,800.00		
	COST SHARE OF CONFERENCE	68400302 5210	500.00		
			6,000.00		WA 00839811
CANON BUSINESS SOLUTIONS INC	CANON IR2525 TO INCLUDE	63231011 6410	2,430.21		
	CAMPUSWIDE CANON COPIER	67710300 5640	48.30		
	CAMPUSWIDE CANON COPIER	67710300 5640	69.17		
	CAMPUSWIDE CANON COPIER	67710300 5640	45.44		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	46.44		
	CAMPUSWIDE CANON COPIER	67710300 5640	22.80		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	28.64		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	9.91		
	CAMPUSWIDE CANON COPIER	67710300 5640	52.00		
	CAMPUSWIDE CANON COPIER	67710300 5640	6.77		
	CAMPUSWIDE CANON COPIER	67710300 5640	38.60		
	CAMPUSWIDE CANON COPIER	67710300 5640	18.04		
	CAMPUSWIDE CANON COPIER	67710300 5640	107.67		
	CAMPUSWIDE CANON COPIER	67710300 5640	40.97		
			3,000.96		WA 00839812
CENTRAL COAST INDUSTRIES	RENTAL/SERVICING FOR	68102000 5690	38.29		
	RENTAL/SERVICING FOR	68102000 5690	175.11		
			213.40		WA 00839813
CENTRAL COAST PRINTING	THREE SP STANDARD 9 X 12	63220001 4540	2,743.01		
			2,743.01		WA 00839814
CITY OF LOMPOC	COMMERCIAL LIGHT ELECTRIC	65700400 5520	14,207.61		
	WATER SERVICES	65700400 5530	3,927.05		
	WASTE DISPOSAL/SEWER FEES	65700400 5570	1,103.48		
			19,238.14		WA 00839815
CITY OF SANTA MARIA	DISPOSAL SITE LANDFILL	65700000 5570	276.00		
			276.00		WA 00839816
CUT-RATE BATTERIES INC	Two Way Radio Battery. Item	21335000 4310	390.00		
			390.00		WA 00839817
DAVIS, HENRY T	VeteransSummit-SanJose	63220001 5210	1,086.66		
			1,086.66		WA 00839818
DELL MARKETING LP INC	ENVIRONMENTAL FEE	60106081 5571	4.00		
	OPTIPLEX 7020-24" Q#69165241160106081	6411	1,201.64		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SERVICE & WARRANTY	60106081 6411	127.00		
			<u>1,332.64</u>		WA 00839819
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	7710300 5870	22.34		
	MAILINGS FOR ACCT #1104-8488	7710300 5870	33.27		
			<u>55.61</u>		WA 00839820
FIRE EDUCATION COMPANY	CONTRACT TRAINING FOR	21333000 5130	44,217.00		
			<u>44,217.00</u>		WA 00839821
FISHER SCIENTIFIC	Supplies for the Chem Labs,	19050007 4310	431.10		
	Supplies for the Chem Labs,	19050007 4310	452.45		
	Supplies for the Chem Labs,	19050007 4310	38.92		
			<u>922.47</u>		WA 00839822
HYATT REGENCY	HSACCCConf2/23-26AlexBell	64400002 5210	731.81		
			<u>731.81</u>		WA 00839823
INSTITUTE OF BEAUTY CULTURE INC	AGREEMENT FOR	30070000 5130	9,349.65		
	AGREEMENT FOR	30070000 5630	6,233.10		
			<u>15,582.75</u>		WA 00839824
JR BARTO HEATING & AIRCON	SERVICE CALLS - MATERIALS	65110400 4520	183.60		
	SERVICE CALLS - MATERIALS	65110400 4520	264.60		
	LABOR CHARGES	65110400 5650	308.00		
	LABOR CHARGES	65110400 5650	604.00		
			<u>1,360.20</u>		WA 00839825
JUDICIAL DATA SYSTEMS CORPORATION	PROCESSING PARKING	69500001 5112	100.00		
			<u>100.00</u>		WA 00839826
LAHR, LARRY	REISSUE WT1835918	66100000 5210	24.30		
			<u>24.30</u>		WA 00839827
NEWTON, ROSE	LocalMileage	67220000 5210	8.40		
			<u>8.40</u>		WA 00839828
OFFICE DEPOT INC	OFFICE SUPPLIES 11/01/2014 -	67220000 4520	222.29		
	Office and operational	09481100 4520	54.55		
			<u>276.84</u>		WA 00839829
OFFICE DEPOT INC	OFFICE SUPPLIES 9-1-14 TO	11010000 4520	20.12		
			<u>20.12</u>		WA 00839830
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT	67710300 5892	278.05		
	WEB AND CASHIER CREDIT	67710300 5892	664.56		
	WEB AND CASHIER CREDIT	67710300 5892	1,303.02		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	WEB AND CASHIER CREDIT	67710300 5892	2,104.80		
			<u>4,350.43</u>		WA 00839831
PARKER, JESSICA ALICE	Reimbursement for printing	63220001 4540	70.80		
			<u>70.80</u>		WA 00839832
PEARSON EDUCATION	SIDE BY SIDE LEVEL 3,	49308038 4310	779.08		
	FOUNDATIONS STUDENT BOOK	49308038 4310	1,558.15		
	SIDE BY SIDE LEVEL 2,	49308038 4310	779.08		
	SIDE BY SIDE LEVEL 2,	49308038 4310	519.28		
	WORD BY WORD PICTURE	49308038 4310	1,428.25		
	WORD BY WORD PICTURE	49308038 4310	71.41		
	WORD BY WORD PICTURE	49308038 4310	71.41		
	WORD BY WORD DICTIONARY,	49308038 4310	71.41		
	WORD BY WORD DICTIONARY,	49308038 4310	71.41		
	WORD BY WORD DICTIONARY,	49308038 4310	71.41		
	LONGMAN ESL LITERACY	49308038 4310	510.94		
	SHIPPING	49308038 4310	185.38		
			<u>6,117.21</u>		WA 00839833
PLAY IT AGAIN SPORTS	MAKO TORQ (-10) 33/23	08350001 6410	487.12		
	MAKO TORQ (-10) 34/24	08350001 6410	487.13		
	S1 (1 33" AND 1 34")	08350001 6410	866.00		
	MAKO CXN ZERO -9 34/25	08350001 6410	757.75		
	MAKO CXN ZERO -9 33/24	08350001 6410	757.75		
	MAKO CXN ZERO -8 34/26	08350001 6410	0.00		
	MAKO CXN ZERO -8 33/24	08350001 6410	0.00		
	S2Z 33"	08350001 6410	0.00		
	SHIPPING	08350001 6410	18.00		
			<u>3,373.75</u>		WA 00839834
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	925.00		
	CUSTODIAL SUPPLIES	65311000 4520	107.17		
			<u>1,032.17</u>		WA 00839835
Reider, Andrea	Reissue WT1835804	64700000 5820	25.00		
			<u>25.00</u>		WA 00839836
Rodriguez, Elene M	REISSUE WT1836120	64700000 5820	7.00		
			<u>7.00</u>		WA 00839837
SANTA CLARITA CCD	BUSINESS DIRECTORY WITH	68400302 5322	2,400.00		
			<u>2,400.00</u>		WA 00839838
SANTA MARIA SUN LLC	FULL-COLOR STICKY AD ON	67111000 5880	1,080.00		
			<u>1,080.00</u>		WA 00839839
SANTA MARIA SUPERIOR COURT	PROCESSING OF CITATIONS	67190360 8891	397.00		
			<u>397.00</u>		WA 00839840

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
SEHI COMPUTER PRODUCTS INC	HP Scanjet Pro 3000 S2 SF	63231011 6411	1,558.80		
			1,558.80		WA 00839841
SESAC INC	LICENSE AGREEMENT FOR	67710300 5320	607.25		
			607.25		WA 00839842
SHAFER, CRAIG	VOICE RECORDING AND	60100400 5110	100.00		
	VOICE RECORDING AND	67111000 5110	100.00		
			200.00		WA 00839843
SMITHS MEDICAL	Balance Due PO143172	12032002 4520	37.50		
			37.50		WA 00839844
TROJAN PETROLEUM INC	GASOLINE CHARGES FOR	67772000 4560	6,379.72		
	DIESEL CHARGES FOR	64945000 4610	882.11		
			7,261.83		WA 00839845
US BANK CORPORATE PAYMENT SYSTEM	Supplies for Bio 150 lab	04011000 4310	34.62		
			34.62		WA 00839846
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	1,844.74		
	TELEPHONE SERVICE	65700000 5540	-2,498.91		
	TELEPHONE SERVICE	65700000 5540	1,605.03		
	TELEPHONE SERVICE	65700000 5540	1,812.14		
	TELEPHONE SERVICE	65700400 5540	616.43		
	TELEPHONE SERVICE	65700400 5540	-2,418.30		
	TELEPHONE SERVICE	65700400 5540	407.26		
	TELEPHONE SERVICE	65700400 5540	607.57		
	TELEPHONE SERVICE	65700500 5540	80.55		
	TELEPHONE SERVICE	65700500 5540	-671.75		
	TELEPHONE SERVICE	65700500 5540	26.56		
	TELEPHONE SERVICE	65700500 5540	79.75		
	TELEPHONE SERVICE	68103000 5540	433.11		
	TELEPHONE SERVICE	68103000 5540	-456.79		
	TELEPHONE SERVICE	68103000 5540	386.64		
	TELEPHONE SERVICE	68103000 5540	425.41		
			2,279.44		WA 00839847
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	1,576.07		
			1,576.07		WA 00839848
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	14.84		
			14.84		WA 00839849
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400 5540	869.97		
			869.97		WA 00839850
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700400 5540	126.82		
			126.82		WA 00839851

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
VILLA, KIRI	CAPerkinsConf-Sacramento	60100201 5210	22.00		
			<u>22.00</u>		WA 00839852
WARD'S SCIENCE INC	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	19.50		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	95.69		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	20.09		
	SLIDES FOR ANATOMY MODEL	60200314 4310	78.91		
	SLIDES FOR ANATOMY MODEL	60200314 4310	98.40		
	Bacterial Transformation KT	60100407 4310	248.69		
	Freight	60100407 4310	13.03		
	Petri Dish 10x15MM Sterile PK	60100407 4310	168.98		
	Freight	60100407 4310	40.53		
			<u>783.82</u>		WA 00839853
WELT, ROGER	2% DISTRICT CONTRIBUTION	67479000 3440	1,590.48		
			<u>1,590.48</u>		WA 00839854
BETTERAVIA EARLY LEARNING CENTER	CHILDCARE 10/1/14-12/11/14	69297111 5112	490.96		
			<u>490.96</u>		WE 00839855
SAVE MART SUPERMARKETS	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	62.93		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	54.22		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	6.99		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	6.02		
			<u>130.16</u>		WE 00839856
TREJO, MARIA	CHILDCARE 10/1/14-12/10/14	69297111 5112	649.80		
	CHILDCARE 10/1/14-12/10/14	69297111 5112	830.30		
			<u>1,480.10</u>		WE 00839857
APPLE COMPUTER	IMAC DSKTOP-21.5"	71730002 6411	1,352.04		
	IMAC WASTE FEE	71730002 6411	4.00		
	IMAC APPLE CARE PLAN	71730002 6411	119.00		
	IMAC DSKTOP-21.5"	71730003 6411	1,352.04		
	IMAC APPLE CARE PLAN	71730003 6411	119.00		
	IMAC WASTE FEE	71730003 6411	4.00		
			<u>2,950.08</u>		WI 00839858
COMPLETE CUSTOMER SATISFACTION	Smart Sync 2011 Teacher	71730002 5322	880.21		
			<u>880.21</u>		WI 00839859
			0.00		
			<u>0.00</u>	V VD	WI 00839860
DELL MARKETING LP INC	OptiPlex 9030 AIO quote	71730002 6411	1,123.55		
	OptiPlex 9030 AIO quote	71730002 6411	1,123.55		
	OptiPlex 9030 AIO quote	71730002 6411	1,123.55		
	OptiPlex 9030 AIO quote	71730002 6411	1,123.55		



**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			65,932.66	WI	00839861
NIER, VICTORIA	CONSULTING SERVICES.	71730005 5110	2,226.25		
			2,226.25	WI	00839862
ADAMSON POLICE PRODUCTS	VEST-SCA-SMO2F-II-F SUMMIT	67775000 6410	821.40		
			821.40	WA	00839863
AHC - ASB ATHLETICS	DISTRICT ALLOCATION TO ASB	3100000 7391	31,761.75		
			31,761.75	WA	00839864
AHC - AUXILIARY CORPORATION	GENERAL FUND ALLOCATION	10070000 7394	150,000.00		
			150,000.00	WA	00839865
ALLEN'S QUALITY PLUMBING	LABOR CHARGES PER INVOICE	65110000 5650	472.50		
			472.50	WA	00839866
AMAZON	Supplies for Biology labs	04011000 4310	33.10		
	SCARFACE DVD BY PAUL MUND	6122007 4310	8.95		
	DEATH OF A CYCLIST DVD	06122007 4310	19.99		
	FOUR BY AGNES VARDA DVD	06122007 4310	68.79		
	EARTH DVD by AAMIR KHAN	06122007 4310	20.98		
	Supplies for the Chem Labs,	19050007 4310	6.20		
	Supplies for the Chem Labs,	19050007 4310	38.13		
	GE FQSLF WALTER FILTRATION	2000000 4520	79.70		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	80.57		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	47.06		
	BOOKS FOR THE SM LIBRARY	61201000 6310	15.11		
	BOOKS FOR THE SM LIBRARY	61201000 6310	26.50		
	BOOKS FOR THE SM LIBRARY	61201000 6310	49.28		
	BOOKS FOR THE SM LIBRARY	61201000 6310	15.32		
	BOOKS FOR THE SM LIBRARY	61201000 6310	310.13		
	BOOKS FOR THE SM LIBRARY	61201000 6310	13.63		
	PORTABLE DISK DRIVE,	61320000 4514	119.06		
	Dynarex Nitrile Exam gloves,	04011000 4311	185.16		
	One touch Ultra 100 count	04011000 4311	93.99		
	Dynarex Nitrile Exam gloves,	04011000 4311	211.41		
	Shipping and Handling	04011000 4311	42.26		
	Hypoguard Haemolance Safety	04011000 4311	183.00		
	Shipping and Handling	04011000 4311	10.49		
	Dynarex Nitrile Exam gloves,	04011000 4311	137.48		
	Shipping and Handling	04011000 4311	31.75		
	Brunel (Life & Times) book	09011000 4310	6.08		
	Tin Metal Cut Pieces	09011000 4310	74.68		
	Solderless Plug-in Board	09011000 4310	48.46		
	BOOK-The Art and Science of	21040000 4310	42.28		
	Shipping	21040000 4310	0.00		
			2,019.54	WA	00839867

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AMERICAN AUTOMATIC DOORS INC	SERVICE CALL TO VARIOUS	65110000 4520	490.13		
	LABOR CHARGES	65110000 5650	848.50		
			<u>1,338.63</u>		WA 00839868
BC PUMP SALES AND SERVICE	REPAIRS TO ARMSTRONG PUMB	5110400 4520	231.06		
	REPAIRS TO ARMSTRONG PUMB	5110400 5650	260.00		
			<u>491.06</u>		WA 00839869
BREEZE, THE	7" X 10", FULL-COLOR DISPLAY	67111000 5880	125.00		
			<u>125.00</u>		WA 00839870
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING	65110000 4520	67.89		
	ELECTRICAL/LIGHTING	65110000 4520	57.73		
			<u>125.62</u>		WA 00839871
CALIFORNIA PEACE OFFICERS	CPOA - CALIFORNIA PEACE	21055000 5310	200.00		
			<u>200.00</u>		WA 00839872
CANON BUSINESS SOLUTIONS INC	CAMPUSWIDE CANON COPIER	67710300 5640	353.33		
	CAMPUSWIDE CANON COPIER	67710300 5640	12.00		
			<u>365.33</u>		WA 00839873
CENTRAL COAST FAMILY CARE	SERVICE AGREEMENT FY 2014-	64400002 5112	17,714.00		
			<u>17,714.00</u>		WA 00839874
COLLEGE BOARD	Accuplacer Test Units for	63101000 5322	18,277.60		
			<u>18,277.60</u>		WA 00839875
CONSTELLATION NewENERGY INC	ELECTRICITY SERVICES	65700000 5520	44.42		
			12.02		
			18,406.66		
			11.11		
			3.00		
			4,601.66		
		<u>23,078.87</u>		WA 00839876	
DELL MARKETING LP INC	BATTERY, PRIMER, 7 WHR, IC	67873000 4514	172.98		
			<u>172.98</u>		WA 00839877
DEPARTMENT OF JUSTICE	Fingerprint/Background	64700000 5820	480.00		
	Fingerprint/Background	67300100 5820	497.00		
			<u>977.00</u>		WA 00839878
EMERALD WAVE MEDIA	DJ services for live remote -	68400503 5112	250.00		
			<u>250.00</u>		WA 00839879

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
FIRST CALL BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT	67760000 5640	895.00		
			895.00		WA 00839880
HOME DEPOT	Instructional Supplies to be	09565007 4310	49.56		
	Instructional Supplies to be	09565007 4310	40.26		
	Instructional Supplies to be	09565007 4310	33.76		
	Instructional Supplies to be	09565007 4310	123.92		
	Instructional Supplies to be	09565007 4310	76.02		
	Instructional Supplies to be	09565007 4310	134.20		
	FIRE ACADEMY OPERATIONAL	21335000 4520	20.49		
	FIRE ACADEMY OPERATIONAL	21335000 4520	18.27		
	FIRE ACADEMY OPERATIONAL	21335000 4520	31.02		
	FIRE ACADEMY OPERATIONAL	21335000 4520	15.09		
	FIRE ACADEMY OPERATIONAL	21335000 4520	56.94		
	FIRE ACADEMY OPERATIONAL	21335000 4520	31.33		
	FIRE ACADEMY	21335007 4310	41.20		
	FIRE ACADEMY	21335007 4310	13.28		
	FIRE ACADEMY	21335007 4310	83.10		
	FIRE ACADEMY	21335007 4310	20.02		
	FIRE ACADEMY	21335007 4310	9.96		
	FIRE ACADEMY	21335007 4310	291.20		
	FIRE ACADEMY	21335007 4310	24.01		
	FIRE ACADEMY	21335007 4310	80.52		
	FIRE ACADEMY	21335007 4310	8.42		
	Office/Operational Supplies	65110000 4520	6.62		
	Office/Operational Supplies	67220000 4520	20.00		
	Office/Operational Supplies	67220000 4520	20.00		
			1,249.19		WA 00839881
IDVILLE	HAND HELD SLOT PUNCH	4666167775000 4520	66.95		
	STRAP CLIPS-CLEAR	41197CL 67775000 4520	24.00		
	SHIPPING	67775000 4520	9.50		
			100.45		WA 00839882
LAU, BOWMAN	LocalMileage-LosFloresCanyon	70102150 5210	104.16		
			104.16		WA 00839883
LAU, MARGARET S	NatlPrtnrshpEnvTechEdConf-Sant	68400303 5210	857.60		
			857.60		WA 00839884
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/14-6/30/15	67210600 5730	5,795.00		
	LEGAL SERVICES 7/1/14-6/30/15	67210600 5730	756.00		
	LEGAL SERVICES 7/1/14-6/30/15	67210600 5730	4,900.00		
			11,451.00		WA 00839885
MID STATE CONTAINERS	CONTAINER RENTAL (2)	65110000 5690	135.31		
	CONTAINER RENTAL (2)	65110000 5690	135.31		
	CONTAINER RENTAL	65110400 5690	135.31		
			405.93		WA 00839886

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
MISSION LINEN & UNIFORM SERVICE INC	UNIFORM SERVICES/TOWELS	67772000 5550	42.60		
	UNIFORM SERVICES/TOWELS	67772000 5550	<u>46.18</u> 88.78		WA 00839887
NCS ASSESSMENTS	CAREER ASSESSMENT	49301000 4311	342.25		
	SHIPPING	49301000 4311	<u>20.54</u> 362.79		WA 00839888
NESTLE PURE LIFE	Bottled water service	19000000 4520	34.41		
	Office/Operational Supplies	67220000 4520	15.00		
	DRINKING WATER FOR THE	10071300 5530	<u>11.90</u> 61.31		WA 00839889
NEXTEL COMMUNICATIONS INC	CELL PHONE USAGE FOR ON-	61320000 5540	0.39		
	CELL PHONE MONTHLY	65110000 5540	46.92		
	NEXTEL CELL PHONE MONTHLY	67775000 5540	42.09		
	Monthly Data Plan with	67873000 5540	<u>34.99</u> 124.39		WA 00839890
OFFICE DEPOT INC	3M Adjustable Keyboard Tray	21330100 4520	93.08		
	HP304A, CYAN TONER	66201002 4520	89.70		
	HP304A YELLOW TONER	66201002 4520	89.70		
	HP304A MAGENTA TONER	66201002 4520	89.70		
	OFFICE DEPOT MANILA FILE	66201002 4520	18.28		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	15.13		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	8.11		
	Office and operational	09481100 4520	<u>59.53</u> 463.23		WA 00839891
ORACLE AMERICA INC	Tuning Pack - Named User Plus	67873100 5322	565.80		
	Configuration Management Pack	67873100 5322	565.80		
	Oracle Database Enterprise	67873100 5322	7,543.95		
	Internet Application Server	67873100 5322	5,657.97		
	Internet Developer Suite -	67873100 5322	794.82		
	Programmer - Named User Plus	67873100 5322	170.11		
	Diagnostics Pack - Named User	67873100 5322	522.68		
	Internet Application Server	67873100 5322	1,713.87		
	Tuning Pack - Named User Plus	67873100 5322	171.39		
	Configuration Management Pack	67873100 5322	171.39		
	Diagnostics Pack - Named User	67873100 5322	171.39		
	Oracle Database Enterprise	67873100 5322	2,325.97		
	Configuration Management Pack	67873100 5322	272.73		
	Diagnostics Pack - Named User	67873100 5322	389.62		
	Oracle Database Enterprise	67873100 5322	3,701.37		
	Internet Application Server	67873100 5322	2,727.32		
	Tuning Pack - Named User Plus	67873100 5322	<u>389.62</u> 27,855.80		WA 00839892
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	15.78		
	ELECTRICITY SERVICES	68103000 5520	3.95		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			19.73		WA 00839893
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	1,031.58		
	ELECTRICITY SERVICES	68103000 5520	257.89		
			<u>1,289.47</u>		WA 00839894
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	1,507.42		
	ELECTRICITY SERVICES	68103000 5520	376.85		
			<u>1,884.27</u>		WA 00839895
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	46.14		
	ELECTRICITY SERVICES	68103000 5520	11.53		
			<u>57.67</u>		WA 00839896
PAPER CONNECTION	SPECIALTY AND GLOSS PAPER	67760000 4520	382.46		
			<u>382.46</u>		WA 00839897
PEC/PREMIER SAFETY MANAGEMENT LLC	Student Workbooks and SITAS;	70102150 4310	3,500.00		
	Shipping and Handling	70102150 4310	50.00		
			<u>3,550.00</u>		WA 00839898
PEMBERTON, LAURIE	CCoastRegMeeting-SantaBarbara	60200400 5210	125.08		
			<u>125.08</u>		WA 00839899
PENN STATE MEDIA SALES	LIQUID ASSESTS (DVD)	03030001 4310	24.95		
	SHIPPING	03030001 4310	8.00		
			<u>32.95</u>		WA 00839900
PPG ARCHITECTURAL FINISHES INC	PAINT SUPPLIES	65110000 4520	60.31		
	PAINT SUPPLIES	65110000 4520	57.85		
	PAINT SUPPLIES	65110000 4520	22.91		
	PAINT SUPPLIES	65110000 4520	57.34		
	PAINT SUPPLIES	65110000 4520	20.97		
	PAINT SUPPLIES	65110000 4520	144.88		
			<u>364.26</u>		WA 00839901
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	105.00		
	WHITE BOARD MARKERS, EXPO	67710301 4310	1,890.60		
	WHITE BOARD ERASERS, EXPO	67710301 4310	572.86		
			<u>2,568.46</u>		WA 00839902
R&R ROLL-OFF	DEBRIS DISPOSAL FEES	65110000 5570	378.88		
	40 YARD DROP BOX	65110000 5690	180.00		
			<u>558.88</u>		WA 00839903
RAN GRAPHICS INC	PRINTING OF SPRING 2015	64642002 4540	1,000.00		
	PRINTING OF SPRING 2015	67111000 4540	2,892.40		
	SALES TAX ON 400 CAMPUS	67111000 4540	1.75		

**Allan Hancock College  
Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	SALES TAX ON PREPRESS	67111000 4540	22.37		
	BULK MAIL PREP OF 71,900	67111000 4540	776.56		
	BULK MAIL PREP OF 1,700	67111000 4540	112.00		
	DELIVERY TO SMPO AND AHC	67111000 4540	355.00		
			<u>5,160.08</u>		WA 00839904
SADIG, SAAD S	Reimbursement for Caster	09000000 4520	24.63		
			<u>24.63</u>		WA 00839905
SANTA BARBARA CITY COLLEGE	HORTICULTURAL GARDEN	68400302 5112	15,000.00		
	FACULTY PROFESSIONAL	68400302 5210	928.72		
			<u>15,928.72</u>		WA 00839906
SANTA CLARITA CCD	Curriculum development in	68400301 5112	956.07		
			<u>956.07</u>		WA 00839907
SIERRA SCHOOL EQUIP CO	LECTURE ROOM SEAT SHELL,	65110000 4520	186.62		
			<u>186.62</u>		WA 00839908
SIGNS OF SUCCESS INC	DESIGN LABOR	65110000 5650	45.00		
	SIGN, D-04 ROOM ID 1/4	65118000 4520	184.03		
	PAINT SET UP CHARGE	65118000 4520	81.18		
			<u>310.21</u>		WA 00839909
STRATA INFORMATION GROUP	DEGREE WORKS PROFESSIONAL	67873000 5112	3,255.00		
			<u>3,255.00</u>		WA 00839910
U.S. BANK	GO BOND ADMINISTRATIVE FEE	7710300 5892	385.00		
			<u>385.00</u>		WA 00839911
US BANK CORPORATE PAYMENT SYSTEM	BOARD DINNER 12/9/14	66100000 4710	125.21		
	B. MILLER RETIREMENT	66200000 4520	16.19		
	HOLIDAY CELEBRATION FOOD	66200000 4710	102.45		
	HOLIDAY CELEBRATION	66200000 4710	7.79		
	STANDARD IV LUNCH MEETING	66200000 4710	49.99		
	CAL CARD PURCHASE	67111000 5880	1,700.00		
			<u>2,001.63</u>		WA 00839912
VALLEY GLASS & MIRROR CO	CONTROL RC4190	65110000 4520	450.80		
	FREIGHT CHARGES	65110000 4520	29.15		
	LABOR CHARGES	65110000 5650	535.25		
			<u>1,015.20</u>		WA 00839913
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	20.02		
			<u>20.02</u>		WA 00839914
VERIZON CALIFORNIA	TELEPHONE SERVICE	65700000 5540	211.77		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			211.77		WA 00839915
WARD'S SCIENCE INC	SOMOS/AS6/MUSCULAR TORSO	60200313 6410	17,266.19		
			17,266.19		WA 00839916
WESTERN EXTERMINATOR CO	PEST CONTROL SERVICES	65510000 5640	109.50		
			109.50		WA 00839917
WESTERN WAYS	Custodial Services between the	60100800 5112	750.00		
			750.00		WA 00839918
BEST BUY AUTOMOTIVE EQUIPMENT	DANMAR BRIGABIER 10 AND	71810006 6410	3,123.67		
			3,123.67		WB 00839919
ALLDREDGE, SHARON M	PHYS EXAM FUND	67900009 3420	80.00		
			80.00		WC 00839920
AVILA, DANA L	PHYS EXAM FUND	67900009 3420	50.23		
			50.23		WC 00839921
COLE, JOYCE M	PHYS EXAM FUND	67900009 3420	74.00		
			74.00		WC 00839922
DUNN, TOREY JOHN PAUL	PHYS EXAM FUND	67900009 3420	118.11		
			118.11		WC 00839923
FORD, JANET LEE	PHYS EXAM FUND	67900009 3420	123.95		
			123.95		WC 00839924
HEALY, ELAINE A	PHYS EXAM FUND	67900009 3420	31.93		
			31.93		WC 00839925
MASUDA, CAROL K	PHYS EXAM FUND	67900009 3420	112.12		
			112.12		WC 00839926
NOLAN-CHAVEZ, HOLLY	PHYS EXAM FUND	67900009 3420	310.00		
			310.00		WC 00839927
OLIVERA, AGEO	PHYS EXAM FUND	67900009 3420	312.62		
			312.62		WC 00839928
RAMIREZ, HAROLD	PHYS EXAM FUND	67900009 3420	605.23		
			605.23		WC 00839929
RANTZ, RICKY L	PHYS EXAM FUND	67900009 3430	300.00		
			300.00		WC 00839930
RIVERA, GORDON A	PHYS EXAM FUND	67900009 3420	386.00		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			386.00		WC 00839931
ROBB, STEPHANIE	PHYS EXAM FUND	67900009 3420	287.79		
			287.79		WC 00839932
RODIN, SANDRA	PHYS EXAM FUND	67900009 3420	300.00		
			300.00		WC 00839933
AMAZON	Kodak PH-160 EasyShare	69297111 4520	229.98		
			229.98		WE 00839934
B & H PHOTO-VIDEO	PRINTER EPSON EXPRESSION	71730003 6411	249.99		
	EPSON CLARIA BLACK INK	71730003 6411	39.18		
	EPSON CLARIA INK CARTRIDGE	71730003 6411	16.65		
	EPSON CLARIA INK CARTRIDGE	71730003 6411	16.65		
	EPSON CLARIA INK CARTRIDGE	71730003 6411	16.65		
	EPSON CLARIA INK CARTRIDGE	71730003 6411	16.65		
	EPSON CLARIA INK CARTRIDGE	71730003 6411	16.65		
			372.42		WI 00839935
			0.00		
			0.00	V VD	WI 00839936
DELL MARKETING LP INC	DELL AIO 9030-23" Q#691650875	71730002 6411	775.10		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	SERVICE & WARRANTY	71730002 6411	4,290.00		
	ENVIRONMENTAL FEE	71730002 6411	60.00		
	DELL OPTIPLEX 9020 MINI	71730003 6411	1,114.08		
	DELL OPTIPLEX 9020 MINI	71730003 6411	1,114.09		
	DELL OPTIPLEX 9020 MINI	71730003 6411	1,114.09		
	DELL OPTIPLEX 9020 MINI	71730003 6411	1,114.09		
	Warranty and Services	71730003 6411	1,044.20		
	OPTIPLEX 7020-24" Q#691652411	71730003 6411	1,201.64		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
	SERVICE & WARRANTY	71730003 6411	127.00		
	OPTIPLEX 7020-24" Q#691652411	71730003 6411	1,201.63		
	SERVICE & WARRANTY	71730003 6411	127.00		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	DELL AIO 9030-23" Q#691650875	71730002 6411	775.15		
	SERVICE & WARRANTY	71730002 6411	572.00		
	ENVIRONMENTAL FEE	71730002 6411	8.00		
	OPTIPLEX 7020-24" Q#691652411	71730003 6411	1,201.64		
	SERVICE & WARRANTY	71730003 6411	127.00		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
	DELL AIO 9030-23"Q#691649568	71730003 6411	878.54		
	DELL AIO 9030-23"Q#691649568	71730003 6411	878.56		
	DELL AIO 9030-23"Q#691649568	71730003 6411	878.56		
	SERVICE & WARRANTY	71730003 6411	843.00		
	ENVIRONMENTAL FEE	71730003 6411	12.00		
	OPTIPLEX 7020 Q#691652405	71730003 6411	911.64		
	OPTIPLEX 7020 Q#691652405	71730003 6411	911.64		
	OPTIPLEX 7020 Q#691652405	71730003 6411	911.64		
	OPTIPLEX 7020 Q#691652405	71730003 6411	911.64		
	SERVICE & WARRANTY	71730003 6411	508.00		
			<u>35,251.18</u>		WI 00839937
AMERICAN INDUSTRIAL SUPPLY	SUPPLIES FOR FIRE	21335000 4520	15.08		
			<u>15.08</u>		WA 00839938
AMERICAN STAR TOURS	CHARTER BUS SERVICE TO	64945000 4640	1,010.00		
			<u>1,010.00</u>		WA 00839939
APPLE COMPUTER	APPLE IPAD AIR2 Q#2201870712	67760002 6411	410.00		
	APPLE WASTE FEE	67761001 5571	3.00		
	APPLE IPAD CARE 2YR	67761001 6411	79.00		
	APPLE IPAD AIR2 Q#2201870712	67761001 6411	216.77		
			<u>708.77</u>		WA 00839940
ARMSTRONG'S LOCK AND KEY	KEY/LOCK SUPPLIES	65110000 4520	29.23		
	KEY/LOCK SUPPLIES	65110000 4520	115.67		
			<u>144.90</u>		WA 00839941
ARROWHEAD	WATER BOTTLE (8 OZ.	67300100 4710	76.60		
			<u>76.60</u>		WA 00839942
AT&T	AT&T PHONE DIRECTORY	65700000 5540	8.99		
			<u>8.99</u>		WA 00839943
AVILA, ALVARO	Reimbursement for AJ 111	21050000 4310	17.86		
			<u>17.86</u>		WA 00839944
CA COMMUNITY COLLEGES	ALLAN HANCOCK MEMBERSHIP	60100100 5310	300.00		
			<u>300.00</u>		WA 00839945
CENTAUR FORGE LLC	Centaur 2 Medium Scrolling	09565001 6410	323.40		
	Centaur 1.5" heavy V-Bit Bolt	09565001 6410	304.00		
	Peddinghaus 1000 gram Swedish	09565001 6410	351.60		
	Peddinghaus 500 mm Flat Nosed	09565001 6410	381.60		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Emerson 150 Lb. Traditional	09565001 6410	1,779.90		
	Shipping and Handling estimate	09565001 6410	225.00		
			<u>3,365.50</u>		WA 00839946
CITY OF SANTA MARIA	FALSE ALARM RESPONSES-SM	67775000 5590	766.40		
			<u>766.40</u>		WA 00839947
COURIER SYSTEMS INC.	Courier Services between the	60100800 5112	275.00		
			<u>275.00</u>		WA 00839948
DETRICK, CHERYL	Independent Contractor	67169800 5110	6,053.76		
			<u>6,053.76</u>		WA 00839949
FARM SUPPLY COMPANY	LANDSCAPING SUPPLIES	65510000 4520	194.84		
			<u>194.84</u>		WA 00839950
FERGUSON ENTERPRISES INC	PLUMBING SUPPLIES	65110000 4520	317.65		
	PLUMBING SUPPLIES	65110000 4520	12.89		
	PLUMBING SUPPLIES	65110000 4520	17.27		
			<u>347.81</u>		WA 00839951
FISHER SCIENTIFIC	Aneroid Sphygmomanometer,	04011000 4310	94.19		
	95% Ethanol, 4 liters,	04011000 4310	42.51		
			<u>136.70</u>		WA 00839952
FLINN SCIENTIFIC INC	Wire Gauze Square, 5x5	19050000 4310	200.47		
	tubing connector, AP8877	19050000 4310	4.01		
	tubing connector, AP8879	19050000 4310	12.34		
	tubing connector, AP8880	19050000 4310	12.34		
	tubing connector, AP8881	19050000 4310	8.23		
			<u>237.39</u>		WA 00839953
LOVARC	FEE AGREEMENT FOR FALL,	49303120 5130	87.29		
			<u>87.29</u>		WA 00839954
NOBLE POWER EQUIPMENT	FILTER, AIR, PLEATED	65510000 4520	27.41		
	CHAINSAW, 40 CC	65511400 6410	324.74		
			<u>352.15</u>		WA 00839955
OFFICIAL PAYMENTS CORPORATION	WEB AND CASHIER CREDIT	67710300 5892	10,796.18		
			<u>10,796.18</u>		WA 00839956
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	325.74		
	ELECTRICITY SERVICES	68103000 5520	81.43		
			<u>407.17</u>		WA 00839957
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	92.86		
	ELECTRICITY SERVICES	68103000 5520	23.21		
			<u>116.07</u>		WA 00839958

**Allan Hancock College  
Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	13,911.16		
	ELECTRICITY SERVICES	68103000 5520	3,477.79		
			<u>17,388.95</u>		WA 00839959
POLARIS LIBRARY SYSTEMS	MEMBERSHIP RENEWAL	61201000 5310	100.00		
			<u>100.00</u>		WA 00839960
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	2,304.11		
			<u>2,304.11</u>		WA 00839961
QUICK CAPTION	TRANSCRIPTION SERVICES FOR	61142000 5112	1,440.00		
			<u>1,440.00</u>		WA 00839962
QUINTECH INC.	AIR TECHNIQUES AND WATER	65110000 4520	541.25		
	LABOR CHARGES	65110000 5650	1,420.00		
			<u>1,961.25</u>		WA 00839963
ROSETTA STONE LTD	ROSETTA STONE LICENSES,	49306007 5322	19,900.00		
			<u>19,900.00</u>		WA 00839964
SAFEWAY INC - VONS DIVISION	Supplies for the Biology	04011007 4310	44.19		
			<u>44.19</u>		WA 00839965
SANTA BARBARA COUNTY	WRC PARTNER CHARGES	10000020 5630	1,465.80		
			<u>1,465.80</u>		WA 00839966
SANTA MARIA VALLEY CHAMBER OF COMMERCE	POLICE LUNCHEON	66200000 5222	40.00		
			<u>40.00</u>		WA 00839967
SIMS, NATHAN W	LocalMileage-SantaMaria	63102001 5210	29.12		
			<u>29.12</u>		WA 00839968
SMITH ELECTRIC SERVICE	REPAIR ENTRYWAY LIGHTS,	65110400 4520	556.56		
	LABOR CHARGES	65110400 5650	4,080.00		
			<u>4,636.56</u>		WA 00839969
US BANK CORPORATE PAYMENT SYSTEM	PAPPY'S - DISTRICT BUSINESS	66100000 5210	35.00		
	THE BOYS RESTAURANT -	66100000 5210	28.00		
	KAY'S COUNTRY KITCHEN -	66100000 5210	32.00		
	CAFE QUACKENBUSH -	66100000 5210	49.00		
	STRAW HAT PIZZA	66200000 4710	162.21		
	PAPPY'S - DISTRICT BUSINESS	66200000 5210	36.00		
	CONFERENCE REGISTRATION	66200000 5210	826.00		
		<u>1,168.21</u>		WA 00839970	
V LOPEZ JR & SONS	CHANGE ORDER #5 AS	69500005 6212	453.68		
	General Contractor related to	69500005 6212	41,211.99		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			41,665.67		WA 00839971
VIRTUAL VRI	REMOTE INTERPRETING	61142000 5112	68.75		
	REMOTE INTERPRETING	61142000 5112	56.25		
	GOTO MEETING MONTHLY	61142000 5112	15.00		
			<u>140.00</u>		WA 00839972
VTC ENTERPRISES	FEE AGREEMENT FOR FALL,	49303120 5130	3,915.00		
	Food for HS Counselor	63220001 4710	241.89		
	COLLECTION OF RECYCLING	65700000 5570	420.00		
			<u>4,576.89</u>		WA 00839973
WARD'S SCIENCE INC	Supplies for the Chem Labs,	19050007 4310	34.53		
	Supplies for the Chem Labs,	19050007 4310	25.18		
			<u>59.71</u>		WA 00839974
WORLDWIDE ENVIRONMENTAL PRODUCTS	HP 2035 Printer serial no.	09481001 6410	350.45		
	Mouse for SMOG Machine part	09481001 6410	28.27		
	Installation charge for set	09481001 6410	86.63		
			<u>465.35</u>		WA 00839975
XEROX CORPORATION	XEROX PHASER 7400DX	67710300 5640	90.84		
	ESTIMATED EXCESS METERS	67710300 5640	38.10		
			<u>128.94</u>		WA 00839976
SMITH ELECTRIC SERVICE	General Contractor related to	71840015 6212	13,911.45		
			<u>13,911.45</u>		WB 00839977
MARIAN CHILDREN'S CENTER	CHILDCARE 10/1/14-12/10/14	69297111 5112	178.65		
	CHILDCARE 10/1/14-12/10/14	69297111 5112	119.10		
	CHILDCARE 10/1/14-12/10/14	69297111 5112	19.85		
			<u>317.60</u>		WE 00839978
DELL MARKETING LP INC	DELL 24" MONITOR Q#69694379	71730003 6411	303.35		
	ENVIRONMENTAL FEE	71730003 6411	4.00		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	LAT LAPTOP 15" Q#680896358	71730003 6411	985.67		
	SERVICE & WARRANTY	71730003 6411	2,136.00		
	ENVIRONMENTAL FEE	71730003 6411	18.00		
			<u>8,375.37</u>		WI 00839979
FULL COMPASS SYSTEMS LTD	PROTOOLS 11 SOFTWARE	71730002 5322	4,814.40		
	USB SMART KEY ILOK-2	71730002 5322	687.31		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			5,501.71		WI 00839980
BENNETT, TIM	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
	Various Local Mileage	66100000 5210	60.26		
			300.26		WA 00839981
BLACK, MICHAEL R	StateBudgetWrkshp-Sacramento	67210600 5210	406.96		
			406.96		WA 00839982
JONES, BERNARD	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
	Various Local Mileage	66100000 5210	55.10		
			295.10		WA 00839983
LAHR, LARRY	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			240.00		WA 00839984
LAU, MARGARET S	CurriculumAcad-GardenGrove	68400303 5210	317.40		
			317.40		WA 00839985
MILLAN, JOSE A	LocalMileage	63220003 5210	2.35		
			2.35		WA 00839986
OFFICE DEPOT INC	3 Hole Punch	63100009 4520	17.54		
	Voice Recorder - For note	63100009 4520	43.29		
	Desk Pad Calendar	63100009 4520	18.19		
	VP-Flash Drive, 64gb	63220001 4520	69.26		
	Flash Drives 8gb	63220001 4520	28.12		
	OFFICE SUPPLIES	21055000 4520	40.18		
	OFFICE SUPPLIES	21055000 4520	12.61		
	OFFICE SUPPLIES	21055000 4520	22.34		
	PAPER AND TONER SUPPLIES	61100008 4311	132.05		
	PAPER AND TONER SUPPLIES	61100008 4311	79.61		
	PAPER AND TONER SUPPLIES	61100008 4311	389.08		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	221.40		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	51.06		
	MISC OFFICE SUPPLIES FOR THE	66240000 4520	86.55		
	Operational Supplies	69600000 4520	82.64		
	OFFICE SUPPLIES 12/15/14 -	22000010 4520	55.18		
	OFFICE SUPPLIES 12/15/14 -	22000010 4520	9.95		
	DESK CALENDAR	60100112 4520	3.02		
	BLACK ART PAPER ROLL	60100112 4520	19.92		
	AZURE ART PAPER ROLL	60100112 4520	21.53		
	FACIAL TISSUE PACK OF 6	60100112 4520	16.43		
	GRAY CLASP ENVELOPES BOX	60100112 4520	81.25		
	RECYCLED TAPE DISPENSER	60100112 4520	3.60		
	TAPE PACK OF 10	60100112 4520	8.96		
	2015 WEEKLY/MONTHLY	60100112 4520	16.14		
	PO1518413 Cr Item 40 ScreenFil	63231011 4520	-800.51		
	OPERATING SUPPLIES	64300202 4520	10.34		
	OPERATING SUPPLIES	64300202 4520	63.32		
	OPERATING SUPPLIES	64300202 4520	180.56		
	OPERATING SUPPLIES	64300202 4520	92.00		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	OPERATING SUPPLIES	64300202 4520	10.75		
	Office Supplies	49306018 4520	46.07		
			1,132.43		WA 00839987
OFFICE DEPOT INC	FIRE ACADEMY OPERATIONAL	21335000 4520	106.69		
	Logitech Wireless Trackball	21335000 4514	43.29		
	Office Supplies for 7/1/14 to	64900104 4520	532.32		
	AAA Batteries	17010007 4310	254.15		
	Expo markers	17010007 4310	10.42		
	Expo Red markers	17010007 4310	9.05		
	Expo Green Marker	17010007 4310	8.30		
	Expo Blue Markers	17010007 4310	9.05		
	Expo Assorted Markers	17010007 4310	12.16		
	Pencils	17010007 4310	16.15		
			1,001.58		WA 00839988
OLIVERA, LUCERITO SALGADO	LocalMileage	63220003 5210	2.35		
			2.35		WA 00839989
ORACLE AMERICA INC	ORACLE LINUX BASIC LIMITED	67873100 5660	499.00		
			499.00		WA 00839990
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	126.68		
	ELECTRICITY SERVICES	68103000 5520	31.67		
			158.35		WA 00839991
PENSA, GREG	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
	Various Local Mileage	66100000 5210	80.64		
			320.64		WA 00839992
Perez, Kylee	LIVE SCAN FOR STUDENT	64700000 5820	13.70		
			13.70		WA 00839993
PORTABLE JOHNS INC	RENTAL/SERVICING CHARGES	68102000 5690	936.89		
			936.89		WA 00839994
PPG ARCHITECTURAL FINISHES INC	PAINT SUPPLIES	65110000 4520	20.54		
			20.54		WA 00839995
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	400.48		
	CUSTODIAL SUPPLIES	65311000 4520	25.01		
			425.49		WA 00839996
PUBLIC AGENCY LAW GROUP	LEGAL SERVICES FOR THE VIC	6240000 5730	1,365.00		
	LEGAL SERVICES FOR THE VIC	6240000 5730	1,528.80		
			2,893.80		WA 00839997

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
RADIATION DETECTION CO	RADIATION STUDENT BADGES	12401000 4311	154.80		
			<u>154.80</u>		WA 00839998
SEYFERT, KELI J	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	19.00		
			<u>19.00</u>		WA 00839999
STRATEGIC VITALITY LLC	Consultant for AB86 Grant	49306018 5112	26,500.00		
			<u>26,500.00</u>		WA 00840000
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	153.98		
			<u>153.98</u>		WA 00840001
UNITED REFRIGERATION INC	HVAC SUPPLIES	65110000 4520	43.42		
	HVAC SUPPLIES	65110000 4520	154.62		
	HVAC SUPPLIES	65110000 4520	74.92		
			<u>272.96</u>		WA 00840002
US BANK CORPORATE PAYMENT SYSTEM	PURCHASES WITH CAL CARD	65110000 4520	69.00		
	PURCHASES WITH CAL CARD	65110000 4520	-15.31		
	PURCHASES WITH CAL CARD	65110000 4520	120.57		
	PURCHASES WITH CAL CARD	65510000 4520	64.35		
	PURCHASES WITH CAL CARD	65510000 4520	-14.28		
	PURCHASES WITH CAL CARD	65510000 4520	112.44		
	PURCHASES WITH CAL CARD	67700000 4520	16.21		
	PURCHASES WITH CAL CARD	67700000 4520	-3.60		
	PURCHASES WITH CAL CARD	67700000 4520	28.32		
			<u>377.70</u>		WA 00840003
WALTHERS, KEVIN GLEN	VariousLocalMileage	66200000 5210	642.28		
			<u>642.28</u>		WA 00840004
WASHINGTON MUSIC CENTER	PO151471 Freight Only	10040009 6410	100.00		
			<u>100.00</u>		WA 00840005
ZACARIAS, HILDA	TRUSTEE COMPENSATION FOR	66100000 5110	240.00		
			<u>240.00</u>		WA 00840006
VAZQUEZ, VERONICA	CHILDCARE 10/1/14-12/10/14	69297111 5112	303.20		
			<u>303.20</u>		WE 00840007
SIGNS OF SUCCESS INC	Plaque, 22"X21.25" Custom - Installation Labor	71710017 4520	483.30		
	Plaque, 22"X21.25" Custom - Installation Labor	71710017 4520	56.10		
	Plaque, 22"X21.25" Custom - Installation Labor	71711017 4520	981.27		
			113.90		
			<u>1,634.57</u>		WI 00840008
AMAZON	BOOKS FOR SM LIBRARY	49306007 6310	39.47		
	BOOKS FOR SM LIBRARY	49306007 6310	144.03		
	BOOKS FOR SM LIBRARY	61201000 6310	50.00		



**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AHC - BOOKSTORE	Sales & Commissions	67190000 8840	1,706.30 <u>1,706.30</u>		WA 00840012
ALLY	LEASE PAYMENT FOR 2013	64945000 5680	653.95		
	LEASE PAYMENT FOR 2013	64945000 5680	653.95 <u>1,307.90</u>		WA 00840013
AMAZON	California Veterinary	01021001 4310	29.23		
	Shipping Fee	01021001 4310	5.39 <u>34.62</u>		WA 00840014
ASSESSMENT TECHNOLOGIES INSTITUTE	EDUCATING NURSE	12032002 5670	2,500.00 <u>2,500.00</u>		WA 00840015
Bautista, Miguel A	LIVE SCAN REIMB FOR	64700000 5820	15.00 <u>15.00</u>		WA 00840016
BLUE ROSE STUDIO	CLAY ACCOUNT	10021000 4311	950.49 <u>950.49</u>		WA 00840017
BREMER AUTO PARTS	AUTO PARTS FOR FIRE	21335000 4520	19.30		
	AUTO PARTS FOR FIRE	21335000 4520	-19.30		
	AUTO PARTS FOR FIRE	21335000 4520	203.32		
	AUTO PARTS FOR FIRE	21335000 4520	-203.32		
	AUTO PARTS FOR EMS	12502000 4520	61.37 <u>61.37</u>		WA 00840018
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 00840019
COMCAST	MONTHLY RECURRING COSTS	60100800 5560	1,118.68		
	MONTHLY RECURRING COSTS	65700000 5560	4,474.72 <u>5,593.40</u>		WA 00840020
COMCAST CABLE	MONTHLY RECURRING COSTS	60100800 5560	25.74		
	MONTHLY RECURRING COSTS	65700000 5560	102.98 <u>128.72</u>		WA 00840021
FISHER SCIENTIFIC	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	659.09		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	172.76		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	22.81		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	63.49		
	INSTRUCTIONAL SUPPLIES FOR	60200314 4310	53.22 <u>971.37</u>		WA 00840022
FIVE STAR GRAFIX INC	Sign for Auto Tech lab per	09481100 4540	190.95		
	Installation of sign in Auto	09481100 4540	87.50		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			278.45		WA 00840023
GEORGE, KENNETH E	SHIPPING POST PELLET B TEST21055000 5870		27.33		
	SHIPPING POST PELLET B TEST21055000 5870		25.50		
			52.83		WA 00840024
Grigg, Melody M	LIVE SCAN REIMB FOR	64700000 5820	30.00		
			30.00		WA 00840025
HIGH-TECH ELECTRIC	EXTRON CSR 6	68400303 4315	66.46		
	EXTRON HDMI MICRO/1.5	68400303 4315	25.33		
	EXTRON HDMI MICRO/3	68400303 4315	31.66		
	EXTRON HDMI ULTRA/6	68400303 4315	44.33		
	EXTRON HDMI ULTRA/9	68400303 4315	49.80		
	EXTRON ONE HDMI FEMALE TO	68400303 4315	49.80		
	EXTRON DTP HDMI 230 RX	68400303 6412	295.09		
	EXTRON DTP HDMI 230 TX	68400303 6412	295.09		
	EXTRON HAE 100	68400303 6412	491.73		
			1,349.29		WA 00840026
Landin, Robert	LIVE SCAN REIMB FOR	64700000 5820	30.00		
			30.00		WA 00840027
LOMBARDI, MARNA E	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	157.00		
			157.00		WA 00840028
			0.00		
			0.00	V VD	WA 00840029
OFFICE DEPOT INC	Dry Erase Marker Kit	63100000 4520	4.78		
	Document Holder	63100000 4520	64.89		
	4x4" Lined Post Its	63100000 4520	23.97		
	1.5x2" Post Its	63100009 4520	17.64		
	3x3" Post It Notes	63100009 4520	27.54		
	Hanging Folder Tabs	63100009 4520	2.11		
	Angled Post It Tabs	63100009 4520	2.11		
	2" Colored Tabs	63100009 4520	2.11		
	1" Post It Flags	63100009 4520	5.12		
	Monthly Tab Dividers	63100009 4520	5.41		
	Alphabetical Tab Dividers	63100009 4520	8.80		
	Interdepartment Envelopes	63100009 4520	12.74		
	File Folder Labels	63100009 4520	15.03		
	Staplers	63100009 4520	7.08		
	Stapler Removers	63100009 4520	1.85		
	Mail Clips	63100009 4520	9.09		
	Pen Style Staple Remover	63100009 4520	1.95		
	Blue Pilot G2 Ink Pens	63100009 4520	10.77		
	Black Pilot G2 Ink Pens	63100009 4520	10.77		
	Red Pilot G2 Ink pens	63100009 4520	10.77		
	Yellow Highlighters	63100009 4520	15.59		
	Small Paper Clips	63100009 4520	1.73		
	Large Paper Clips	63100009 4520	4.81		

**Allan Hancock College  
Warrant Register**

Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Tape Refills	63100009 4520	13.16		
	3" D-Ring Binders	63100009 4520	41.18		
	4" D-Ring Binders	63100009 4520	38.95		
	2" D-Ring Binders	63100009 4520	24.90		
	1" D-Ring Binders	63100009 4520	40.54		
	Desk Organizer	63100009 4520	95.14		
	Mouse pad	63100009 4520	47.51		
	AA Batteries	63100009 4520	6.74		
	AAA Batteries	63100009 4520	6.74		
	VP- Electric Stapler	63100009 4520	79.24		
	VP-staples	63100009 4520	2.68		
	VP-Black Uni-Ball Pens	63100009 4520	12.62		
	VP-Blue Uni-Ball Pens	63100009 4520	12.62		
	VP-Sharp Calculator	63100009 4520	81.14		
	VP-Replacement Ink	63100009 4520	8.30		
	VP-Paper Rolls	63100009 4520	9.42		
	VP-Post It Squares, Fuchsia	63100009 4520	13.21		
	VP-Post It Squares, Yellow	63100009 4520	7.73		
	VP-Easel Pads	63100009 4520	75.80		
	VP-Flip Chart Markers	63100009 4520	4.35		
	Dry Erase Boards	63100009 4520	31.18		
	Dry Erase Marker Kit	63100009 4520	4.78		
	HP Magenta Toner	63220001 4520	216.28		
	Toner cartridge for laser	15011200 4311	210.04		
	Pk. of 50 blue construction	15011207 4310	7.83		
	Plastic ruler	15011207 4310	1.55		
	Five pk. of paper clips	15011207 4310	13.54		
	Lg. binder clips	15011207 4310	0.94		
	Pk. of 50 white construction	15011207 4310	17.57		
	Pk. of 72 eraser caps	15011207 4310	2.93		
	Incline file sorter	15011207 4310	13.14		
	Lysol wipes	15011207 4310	10.74		
	dustpan and broom	15011207 4310	3.23		
	6 pk. of glue sticks	15011207 4310	3.25		
	12 pk. asstd. highlighters	15011207 4310	2.34		
	Literature sorter	15011207 4310	64.61		
	Scotch shipping tape pk. of 3	15011207 4310	18.29		
	Red Sharpie	15011207 4310	5.45		
	Pk./12 Black markers	15011207 4310	10.76		
	Yellow Post-it flags	15011207 4310	3.18		
	Pink Post-it flags	15011207 4310	6.36		
	Paper Pro Stapler	15011207 4310	12.06		
	Box of 144 pencils	15011207 4310	16.13		
	Supplies for Spring 2015	60100707 4520	3.88		
	Supplies for Spring 2015	60100707 4520	295.79		
			1,864.48		WA 00840030
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	817.83		
	ELECTRICITY SERVICES	68103000 5520	204.46		
			1,022.29		WA 00840031
PACIFIC GAS & ELECTRIC CO	ELECTRICITY SERVICES	65700000 5520	37.90		
	ELECTRICITY SERVICES	68103000 5520	9.48		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			47.38		WA 00840032
PASCO SCIENTIFIC	Light Bulbs (#14, 25 pack)	19020007 4310	162.38		
	Angle Indicator Part #ME-9495A	19020007 4310	216.50		
	Ground Shipping	19020007 4310	14.00		
			<u>392.88</u>		WA 00840033
PRINTPAL PROMOTIONS	START HERE GO ANYWHERE	67111000 4520	594.00		
	SET-UP CHARGE	67111000 4520	54.00		
			<u>648.00</u>		WA 00840034
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	107.17		
	CUSTODIAL SUPPLIES	65311000 4520	3,554.16		
			<u>3,661.33</u>		WA 00840035
PROMOTIONAL CONCEPTS	Auto Tire Gauge & LED color	09560001 4310	247.89		
	Set up for artwork supplied	09560001 4310	59.54		
	Shipping	09560001 4310	15.54		
			<u>322.97</u>		WA 00840036
RAYBOULD-RODGERS, JULIA	BOOK, THE MODERN GANG	49306007 4310	62.06		
			<u>62.06</u>		WA 00840037
SANTA BARBARA COUNTY	Apprenticeship Training for	09522000 5130	2,606.53		
			<u>2,606.53</u>		WA 00840038
Sierra, Piedad M	LIVE SCAN REIMB FOR	64700000 5820	25.00		
			<u>25.00</u>		WA 00840039
SOLVANG PROPERTIES LLC	Monthly lease for the rooms	60100800 5630	2,000.00		
			<u>2,000.00</u>		WA 00840040
Voita, Melissa C	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00840041
WARD'S SCIENCE INC	Supplies for the Biology	04011007 4310	35.45		
	Supplies for the Biology	04011007 4310	18.06		
	Supplies for the Biology	04011007 4310	13.15		
	SLIDES FOR ANATOMY MODEL60200314	4310	122.43		
	SLIDES FOR ANATOMY MODEL60200314	4310	102.95		
	SLIDES FOR ANATOMY MODEL60200314	4310	171.96		
			<u>464.00</u>		WA 00840042
CDW GOVERNMENT INC	MSFT SURFACE PRO EXT.	71730003 6411	977.52		
	MSFT SURFACE PRO 3 I5 256GB	71730003 6411	1,265.45		
	MSFT SURFACE PRO 3 I5 256GB	71730003 6411	1,265.44		
	MSFT SURFACE PRO 3 I5 256GB	71730003 6411	1,265.44		
	MSFT SURFACE PRO 3 I5 256GB	71730003 6411	1,265.44		
	MSFT SURFACE PRO 3 TYPE	71730003 6411	435.38		
	MSFT SURFACE PRO ENV FEE	71730003 6411	12.00		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			6,486.67	WI	00840043
KITCHELL CEM INC	AMENDMENT SIX FOR	71710017 5112	1,240.40		
	AMENDMENT TWO ADDITIONAL	71710023 5112	23,277.00		
	AMENDMENT TWO ADDITIONAL	71710023 5112	23,277.00		
	AMENDMENT SIX FOR	71711017 5112	2,518.38		
			50,312.78	WI	00840044
PACIFIC GAS & ELECTRIC CO	Service related to the	71710023 5520	9.86		
			9.86	WI	00840045
Albertelli, Cheryl J	LIVE SCAN REIMB FOR	64700000 5820	7.00		
			7.00	WA	00840046
ALL AMERICAN SCREEN PRINTING INC	FSE for EMS Academy	12502000 4520	32.48		
			32.48	WA	00840047
CENTRAL COAST URGENTCARE	New Hire Health & Physicals,	67300100 5821	510.00		
			510.00	WA	00840048
CHEVRON AND TEXACO BUSINESS CARD SERVICE	GASOLINE-CREDIT CARD	67772000 4560	153.07		
			153.07	WA	00840049
CHIEF INFORMATION SYSTEM	3/8-11MarianQuaidMaltagCISOA	63220001 5210	350.00		
			350.00	WA	00840050
CITY OF SANTA MARIA	WATER SERVICES AND	65700000 5530	339.86		
	WATER SERVICES AND	65700000 5530	442.18		
	WATER SERVICES AND	65700000 5530	2,972.79		
	WATER SERVICES AND	65700000 5530	368.94		
	WATER SERVICES AND	65700000 5530	1,551.95		
	WATER SERVICES AND	65700000 5530	82.30		
	WATER SERVICES AND	65700000 5530	1,092.91		
	WATER SERVICES AND	65700000 5530	824.14		
	WATER SERVICES AND	65700000 5530	68.27		
	WATER SERVICES AND	65700000 5530	73.90		
	WATER SERVICES AND	65700000 5530	68.67		
	WATER SERVICES AND	68103000 5530	84.96		
	WATER SERVICES AND	68103000 5530	110.55		
	WATER SERVICES AND	68103000 5530	743.20		
	WATER SERVICES AND	68103000 5530	92.23		
	WATER SERVICES AND	68103000 5530	387.99		
	WATER SERVICES AND	68103000 5530	20.58		
	WATER SERVICES AND	68103000 5530	273.23		
	WATER SERVICES AND	68103000 5530	206.04		
	WATER SERVICES AND	68103000 5530	17.07		
	WATER SERVICES AND	68103000 5530	18.48		
	WATER SERVICES AND	68103000 5530	17.17		

**Allan Hancock College  
Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			9,857.41		WA 00840051
CUSTOM COLORS & AUTOBODY INC	Instructional supplies for	09482000 4310	69.07		
	Basecoat 3.5 B - part no.	09560001 4310	158.25		
	Galkit Clear W/483-84 part	09560001 4310	141.27		
	2 oz silver pearl part no.	09560001 4310	26.66		
			395.25		WA 00840052
DELEON, GREGORY J	CCCSFAAACConf	64642002 5210	221.50		
			221.50		WA 00840053
DETRICK, CHERYL	Independent Contractor	67169800 5110	4,446.24		
			4,446.24		WA 00840054
Doan, Quang M	LIVE SCAN REIMB FOR	64700000 5820	18.00		
			18.00		WA 00840055
DOUBLETREE BY HILTON HOTEL	POSTExecDevCourse2/8-	67775000 5210	703.44		
			703.44		WA 00840056
EICHEL, ASUSENA	VOLUNTEER FINGERPRINT	67300100 5820	13.70		
			13.70		WA 00840057
ELLUCIAN COMPANY LP	MAINTENANCE BCM BUNDLE.	67873100 5660	3,986.00		
	MAINTENANCE BCM BUNDLE	67873100 5660	16,581.00		
			20,567.00		WA 00840058
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	67710300 5870	15.05		
			15.05		WA 00840059
FOUNDATION FOR CA COMM COLLEGES	FUSION ANNUAL LICENSE FEE	66240000 5322	9,585.56		
			9,585.56		WA 00840060
GLENDALE PARADESTORE.COM	BASIC MEDWT COTTON	21055000 4311	26.63		
	BASIC MEDWT COTTON	21055000 4311	79.89		
	BASIC MEDWT COTTON	21055000 4311	133.15		
	BASIC MEDWT COTTON	21055000 4311	26.63		
	US FLAG, NYL, OUTDOOR, 3X5'	21055000 4520	84.98		
	CALIFORNIA, NYL, OUTDOOR	21055000 4520	40.87		
	LIBERTY FLAG STAND, GOLD	21055000 4520	183.48		
	SHIPPING	21055000 4520	32.47		
	CALIFORNIA, NYL, OUTDOOR	21055000 4520	40.87		
	SHOULDER BRAIDS DBL CIT	21055000 4520	35.72		
	SHOULDER BRAIDS DBL CIT	21055000 4520	35.72		
			720.41		WA 00840061

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
HYATT REGENCY MONTEREY	2/17-19CCCSDFAAAGDeLeon	64642002 5210	283.30		
	CCCSFAAA2/16-20RParisi	64642002 5210	<u>566.60</u> 849.90		WA 00840062
Janecek, Joseph A	LIVE SCAN REIMB FOR	64700000 5820	<u>16.00</u> 16.00		WA 00840063
JOBELEPHANT.COM INC	advertising to increase	67300100 5880	<u>580.12</u> 580.12		WA 00840064
King, Heather K	LIVE SCAN REIMB FOR	64700000 5820	<u>30.00</u> 30.00		WA 00840065
KRUEGER INTERNATIONAL INC	TORSION TASK CHAIR PER LINE	64810005 6410	985.63		
	TORSION TASK CHAIR WITH	64810005 6410	<u>275.50</u> 1,261.13		WA 00840066
Kupihea, Kristina L	LIVE SCAN REIMB FOR	64700000 5820	<u>15.00</u> 15.00		WA 00840067
LIEBERT CASSIDY WHITMORE INC	LEGAL SERVICES 7/1/14-6/30/15	67210600 5730	5,282.50		
	LEGAL SERVICES 7/1/14-6/30/15	67210600 5730	<u>168.00</u> 5,450.50		WA 00840068
LOMPOC VALLEY CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL FOR	66200000 5310	126.00		
			<u>126.00</u>		WA 00840069
LOUIE'S CRANE SERVICE	SET AND REMOVED ONE	65110000 5650	<u>450.00</u> 450.00		WA 00840070
LYON LLC	ALL WELDED SHELF CABINETS	09000013 6410	<u>6,837.30</u> 6,837.30		WA 00840071
Maduena, Alicia	LIVE SCAN REIMB FOR	64700000 5820	<u>32.00</u> 32.00		WA 00840072
Magazino-Daiz, Jennica J	LIVE SCAN REIMB FOR	64700000 5820	<u>15.00</u> 15.00		WA 00840073
MARONEY, WESLEY D	POSTExecDevCourse	67775000 5210	<u>432.86</u> 432.86		WA 00840074
MARONEY, WESLEY D	ExecutiveDevTraining-SanDiego	67775000 5210	<u>863.14</u> 863.14		WA 00840075
NOBLE POWER EQUIPMENT	GROUNDS SUPPLIES PER	65510000 4520	24.09		
	GROUNDS SUPPLIES PER	65510000 4520	51.69		

**Allan Hancock College  
Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	GROUNDS SUPPLIES PER	65511400 4520	11.23		
	GROUNDS SUPPLIES PER	65511400 4520	24.09		
			111.10		WA 00840076
PARISI, ROBERT	CCCSFAAACConf	64642002 5210	275.90		
			275.90		WA 00840077
POSTAGE ONE	MAIL SORTING FEES FROM	67700000 5870	75.00		
			75.00		WA 00840078
PRAXAIR DISTRIBUTION INC	Instructional Supplies for	09565007 4310	23.88		
	CYLINDER RENTAL FOR	10091020 4311	26.55		
	CYLINDER RENTAL FOR	10091020 4311	28.17		
	CYLINDER DEMURRAGE	65110000 4520	134.15		
	CYLINDER DEMURRAGE	65110000 4520	138.89		
	Instructional Supplies for	09565000 4311	1,936.87		
	Instructional supplies for	09565007 4310	114.10		
	Instructional supplies for	09565007 4310	513.38		
	Instructional supplies for	09565007 4310	213.98		
	Instructional supplies for	09565007 4310	173.85		
	Instructional supplies for	09565007 4310	416.85		
			3,720.67		WA 00840079
PROCARE JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	40.54		
			40.54		WA 00840080
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	3.66		
	PARTS/SUPPLIES	67772000 4520	17.84		
	PARTS/SUPPLIES	67772000 4520	5.78		
	PARTS/SUPPLIES	67772000 4520	75.44		
	PARTS/SUPPLIES	67772000 4520	25.88		
	PARTS/SUPPLIES	67772000 4520	8.29		
	PARTS/SUPPLIES	67772000 4520	22.49		
	PARTS/SUPPLIES	67772000 4520	372.61		
	PARTS/SUPPLIES	67772000 4520	-48.71		
	PARTS/SUPPLIES	67772000 4520	31.81		
			515.09		WA 00840081
SAFEWAY INC - VONS DIVISION	Supplies for the Biology	04011007 4310	31.79		
			31.79		WA 00840082
SANTA BARBARA COUNTY LAW ENFORCEMENT CHIEFS	MEETING/LUNCHEON SANTA	67775000 5210	25.00		
			25.00		WA 00840083
SANTA MARIA CHRYSLER JEEP DODGE RAM	PATROL VEHICLE PARTS FOR	67775000 4520	365.40		
	PO150431	67775000 4520	15.64		
			381.04		WA 00840084

**Allan Hancock College  
Warrant Register  
Check Dates from 1/1/2015 to 1/31/2015**

Vendor Name	Description	Budget Code	Amount	Status	Warrant
SGS TESTCOM	Training mode/Aborted	09480000 5320	10.84		
			<u>10.84</u>		WA 00840085
SHELBY, LINDA	REIMBURSEMENT FOR FEDEX	67220000 4520	2.98		
			<u>2.98</u>		WA 00840086
SIEMENS INDUSTRY INC	SEIMENS SECURITY ADDITION\$	7873003 5590	1,367.00		
			<u>1,367.00</u>		WA 00840087
SMART & FINAL	INSTRUCTIONAL SUPPLIES	13060000 4311	150.06		
			<u>150.06</u>		WA 00840088
SOUTHERN CALIFORNIA GAS CO	GAS SUPPLY 7/1/14-6/30/15	65700000 5510	9,792.70		
	GAS SUPPLY 7/1/14-6/30/15	68103000 5510	2,448.17		
			<u>12,240.87</u>		WA 00840089
STERLING COMMUNICATIONS	REMOVAL AND RE-	65110000 4520	157.28		
	REMOVAL AND RE-	65110000 5650	550.00		
			<u>707.28</u>		WA 00840090
SUNGARD PUBLIC SECTOR USERS GROUP ASSN INC	2015 SUGA MEMBERSHIP FEE,	67873000 5310	195.00		
			<u>195.00</u>		WA 00840091
US BANK CORPORATE PAYMENT SYSTEM	AMAZON.COM, LOGITECH	67873000 4514	27.05		
	AMAZON.COM, MEMORY FOR	67873000 4514	352.23		
	AMAZON.COM, APPLE DATA	67873000 4520	70.30		
	AMAZON.COM, FIBER OPTIC	67873000 4520	66.99		
	DATA MART, TAPE CLEANING	67873000 4520	43.00		
	DATA MART, TAPE CLEANING	67873000 4520	35.00		
	AMAZON.COM, INTEL	67873003 6411	475.73		
	AMAZON.COM, INTEL	67873003 6411	475.73		
	AMAZON.COM, STARTECH	67873003 6411	322.42		
	COMODO, SSL FOR	67873100 5322	230.85		
	NETWORK SOLUTIONS, DOMAINS	67873100 5322	649.95		
	COMODO, SSL FOR	67873100 5322	230.85		
	NETWORK SOLUTIONS, DOMAINS	67873100 5322	65.98		
	ADOBE, FORMSCENTRAL	67873100 5670	14.99		
	Propane from Home Depot for	04011000 4310	6.77		
			<u>3,067.84</u>		WA 00840092
WALLCUR LLC	PRACTI-MIC K MEDS - 612MK	12302000 4310	16.07		
	PRACTI-LASX MEDS - 609LX	12302000 4310	16.07		
	SHIPPING CHARGE	12302000 4310	10.00		
			<u>42.14</u>		WA 00840093
WARD'S SCIENCE INC	SLIDES FOR ANATOMY MODEL	60200314 4310	6,230.84		
			<u>6,230.84</u>		WA 00840094

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
XEROX CORPORATION	COLOR METER CHARGES AT .16	7760000 5640	207.97		
	BLACK CLICK CHARGE AT .0206	7760000 5640	3.00		
	BASE CHARGE OF \$158.88 PER	67760000 5640	158.88		
	XEROX PHASER 7760GX	67710300 5640	103.03		
	ESTIMATED EXCESS METERS	67710300 5640	946.82		
	XEROX PHASER 7760DN	67710300 5640	70.18		
	ESTIMATED EXCESS METERS	67710300 5640	838.21		
			2,328.09		WA 00840095
BAY AREA COMM COLLEGE JPA	REPAY MEMBER DEDUCTIBLE	67100095 5430	10,000.00		
			10,000.00		WD 00840096
COAST LINE DISTRIBUTING	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	191.95		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	198.95		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	21.33		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	22.11		
			434.34		WE 00840097
FOODBANK OF SANTA BARBARA COUNTY	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	113.28		
			113.28		WE 00840098
SAVE MART SUPERMARKETS	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	8.97		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	1.00		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	103.49		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	40.18		
	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	53.14		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	11.50		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	4.47		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	5.91		
			228.66		WE 00840099
SYSCO FOOD SERVICES OF VENTURA	FOOD SUPPLIES 7/1/14-6/30/15	33697017 4710	766.16		
	FOOD SUPPLIES 7/1/14-9/30/14	69297111 4710	85.13		
			851.29		WE 00840100
SUNGARD PUBLIC SECTOR INC	Professional Services -	71830001 5112	827.20		
	Professional Services -	71830001 5112	700.00		
	UPDATE ELF CHECK FORM FOR	10071300 5112	200.00		
			1,727.20		WH 00840101
AZCOMP TECHNOLOGIES	MEDISOFT NETWORK PRO V20/	71730002 5322	5,191.00		
	SHIPPING	71730002 5322	15.00		
			5,206.00		WI 00840102
BANK OF SACRAMENTO	General Contractor	71710023 6212	1,973.80		
			1,973.80		WI 00840103
FLINTCO PACIFIC INC.	CHANGE ORDER #11-	71710023 6212	37,502.20		

**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2015 to 1/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	CHANGE ORDER #12 DESIGN	71710023 6220	2,957.50		
			<u>40,459.70</u>	WI	00840104
KODIAK ROOFING AND WATERPROOFING COMPANY INC	Repairs to the roof related	71710023 6212	1,947.66		
			<u>1,947.66</u>	WI	00840105
ROUNTREE & ASSOCIATES	AMENDMENT THREE FOR	71710023 6240	10,170.00		
			<u>10,170.00</u>	WI	00840106

**Warrant Register**

Check Dates from 1/1/2015 to 1/31/2015

## Fund and Reversal Summary

**Totals By Fund:**

---

Total for Fund 9410	1,507,487.68
Total for Fund 9421	0.00
Total for Fund 9433	4,870.65
Total for Fund 9441	281,789.57
Total for Fund 9446	1,727.20
Total for Fund 9447	395,021.73
Total for Fund 9461	0.00
Total for Fund 9462	3,091.98
Total for Fund 9463	10,000.00
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  
February 17, 2015

## ACRONYMS

AT&T	American Telephone and Telegraph
AZComp	Arizona Computer Technologies
Bay Area Community College JPA	Bay Area Community College Joint Powers Authority
BC Pumps	Bill Caldwell Pumps
BSN Sports Inc	Best Supply Network in Sports
CCCSFAAA	Ca Community College Student Financial Aid Administrators Association
CDW Government	Computer Discount Warehouse Government Inc
GARDA CL West	Garda Cash Logistics West Inc
IDVille	Identification Ville
Kitchell CEM Inc	Kitchell Construction Engineering Management Inc
LOVARC	Life Options, Vocational and Resource Center
Lyon LLC	Lyon Limited Liability Company
NCS Assessments	Net Control Station Assessments
PPG Architectural Finishes	Pittsburgh Paints and Glass Architectural Finishes
SESAC Inc	Society of European Stage Authors and Composers Incorporated
SGS Testcom	Societe Generale de Surveillance Testcom
SISC III	Self-Insured Schools of California
URS Corporation	United Research Service Corporation
Virtual VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Quarter Financial Status Report		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.B.	Enclosures:  Page 1 of 5

**BACKGROUND:**

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

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

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

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD   
Fiscal Year: 2014-2015

District: (610) ALLAN HANCOCK

Quarter Ended: (Q2) Dec 31, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	47,642,900	49,212,872	50,596,049	52,454,780
A.2	Other Financing Sources (Object 8900)	77,735	80,379	51,582	10,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>47,720,635</b>	<b>49,293,251</b>	<b>50,647,631</b>	<b>52,464,780</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	44,887,473	46,866,650	48,160,952	51,224,656
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,099,269	1,851,788	2,101,309	1,852,613
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>47,986,742</b>	<b>48,718,438</b>	<b>50,262,261</b>	<b>53,077,269</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-266,107</b>	<b>574,813</b>	<b>385,370</b>	<b>-612,489</b>
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	-3,000	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>4,876,450</b>	<b>4,610,343</b>	<b>5,185,156</b>	<b>5,575,350</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>4,610,343</b>	<b>5,185,156</b>	<b>5,570,526</b>	<b>4,962,861</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.6%	10.6%	11.1%	9.4%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	9,258	9,286	9,431	9,697
-----	---	-------	-------	-------	-------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		11,809,215	16,172,596	17,001,520
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>14,144,145</b>	<b>11,809,215</b>	<b>16,172,596</b>	<b>17,001,520</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	52,180,328	52,454,780	30,185,304	57.5%
I.2	Other Financing Sources (Object 8900)	10,000	10,000	1,982	19.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>52,190,328</b>	<b>52,464,780</b>	<b>30,187,286</b>	<b>57.5%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,509,344	51,224,656	24,742,474	48.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,652,996	1,852,613	1,029,739	55.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>52,162,340</b>	<b>53,077,269</b>	<b>25,772,213</b>	<b>48.6%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>27,988</b>	<b>-612,489</b>	<b>4,415,073</b>	
L.	Adjusted Fund Balance, Beginning	5,575,350	5,575,350	5,570,526	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>5,603,338</b>	<b>4,962,861</b>	<b>9,985,599</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.7%	9.4%		

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

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

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

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

**VI. Did the district have significant events for the quarter (Include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **YES**

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

During the quarter the district issued GO Refunding Bonds - No fiscal impact to the general fund.

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

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

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD   
Fiscal Year: 2014-2015

District: (610) ALLAN HANCOCK

Quarter Ended: (Q2) Dec 31, 2014

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

**CBO Name:** Michael R. Black

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

**CBO Signature:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

**Chief Executive Officer Name:** Kevin G. Walthers

**CEO Signature:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

**Electronic Cert Date:** 02/06/2015

**District Contact Person**

**Name:** Shelly Allen

**Title:** Budget Analyst

**Telephone:** 805-922-6966

**Fax:** 805-349-3929

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

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

Send questions to:  
Christine Atallg (916)327-5772 [catallg@ccccc.edu](mailto:catallg@ccccc.edu) or Tracy Britten (916)323-6899 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)

© 2007 State of California. All Rights Reserved.

ALLAN HANCOCK COLLEGE GOVERNMENTAL FUNDS GROUP  
GENERAL FUND  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2014

	UNRESTRICTED BUDGET	Rounded to UNRESTRICTED ACTUAL	the Nearest Dollar RESTRICTED BUDGET	RESTRICTED ACTUAL	TOTAL BUDGET	TOTAL ACTUAL
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
REVENUES:						
Federal	34,000	10,467	3,023,268	567,754	3,057,268	578,221
State	35,130,093	19,097,139	4,827,786	3,497,417	39,957,879	22,594,556
Local	17,016,235	11,077,698	1,584,995	1,109,178	18,601,230	12,186,877
Total Revenues	<u>52,180,328</u>	<u>30,185,305</u>	<u>9,436,049</u>	<u>5,174,349</u>	<u>61,616,377</u>	<u>35,359,653</u>
EXPENDITURES:						
Academic salaries	22,077,579	10,990,154	1,134,168	903,744	23,211,748	11,893,898
Classified salaries	11,570,695	5,563,734	2,009,525	1,251,497	13,580,220	6,815,231
Employee benefits	9,705,723	4,734,139	810,130	526,913	10,515,853	5,261,052
Supplies and materials	1,161,913	491,150	805,500	235,145	1,967,413	726,295
Contracted services	5,815,885	2,811,385	1,368,231	613,597	7,184,116	3,424,981
Capital outlay	177,549	151,912	1,455,522	859,072	1,633,071	1,010,983
Total Expenditures	<u>50,509,344</u>	<u>24,742,474</u>	<u>7,583,076</u>	<u>4,389,966</u>	<u>58,092,420</u>	<u>29,132,441</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,670,984	5,442,830	1,852,974	784,382	3,523,957	6,227,212
OTH FIN SRCS (USES):						
Operating Transfers IN	10,000	1,983	10,023	121,292	20,023	123,275
Operating Transfers OUT	1,652,996	1,029,739	244,907	340,422	1,897,903	1,370,161
Total Oth Fin Srcs (Uses)	<u>-1,642,996</u>	<u>-1,027,757</u>	<u>-234,884</u>	<u>-219,130</u>	<u>-1,877,880</u>	<u>-1,246,886</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>27,988</u>	<u>4,415,074</u>	<u>1,618,090</u>	<u>565,252</u>	<u>1,646,077</u>	<u>4,980,326</u>
FUND BALANCE:						
Fund balance, July 1	5,575,350	5,570,527	6,892,860	6,830,989	12,468,210	12,401,516
Current balance	<u>5,603,338</u>	<u>9,985,600</u>	<u>8,510,950</u>	<u>7,396,241</u>	<u>14,114,287</u>	<u>17,381,842</u>



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Confirmation of Bank Accounts		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 11.C.	Enclosures: Page 1 of 3

**BACKGROUND:**

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

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the board of trustees confirm the list of district bank accounts.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------

ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2014
<b><u>General Fund</u></b>			
Rabobank, N.A. 1105193601	Revolving Cash Account Business Checking Account Prepayments and purchasing of services and materials	0.02%	\$ 46,953.79
Rabobank, N.A. 2501955511	Clearing Account - Credit Card	0.00%	\$ 1,111,301.19
Rabobank, N.A. 2501955512	Clearing Account - Checking MM	0.00%	\$ 225,292.61
Rabobank, N.A. 2501955513	Clearing Account - Checking	0.02%	\$ 107.06
Rabobank, N.A. 8071123617	Student Refund Clearing Account	0.00%	\$ 20,000.00
Rabobank, N.A. 1156880711	Traffic Fines Account	0.00%	\$ 4,320.00
<b><u>Student Financial Aid Trust Fund</u></b>			
Wells Fargo Bank 2679785556	AHC - Cal - Grants Business checking account	0.01%	\$ 3,574.64
Wells Fargo Bank 0638-036954	AHC - EOPS Business checking account Deposit of state aid and distribution to students EOPS program	0.00%	\$ 18,062.32
<b><u>Student Representation Fee Trust Fund</u></b>			
Rabobank, N.A. 152530773	ACJCCD-Student Rep Fee Trust Fd. Money Market savings account	0.05%	\$ 5,649.99
<b><u>District Trust Fund</u></b>			
Union Bank 100512276	AHJCCD-District Trust Fund Certificate of Deposit	0.15%	\$ 16,104.53
Union Bank 0000568683	AHJCCD-District Trust Fund Certificate of Deposit	0.10%	\$ 15,472.14
<b><i>AHC Auxiliary Programs Corporation</i></b>			
<b><u>Bookstore Fund</u></b>			
Rabobank, N.A. 0152513178	Bookstore - Checking Business Checking Account Vendor and payroll payments	0.00%	\$ 8,973.49

ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
DISTRICT BANK ACCOUNTS

<b>Reporting Fund Bank Account</b>	<b>Purpose</b>	<b>Interest Rate</b>	<b>GL Balance 12/31/2014</b>
Rabobank, N.A. 0152516673	Bookstore - Credit Card	0.00%	\$ 92,576.11
Rabobank, N.A. 0152513186	Money Market Account	0.00%	\$ 158,691.59
<b><u>PCPA Fund</u></b>			
Rabobank, N.A. 152514506	PCPA/AHC Auxiliary Programs Credit card and Solvang deposit	0.00%	\$ 141,161.93
<b><u>Associated Students Trust Fund</u></b>			
Rabobank, N.A. 152513291	Assoc Std Body-Money market Money Market Account - Deposit and clearing of cash transactions	0.05%	\$ 91,745.92
Rabobank, N.A. 152513283	Assoc. Student Body-checking Business checking vendor payments	0.00%	\$ 10,126.46
Rabobank, N.A. 152530781	AHJCCD District Trust - Business Savings Money Market account	0.05%	\$ 657,710.56
<b><u>Student Clubs Agency Fund</u></b>			
Rabobank, N.A. 152530749	AHJCCD-Std Clubs Agency Trust Money Market account and clearing of cash transactions	0.05%	\$ 29,442.13
<b><u>Foundation Agency Fund</u></b>			
Morgan Stanley Active Assets 223014954009	AHC Foundation Checking Account	0.02%	\$ 1,692,020.24
Rabobank, N.A. 6988534314	AHC Foundation Checking	0.00%	\$ 162,865.41
Rabobank, N.A. 1112151901	AHC Foundation Credit Card	0.00%	\$ 10,614.16
<b><u>AHC Viticulture &amp; Enology Foundation Agency Fund</u></b>			
Rabobank 95835654	Vit & Enology Foundation Checking	0.00%	\$ 4,324.75



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Authorization to Declare District Property as Surplus		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.D.	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 81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000. The information technology services department would like to surplus and dispose of the following computers at private sale through Dell's Asset Recovery Services. This equipment is below the minimum standard to support the district computing needs, but may be of value in the open market.

<b>Computers/Monitors</b>	<b>Quantity</b>	<b>Total Value</b>
Core 2 Duo (All)	43	\$1,602.84
Xeon X2 (All)	4	\$260.24
LCD Monitors (All)	71	\$468.60
Laptop (All)	8	\$400.96
<b>TOTALS</b>	<b>126</b>	<b>\$2,732.64</b>

**FISCAL IMPACT:**

Total proceeds are dependent on the private sale participation level.

**RECOMMENDATION:**

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

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Acceptance of Donation		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 11.E.	Enclosures: Page 1 of 1

**BACKGROUND:**

Doni Jo Minor-Munro has donated \$1,500 to the athletics department to purchase 15 parkas for the women's swimming team.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the board of trustees accept the monetary donation of \$1,500 from Doni Jo Minor-Munro.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 11.F.	Enclosures: Page 1 of 14

### 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:
---	--------------------

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>AUTO BODY</b>				
Mason, Eric	40583	AB 351	Auto Body Metal	.368
Mason, Eric	41001	AB 358	Automotive Refinishing	.136
<b>ANTHROPOLOGY</b>				
Stokes, Brian	40802	ANTH 102	Intro to Cultural Anthro	.176
Stokes, Brian	40024	ANTH 101	Intro to Biological Anthro	.200
Stokes, Brian	40861	ANTH 101	Intro to Biological Anthro	.200
<b>ART</b>				
Nichols, Robert	41894	ART 199S	Custom Made Ceramics Tools	.170
West, Deborah	40114	ART 104	Art Hist/Renaissance to Modern	.003
<b>ASTRONOMY</b>				
Tobin, Vincent	40038	ASTR 100	Elementary Astronomy	.055
<b>AUTOMOTIVE TECHNOLOGY</b>				
Bradbury, Loren	40044	AT 324	Automotive Transmissions	.128
Bradbury, Loren	40614	AT 100	Automotive Transmissions	.376
McGuire, Patrick	40283	AT 334	Automotive Machining 1	.214
<b>BIOLOGY</b>				
Brannon, Tammy	40298	BIOL 132	Marine Biology	.114
Perry, Mary	40290	BIOL 124	Human Anatomy	.151
Wise, Ashley	42295	BIOL 124	Human Anatomy	.116
<b>BUSINESS</b>				
Bryant, Robert	40309	BUS 303	Sales and Marketing	.200
Bryant, Robert	40782	BUS 386	Business Resume Writing	.067
Bryant, Robert	40612	BUS 106	Small Business Management	.200
Bryant, Robert	40057	BUS 101	Introduction to Business	.200
Comstock, Marie	40058	BUS 101	Introduction to Business	.200
Comstock, Marie	40308	BUS 302	Essentials of Management	.200
Comstock, Marie	40303	BUS 107	Human Relations in Business	.200
Cremarosa, Anne	42298	BUS 140	Survey of International Business	.200
<b>CULINARY ARTS</b>				
Weir, Robert	40658	CA 129	Catering & Events Management	.200
Weir, Robert	41683	CA 120	Principles of Foods 1	.195
Weir, Robert	41682	CA 118	Beverage Management	.067
<b>COMPUTER BUSINESS INFORMATION SYSTEMS</b>				
Derry, Jody	40798	CBIS 371	Intro to Excel	.067
Montanez-Rodriguez, Carmen	40784	CBIS 373	Intro to Windows	.067

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS  
SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Montanez-Rodriguez, Carmen	40102	CBIS 301	Computer Fundamentals 1	.200
Montanez-Rodriguez, Carmen	40119	CBIS 327	Building Business Web Sites	.142
Warrick, Peggy	40783	CBIS 141	Microsoft Excel-Comprehensive	.152
Warrick, Peggy	40080	CBIS 101	Computer Concepts & Apps	.200
Warrick, Peggy	40076	CBIS 101	Computer Concepts & Apps	.200
<b>COMPUTER BUSINESS OFFICE TECHNOLOGY</b>				
Derry, Jody	40805	CBOT 100	Keyboarding	.067
Derry, Jody	40785	CBOT 100	Keyboarding	.067
Derry, Jody	40787	CBOT 100	Keyboarding	.067
Derry, Jody	40561	CBOT 334	Administrative Office Procedures	.200
Derry, Jody	40554	CBOT 132	Advanced Word Processing	.110
<b>CHEMISTRY</b>				
Nouri, Dustin	41205	CHEM 181	Organic Chemistry II	.538
O'Neill, Stephen	40578	CHEM 151	General Chemistry 2	.138
O'Neill, Stephen	40421	CHEM 120	Introductory Chemistry	.388
Philbin, D.K.	42228	CHEM 120	Introductory Chemistry	.200
Philbin, D.K.	40568	CHEM 110	Chemistry and Society	.326
<b>COMPUTER SCIENCE</b>				
Wagner, Michael	40773	CS 112	Fundamentals of Programming 2	.267
Wagner, Michael	41187	CS 161	Discrete Structures	.200
Wagner, Michael	40770	CS 111	Fundamentals of Programming 1	.201
<b>COUNSELING</b>				
Teniente, Yvonne	ASSIGNED		Counseling-SM	.400
<b>DANCE</b>				
McMahon, Dianne	42172	DANC 180	Performance Laboratory	.462
McMahon, Dianne	42186	DANC 180	Performance Laboratory	.471
<b>DENTAL ASSISTING</b>				
Johnson, Kathleen	42164	DA 326	Dental Radiography	.017
Johnson, Kathleen	42168	DA 329	Dental Assisting Program	.150
Johnson, Kathleen	40479	DA 348	RDA Success Seminar	.033
Johnson, Kathleen	40821	DA 332	RDA Law and Ethics	.033
Johnson, Kathleen	42162	DA 325	Clinical Dental Procedures	.146
<b>DRAMA</b>				
Dempsey, Michael	40485	DRMA 103	Theatre Appreciation	.094
<b>ECONOMICS</b>				
Elliott, Herbert	40559	ECON 101	Principles of Macro-Economics	.200
Elliott, Herbert	40027	ECON 101	Principles of Macro-Economics	.200

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Elliott, Herbert	40566	ECON 121	Business Economics	.200
<b>EARLY CHILDHOOD STUDIES</b>				
Caddell, Alice	40652	ECS 100	Child Growth and Development	.200
Caddell, Alice	40540	ECS 101	Child, Family and Community	.200
DalPorto, Judith	40542	ECS 101	Child, Family and Community	.200
Demchak, Karan	40544	ECS 102	Child Health, Safety & Nutrition	.200
Frazier, Yvon	42185	ECS 118	Practicum: Preschool	.100
Frazier, Yvon	42185	ECS 118	Practicum: Preschool	.171
Ramos, Magdalena	40816	ECS 311	Creating Learning Materials	.033
Ramos, Magdalena	40547	ECS 106	Intro to Curriculum	.200
Roepke, Thesa	40653	ESC 104	Principles and Practices	.200
Roepke, Thesa	40557	ESC 310	Art for Young Children	.033
<b>EMERGENCY MEDICAL SERVICES</b>				
Messina, Michael	40346	EMS 102	First Aid & Safety	.200
Messina, Michael	40648	EMS 401	EMT 1 (Basic) Refresher	.068
Messina, Michael	40347	EMS 102	First Aid & Safety	.200
Messina, Michael	40345	EMS 102	First Aid & Safety	.200
Vandermolen, Thomas	42158	EMS 302	EMS Academy 1B (Advanced)	.067
<b>ENGLISH</b>				
Adams, Kathryn	40818	ENGL 103	Critical Thinking & Composition	.087
Adams, Kathryn	40399	ENGL 101	Freshman Comp: Exposition	.288
Cain, Denize	40655	ENGL 103	Critical Thinking & Composition	.198
Farley, Susan	40412	ENGL 103	Critical Thinking & Composition	.181
Garcia-Martinez, Marc	40397	ENGL 101	Freshman Comp: Exposition	.152
Garcia-Martinez, Marc	40413	ENGL 103	Critical Thinking & Composition	.216
Kappen, Karin	41062	ENGL 101	Freshman Comp: Exposition	.150
Kopecky, Susannah	42171	ENGL 306	Writing Laboratory	.048
Kopecky, Susannah	42283	ENGL 514	Writing Skills 4	.406
Nunez, Christina	40409	ENGL 103	Critical Thinking & Composition	.104
Raybould-Rodgers, Julia	40700	ENGL 511	Writing Skills	.406
Raybould-Rodgers, Julia	40705	ENGL 512	Writing Skills 2	.094
Read, James	42117	ENGL 138	Introduction to Shakespeare	.094
Read, James	40699	ENGL 146	British Lit 1800 to Present	.200
Read, James	40382	ENGL 101	Freshman Comp: Exposition	.172
Senior, Robert	40407	ENGL 102	Freshman Comp: Literature	.222
<b>ENGINEERING</b>				
Dal Bello, Dominic	40375	ENGR 154	Dynamics	.067
Dal Bello, Dominic	41327	ENGR 100	Introduction to Engineering	.067
<b>ENVIRONMENTAL TECHNOLOGY</b>				
Treur, Kristy	41945	ENVT 154	Monitoring and Sampling	.133

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Treur, Kristy	41943	ENVT 151	Haz Mat-Site Supervisor	.067
Treur, Kristy	40902	ENVT 456	FRO Refresher	.033
Treur, Kristy	42148	ENVT 456	FRO Refresher	.033
Treur, Kristy	42147	ENVT 456	FRO Refresher	.033
Treur, Kristy	42145	ENVT 456	FRO Refresher	.033
Treur, Kristy	42146	ENVT 456	FRO Refresher	.033
Treur, Kristy	41947	ENVT 101	Intro Envir Hazmat Technology	.200
Treur, Kristy	41967	ENVT 450	HAZWOPER Refresher 8 Hour	.033
Treur, Kristy	41946	ENVT 155	Respiratory Protection-Admin	.033
Treur, Kristy	42243	ENVT 454	Respiratory Protection/QNFT	.033
Treur, Kristy	40899	ENVT 156	First Response Operational	.050
<b>ENGLISH AS A SECOND LANGUAGE</b>				
Nishimori, Melinda	40625	ESL 552	Grammar 3	.096
Phelan, George	41753	ESL 562	Connect with English 1	.072
<b>FILM</b>				
Hite, Christopher	40519	FILM 105	Film and Television Writing I	.111
Webb, Timothy	40518	FILM 103	Contemporary Latin American FI	.261
Webb, Timothy	40515	FILM 101	Film Art & Communication	.075
Webb, Timothy	40517	FILM 102	Hollywood & the American Film	.261
<b>FIRE TECHNOLOGY</b>				
Densmore, Andrew	42160	FT 307	Firefighter 1 Academy 1A	.321
Densmore, Andrew	42161	FT 308	Firefighter 1 Academy 1B	.340
<b>GEOLOGY</b>				
Meyer, Robert	40103	GEOL 114	Oceanography	.035
<b>HEALTH EDUCATION</b>				
Bates, Sheri	40150	HED 100	Health and Wellness	.197
Bates, Sheri	40146	HED 100	Health and Wellness	.200
Bates, Sheri	40151	HED 100	Health and Wellness	.200
Caminada, Sal	40153	HED 100	Health and Wellness	.209
Dutra, Christopher	40159	HED 100	Health and Wellness	.030
<b>HISTORY</b>				
Bierly, Gary	40186	HIST 103	East Asian Civilization	.200
Bierly, Gary	40189	HIST 105	Western Civilizations Since 1650	.200
Bierly, Gary	40775	HIST 102	World Civilizations Since 1500	.200
Hall, Roger	40204	HIST 119	History of California	.207
<b>HUMAN SERVICES</b>				
Lovern, John	40228	HUSV 120	Human Services Internship	.133
Lovern, John	40314	HUSV 142	Co-occ Disorders: Engagement	.200
Lovern, John	40315	HUSV 143	Co-occ Disorders: Treatment	.100

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ITALIAN</b>				
Maceri, Domenico	40322	ITAL 102	Elementary Italian	.176
<b>MEDICAL ASSISTING</b>				
Reardon, Susan	40695	MA 356	MA Job Success Externship	.162
Reardon, Susan	42151	MA 353	MA Clinical Procedures 2	.210
<b>MATHEMATICS</b>				
Chung, Eui	40362	MATH 131	College Algebra	.062
King, Scott	40373	MATH 182	Calculus 2	.067
King, Scott	40357	MATH 131	College Algebra	.288
Landeros, Martin	40429	MATH 311	Algebra 1	.212
Mesri, Bahman	40468	MATH 531	Pre-Algebra	.224
Mitchem, Derek	40030	MATH 181	Calculus 1	.203
Mitchem, Derek	40428	MATH 311	Algebra 1	.288
Pavone, Christopher	40686	MATH 131	College Algebra	.288
Pavone, Christopher	40366	MATH 141	Pre-Calculus	.181
Strance, Deborah	41886	MATH 521	Foundations of Mathematics	.252
Strance, Deborah	40430	MATH 311	Algebra 1	.288
Sutter, Wendy	41878	MATH 311	Algebra 1	.099
Tait, Karen	40331	MATH 100	Nature of Modern Mathematics	.175
Wong, Irene	41883	MATH 331	Algebra 2	.185
Yavari, Mina	40368	MATH 181	Calculus 1	.134
Yavari, Mina	40332	MATH 105	Mathematics for Teachers	.288
<b>MACHINE TECHNOLOGY</b>				
Mabry, Robert	41866	MT 300	Shop Math and Measurement	.062
<b>MUSIC</b>				
Engelmann, Marcus	40595	MUS 100	Music Appreciation	.200
Engelmann, Marcus	40495	MUS 112	Music Theory 2	.042
Lucas, Ann	40491	MUS 100	Music Appreciation	.043
<b>NURSING</b>				
Boatright, Daphne	42153	NURS 103	RN Practicum 1	.342
Donnelly, Jane	40091	NURS 329	Endocrine & Reproductive Systems	.175
Friedrich, Bonny	40088	NURS 323	Respiratory System	.133
Friedrich, Bonny	42156	NURS 311	Medication Administration	.144
Manalo, Lauro	42154	NURS 111	Intermediate RN Skills	.286
Manalo, Lauro	40537	NURS 101	Foundations for Caring	.133
Nelson, Mary	42175	NURS 300	CNA/Acute Care Aide	.053
Royce, Geraldine	42175	NURS 300	CNA/Acute Care Aide	.040
Stromberg, Holly	42154	NURS 111	Intermediate RN Skills	.192
Stromberg, Holly	40075	NURS 104	Medical Surgical Nursing 1	.200
Walters-Derry, Sandra	40084	NURS 317	Fundamentals of Nursing	.307

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS  
SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>PERSONAL DEVELOPMENT</b>				
English, Blake	40149	PD 100	Personal & Career Exploration	.200
English, Blake	40763	PD 100	Personal & Career Exploration	.200
English, Blake	42181	PD 115	Career Planning	.067
English, Blake	40591	PD 115	Career Planning	.067
Freeland, Clint	40105	PD 100	Personal & Career Exploration	.200
Freeland, Clint	40054	PD 101	Success in College	.200
Reed, Christine	40115	PD 101	Success in College	.200
Tuan, Juanita	41841	PD 110	College Success Seminar	.067
Tuan, Juanita	41842	PD 110	College Success Seminar	.067
<b>PHYSICAL EDUCATION</b>				
Maumausolo, Scia	40849	PE 128	Sports Psychology	.161
Stevens, Christopher	42124	PE 121	Swim Fitness Lab	.211
<b>PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS</b>				
Aye, Tyson	ASSIGNED		Basketball Men's Head Coach	.396
Dutra, Kristopher	ASSIGNED		Football Head Coach	.600
Maumausolo, Scia	ASSIGNED		Softball Head Coach	.400
<b>PHYSICAL SCIENCE</b>				
Meyer, Robert	40866	PHSC 199E	Field Study: Death Valley	.301
<b>PHOTOGRAPHY</b>				
Passage, David	42211	PHTO 110	Basic Photography	.060
<b>PHYSICS</b>				
Jorstad, Robert	40221	PHYS 161	Engineering Physics I	.085
Metaxas, Linda	41908	PHYS 162	Engineering Physics 2	.043
Metaxas, Linda	40220	PHYS 110	Introductory Physics	.200
<b>POLITICAL SCIENCE</b>				
Patrick, Frederic	40856	POLS 103	American Government	.200
Scarffe, Jessica	40779	POLS 103	American Government	.400
<b>PSYCHOLOGY</b>				
Haddad, Lubna	40242	PSY 101	General Psychology	.200
Haddad, Lubna	41325	PSY 101	General Psychology	.200
Haddad, Lubna	40255	PSY 117	Child Psychology	.200
Vandermolen, Thomas	40254	PSY 117	Child Psychology	.200
Vandermolen, Thomas	40252	PSY 112	Human Sexuality	.200
<b>READING</b>				
Knight, Julie	40261	READ 310	Reading for College 3	.200
Knight, Julie	41728	READ 310	Reading for College 3	.132

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
REGISTERED VETERINARY TECHNICIAN				
Seidenberg, Richard	41214	RVT 308	Seminar for RVT	.074
SOCIOLOGY				
McNeil, Daniel	40266	SOC 101	Intro to Sociology	.200
McNeil, Daniel	40270	SOC 102	Social Problems	.200
McNeil, Daniel	41195	SOC 101	Intro to Sociology	.200
Restrepo, Alberto	40274	SOC 120	Race and Ethnic Relations	.400
SPANISH				
Gomez De Torres, Ana	40593	SPAN 102	Elementary Spanish II	.176
Gomez De Torres, Ana	40324	SPAN 102	Elementary Spanish II	.333
SPEECH COMMUNICATION				
Auten, Diane	40341	SPCH 101	Public Speaking	.200
WELDING TECHNOLOGY				
Marquez, Gabriel	40033	WLDT 106	Beginning Welding	.104
Marquez, Gabriel	40789	WLDT 306	Layout Fabrication Interpretation	.251
MISCELLANEOUS				
Alvarez, Hector	REASSIGNED		Academic Senate	.100
Auten, Diane	REASSIGNED		Academic Senate	.100
Avila, Alvaro	REASSIGNED		Faculty Association	.400
Bierly, Gary	REASSIGNED		Academic Senate	.070
DeLaurier, Roger	REASSIGNED		Professional Acting Coordinator	.047
Elliott, Herbert	REASSIGNED		Academic Senate	.070
Farley, Susan	REASSIGNED		Faculty Association	.200
Gomez De Torres, Ana	REASSIGNED		Academic Senate	.100
Hall, Roger	REASSIGNED		Faculty Association	.050
Mosson, Leslie	REASSIGNED		Writing Center	.095
Owen, Glenn	REASSIGNED		Academic Senate	.344
Owen, Glenn	REASSIGNED		Accreditation Co-Chair	.200
Ramirez-Gelpi, Sofia	REASSIGNED		Academic Senate	.592
Stevens, Christopher	REASSIGNED		Lifeguard Supervisor	.048
Vandermolen, Thomas	REASSIGNED		Academic Senate	.200
West, Liz	REASSIGNED		Learning Outcomes, Co-Fac	.199

**PART-TIME FACULTY ASSIGNMENTS - CREDIT  
SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ART</b>				
Rogers, Ronald	40852	ART 101	Art Appreciation	.200
Thayer, Jill	42268	ART 101	Art Appreciation	.176
<b>BIOLOGY</b>				
Knowles, Juliet	42086	BIOL 120	Humans & the Environment	.200
Knowles, Juliet	42102	BIOL 120	Humans & the Environment	.200
Maples, Michael	40047	BIOL 100	Introductory Biology	.388
Maples, Michael	42307	BIOL 100	Introductory Biology	.188
Markowitz, Wendy	40615	BIOL 120	Humans & the Environment	.200
<b>BUSINESS</b>				
Barnard, Thomas	40680	BUS 110	Business Law	.200
Murray, Earl	40669	BUS 360	Introduction to Supervision	.086
<b>CHEMSITRY</b>				
Sikand, Vandna	40573	CHEM 120	Introductory Chemistry	.388
<b>COUNSELING</b>				
Davis, Henry	ASSIGNED		Counseling - SM	.100
Wells, Thomas	ASSIGNED		Counseling for BSI Grant	.162
<b>DANCE</b>				
Shouse, Sarah	41898	DANC 171	Dance Composition/Choreography	.309
Shouse, Sarah	42172	DANC 180	Performance Laboratory	.088
Shouse, Sarah	42174	DANC 188	Inter Composition/Choreography	.118
Shouse, Sarah	42223	DANC 115	Advanced Modern Dance	.155
<b>DENTAL ASSISTING</b>				
Gomez, Michael	42166	DA 328	Pit and Fissure Sealants	.151
Gomez, Michael	42167	DA 328	Pit and Fissure Sealants	.117
Kucska, Simone	42166	DA 328	Pit and Fissure Sealants	.029
Kucska, Simone	42167	DA 328	Pit and Fissure Sealants	.029
Titus, Maureen	42166	DA 328	Pit and Fissure Sealants	.029
Titus, Maureen	42167	DA 328	Pit and Fissure Sealants	.029
<b>DRAMA</b>				
Koenig, Matthew	42125	DRMA 102	Applied Professional Acting II	.088
Koenig, Matthew	42126	DRMA 121	Adv. Professional Acting II	.143
<b>ELECTRONICS</b>				
Keinert, Kevin	41935	EL 102	Networking Essentials 2	.309
Wilson, Jeff	42305	EL 106	Networking Essentials 2	.091
<b>EMERGENCY MEDICAL SERVICES</b>				
Schuetz-Jones, Deborah	42285	EMS 306	CPR for Healthcare Providers	.033

**PART-TIME FACULTY ASSIGNMENTS - CREDIT  
SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ENGLISH</b>				
Carroll, Christopher	40873	ENGL 514	Writing Skills 4	.288
Carroll, Christopher	41724	ENGL 514	Writing Skills 4	.288
Carroll, Christopher	72171	ENGL 306	Writing Center	.071
Farrell, Tim	42171	ENGL 306	Writing Center	.190
Halderman, Anthony	42171	ENGL 306	Writing Center	.143
Loomis, Sherry	42171	ENGL 306	Writing Center	.297
Miller, Mark	42171	ENGL 306	Writing Center	.048
Olson, Emily	40716	ENGL 514	Writing Skills 4	.288
Olson, Emily	42171	ENGL 306	Writing Center	.095
Pirman, Deborah	42286	ENGL 103	Critical Thinking & Composition	.216
Ying, Chellis	42171	ENGL 306	Writing Center	.090
Ying, Chellis	42193	ENGL 103	Critical Thinking & Composition	.216
<b>ENGINEERING</b>				
Gutierrez Franco, Juan	40374	ENGR 126	Matlab for Science/Engineering	.094
Gutierrez Franco, Juan	40378	ENGR 162	Materials Science Lab	.188
<b>ENVIRONMENTAL TECHNOLOGY</b>				
Wernet, Cynthia	41944	ENVT 153	Industrial Safety Program	.067
<b>FIRE TECHNOLOGY</b>				
Eckles, Timothy	42323	FT 325	Instructor Training 1B	.167
<b>GRAPHICS</b>				
Downing, Jason	41910	GRPH 130	3D Modeling for Production	.381
Francis, Amber	40121	GRPH 111	Digital Imagery Lab	.188
<b>LAW ENFORCEMENT</b>				
Kenneth, George	42159	LE 320	Basic Law Enforcement Academy	.089
<b>MATHEMATICS</b>				
Huisinga, Mollie	42122	BASK 7014	Mathematics Lab	.009
Loghmani, Nahid	40454	MATH 331	Algebra 2	.333
Loghmani, Nahid	42122	BASK 7014	Mathematics Lab	.310
Ohap, Richard	41836	MATH 331	Algebra 2	.333
Sanguinet, Joe	42122	BASK 7014	Mathematics Lab	.024
<b>MACHINE TECHNOLOGY</b>				
Mogg, Danny	42105	MT 179A	Machining Fundamentals 1	.121
<b>MUSIC</b>				
Stankis, Jessica	42311	MUS 100	Music Appreciation	.200
<b>NURSING</b>				
Conner, Bethany	42155	NURS 318	Clinical Lab 1	.029
Conner, Bethany	42156	NURS 311	Medication Administration	.033
Deleija, Luz	42296	NURS 317	Fundamentals of Nursing	.088

**PART-TIME FACULTY ASSIGNMENTS - CREDIT**  
**SPRING 2015**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Mccomas, Megan	42155	NURS 318	Clinical Lab 1	.352
Mccomas, Megan	42296	NURS 317	Fundamentals of Nursing	.121
Melsheimer, Ayleen	42155	NURS 318	Clinical Lab 1	.236
Melsheimer, Ayleen	42296	NURS 317	Fundamentals of Nursing	.121
Miller, Jacqueline	42155	NURS 318	Clinical Lab 1	.323
Ramiah, Padma	42155	NURS 318	Clinical Lab 1	.383
Stitch, Agnes	42155	NURS 318	Clinical Lab 1	.323
<b>PHYSICAL EDUCATION</b>				
Garcia, Charles	42123	PE 140	Physical Fitness Laboratory	.143
Melena, Jennifer	42124	PE 121	Swim Fitness Lab	.191
Motenko, Joshua	42123	PE 140	Physical Fitness Laboratory	.143
<b>PSYCHOLOGY</b>				
Jacobsen, Delynn	40055	PSY 101	General Psychology	.200
<b>SOCIOLOGY</b>				
Readey, Karen	42324	SOC 101	Intro to Sociology	.188
<b>SPEECH</b>				
Bodishbaugh, Timothy	41242	SPCH 102	Small Group Communication	.200
Byrne, Jean	40791	SPCH 101	Public Speaking	.200
Gerbasi, Suzanne	41296	SPCH 102	Small Group Communication	.200
<b>THEATRE</b>				
Beltramo, Ellen	42133	THEA 110	Beg Production Lab	.049
Beltramo, Ellen	42149	THEA 305	Materials, Tools & Tech 1	.144
Bolen, Jason	42133	THEA 110	Beg Production Lab	.049
Bolen, Jason	42149	THEA 305	Materials, Tools & Tech 1	.144
Koenig, Matthew	42150	THEA 114	Beg Performance Lab	.105
<b>WELDING TECHNOLOGY</b>				
Duus, Hans	41016	WLDT 319	Blacksmithing Projects	.121

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Barr, Cinthia	Serve as resource teacher assignment for the noncredit ESL program, Spring 2014. (1/12/15 – 5/16/15)	\$1,465.60
Bell, Alex	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (9/2014 – 12/2014)	\$200.00
Coffman, Scott	Provide NOT-FOR-CREDIT PEC Basic Safety Orientation for oil and gas company employees. (1/8/15)	\$600.00
Crain, Richard	Participation in the math common final for the fall 2014 semester. (12/6/14)	\$200.00
Dal Bello, Dominic	Mentor for faculty intern: Engineering. (1/20/15 – 5/20/15)	\$234.05
Dal Bello, Dominic	Serve as MESA Program faculty sponsor for spring 2015 term. (1/20/15 – 5/20/15)	\$500.00
Dal Porto, Judith	Backfill Ardis Neilsen for document review and completion of the administrative evaluation rubric (standards 1-6) for part-time faculty fall 2014 evaluation. (Spring 2015)	\$105.00
Debleds, Julia	Participation in the math common final for the fall 2014 semester. (12/6/14)	\$200.00
Farley, Susan	Researching and writing the Innovation Award Grant application. (Dec. 2014)	\$1,000.00
Frazier, Yvon	CCAMPIS Grant Project Director, Fall 2014 (8/18/14 – 12/12/14)	\$2,500.00
Frazier, Yvon	CCAMPIS Grant Project Director, Spring 2015 (1/20/15 – 5/16/15)	\$2,500.00
Haddad, Lubna	Major Course Modification: PSY 113, PSY 118, PSY 120 and PSY 121. (2013-2014)	\$600.00
Haddad, Lubna	New Course Development: PSY 105 to be split with Tom VanderMolen (Aug. 2013 – Feb. 2014)	\$125.00
Hernandez, David	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00
Johnson, Kathy	Coordinate the fee-based class Infection Control in Dentistry. (5/15/15)	\$100.00
Loghmani, Nahid	Participation in the math common final for the fall 2014 semester. (12/6/14)	\$200.00
Mabry, Robert	Supervise high school robotics teams in welding and machining labs at AHC. (1/16, 1/23, 1/30, 2/6/2015)	\$600.00
Marquez, Gabriel	Supervise high school robotics teams in welding and machining labs at AHC. (1/16, 1/23, 1/30, 2/6/2015)	\$600.00
Morales, Mayra	Act as Student Learning Outcomes Coordinator for	\$480.42

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
	Student Services. Work with Student Services to identify, implement, assess and document learning outcomes. (Jan. 2015 – May 2015)	
Morales, Mayra	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00
Paz, Cynthia	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00
Pope, Megan	Provide research for the "need" section of the Trio/SSS grant proposal and write a draft narrative using the previous proposal as a base. (12/15/14 – 1/15/15)	\$1,300.00
Rameriz-Gelpi, Sofia	Backfill Ardis Neilsen for document review and completion of the administrative evaluation rubric (standards 1-6) for four part-time faculty fall 2014 evaluations. (Spring 2015)	\$420.00
Raybould-Rodgers, Julia	Researching and writing the Innovation Award Grant application. (Dec. 2014)	\$1,000.00
Schuetz-Jones, Deborah	On behalf of the CCA ETC, facilitate health and safety training for a Lompoc community stakeholder providing support to at-risk you and young adults. (1/26/15 – 1/27/15)	\$500.00
Solorio, Jesus	Built sets for Dance Spectrum and Folklorico annual spring AHC concerts and assist in choreography for Folklorico. (2/2/15 – 5/9/15)	\$476.18
Trigueros, Alicia	Children's Center teacher for the Twilight Childcare Program during the spring 2015 session. (1/20/15 – 5/21/15)	\$1,563.41
Tuan, Juanita	Act as Student Learning Outcomes Coordinator for Student Services. Work with Student Services to identify, implement, assess and document learning outcomes. (Jan. 2015 – May 2015)	\$472.85
Tuan, Juanita	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00
Valverde, Dana	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Vasques, Julie	Serve as department Student Learning Outcome liaison, complete SLO's for fall 2014, share info. regarding SLOs/ILOs & assessment with colleagues, attend SS LOAC and SLO meetings. (Sept. 2014 – Dec. 2014)	\$200.00
Weir, Robert	Backfill Ardis Neilsen for document review and completion of the administrative evaluation rubric (standards 1-6) for part-time faculty fall 2014 evaluation. (Spring 2015)	\$105.00

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: New Community Services (Fee-Based) Education Courses		
Reason for Board Consideration:  CONSENT-ACTION	Item Number:  11.G.	Enclosures:  Page 1 of 1

**BACKGROUND:**

One (1) new fee-based class is proposed. The required college review process was completed.

Course Name: Honey Harvesting and Packaging (CSPD 8081)

**DESCRIPTION:**

Managing beehives requires skills in harvesting and processing honey stored in the hive. Learn to use healthful and sanitary harvesting techniques that support the health of the beehive by respectfully treating it as a system or single entity. Learn to process honey using food-safe practices supported by state and local standards. We will also cover proper and safe handling, use, and cleaning of processing equipment such as extractors, manual and mechanical uncapping equipment, tanks, pumps and bottling/packaging equipment. Introduction or Intermediate Beekeeping class or equivalent experience recommended prior to enrolling in this class.

**FISCAL IMPACT**

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

**RECOMMENDATION**

Staff recommends that the board of trustees approve this fee-based class 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:
---	--------------------

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: 2014-2015 Catalog Addendum		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.H.	Enclosures:  Page 1 of 12

### BACKGROUND

While every effort is made to ensure the accuracy of instructional programs listed in the Allan Hancock College catalog, the content is subject to amendment due to changes in regulations, district policy, or curriculum. An addendum to the 2014-2015 catalog is necessary to inform students of changes to courses and programs that have occurred after the publication of the existing catalog. The addendum will be posted on the college's website.

### FISCALIMPACT

None. No printed copies of the addendum will be made.

### RECOMMENDATION:

Staff recommends that the board of trustees approve the 2014-15 catalog addendum.

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

CATALOG ADDENDUM 2014-2015  
ALLAN HANCOCK COLLEGE



Start here. Go Anywhere.

## CATALOG ADDENDUM 2014-15

*Effective fall 2014*

### Santa Maria Campus

800 South College Drive, Santa Maria, CA 93454-6399

Admissions & Records Office

(805) 922-6966 ext. 3248

### Lompoc Valley Center

One Hancock Drive, Lompoc, CA 93436

(805) 735-3366

### Vandenberg AFB Center

641 Utah Avenue, Bldg. 13640, Rm. 216, Vandenberg AFB, CA 93437-6312

(805) 734-3500 or (805) 605-5915

### Solvang Center

Located at the corner of Alisal Road and Elverhoy Way/Alisal Mesa Road

320 Alisal Road, Ste. 306, Solvang CA 93463

(805) 693-1543

Toll-free from San Luis Obispo and Santa Barbara counties

1-866-DIAL AHC (342-5242)

[www.hancockcollege.edu](http://www.hancockcollege.edu)

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text etc. Please call (805) 922-6966 ext. 3788.

## MISSION OF THE COLLEGE

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

## 2014-15 CATALOG ADDENDUM

### Table of contents

Announcement of courses .....	1
Course changes .....	2
Automotive Technology .....	2
Human Services .....	2-3
Degree and certificate changes .....	4
Automotive Technology .....	4
Human Services .....	6

NOTE: All changes and additions are underlined.
---

## COURSE INFORMATION

Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a prefix and number. A descriptive title and the unit value follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

**Numbering System:** Courses numbered **100-199** are baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

**Courses numbered 300-399** are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

**Courses numbered 400-499** are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered **500-599** are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

**Cooperative Work Experience (149/302):** Cooperative Work Experience courses provide on-the-job learning related to a student's educational or occupational goals, and are offered by numerous disciplines. See "Cooperative Work Experience" for a more complete description.

**Experimental Courses (179, 379, 479, 579):** Formerly known as "Workshop," these courses are designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See "Experimental Courses" for a more complete description of the concept.

**Independent Projects (189/389):** These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See "Independent Projects" for a more complete description of the concept.

**Special Topics Courses (199/399/499/599):** Formerly known as "Institutes" or "Topics In," these courses are designed to meet specific and unique curriculum need within the college's service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

**Acceptable for Credit:** This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

UC – CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC–DAT (Determined After Transfer) - acceptance towards graduation at the UC campus is determined after the student

has transferred. Course units may not be applied for the UC 60-unit admission requirement.

**Course Repeatability:** Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

**Course Requirements:** Course descriptions include skill requirements or recommended levels of preparation as follows:

**Prerequisite:** A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of "C" or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

**Corequisite:** A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

**Advisory:** An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student's learning in the advanced course.

**Limitation on enrollment:** Enrollment is subject to limitations based on reasons of:

1. health and safety; or
2. in cases of intercollegiate competition or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or one or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

**To Be Arranged (TBA) Courses:** Some courses have "to be arranged" (TBA) components and/or may be offered via distance learning (DL). TBA components require participation in a minimum number of hours each week (for semester length courses), or minimum number of hours each day (for shorter terms), in addition to the scheduled days and times designated in the schedule of classes. Regular participation is required of all students in courses with TBA components and/or classes offered via distance learning. For detailed information about participation requirements, visit [www.hancockcollege.edu](http://www.hancockcollege.edu) and select the class schedule to search. After finding the course section of interest, click on the blue class CRN for complete details.

**Field Trips:** Certain courses have field trips scheduled as a regular part of the course. Some of these trips are scheduled for the evening, and some for Saturdays or other days when the college is not usually in session. These trips are scheduled far enough in advance to give the student ample time for planning. Unless specifically advised otherwise, students are responsible for arranging their own transportation to and from the class site. The district assumes no liability or responsibility neither for the transportation nor for any person driving a personal vehicle who is not an agent of the district.

**Grading Options:**

P/NP	pass/no pass
GR/P/NP	grade or pass/no pass
GR	letter grade only

**Travel Courses:** The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and testing is comparable to that on campus. The college assumes no responsibility for travel expenses living costs or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

**Semester in which a course is usually offered:**

F = fall only	UF = summer, fall
S = spring only	F1 = fall, odd years
U = summer only	F2 = fall, even years
W = winter only	S1 = spring, odd years
FSU = fall, spring, summer	S2 = spring, even years
FS = fall, spring	A = as needed
SU = spring, summer	D = contact department

## AUTOMOTIVE TECHNOLOGY

### AT 334 Automotive Machining 1 **4 units**

Prerequisite: AT 133

An intensified course in automotive machining, it will emphasize student proficiency in machine operation. Content focuses on technological knowledge and methods used in today's automotive shops. (S) (GR/P/NP)

### AT 336 Advanced Automotive Machining 2 **4 units**

Limitation on enrollment: Must take and pass a lab safety test.

Prerequisite: AT 334

An advanced course focused on precision and performance engine preparation. Topics to be covered include engine components selection, machining and measurement for maximum engine efficiency and output. (F,S) (GR/P/NP)

## HUMAN SERVICES

### HUSV 120 Human Services (General) Practicum **2 units**

*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To

participate in Cooperative Work Experience HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students practicum/supervised work experience in a social service or interpersonal helping agency or facility (2 units/150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

### HUSV 121 Human Services (General) Practicum Seminar **2 units**

*Acceptable for credit: CSU*

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is concurrently enrolled in HUSV 120. (F,S) (GR)

### HUSV 130 Addiction Studies Practicum **4 units**

*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 130: (1) students must be volunteering or working in the addiction treatment field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 130 may earn either 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid.

Provides students with a practicum/supervised work experience in an addiction treatment program or facility. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

### HUSV 131 Addiction Studies Practicum Seminar **2 units**

*Acceptable for credit: CSU, UC*

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Addiction Services. Designed for the student who is concurrently enrolled in HUSV 130. (F,S) (GR)

### HUSV 140 Co-occurring Disorders Practicum **2 units**

*Acceptable for credit: CSU*

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 140: (1) students must volunteer or work in an agency or facility that serves

clients with co-occurring substance use and mental disorders,, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 140 may earn two units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a helping agency or facility that serves clients with co-occurring substance use and mental disorders. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

**HUSV 141 Co-Occurring Disorders Practicum Seminar 2 units**

Acceptable for credit: CSU

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who is concurrently enrolled in HUSV 141. (F,S) (GR)

**HUSV 150 Family Studies Practicum 2 units**

Acceptable for credit: CSU

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 150: (1) students must be volunteering or work in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 150 may earn two units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. The Family Studies certificate internship requirement will be met by completion of HUSV 150.

Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of families and children. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

**HUSV 151 Family Studies Practicum Seminar 2 units**

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family studies. Designed for the student who is concurrently enrolled in HUSV 151. (F,S) (GR)

**HUSV 160 Family Services Worker 2 Practicum 2 units**

Acceptable for credit: CSU

Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 160: (1) students

must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of family and children. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

**HUSV 161 Family Services Worker 2 Practicum Seminar 2 units**

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family services worker 2. Designed for the student who is concurrently enrolled in HUSV 161. (F,S) (GR)

**DEGREES & CERTIFICATES****DEGREES & CERTIFICATES****AUTOMOTIVE TECHNOLOGY: AUTO TUNE-UP AND DIAGNOSTIC PROCEDURES (A.S.)**

Designed to prepare the student to enter the automotive service profession as a tune-up and diagnostics specialist.

The graduate of the AS program in auto tune-up and diagnostic procedures will:

- Demonstrate an understanding of the evolving technology in the automotive control systems and the impact the automobile has on our environment.
- Demonstrate the ability to quickly master new techniques and skills as required in the automotive tune-up and diagnostic specialty.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 30 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
---------------	-------	-------

Required core courses (19 units):

AT 100	Automotive Fundamentals	4
AT 303	Automotive Electricity	5
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5

Plus a minimum of 11 units from the following

AT 117	Print Reading and Interpretation	3
AT 133	Automotive Engine Rebuilding	5
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 344	Emission Control BAR/CAC	4
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

**AUTOMOTIVE TECHNOLOGY: AUTO ENGINE REBUILDING (A.S.)**

Designed to prepare the student to enter the automotive service profession as a specialist in engine rebuilding and machining.

The graduate of the AS program in auto engine rebuilding will:

- Demonstrate an understanding of the science of the automotive engine.
- Demonstrate the ability to work with a high degree of precision and accuracy using all of the machine tools involved in rebuilding of the automotive engine.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.

- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 29 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
---------------	-------	-------

Required core courses (17 units):

AT 133	Automotive Engine Rebuilding	5
AT 334	Automotive Machining 1	4
AT 336	Advanced Automotive Machining	4
MT 109	Survey of Machining and Manufacturing	4

Plus a minimum of 12 units from the following

AT 100	Automotive Fundamentals	4
AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 341	Fuel Injection/Turbocharging	5
AT 344	Automotive Emission Control	4
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

**AUTOMOTIVE TECHNOLOGY: AUTOMOTIVE CHASSIS (A.S.)**

Designed to prepare the student to enter the automotive service profession as a specialist in brake and front end work.

The graduate of the AS program in automotive chassis will:

- Demonstrate an understanding of the science of the automotive drive train systems.
- Demonstrate the ability to use the latest techniques and tools used in servicing the automotive drive train.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 30 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
---------------	-------	-------

Required core courses (22 units):

AT 100	Automotive Fundamentals	4
AT 303	Automotive Electricity	5
AT 313	Automotive Brakes	4
AT 314	Suspension and Alignment	4
AT 323	Power Trains	5

**DEGREES & CERTIFICATES****DEGREES & CERTIFICATES**

Plus a minimum of 8 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 133	Automotive Engine Rebuilding	5
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4
AT 341	Fuel Injection/Turbocharging	5
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in Automotive Technology	0.5-3

### **AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - TUNE-UP EMISSION CONTROL SPECIALIST (Certificate of Achievement)**

Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on tune-up and emissions repair.

The graduate of the certificate program in high-tech general mechanic: tune-up emission control specialist will:

- Demonstrate an understanding of the evolving technology in the automotive control systems.
- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 30 units is required for the certificate.

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
----------------------	--------------	--------------

Required core courses (24 units):

AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	5
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5

Plus a minimum of 6 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5
AT 334	Automotive Machining 1	4

### **AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - ENGINE, POWER TRAINS SPECIALIST (Certificate of Achievement)**

Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on engine and drive train repair.

The graduate of the certificate program in general technician: engine, power trains specialist will:

- Demonstrate an understanding of the automotive drive train systems.

- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with Hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 30 units is required for the certificate.

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
----------------------	--------------	--------------

Required core courses (24 units):

AT 100	Automotive Fundamentals	4
AT 133	Automotive Engine Rebuilding	5
AT 303	Automotive Electricity	5
AT 323	Power Trains	5
AT 324	Automatic Transmissions	5

Plus a minimum of 6 units selected from the following:

AT 117	Print Reading and Interpretation	3
AT 300	Shop Math and Measurement	3
AT 306	Automotive Air Conditioning Systems	4
AT 313	Automotive Brakes	4
AT 314	Suspension and Alignment	4
AT 334	Automotive Machining 1	4
AT 341	Fuel Injection/Turbocharging	5
AT 343	Engine Performance Diagnosis	5
AT 344	Automotive Emission Control	4
AT 389	Independent Projects in Automotive Tech	1-3
AT 399	Special Topics in	

	Automotive Technology	0.5-3
--	-----------------------	-------

- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.

**DEGREES & CERTIFICATES****DEGREES & CERTIFICATES****HUMAN SERVICES: GENERAL  
(A.S. & Certificate of Achievement)**

The associate degree/certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate or associate degree, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).

The graduate of the AS or certificate program in human services general will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will possess fall under the following three rubrics:
  - **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
  - **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
  - **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A major of 28 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
---------------	-------	-------

Required core courses (22 units):

FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 120	Human Services (General) Practicum	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 121	Human Services (General) Practicum Seminar	2

Plus a minimum of 6 units selected from the following:

HUSV 104	Group Dynamics	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 110/ SOC 106/		
PSY 106	Alcohol, Drugs, and Addiction	3
PSY 112	Human Sexuality	3
PSY 118	Human Development-Lifespan	3

**HUMAN SERVICES: ADDICTION STUDIES (A.S. & Certificate of Achievement)**

This associate degree/certificate program is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention and education. The certificate program is accredited by the California Association of Alcohol and Drug Educators (CAADE) and provides the educational components necessary to become a Certified Addiction Treatment Specialist through CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

The graduate of the AS or certificate program in addiction studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs as addiction counselors or other positions in the addiction treatment and recovery field. The knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.
  - **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients who have substance use problems, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will be skillful in both individual and group counseling contexts.
  - **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
  - **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
  - **Professional Certification Preparation:** Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

A major of 42 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
---------------	-------	-------

Required core courses (39 units)

FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3

**DEGREES & CERTIFICATES**

HUSV 110/ SOC 106/ PSY 106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 124	Substance Abuse Prevention and Education	3
or		
HUSV 142	Co-Occurring Disorders Engagement	3
HUSV 130	Addiction Studies <u>Practicum</u>	4
HUSV 131	Addiction Studies <u>Practicum Seminar</u>	2
HUSV/ PSY 132	Drugs, the Brain and the Body	3
Plus a minimum of 3 units selected from the following:		
FCS/FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3
Recommended electives:		
HUSV 122	States of Consciousness	3

**HUMAN SERVICES: FAMILY STUDIES (Certificate of Achievement)**

This certificate program is designed for individuals who work with or are concerned about families and/or children in contemporary society. Students will receive both a solid grounding in family related issues and practical guidelines and skills necessary for effective interventions. This program of study is especially useful for individuals interested in becoming parenting educators.

The graduate of the certificate program in family studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients and their families, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 28 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (22 units)		
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3

**DEGREES & CERTIFICATES**

HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 113	Women and Addiction	3
HUSV 150	Family Studies <u>Practicum</u>	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 151	Family Studies Practicum Seminar	2

Plus a minimum of 6 units selected from the following:

ECS 101	Child, Family and Community	3
ECS 114	Parent/Child Relationships	3
FSN 109	Basic Nutrition for Health	3
FCS 130	Consumer and Family Finance	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 189	Independent Projects in Human Services	1-3
SOC 110	Introduction to Marriage and Family	3

**HUMAN SERVICES: CO-OCCURRING DISORDERS (Certificate of Achievement)**

This certificate program is designed for students preparing for or advancing their careers in social services, mental health or addiction treatment where it is beneficial to possess knowledge of the special needs of persons with both mental illness and substance use disorders. Persons with co-occurring disorders, also called "dual diagnosis" or "dual disorders," have long been overlooked or underserved by the traditionally separated mental health and addiction treatment fields, but a movement is underway in many agencies, including Santa Barbara County's drug, alcohol and mental health services, resulting in sweeping changes in how all clients and their needs are conceptualized and how services are coordinated and integrated. A certificate in this field will put graduates in the forefront of this movement and may significantly enhance opportunities for employment or promotion.

The graduate of the certificate program in co-occurring disorders will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in specialized settings with clients who have complex and multiple needs as the result of having one or more substance use disorders and one or more mental disorders occurring together. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients who have co-occurring disorders, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.
- **Ethics and Boundaries:** Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

**DEGREES & CERTIFICATES****DEGREES & CERTIFICATES**

A total of 49 units is required for the certificate.

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
Required core courses (46 units):		
FCS 131	Life Management	3
HUSV 101	Becoming a Helping Professional	3
HUSV 102	Case Management of Diverse Clients	3
HUSV 103	Basic Counseling Skills	3
HUSV 104	Group Dynamics	3
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110/ SOC 106/ PSY 106	Alcohol, Drugs, and Addiction	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 130	Addiction Studies <u>Practicum</u>	4
HUSV 131	Addiction Studies Practicum Seminar	2
HUSV/ PSY 132	Drugs, the Brain and the Body	3
HUSV 140	Co-occurring Disorders <u>Practicum</u>	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 141	Co-occurring Disorders Practicum	2
HUSV/ PSY 142	<u>Seminar</u> Co-occurring Disorders: Engagement	3
HUSV/ PSY 143	Co-occurring Disorders: Treatment	3

Plus a minimum of 3 units selected from the following:

FCS/FSN 112	Nutrition, Weight Management, and Eating Disorders	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 113	Women and Addiction	3

Recommended electives:

HUSV 122	States of Consciousness	3
----------	-------------------------	---

### **HUMAN SERVICES: FAMILY SERVICES WORKER 2 (Certificate of Accomplishment)**

A total of 7 selected from the following courses is required for the certificate.

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
HUSV 106	Family Systems, Addiction and Trauma	3
HUSV 160	Family Services Worker 2 <u>Practicum</u>	2
or		
HUSV 170	Concurrent HUSV Practicum	2
HUSV 161	Family Services Worker 2 Practicum	2
	<u>Seminar</u>	2



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Out-of-State Student Travel Request		
Reason for Board Consideration: CONSENT-ACTION	Item Number: 11.I.	Enclosures: Page 1 of 1

**BACKGROUND:**

The Associated Student Body Government, Allan Hancock College, would like to send five students and two advisors to Washington, D.C. March 13-17, 2015 for the American Student Association of Community Colleges (ASACC) National Student Advocacy Conference.

The proposal announced by President Obama in early January and his subsequent push in the State of the Union making community college free to qualifying students is the best news to hit our institutions in years. Student government leaders would like to join the American Student Association of Community Colleges in Washington, D.C. March 13-17, 2015 to discuss this important proposal and many other significant issues that are important to the community college constituency. They expect nearly 400 students from 35 or more states to participate in the meeting and set the 2015 Priorities for their association. There is also dedicated time during the conference for students to meet with the members of Congress and/or their staff to discuss President Obama's proposal and other key issues.

**FISCAL IMPACT:**

None. The Associated Student Body Government, Allan Hancock College, student representation fee funds will cover the costs of travel, lodging, transportation and per diem.

**RECOMMENDATION:**

Staff recommend that the board of trustees authorize the Associated Student Body Government/Leadership students and advisors to attend the ASACC National Student Advocacy Conference in Washington, D.C. on March 13-17, 2015.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



## AGENDA ITEM

To: Board of Trustees	Date:	
From: Superintendent/President	February 17, 2015	
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 11.J.	Enclosures: Page 1 of 2

BACKGROUND

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

Substitute:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
* Moses, Nicole	Office Services Technician I, EOPS	1/21/15 – 6/30/15	Backfill to cover for employee who is out-of-class	\$15.78

\* Revised – Reported as Short-Term on January 21, 2015 Board Report

(continued)

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, substitute, and professional expert appointments exempt from classified service as presented.

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:**

<b><u>Positions:</u></b>	<b><u>Hrly Rate</u></b>	<b><u>Max Hrs</u></b>	<b><u>Max Days</u></b>
Program Assistant I	\$ 9.96	<b>Not more than 40 hours/weekly and/or 999 hours fiscally</b>	<b>170 days within the Fiscal Year</b>
Program Assistant II	\$14.00		
Program Assistant III	\$15.59		
Program Assistant IV	\$18.81		
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>
Bradley, Lauren	Program Assistant I, III, IV	2/18/15 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Evans, Samuel	Program Assistant I, III, IV	2/18/15 – 6/30/15	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs

**Revisions and Additions****Substitute:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Velasquez, Corina	Student Services Technician I	2/18/15 – 6/30/15	On Call coverage for vacations, sick leave, training and special events	\$16.28

**Professional Experts:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Epstein, Benjamin	Interpreter I	2/18/15 – 6/30/15	Transcriber for the deaf and hard of hearing students.	\$25.00
Lippincott, Laura	Interpreter IV	2/18/15 – 6/30/15	Interpreter for the deaf and hard of hearing students.	\$35.00
Mast, Kathryn	Interpreter IV	2/18/15 – 6/30/15	Interpreter for the deaf and hard of hearing students.	\$35.00



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Appointments, Transfers, and Promotions of Classified Employees		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.K.	Enclosures:  Page 1 of 1

### BACKGROUND

The following personnel actions are recommended:

#### Appointments

1. Cristobal Dionisio, custodian (late night), plant services, full time, 12 months, 37 hours weekly, range 11-A, classified bargaining unit salary schedule, effective March 2, 2015.

Reason: Mr. Dionisio replaces Gary Allcorn, who was promoted to custodial lead worker (late night), plant services, effective February 1, 2015.

2. Shonda Gydesen, laboratory assistant - biology, life and physical science department, part time, 11 months, 19 hours weekly, range 13-B, classified bargaining unit salary schedule, effective March 2, 2015.

Reason: New position.

### FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$19,328 for the 2014-2015 fiscal year and is included in the 2014-2015 fiscal year budget.
2. The cost to the unrestricted general fund is approximately \$5,555 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 appointments of Cristobal Dionisio, custodian (late night), plant services, effective March 2, 2015; and Shonda Gydesen, laboratory assistant - biology, life and physical sciences department, effective March 2, 2015.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Appointment of Interim Management Positions		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.L.	Enclosures:  Page 1 of 2

### BACKGROUND

The following interim management appointments are recommended:

1. Jane Harmon, Ph.D., interim associate superintendent/vice president, academic affairs, full time, 4 months, range 3-F (pro-rated through June 30, 2015), on the management salary schedule, effective March 2, 2015 through June 30, 2015, or earlier per district need.

Dr. Harmon was employed by Allan Hancock College from December 2, 2013 through May 30, 2014 as interim vice president, student services.

Reason: Ms. Harmon will temporarily perform the duties of the interim associate superintendent/vice president, academic affairs, due to the resignation of Luis Sanchez, associate superintendent/vice president, academic affairs, effective February 22, 2015.

(Continued)

### FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$51,957 for the 2014-2015 fiscal year.
2. The cost to the unrestricted general fund is approximately \$39,615 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 appointment of Jane Harmon, Ph.D., interim associate superintendent/vice president, academic affairs, effective March 2, 2015 through June 30, 2015, or earlier per district need; and David Humphreys, interim dean, academic affairs, effective March 2, 2015 through June 30, 2015, or earlier per district need.

122-2 Revised

2. David Humphreys, interim dean, academic affairs, full time, 4 months, range 7-D (pro-rated through June 30, 2015), on the management salary schedule, effective March 2, 2015 through June 30, 2015, or earlier per district need and contingent upon continued funding.

Mr. Humphreys was employed by Allan Hancock College from February 26, 2001 through August 31, 2007 as dean academic affairs.

Reason: Mr. Humphreys will temporarily perform the duties of the interim dean, academic affairs to fill a vacancy.

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Coaching Appointments and Stipends		
Reason for Board Consideration:  CONSENT – ACTION	Item Number:  11.M.	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 February 18, 2015 through May 31, 2015, or earlier per district need.

#### Assistant Coaches:

DeComarmond, Steven	cross country (w), \$600
Hennelly, Catherine	cross country (w), \$2,025
Lock, Brady	cross country (w), \$525
Rucker, Lawrence	track (m & w), \$2,050
Conaway, Kenji	track (m & w), \$500
Puckett, Nickey	track (m & w), \$500

### FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$6,944 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:  Kelly Underwood	Final Disposition:
---	--------------------



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Out-of-Classification Assignments of Classified Employees		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.N.	Enclosures:  Page 1 of 2

**BACKGROUND**

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

1. Joan Henretta, FROM financial aid systems technician, financial aid department, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule TO coordinator, financial aid, financial aid department, full time, 12 months, 37 hours weekly, range 30-A, classified bargaining unit salary schedule, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need.

Reason: Ms. Henretta will perform the duties of the coordinator, financial aid, financial aid department, while employee is on leave. Ms. Henretta will return to her regular assignment effective April 1, 2015, or earlier per district need.

**FISCAL IMPACT**

1. The additional cost to the Board Financial Assistance Program (BFAP) is approximately \$1,300 for the 2014-2015 fiscal year.
2. The additional cost to the Board Financial Assistance Program (BFAP) is approximately \$1,215 for the 2014-2015 fiscal year.
3. The additional cost to the unrestricted general fund is approximately \$2,384 for the 2014-2015 fiscal year.
4. The additional cost to the unrestricted general fund is approximately \$481 for the 2014-2015 fiscal year.
5. The additional cost to the unrestricted general fund is approximately \$1,475 for the 2014-2015 fiscal year.
6. The additional cost to the unrestricted general fund is approximately \$1,614 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 temporary out-of-classification assignments of Joan Henretta, coordinator, financial aid, financial aid department, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need; Gregory De Leon, coordinator, financial aid, financial aid department, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need; Kathleen Wetter, coordinator, academic affairs/administrative secretary V, office of academic affairs, retroactive to February 1, 2015 through February 28, 2015, or earlier per district need; Cintia Mendoza, coordinator, academic affairs/administrative secretary V, office of academic affairs (50 percent), and administrative secretary III, counseling and student services (50 percent), retroactive to February 1, 2015 through February 28, 2015 or earlier per district need; Keli Seyfert, auxiliary accounting specialist II, auxiliary accounting, retroactive to February 1, 2015 through June 30, 2015, or earlier per district need; and Armida Velasquez, coordinator, writing center laboratory, learning resources, retroactive to February 2, 2015 through May 31, 2015, or earlier per district need.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

2. Gregory De Leon, FROM financial aid technician, financial aid department, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule TO coordinator, financial aid, financial aid department, full time, 12 months, 37 hours weekly, range 30-A, classified bargaining unit salary schedule, retroactive to February 2, 2015 through March 31, 2015, or earlier per district need.

Reason: Mr. De Leon will perform the duties of the coordinator, financial aid, financial aid department, while employee is on leave. Mr. De Leon will return to his regular assignment effective April 1, 2015, or earlier per district need.

3. Kathleen Wetter, FROM academic affairs support technician, office of academic affairs, full time, 12 months, 25 hours weekly, range 18-E, classified bargaining unit salary schedule TO coordinator, academic affairs/administrative secretary V, office of academic affairs, full time, 12 months, 37 hours weekly, range 31-A, classified bargaining unit salary schedule, retroactive to February 1, 2015 through February 28, 2015, or earlier per district need.

Reason: This is a continuation of an out-of-classification assignment that was approved at the regular board of trustees meeting on July 22, 2014. Ms. Wetter will return to her regular assignment effective March 1, 2015, or earlier per district need.

4. 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, office of academic affairs, range 31-A (50 percent), classified bargaining unit salary schedule, retroactive to February 1, 2015 through February 28, 2015 or earlier per district need; and administrative secretary III, counseling and student services, range 21-C (50 percent), classified bargaining unit salary schedule, 12 months, 37 hours weekly, retroactive to February 1, 2015 through February 28, 2015, or earlier per district need.

Reason: Ms. Mendoza will split her time between the office of academic affairs and student services due to employee absences. She will return to her regular assignment effective March 1, 2015, or earlier per district need.

5. Keli Seyfert, FROM auxiliary accounting specialist II, auxiliary accounting, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule TO auxiliary accounting specialist II, auxiliary accounting, plus 5 percent, full time 12 months, 37 hours weekly, retroactive to February 1, 2015 through June 30, 2015, or earlier per district need.

Reason: Ms. Seyfert is assuming additional responsibilities in support of managing director, PCPA/director, auxiliary accounting. Ms. Seyfert will return to her regular assignment effective July 1, 2015, or earlier per district need.

6. Armida Velasquez, FROM instructional assistant, writing center laboratory, learning resources, full time, 10 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule TO coordinator, writing center laboratory, learning resources, full time, 10 months, 37 hours weekly, range 28-B, classified bargaining unit salary schedule, retroactive to February 2, 2015 through May 31, 2015, or earlier per district need.

Reason: Ms. Velasquez will perform the duties of the coordinator, writing center laboratory, learning resources, due to the appointment of Kelly Underwood as interim director, human resources, effective February 2, 2015. Ms. Velasquez will return to her regular assignment effective June 1, 2015, or earlier per district need.

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Revised Confidential/Supervisory Job Description		
Reason for Board Consideration: CONSENT - ACTION	Item Number: 11.O.	Enclosures: Page 1 of 4

### BACKGROUND

After review by the appropriate administrators and the interim director/human resources/EEO, the following revised confidential/supervisory job description is being recommended for approval:

#### Revised:

Operations Supervisor  
(Day Custodial/Shipping & Receiving/Mail Service/HazMat)

Confidential/Supervisor Range 4

(continued)

### FISCAL IMPACT

No fiscal impact.

### RECOMMENDATION

Staff recommends that the board of trustees approve the revised confidential/supervisory job description, Operations Supervisor: (Day Custodial/Shipping & Receiving/Mail Service/HazMat), as presented.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

Administrative Procedure 2010.01

Allan Hancock College  
Human Resources

Confidential/Supervisor  
Range 5 4

(Revised)

**~~SUPERVISOR, CUSTODIAL SERVICES (DAY)~~**  
**OPERATIONS SUPERVISOR**  
**(Day Custodial/Shipping & Receiving/Mail Service/HazMat)**

**DEFINITION**

Under direction of the Director of Plant Services, ~~to this position will~~ plans, organizes, coordinates, and supervises the work of all ~~district~~ day custodial and ~~minor maintenance~~ services; ~~to inspect college facilities for maintenance, repair, security, and cleaning needs;~~ shipping & receiving; mail service; hazardous materials collection and disposal; ~~and to do other related work as assigned.~~

**CLASS CHARACTERISTICS**

This is a classified supervisor position. ~~The incumbent reports directly to the Director, Plant Services. This class is distinguished from the lower custodial lead supervisor class by direct and indirect supervisory responsibility for the day crew of multiple sections including day custodial, shipping & receiving, mail service, and hazmat. The incumbent also has a direct responsibility for the mail room and shipping and receiving crews.~~ An incumbent in this class is responsible for the day custodial operations of the main campus and off-campus facilities, and the scheduling of personnel and materials to cover these ~~plants~~ sites. An incumbent in this class is designated as a working supervisor and performs a full range of custodial and ~~minor maintenance~~ other related duties. ~~Also, successful performance in this~~ This class position requires high visibility around the main campus and the ability to adjust schedules to cover special circumstances.

**ESSENTIAL FUNCTIONS**

- ~~1. Plans, organizes, coordinates, inspects, and supervises custodial operations.~~
- ~~2. Supervises, devises, and conducts training programs~~ plans, organizes, coordinates, and schedules work activities and assignments of day custodial personnel and student assistants.
- ~~3. ; keeps~~ Keeps training records and student time sheets;
- ~~2.4. Evaluates, disciplines, and provides training to the work of subordinate personnel; confers with supervisor regarding~~ in regards to work practices, priorities policies and personnel procedures problems.
- ~~3.5.~~ Keeps records and prepares reports of custodial operations and cost; participates in the preparation of the custodial budget; prepares cost estimates; prepares working custodial plans, recommends custodial supplies, materials, and equipment for purchase and maintains inventories so that adequate supplies are on hand.
- ~~4.6.~~ Directly supervises and participates in the custodial activities of the day shift; supervises, checks, and participates in the cleaning and care of rooms, rest rooms, halls, buildings, fixtures, and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, disinfecting, and related duties.

- ~~5.7. Assigns staff special duties for the setup and teardown of various educational, social, and civic activities, as well as arranging for the relocation and movement of furniture and proper equipment, heating, ventilating and lighting; confers and cooperates with officials regarding use of the school plant.~~
- ~~6.8. Supervises staff in the shipping and receiving of goods, materials, parcels, equipment, and furnishings. Inspects buildings and reports dangerous, unsightly or unsanitary conditions or sees that the conditions are corrected; reports evidence of vandalism or security violations.~~
- ~~7.9. Coordinates all aspects of college's hazardous materials program; personally performs all collection and disposal of hazardous materials.~~
- ~~8.10. Supervises mailroom staff in the mail sorting, delivery, and processing of all mail at all campus sites. Assists with computer aided design program for college buildings.~~
11. Participates in activities of various committees, including safety, hazardous materials, and emergency management; informs committees of new regulations and procedures; ensures that emergency response supplies are up to date, organized, and inventoried.
- 9.12. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern cleaning principles, techniques, materials, equipment, and the cleaning programs needed to keep college buildings in a safe, clean, and orderly condition;
- ~~Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls, and fixtures;~~
- ~~Cleaning materials, disinfectants, and equipment used in custodial work;~~
- Principles of supervision and training;
- ~~Quantities of materials needed in custodial work.~~
- Basic knowledge of the principles and practices of shipping, receiving, and mailroom operations.
- Proper handling, storage, and disposal of hazardous materials and universal waste.

### **Demonstrated ability to:**

- ~~Organize, coordinate, and supervise the work of a custodial staff;~~
- ~~Estimate and order materials and supplies needed;~~
- ~~Maintain accurate records and make reports;~~
- ~~Use cleaning materials and equipment effectively and efficiently;~~
- ~~Train and mentor supervise custodial personnel;~~
- ~~Make minor non-technical repairs;~~
- ~~Understand and carry out oral and written directions;~~
- ~~Communicate effectively both orally and in writing;~~
- Develop and maintain cooperative working relationships with those contacted during the course of work.

### **Other Requirements**

A valid California driver's license and ability to qualify for district vehicle insurance coverage.  
Possession of current HazMat General Site Worker certificate.

### **Education and Experience:**

Individuals possessing the experience, knowledge and abilities listed above are considered to

possess the necessary education. ~~Three~~ Must possess at least -f Five years in the cleaning and maintenance of buildings, preferably in an institutional setting, of which ~~one~~ two years must have been in a supervisory capacity in an institutional setting (courses in supervisory management can be substituted for some of the supervisory experience).

**Physical Demands:**

Physical demands and working conditions require lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds with occasional heavy work.

**Working Conditions**

- Duties are primarily performed on the Santa Maria campus and other off-campus sites as well as the fairgrounds, the mall, and other locations as assigned. Duties are performed indoors and outdoors.
- Work requires standing and walking for prolonged periods.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- 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.

**Special Qualification**

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

R 01/15

R12/00 (custodial shift foreman)

R7/-91

1/86

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Change of Status of Faculty Member		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.P.	Enclosures:  Page 1 of 1

BACKGROUND:

The following personnel action is recommended for a faculty member who has requested a reduced workload for the 2015 – 2016 academic year:

Temporary Workload Reduction

Lala Karapetian, learning disabilities specialist, learning assistance program, requests a temporary workload reduction from 100 percent to 60 percent full-time equivalency, a reduction of 40 percent, for the 2015 – 2016 academic year. Ms. Karapetian was approved at the regular board of trustees meeting on March 18, 2014 for a reduced workload from 100 percent to 60 percent full time equivalency for the 2014 – 2015 academic year.

It is expected that Ms. Karapetian will return to full-time status at the beginning of the fall 2016 semester.

FISCAL IMPACT

The savings to the unrestricted general fund is approximately \$32,666 for the 2015 - 2016 fiscal year. There is no backfill for this reduced workload.

RECOMMENDATION

Staff recommends that the board of trustees approve the continuation of reduced workload of Lala Karapetian, full-time faculty, learning assistance program, from 100 percent to 60 percent full-time equivalency for the 2015 – 2016 academic year.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2220, Committees of the Board		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.Q.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy 2220 is legally required. It clarifies that standing committee meetings established by the Board of Trustees must comply with the requirements of the Brown Act. This new policy has 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 2220, Committees of the Board.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2220 COMMITTEES OF THE BOARD**

The Board of Trustees may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Reference: [Government Code Section 54952](#)

---

**Adopted:**

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: Revised Board Policy 2310, Regular Meetings of the Board		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.R.	Enclosures:  Page 1 of 3

**BACKGROUND:**

Revised board policy 2310 is legally required. It has been extracted from the Rules and Regulations of the Board of Trustees and revised to better align with current Education Code. It addresses when and where regular board meetings are held. It also states that regular and special board meetings shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions. 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt revised Board Policy 2310, Regular Meetings of the Board.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2310 REGULAR MEETINGS OF THE BOARD**

Regular meetings of the Board of Trustees shall be held on the third Tuesday of each calendar month. If, at any time, any regular meeting falls on a Board holiday, such regular meetings shall be held on an alternate date.

The date of a regular meeting may be changed by action of the Board at any previous meeting provided that every member is notified either by letter or by distribution of the minutes carrying a record of the change. In case the date of any regular meeting is changed, the Secretary to the Board will take appropriate steps to inform the public of the change in advance of the meeting.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Special meetings of the Board may be called by the President of the Board or by three members of the Board, or by the Superintendent/President of the District when approved by the President of the Board.

Written notice will be given by the Secretary to the Board in accordance with the Brown Act starting at Government Code Section 54950, Education Code Section 72000 (d)(l).

Any legal meeting may be adjourned to a specific time and place. However, if a special meeting is adjourned, action may be taken only on those items on the original agenda.

Regular meetings of the Board shall normally be held at Allan Hancock College, 800 South College Drive, Santa Maria, CA 93454. All meetings of the Board will be held in the boardroom at the college, unless another place is selected and announced in

advance. In case any meeting is held in a different place, the Secretary to the Board will notify each member of the change. Regular meetings will be held at 6:00 p.m. unless otherwise specified in the Board agenda. The Board will try to meet in other areas of the District at least twice a year.

References: Education Code Section 72000(d);  
Government Code Sections 54952.2, 54953 et seq., and 54961

---

**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:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2350, Speakers		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.S.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy 2350 is legally required. It provides guidelines for speakers to address the Board of Trustees. This policy has 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt revised Board Policy 2350, Speakers.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2350    SPEAKERS**

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- 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.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

References: Education Code Section 72121.5;  
Government Code Sections 54950 et seq.

---

**Adopted:**

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2365 Recording		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.T.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy and administrative procedure 2365 is legally required. It provides guidelines for the college or the public to record the proceedings of an open meeting of the Board of Trustees. This new policy and procedures 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 2365, Recording.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2365    RECORDING**

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

References: Education Code Section 72121(a);  
Government Code Sections 6250 et seq., 54953.5, and 54953.6

---

**Adopted:**

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2716, Political Activity – District Funds		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.U.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy 2716 is legally required. It confirms that members of the Board of Trustees cannot use district funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board. This new policy has 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 2716, Political Activity – District Funds.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2716 POLITICAL ACTIVITY – DISTRICT FUNDS**

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

References: Education Code Sections 7054, 7054.1, and 7056;  
Government Code Section 8314

---

**Adopted:**

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2717, Personal Use of Public Resources		
Reason for Board Consideration:  COSENT - ACTION	Item Number:  11.V.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy 2717 is legally required. It addresses the use of public resources for personal purposes by the Board of Trustees. This policy has 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 2717, Personal Use of Public Resources.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2717 PERSONAL USE OF PUBLIC RESOURCES**

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

References: Government Code Section 8314;  
Penal Code Section 424

---

**Adopted:**

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Second Reading: New Board Policy 2720 Communications Among Board Members		
Reason for Board Consideration:  CONSENT - ACTION	Item Number:  11.W.	Enclosures:  Page 1 of 2

**BACKGROUND:**

New board policy 2720 is legally required. It addresses communication among board members intended to reach a collective concurrence on any item under jurisdiction of the Board of Trustees. This new policy is 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 January 20, 2015. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 2720, Communications Among Board Members.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

---

**BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS**

Members of the Board of Trustees shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

Reference: Government Code Section 54952.2

---

**Adopted:**

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



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Award of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2015, 2016, and 2017		
Reason for Board Consideration:  ACTION	Item Number:  13.A.	Enclosures:  Page 1 of 1

**BACKGROUND:**

Education Code, Section 84040, requires that the governing board of each community college district provide for an annual audit in accordance with regulations of the state board of governors. If the governing board fails to provide for the audit, the board of governors shall be required to provide for the audit at the expense of the district. Title 5, Code Section 59102, specifies that community college districts must contract for the annual audit no later than May 1 for the current year.

Requests for proposals were sent to 16 firms. Three firms responded with proposals, two firms declined, and 11 firms did not respond. The proposals from the three responding firms listed below have been reviewed by staff.

<u>Firm</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
CWDL, CPAs	\$75,630	\$77,496	\$79,397
Christy White Accountancy Corp.	\$78,500	\$80,070	\$81,669
Vavrinek, Trine, Day & Co., LLP	\$90,200	\$90,200	\$98,300

Staff analyzed the proposals for scope of services provided, audit staff composition, proposed hours and hourly rates. Vavrinek, Trine, Day & Co., LLP provided the most comprehensive audit proposal. This firm has previously audited the district and has proven they have knowledge of community colleges, the understanding of the scope of work required, and the resources that would best assist the district.

**FISCAL IMPACT:**

The proposed fees for audit services are an increase of approximately \$42,195 from the prior year's costs. This increase will need to be included in the 2015-16 budget.

**RECOMMENDATION:**

Staff recommends that the board of trustees award the contract for independent audit services to Vavrinek, Trine, Day & Co., LLP for fiscal years ending June 30, 2015, 2016, and 2017.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Resolution 15-05 Establishing a Bank Account for the AHC Student Veteran Emergency Loan Fund		
Reason for Board Consideration:  ACTION	Item Number:  13.B.	Enclosures:  Page 1 of 2

**BACKGROUND:**

The college seeks to implement a short-term emergency loan method for veterans who are experiencing a temporary unforeseen financial situation affecting their ability to be a successful student. This program will be established utilizing \$3,000 already donated from the community to the Allan Hancock College Foundation for such a purpose. The foundation may continue to seek further donations to expand and sustain this program. The emergency loan application process will be administered by the Financial Aid/Veterans Affairs office.

According to the California Community Colleges Budget and Accounting Manual (BAM), the Scholarship and Loan Trust Fund is used to account for such gifts, donations, bequests, and devises (subject to donor restrictions) which are to be used for scholarships or for grants in aid and loans to students. The Scholarship and Loan Trust Fund may be established and maintained in the county treasury or, as an alternative, the governing board may establish separate bank accounts. Separate bank accounts must be established by governing board resolution.

In compliance with the Education Code and the BAM, the attached resolution authorizes the establishment of a separate bank account named "AHC Student Veteran Emergency Loan Fund" and designates the Associate Superintendent/Vice President, Administrative Services as the custodian of the account.

**FISCAL IMPACT:**

The district will account separately for monies related to donations and disbursements for emergency loans to AHC student veterans within the Scholarship and Loan Trust Fund.

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt resolution 15-05 to establish a bank account for the AHC Student Veteran Emergency Loan Fund, to be reported in the Scholarship and Loan Trust Fund.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------

RESOLUTION 15-05  
 A RESOLUTION OF THE BOARD OF TRUSTEES OF  
 THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 TO ESTABLISH A BANK ACCOUNT FOR  
 THE AHC STUDENT VETERAN EMERGENCY LOAN FUND

WHEREAS, the need exists for the Board of Trustees to establish a separate bank account for the AHC Student Veteran Emergency Loan Fund, to isolate restricted funds given by donors for providing emergency loans to AHC student veterans; and

WHEREAS, the Allan Hancock Joint Community College District desires to establish a Scholarship and Loan Trust Fund to account for such gifts, donations, bequests, and devises (subject to donor restrictions), which are to be used for scholarships or for grants in aid and loans to students; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Allan Hancock Joint Community College District does hereby direct the establishment of a separate bank account for the purpose of accounting for the income and expenses pertaining to providing emergency loans to AHC student veterans; and

BE IT FURTHER RESOLVED that that the Board of Trustees of the Allan Hancock Joint Community College District does hereby direct the establishment of a Scholarship and Loan Trust Fund and that the interest earned on monies deposited in the Scholarship and Loan Trust Fund shall remain in the fund; and

BE IT FURTHER RESOLVED that the Associate Superintendent/Vice President, Administrative Services, is the chief fiscal officer of the Allan Hancock Joint Community College District and shall serve as the custodian of said account; and

BE IT FURTHER RESOLVED that a bond is furnished through the district's blanket insurance policy and all other conditions shall be complied with as set forth in the Education Code and the California Community Colleges Budget and Accounting Manual.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 17th day of February, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

STATE OF CALIFORNIA                    )  
 COUNTIES OF SANTA BARBARA,        )  
 SAN LUIS OBISPO, AND VENTURA       )

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held February 17, 2015, by the vote above stated, which resolution is on file in the Office of said Board.

---

Secretary to the Board of Trustees



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Resolution 15-06 Authorizing Participation in the State and Federal Surplus Property Program		
Reason for Board Consideration:  ACTION	Item Number:  13.C.	Enclosures:  Page 1 of 4

**BACKGROUND:**

From 1994 to 2003, the district participated in the Federal Surplus Property Program and acquired various types of equipment, such as computers, miscellaneous office and classroom furniture, maintenance vehicles, and modular buildings. After a nine-year hiatus, the district applied again in March 2012 and became eligible for a three-year period that will expire on March 14, 2015. To renew participation in this program, the California Department of General Services requires submission of an application packet to evaluate the district's eligibility. The attached resolution lists four representatives who are authorized to acquire surplus property on behalf of the district. The district must adopt a similar resolution every three years to renew its eligibility in the future.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt resolution 15-06 authorizing four district representatives to acquire surplus property through the California State Agency for Surplus Property.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------



**RESOLUTION 15-06**

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. Rex Van Den Berg	Dir., Plant Services		rvandenberg@hancockcollege.edu
Felix Hernandez Jr.	VP, Facilities & Ops		fhernandez@hancockcollege.edu
Richard Carmody	Dir., Bus Services		rcarmody@hancockcollege.edu
Michael Black	VP, Admin Services		mblack@hancockcollege.edu

**\*Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this 17th day of February, 20 15, by the Governing Board of the: Allan Hancock Joint Community College District by the following vote: AYES:       ; NOES:    ; ABSENT:             
 Agency Name

I, Kevin G. Walthers Secretary of the Governing Board known as Allan Hancock Joint Community College District Board of Trustees

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principap office of the Governing Board.

Signed by: \_\_\_\_\_

Allan Hancock Joint Community College District Board of Trustees

800 S. College Drive  
 Name of Organization  
 Santa Maria / 93454 / Santa Barbara  
 City Zip Code County

**NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY**

C. AUTHORIZED this        day of        20       , by: \_\_\_\_\_  
 Signature of Administrative Officer

Printed Name of Chief Administrative Officer \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ ZIP Code \_\_\_\_\_ County \_\_\_\_\_

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: \_\_\_\_\_

**CERTIFICATIONS AND AGREEMENTS ONCLUDING TERMS, CONDITIONS,  
RESERVATIONS AND RESTRICTIONS) TO BE INCLUDED ON  
AGENCY ISSUE OR DISTRIBUTION DOCUMENT**

**A. The Donee Certifies That:**

1. It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
2. The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the CSASP.
3. Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
4. Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41 USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
5. If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5),

**B. The Donee Agrees to the Following Federal Conditions:**

1. All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year of receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.
2. Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
3. In the event the Donee does not use the property as required by *Sections C (1) and (2)* below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.

**C. The Donee Agrees to the Following Conditions Applicable to Items with a Unit Acquisition Cost of \$5,000 or More and Passenger Motor Vehicles, Regardless of Cost. Except Vessels 50 Feet or More in Length and Aircraft Regardless of Acquisition Cost:**

1. The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
3. In the event the property is not so used as required by *Sections C (1) and (2)*, at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.

**D. The Donee Agrees to the Following Terms, Reservations and Restrictions:**

1. From the date it receives the property and throughout the time period(s) imposed by Sections B and C (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by Sections C or D as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
2. If at any time, from the date the Donee receives the property throughout the time periods by Sections B and C as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.
3. The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
4. At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

**E. The Donee Agrees to the Following Conditions, Applicable to all Items of Property:**

1. The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
2. If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

**F. Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 Feet or more in length having an acquisition cost of \$5,000 or more in length or more, regardless of the purpose for which acquired.**

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Academic Policy and Planning Committee Curriculum Summary		
Reason for Board Consideration:  ACTION	Item Number:  13.D.	Enclosures:  Page 1 of 13

**BACKGROUND:**

The curriculum report for the period January 22 to 29, 2015 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs being recommended for adoption.

**FISCAL IMPACT:**

New courses will be supported based on current budget allowances within the disciplines/departments either by reallocation of existing funds or cycling existing offerings to allow for the offering of new curriculum. Additionally, full-time faculty receives a stipend of \$250 per new course developed and \$150 per major course modification.

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

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

ACADEMIC POLICY AND PLANNING COMMITTEE  
CURRICULUM REPORT

February 17, 2015

Sofía Ramírez-Gelpí, Chairperson

Judith Dal Porto, Applied Behavioral Sciences

Margaret Warrick, Business Lydia

Maxwell, Counseling Jennifer Jozwiak,

English David Passage, Fine Arts

Sheri Bates, Kinesiology, Kinesiology, Recreation and Athletics

Larry Manalo, Health Sciences

Robert Mabry, Industrial Technology Melinda Nishimori,

Languages & Communication Sandra Bierdzinski,

Academic/Student Services Robert Lennihan, Life and

Physical Sciences

Derek Mitchem, Mathematical Sciences

Mike Messina, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Quianna Cater, ASBG Student Representative

Janet Hooghuis, Admissions & Records Representative (ex officio) David

DeGroot, Articulation Officer (ex officio)

Non-Credit Education (vacant)

Luis Sanchez, Vice President, Academic Affairs (ex officio) Rebecca

Andres, Curriculum Specialist

Adopted by Board of Trustees: \_\_\_\_\_ Date

President, Board of Trustees  
Allan Hancock Joint Community College District

**NEW CREDIT COURSES/PROGRAMS RECOMMENDED FOR ADOPTION**

NEW: credit courses (effective pending Chancellor's Office approval)

Course Prefix	Course Title	Units
ART 399	Special Topics in Art	1-4
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education Prerequisite: ECS 106; advisory: ENGL 513	3
ENGL 140	Graphic Novel as Literature Prerequisite: ENGL 101	3
MATH 309	Algebra and Math Literacy Prerequisite: MATH 521 or MATH 531	5
NESL 7030	ESL for the Written Driving Test	12-18 hours

NEW: special topics (effective pending Chancellor's Office approval)

Course Prefix	Course Title	Units
ART 399A	Teapots	2
ART 399B	Ceramic Colorants	2
THEA 198A	Repertory of My Fair Lady and Man of La Mancha	3
THEA 198B	Brad Carroll's Peter and the Star Catcher	3
THEA 198C	Exploration of My Fair Lady Through Peter and the Star Catcher	1
THEA 198D	R. De Laurier's Other Desert Cities	1
THEA 199A	Repertory of My Fair Lady and Man of La Mancha	3
THEA 199B	Brad Carroll's Peter and the Star Catcher	3
THEA 199C	Exploration of My Fair Lady Through Peter and the Star Catcher	1
THEA 199D	R. De Laurier's Other Desert Cities	1

NEW: programs (effective pending Chancellor's Office approval)

Program Title	Units
Associate in Science Agricultural Science	22
Associate in Science Sports Medicine	33-39
Certificate of Accomplishment ESL ( <i>Chancellor's Office approval not needed</i> )	14

**MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION**

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include but are not limited to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFICATIONS MAJOR: Courses

Course Prefix	Course Title	Units
AG 135	Grapevine Physiology Advisory: AG 102	1

AG 301	Pairing Wine and Food Limitation on enrollment: must be 21 years of age or older at time of registration	0.5
AG 302	Advanced Pairing Food and Wine Limitation on enrollment: must be 21 years of age or older at time of registration; prerequisite: AG 301	0.5
AG 303	Epicurean Wine and Food Limitation on enrollment: must be 21 years of age or older at time of registration; change prerequisite course to advisory: AG 302	0.5
AG 305	Pairing the Wines and Foods of Provence Limitation on enrollment: must be 21 years of age or older at time of registration: remove prerequisite course AG 303; add new advisory: AG 301	0.5
AG 306	Pairing the Wines and Foods of Tuscany Limitation on enrollment: must be 21 years of age or older at time of registration; remove prerequisite course AG 303; add new advisory: AG 301	0.5
AG 310	Winemaking Operations I Limitation on enrollment: must be 21 years of age or older at time of registration: advisory: AG 101; modified course title; lecture / lab hours from 2 lecture and 4 lab to 1 lecture and 3 lab hours.	2
AG 311	Winemaking Operations II Limitation on enrollment: must be 21 years of age or older at time of registration; add new advisory: AG 310 and/or AG 101; modified course title, lecture / lab hours from 2 lecture and 4 lab to 1 lecture and 3 lab hours.	2
AG 312	Advanced Viticulture Modified course title	3
AG 321	Winemaking Operations III Limitation on enrollment: must be 21 years of age or older at time of registration; modified course title; lecture / lab hours from 2 lecture and 3 lab to 1 lecture and 3 lab hours.	2
AG 322	Winemaking Operations IV Limitation on enrollment: must be 21 years of age or older at time of registration; modified course title; lecture / lab hours from 2 lecture and 3 lab to 1 lecture and 3 lab hours.	2
ANTH 103	Intro to Archaeology The course is being modified to align with transfer model curriculum (CID).	3
ART 101	Art Appreciation New advisory: eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110.	3
ART 105	Art History Survey – Art of Mexico New advisory: eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110.	3
ASL 120	American Sign Language 1	3
ASL 124	American Sign Language 3	3
ASL 130	Conversational American Sign Language	3
ASL 138	History of Deaf	3
FT 131	Fire Management 2A: Organizational Leadership and Human Relations	2.5
FT 325	Instructor Training 1B	2
ECON 101	Principles of Economics: Macro-Economics	3
	Modified prerequisite: MATH 311 or higher or eligibility for MATH 331 or higher based on START placement scores.	
ECON 102	Modified prerequisite: MATH 311 or higher or eligibility for MATH 331 or higher based on START placement scores.	3

ENGL 148	Introduction to Hispanic Literature in Translation Prerequisite: ENGL 101	3
ENGR 170	Electric Circuit Modified prerequisite: MATH 182 and PHYS 163; advisory: concurrent enrollment in ENGR 171	3
ENGR 171	Electric Circuit Lab Modified prerequisite: MATH 182 and PHYS 163	1
GEOL 131	Geology Of California Advisory: ENGL 101	3
GEOL 141	Environmental Geology Advisory: ENGL 101 and MATH 311	3
HIST 138	History of Deaf	3
MATH 311	Algebra 1 Prerequisite: MATH 531 or MATH 521 or MATH 579A	4
MATH 531	Pre-Algebra	3

**MODIFICATIONS: MINOR**

Minor modifications to courses or programs do not change the overall purpose of the course or program and may include minor language changes in catalog description or addition of courses to selected units of a program.

MODIFICATIONS MINOR: Courses

Course Prefix	Course Title	Units
HUSV 121	Human Services (General) Practicum Seminar	2
HUSV 131	Addiction Studies Practicum Seminar	2
HUSV 141	Co-occurring Disorders Practicum Seminar	2
HUSV 151	Family Studies Practicum Seminar	2
HUSV 161	Family Services Worker 2 Practicum Seminar	2
MATH 131	College Algebra Prerequisite: MATH 321 and MATH 331 or MATH 333/334	3

MODIFICATIONS MINOR: Programs

Program Title	Units
Associate in Science & Certificate of Achievement Human Services: General	28
HUSV 121 is being reinstated into the core courses; the total major units from 26-28 to 28 units.	
Associate in Science & Certificate of Achievement Human Services: Addiction Studies	42
HUSV 131 is being reinstated into the core courses; no change to the number of units	
Certificate of Achievement Family Studies	28
HUSV 151 is being reinstated into the core courses; the total major units from 26-28 to 28 units.	
Certificate of Achievement Co-Occurring Disorders	49
HUSV 131 and 141 is being reinstated into to the core courses; the total major units from 47-49 to 49 units.	

Certificate of Accomplishment Family Services Worker 2	7
HUSV 161 is being reinstated ; total units from 5-7 to 7 units	
Associate of Arts in Spanish for Transfer	23-25
A list of selected units is being added: ART 105, ENGL 148, FILM 103, HIST 120, and SPCH 110.	

**AGENCY MANDATES**

<b>Course Prefix</b>	<b>Course Title</b>	<b>Units</b>
FT 120	Fire Command 2A Advisory: WFT 303, FT 320	2.5
FT 328	Fire Investigation 1B Advisory: FT 327	2
WFT 101	Wildland Fire Behavior Advisory: WFT 302	3
WFT 102	Wildland Firefighter Safety and Survival Advisory: WFT 302	3
WFT 103	Wildland Fire Operations Advisory: WFT 302	3
WFT 104	Wildland Public Information Officer, Prevention, and Investigation Advisory: WFT 302	3
WFT 105	Wildland Fire Planning, Logistics, and Finance Advisory: 302	3
WFT 302	Basic Incident Command System I-200 Advisory: WFT 301	0.5
WFT 303	Intermediate Incident Command System I-300 Advisory: WFT 302	1.5
WFT 304	Advanced Incident Command System I-400 Advisory: WFT 303	1
WFT 305	Multi-Agency Coordination I-401 Advisory: WFT 304	0.5
WFT 306	Incident Command System for Executives I-402 Advisory: WFT 305	0.5
WFTL 310	Display Processor S-245 Advisory: WFT 302	0.5
WFTL 311	Check-in Recorder/Status Recorder J-248 Advisory: WFT 302	0.5
WFTL 312	Ordering Manager J-252 Advisory: WFTO 329	0.5
WFTL 313	Receiving and Distribution Manager J-253 Advisory: WFTO 329	0.5
WFTL 314	Base/Camp Manager J-254 Advisory: WFTO 329	2
WFTL 315	Equipment Manager J-255 Advisory: WFTO 329	1.5
WFTL 316	Tool and Equipment Specialist J-256 Advisory: WFTO 310	0.5

WFTL 317	Incident Communications Manager J-257 Advisory: WFTO 329	1.5
WFTL 318	Communication Equipment/Procedures S-258 Advisory: WFTL 317	2
WFTL 319	Security Manager J-259 Advisory: WFTO 329	0.5
WFTL 320	Fire Business Management Principles S-260 Advisory: WFTO 330	1.5
WFTL 321	Personnel Time Recorder J-261 Advisory: WFTL 310	1
WFTL 322	Equipment Time Recorder J-262 Advisory: WFTO 329	1
WFTL 323	Claims Manager J-263 Advisory: WFTO 329	1
WFTL 324	Compensation for Injury Manager J-264 Advisory: WFTO 329	1
WFTL 325	Commissary Manager J-266 Advisory: WFTO 329	1
WFTL 326	Documentation Unit Leader J-342 Advisory: WFTO 329	1
WFTL 327	Situation Unit Leader J-346 Advisory: WFTO 315, WFTO 329	1
WFTL 328	Demobilization Unit Leader J-347 Advisory: WFTO 329	1
WFTL 329	Resources Unit Leader J-348 Advisory: WFTO 329, WFTO 344	1.5
WFTL 330	Facilities Unit Leader J-354 Advisory: WFTO 329, WFTO 344	2
WFTL 331	Ground Support Unit Leader J-355 Advisory: WFTO 329, WFTO 334	0.5
WFTL 332	Supply Unit Leader J-356 Advisory: WFTO 329, WFTO 334	2
WFTL 333	Food Unit Leader J-357 Advisory: WFTO 329, WFTO 334	1.5
WFTL 334	Communications Unit Leader J-358 Advisory: WFTO 329, WFTO 334, WFTL 318	4
WFTL 335	Medical Unit Leader J-359 Advisory: WFTO 329, WFTO 334	0.5
WFTL 336	Cost Unit Leader J-362 Advisory: WFTO 329, WFTO 334	0.5
WFTL 337	Compensation/Claims Unit Leader J-263 Advisory: WFTO 329, WFTO 334	0.5
WFTL 338	Time Unit Leader J-365 Advisory: WFTO 329, WFTO 334	0.5
WFTL 339	Procurement Unit Leader J-368 Advisory: WFTO 329, WFTO 334	0.5
WFTL 340	Planning Section Chief J-440	2
	Advisory: WFT 304, WFTO 329, WFTO 334	

WFTL 341	Logistics Section Chief J-450 Advisory: WFT 304, WFTO 329, WFTO 334	2
WFTL 342	Finance Section Chief S-460 Advisory: WFT 304, WFTO 329, WFTO 334	2
WFTO 310	Basic Fire Suppression Orientation S-110 Advisory: WFT 302	0.5
WFTO 311	Firefighter Training S-130 Advisory: WFT 302, WFTO 313	2
WFTO 312	Advanced Firefighter Training S-131 Advisory: WFTO 311, WFTO 313, WFTO 315, WFTO 317, WFTO 318	0.5
WFTO 313	Introduction to Wildfire Behavior S-190 Advisory; WFT 302	0.5
WFTO 314	Initial Attack Commander ICT S-200 Advisory: WFT 302, WFTO 312, WFTO 325	1
WFTO 315	Supervisory Concepts and Techniques Advisory: WFT 302, WFTO 311, WFTO 313	1
WFTO 316	Fire Operations in the Urban Interface S-205 Advisory: WFTO 311, WFTO 314	2
WFTO 317	Portable Pumps and Water Use S-211 Advisory: WFT 302	0.5
WFTO 318	Wildfire Power Saws S-212 Advisory: WFTO 311	1.5
WFTO 320	Interagency Helicopter Training Guide S-217 Advisory: WFTO 311	2
WFTO 321	Crew Boss S-230 Advisory: WFTO 315, WFTO 325, WFTO 330	1.5
WFTO 322	Engine Boss S-321 Advisory: WFTO 325, WFTO 329, WFTO 330	0.5
WFTO 323	Dozer Boss S-232 Advisory: WFTO 325, WFTO 329, WFTO 330	1
WFTO 324	Tractor Plow Boss S-233 Advisory: WFTO 325, WFTO 329, WFTO 330	0.5
WFTO 325	Ignition Operations S-234 Advisory: WFTO 312, WFTO 322	2
WFTO 326	Felling Boss S-235 Advisory: WFTO 315, WFTO 329	1.5
WFTO 327	Staging Area Manager J-236 Advisory: WFTO 315, WFTO 329	0.5
WFTO 328	Field Observer S-244 Advisory: WFTO 315, WFTO 321	2
WFTO 332	Intermediate Wildland Fire Behavior Advisory: WFTO 311, WFTO 313	2

### CONSENT AGENDA ITEMS

CONSENT AGENDA: Textbook Changes

Course Prefix	Course Title	Units
ACCT 150	Introduction to Accounting Information Systems	3

ACCT 317	Bookkeeping 1	3
ACCT 318	Bookkeeping 2	3
CBOT 131	Introduction to Word Processing	3
DA 326	Dental Radiography	4
ITAL 101	Elementary Italian	5
ITAL 102	Elementary Italian	5
ITAL 104	Intermediate Italian	5

CONSENT AGENDA: 14-15 Catalog corrections

Course Prefix	Course Title	Units
AT 334	Automotive Machining 1 Correction to the number of units.	4
AT 336	Automotive Machining 2 Correction to the number of units.	4
PHIL 114	Critical Thinking Prerequisite: ENGL 101	3
HUSV 120	Human Services (General) Practicum Removal of 2 lecture hours to be conducted as a separate course.	2
HUSV 130	Addiction Studies Practicum Removal of 2 lecture hours to be conducted as a separate course.	4
HUSV 140	Co-occurring Disorders Practicum Removal of 2 lecture hours to be conducted as a separate course.	2
HUSV 150	Family Studies Practicum Removal of 2 lecture hours to be conducted as a separate course.	2
HUSV 160	Family Services Worker 2 Practicum Removal of 2 lecture hours to be conducted as a separate course.	2
Associate in Science Automotive Technology: Auto Engine Rebuilding		29
	Correction to the number of units in the core courses: from 19 to 17 units; total program units from 31 to 29 units.	

**COURSE DROPS**

Course Prefix	Course Title	Units
MATH 353	Mathematics Lab	1
MATH 511	Fundamentals of Arithmetic	4
MATH 513	Fundamentals of Arithmetic: Part 1	2
MATH 514	Fundamentals of Arithmetic: Part 2	2

## Agricultural Science-Associate in Science

Designed for students preparing for, or advancing in, careers such as agribusiness, agricultural mechanics, animal sciences, environmental horticulture, soil sciences or agricultural science.

The graduate of the associate in science program in agricultural science will:

- apply industry standards in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the agriculture industry.
- assess and differentiate effects of agricultural activities and processes in final crop produced, including yearly activities and crop physiology describing alternatives to make sound agricultural decisions during the entire year to ensure quality fruit and healthy plants.
- demonstrate effective animal husbandry skills, analyze the current market in order to sell the crop or animal at a premium and report the profit or loss, in a ranching situation.
- apply effective business, sales and marketing skills when presented with an agribusiness situation.
- demonstrate correct seeding, propagation, transplanting, and watering techniques and use these skills to grow healthy plants.
- demonstrate comprehension of soils, fertilizers, botany and greenhouse growing techniques and apply this understanding in order to successfully raise horticulture plants.
- analyze costs and sustainable alternatives in agriculture.

**A major of 22 units is required for the associate in science degree and certificate.**

		Units
<b>Required core courses 13 units:</b>		
AG 150	Introduction to Agribusiness	3
AG 154	Introduction to Fruit Science	3
AG 125	Soils and Plant Nutrition	4
AG 156	Intro to Environmental Horticulture	3
<b>Plus a minimum of 9 units selected from the following:</b>		
		Units
AG 102	Introduction to Viticulture	3
AG 152	Introduction to Animal Science	3
AG 130	Integrated Pest Management for Grapes	4
AG 155	Introduction to Mechanized Agriculture	3
AG 157	Agricultural Sales, Communication & Leadership	3
AG 153	Introduction to Sustainable Agriculture	3
AG 307	Vineyard Irrigation	3
G 315	Fertilizers & Plant Nutrition	4
BIOL 154	General Botany	5
FSN 133	Introduction to Food Science	3
FSN 134	Food, Nutrition Customs and Culture	4
BUS 110	Business Law: Contracts and Sales	3
ACCT 130	Financial Accounting	3
ACCT 140	Managerial Accounting	3
ECON 101	Principles of Macro-Economics	3
ECON 102	Principles of Micro-Economics	3
CBIS 101	Computer Concepts & Apps	3
PHYS 141	General Physics 1	4
CHEM 110	Chemistry and Society	4
CHEM 120	Introductory Chemistry	4
CHEM 150	General Chemistry 1	5
<b>Total Major Units</b>		<b>22</b>

## English as a Second Language-Certificate of Accomplishment (Credit)

The graduate of the certificate program in ESL will:

1. Read an advanced ESL passage and respond in writing.
2. Write a well-organized, cohesive paragraph with minimal errors.
3. Use advanced grammatical structures appropriately in a variety of contexts.
4. Participate in conversations in a variety of settings (social, academic, medical, etc.)

The graduate of the certificate of accomplishment (credit) program in English as a second language will:

- be independent language learners and have core competencies in English reading, writing, grammar, speech, and listening to achieve their personal, vocational, and academic goals.

<b>The number of units required for the CERTIFICATE is 14 units.</b>		<b>Units</b>
ESL 540	ESL: Reading Skills 4	4
ESL 541	ESL: Writing Skills 4	4
ESL 552	ESL: GRAMMAR 3	3

<b>Plus a minimum of 3 units selected from the following:</b>		<b>Units</b>
ESL 544	Listening & Speaking Skills 3	3
ESL 555	ESL: Pronunciation Skills	3
ESL 572	Public Speaking Skills	3
ESL 574	Interpersonal Speaking Skills	3

<b>Total Major Units</b>	<b>1</b>
<b>4</b>	

## Spanish-Associate in Arts for Transfer

As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world.

The graduates of the AA program in Spanish will:

- Be independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness, to achieve their personal, vocational and academic goals.

### Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

- A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

**A major of 23-25 units is required for the associate in arts in Spanish for transfer.**

#### Option 1: Required core courses (25 units):

		Units
SPAN 101	Elementary Spanish I	5
SPAN 102	Elementary Spanish II	5
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 105	Advanced Composition and Grammar	5

#### Option 2: Required Core Courses (23 units) for students that score 3 or higher on the AP Spanish Language examination 5 units are credited for SPAN 103)

		Units
SPAN 102	Elementary Spanish II	5
SPAN 103	Intermediate Spanish I	5
SPAN 104	Intermediate Spanish II	5
SPAN 105	Advanced Composition and Grammar	5
SPAN 112	Advanced Spanish Conversation	3

#### Selected units (Students who start Option 2 with SPAN 103 may use up to 5 units from the courses indicated below to substitute SPAN 102):

		Units
ART 105	Art History Survey - Art of Mexico	3
ENGL 148	Hispanic Literature in Translation	3
FILM 103	Contemporary Latin American Film	3
HIST 120	History of the Mexican-American	3
SPCH 110	Intercultural Communication	3

**Total Major Units**

**23 - 25**

## Sports Medicine-Associate in Science

Allan Hancock College's (AHC) Sports Medicine Program is designed to provide students with the skills and knowledge necessary to transfer and pursue a career in athletic training, exercise science, physical therapy, and other sports medicine related fields. Identification, prevention, evaluation, treatment, and rehabilitation of sport and activity related injuries are emphasized. The program stresses the importance of transfer to four-year institutions offering Commission on Accreditation of Athletic Training Education (CAATE) accredited baccalaureate degrees. The program also prepares students to obtain internships or entry-level positions in a Physical Therapy/Sports Medicine workplace.

The graduate of the associate in science program in sports medicine will:

- demonstrate techniques associated with the recognition, evaluation, and immediate treatment of sport and physical activity related injury.
- understand and apply techniques related to sport and physical activity injury prevention and risk management.
- demonstrate skills and techniques related to rehabilitation and repairing of sport and physical activity related injury.
- understand and relate anatomical, physiological, and biomechanical systems to sport and physical activity.
- demonstrate effective communication, professionalism, legal and ethical understanding, and general organization and administration within a sports medicine setting.
- understand the educational preparation required for specifically attaining status as a certified, and licensed sports medicine professional.

**A major of 33-39 units is required for the associate of science degree.**

		Units
<b>Required core courses (30-34 units)</b>		
ATH 104	Care and Prevention of Athletic Injuries	3
ATH 106	Orthopedic Injury Assess/Rehab	4
BIOL 100	Introductory Biology	4
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
FSN 110	Nutrition Science	3
PE 100	Introduction to Kinesiology	3
PE 129	First Aid-CPR: Educator/Coach	1
PE / CWE 149	Coop. Work Exp: OCCUPATIONAL	4 -
	8	

**Plus a minimum of 3 units selected from the following:**

		Units
<b>ts</b>		
MATH 100	Nature of Modern Mathematics	3
MATH 181	Calculus 1	5

**Total Major Units  
39**

**33 -**



AGENDA ITEM

To: Board of Trustees	Date:	
From: Superintendent/President	February 17, 2015	
Subject: Industrial Technology and Physical Education/Athletic Fields, Bid 11-03, Final Acceptance and Notice of Completion		
Reason for Board Consideration: ACTION	Item Number: 13.E.	Enclosures: Page 1 of 90

### BACKGROUND

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

Bridging Architect Craig Atkinson, IBI Group, has notified administration that the project has achieved final completion as of January 8, 2015 and recommends closing out the project. Final completion is that stage of the work when all work has been completed in accordance with the contract documents and Division of State Architect (DSA), including without limitation, the performance of all correction or completion items noted upon substantial completion, and the contract has been otherwise fully performed by the contractor. Upon Final Acceptance action of the Board of Trustees, district staff can record a Notice of Completion for the project with the Santa Barbara County Recorder's Office and the contractor can bill for any remaining balance of the contract price, including retention. In accordance with the agreement in change order 13, the warranty claim period commenced on the date of beneficial occupancy, June 20, 2014.

The board authorized the use of the design-build process with Resolution 10-44 on September 14, 2010 under Ed Code 81700-81707. Ed Code 81707 requires, that upon completion of the project, the board submit a report to the Legislative Analyst within sixty (60) days of the completion. Attached is the draft Project Completion Report for the Industrial Technology and Physical Education/Athletic Fields prepared for the board by IBI Group.

### FISCAL IMPACT

There is no fiscal impact to approve final acceptance of the project and file a notice of completion. Five percent (5%) retention remains held. The current retention balance is \$958,942.75.

### RECOMMENDATION:

Staff recommends that the board approve final acceptance of the work known as the Industrial Technology and Physical Education/Athletic Fields project, authorize staff to record a Notice of Completion with the Santa Barbara County Recorder's Office for Flintco Pacific, Inc. for Industrial Technology and Physical Education/Athletic Fields, and authorize release of retention in the amount of \$958,942.75. In addition, staff recommends that the board approve the draft Project Completion Report and authorize staff to submit the report to the Legislative Analyst on their behalf.

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



Draft

# PROJECT COMPLETION REPORT

---



Prepared for ALLAN HANCOCK COLLEGE BOARD OF TRUSTEES  
by IBI Group, for submittal to the LEGISLATIVE ANALYST

February 7, 2015

## Document Control Page

---

<b>CLIENT:</b>	ALLAN HANCOCK COLLEGE
<b>PROJECT NAME:</b>	AHC Industrial Technology & PE Athletic Fields
<b>REPORT TITLE:</b>	PROJECT COMPLETION REPORT
<b>IBI REFERENCE:</b>	10182.002
<b>VERSION:</b>	3
<b>DIGITAL MASTER:</b>	T:\10182000_AHC_ITbridgdocu\10.0 Reports\Project Completion\ATRproject-completion-v3_2015-02-06.docx
<b>ORIGINATOR:</b>	Craig Atkinson
<b>REVIEWER:</b>	Craig Atkinson
<b>AUTHORIZATION:</b>	
<b>CIRCULATION LIST:</b>	
<b>HISTORY:</b>	Submitted 2015-02-05 Revised 2015-02-06 Revised 2015-02-07

# Table of Contents

---

- 1 EXECUTIVE SUMMARY
- 2 GENERAL PROJECT INFORMATION
- 3 PROJECT REVIEW

# 1 EXECUTIVE SUMMARY

On September 24, 2010 the Board of Trustees adopted resolution 10-44 which authorized the District to utilize the design-build project delivery process for the Industrial Technology and Physical Education/Athletic Fields Each. Pursuant to Education Code §81707 each community college district governing board that adopts the design-build process for a project pursuant to the Education Code shall submit to the Legislative Analyst a report on the project at the completion of the project. This report shall be submitted within 60 days after completion of the project.

This following report has been broken down into three sections. Section 1 is the executive summary. Section 2 contains general project information including project description, project area, design build entity information, and summaries of the construction time and cost. Section 3 contains the project review and analysis as prescribed in Education Code §81707. The general findings of this report are that the design-build project delivery method was successful in meeting many of the Board of Trustees goals and objectives for the Industrial Technology & PE Athletic Fields project. The project was successful in the following areas:

- Expedited DSA Approvals
- Expedited Construction Completion for the Athletic Field Projects
- Overall time savings to complete project when compared to the traditional design-bid-build construction delivery method.
- Establishment of a fixed price to prioritize the remainder of the Measure I Bond Projects.
- Construction of project enhancements including northwest parking lot, additional athletic field improvements, and track elements.
- Change Order percentage was relatively low. Change Orders due to unforeseen design or field conditions was 1.46%. The remainder of the project change orders was a result of district requests and scope enhancements (see "Project Merits" Section 3 below).

The project was not as successful in the following areas:

- Participation of Contractor in value-engineering
- Coordination between the Contractor and Architect of Record
- Engagement of Architect of Record with the District and the Stakeholders.

The design-build project delivery method is a viable option for the Board to consider for procurement of future projects. Some improvements in the procurement process should be studied to improve both the relationship of the District to the design-build entity as well as improve the quality of future projects. See the "Other Pertinent Information" paragraphs in Section 3 below for more detailed information.

## 2 GENERAL PROJECT INFORMATION

PROJECT INFORMATION																																																											
	Description																																																										
Project Name	Industrial Technology & PE Athletic Fields																																																										
Project Description	The Allan Hancock College Industrial Technology & PE Athletic Fields Project constructed two buildings to the south of the existing Building "O" in the space currently occupied by the Track and Football Field. This project consolidates the Industrial Technology Programs currently housed in several facilities around the campus. The first building is a 6,650 SF Administration Building (O-100) which houses Department Administrative Support Space and labs for Architecture/Engineering Technology. The second building is a 40,956 SF technology lab building which houses Autobody Technology, Automotive Technology, Machine Technology, Welding and a new Enology lab. The above referenced square footages include the Paint Booth Building, and exterior Storage Buildings. The project will also construct outdoor educational lab spaces and storage behind the new lab building.																																																										
Project Gross Square Footage	<table border="0" style="width: 100%;"> <tr> <td colspan="3"><b>Building O-100</b></td> </tr> <tr> <td>Building Area</td> <td style="text-align: right;">6,650</td> <td></td> </tr> <tr> <td>Covered Canopy Area</td> <td style="text-align: right;">2,201</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Subtotal Building O-100</td> <td style="text-align: right;">8,851</td> <td></td> </tr> <tr> <td colspan="3"><b>Building O-200</b></td> </tr> <tr> <td>Building Area</td> <td style="text-align: right;">33,314</td> <td></td> </tr> <tr> <td>Outdoor Covered Lab Areas</td> <td style="text-align: right;">7,642</td> <td></td> </tr> <tr> <td>Covered Work Areas (Adjacent to Buildings)</td> <td style="text-align: right;">8,059</td> <td></td> </tr> <tr> <td>Covered Canopy Area</td> <td style="text-align: right;">1,456</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Subtotal Building O-200</td> <td style="text-align: right;">50,471</td> <td></td> </tr> <tr> <td colspan="3"><b>PCPA Outdoor Work Area</b></td> </tr> <tr> <td>Building O-300</td> <td style="text-align: right;">1,792</td> <td></td> </tr> <tr> <td>Covered Work Area</td> <td style="text-align: right;">546</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Subtotal PCPA Outdoor Work Area</td> <td style="text-align: right;">2,338</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><b>Total Gross Square Footage</b></td> <td style="text-align: right;"><b>61,660</b></td> <td></td> </tr> </table>		<b>Building O-100</b>			Building Area	6,650		Covered Canopy Area	2,201		<hr/>			Subtotal Building O-100	8,851		<b>Building O-200</b>			Building Area	33,314		Outdoor Covered Lab Areas	7,642		Covered Work Areas (Adjacent to Buildings)	8,059		Covered Canopy Area	1,456		<hr/>			Subtotal Building O-200	50,471		<b>PCPA Outdoor Work Area</b>			Building O-300	1,792		Covered Work Area	546		<hr/>			Subtotal PCPA Outdoor Work Area	2,338		<hr/>			<b>Total Gross Square Footage</b>	<b>61,660</b>	
<b>Building O-100</b>																																																											
Building Area	6,650																																																										
Covered Canopy Area	2,201																																																										
<hr/>																																																											
Subtotal Building O-100	8,851																																																										
<b>Building O-200</b>																																																											
Building Area	33,314																																																										
Outdoor Covered Lab Areas	7,642																																																										
Covered Work Areas (Adjacent to Buildings)	8,059																																																										
Covered Canopy Area	1,456																																																										
<hr/>																																																											
Subtotal Building O-200	50,471																																																										
<b>PCPA Outdoor Work Area</b>																																																											
Building O-300	1,792																																																										
Covered Work Area	546																																																										
<hr/>																																																											
Subtotal PCPA Outdoor Work Area	2,338																																																										
<hr/>																																																											
<b>Total Gross Square Footage</b>	<b>61,660</b>																																																										
Design Build Entity	Flintco Pacific Inc., 401 Derek Place, Roseville, CA 95678																																																										
	<b>Estimated</b>	<b>Actual</b>																																																									
Project Completion (Days) – Substantial Completion	548	712																																																									
Project Cost	\$18,456,891	\$20,955,529																																																									

### 3 PROJECT REVIEW

#### PROJECT MERITS

*A description of the relative merits of a project procured pursuant to this chapter and similar projects procured pursuant to the other provisions of Education Code 81707.*

The project was completed successfully and fulfilled many of the District's goals (see Board Findings Evaluation below) for the project including expedited project delivery and single-source responsibility. In relation to the District's Student Center & Administration Complex (One Stop) and Public Safety Complex which were both procured utilizing the traditional Design-Bid-Build project delivery method this project went relatively smoothly. The District's One Stop Facility was completed approximately 18 months behind schedule with a change order rate of approximately 14.65%. The Public Safety Complex was completed (Beneficial Occupancy) approximately 6 months behind schedule with a change order rate of approximately 7.93%. This project had a change order rate of approximately 7.29%. Owner requested scope accounted for 79.2% of the change orders. Much of that added scope provided the project with enhancements as follows:

- Baseball field enhancements include a safer backstop, synthetic turf dugouts, and aesthetic revisions.
- Softball field improvements for Title IX compliance.
- Sod installation to allow for earlier athletic field use.
- Installation of track events (Funded by the City)
- Technology lab improvements to accommodate equipment revisions

The delivery also allowed the District to save project budget due to the reduced cost of construction management.

#### WRITTEN PROTESTS

*A description of any written protest concerning any aspect of the solicitation, bid, proposal, or award of the design-build project, including the resolution of protest.*

There were no written protests of the bid process. Legal advertisements were placed in three newspapers including the Santa Maria Times on March 8 and March 15, 2011. Five sealed bids were received and opened on June 14, 2011, and two were found to be non-responsive.

#### OTHER PERTINENT INFORMATION

*Other pertinent information that may be instructive in evaluating whether the design-build method of procurement should be continued, expanded, or prohibited.*

This particular design-build project provided the Design-Build Entity (DBE) with design documents that were essentially 40% complete. While this assisted the District with some cost certainty it limited the DBE's ability to provide both design and construction ingenuity to the completion of the project. The DBE selected and their Architect of Record (AOR) were not involved in the initial design of the project they approached the project more like a traditional Design-Bid-Build project. The Bridging Documents became the defining document and the AOR attempted to take little responsibility and/or liability for the design which leads to disputes about project scope and cost. In the future the documents should be more general in nature to allow the DBE and AOR to take ownership of the project development and engage them in the entire process.

In addition in the traditional Design-Bid-Build construction delivery method, the District retains the designer during the construction phase to act as a watchdog to help ensure that the facility is built as designed. The designer contracts directly with and owes his loyalties to the owner. In design build projects, the designer and contractor are on the same team and are often, at least technically, adverse to the owner. On this project at times the project quality suffered and it was up to the Bridging Architect to highlight enforcement of the contract documents. Other methods of construction delivery like Lease Lease-back Design Assist allows for the development of the team early in the process while maintaining the separation of Contractor and Architect, which, is beneficial to the District.

**BOARD FINDINGS EVALUATION**

*The findings established pursuant to Education Code 81702 and a post-completion evaluation as to whether the findings were achieved.*

District Board Findings September 24, 2010:	Post Completion Evaluation
<p><i>District staff has evaluated the relative benefits of utilizing the Design-Build rather than the Design-Bid-Build process for design and construction of the Project.</i></p>	<p>Expedited DSA approvals were achieved due to the DBE breaking the project into two increments; Increment No. 1 – Site Development; Increment No. 2 – Facilities and adjacent site improvements. This allowed the approval and construction start of the baseball facility and athletic fields started in accordance with the project schedule. Even with substantial changes these projects were ready and available for District Occupancy in general conformance with the agreed upon schedule.</p> <p>Time savings were achieved. The actual project took approximately 35 months to complete due to the performance of the contractor on the Increment No. 2 buildings. The facilities weren't ready for the relocation of the existing equipment therefore the project Substantial Completion was delayed until the end of the fall semester in May 2014. The project was ready for Beneficial Occupancy in June 2014 instead of the January 2014 anticipated.</p>
<p><i>"It is estimated that 16 months are necessary to complete Design Documents sufficient for submittal to the Division of State Architect ("DSA") for review and acquire plan check approval, if the Project is implemented through the Design-Bid-Build approach."</i></p>	
<p><i>"Under the Design-Build process for the Project, it is estimated that the Design Documents for the Project can be developed and acquire DSA plan check approval completed in 12 months."</i></p>	
<p><i>It is estimated that 24 months are necessary for completing construction of the Project under the Design-Bid-Build process. If the project is constructed under the Design-Build method the estimated construction time is 16 months.</i></p>	
<p><i>"It is anticipated that subcontractors and others retained by the Design Build Entity ("DBE") under a Design-Build approach can accelerate completion activities necessary for construction of the project relative to completion of the same activities under the Design-Bid-Build approach; these activities may include without limitation, preparation of shop drawings, placement of orders for materials and equipment and development of construction sequencing and schedules."</i></p>	
<p><i>The accelerated completion of Design Documents and the accelerated completion of construction of the Project under the Design-Build approach is estimated to result in time-savings by completion of</i></p>	

<p><i>Project design and construction within 40 months rather than the 28 months anticipated under the Design-Bid-Build approach."</i></p>	
<p><i>"There is continuing cost volatility occurring in construction marketplace labor, materials and equipment which generally affect all marketplace costs (i.e., general inflationary factors, extraordinary petroleum costs, etc.) and cost volatility which specifically affect the construction industry marketplace (i.e., lumber, concrete, copper prices)."</i></p>	<p>The District was able to get a fixed price with which to prioritize their remaining bond funds and construct this project with the enhanced scope of a new parking lot at the northwest corner of the project.</p>
<p><i>"Construction cost volatility factors erode the extent, scope and/or quality of physical facilities/improvements which can be constructed within a fixed construction budget and/or require increases to a fixed construction budget in order to achieve the planned extent, scope and quality of the physical facilities/improvements of a project."</i></p>	
<p><i>"Achieving an earlier Project completion date will commensurately reduce the District's exposure to construction marketplace cost volatility by shortening the time that the District can be affected by any labor cost increases, material shortages or escalating material costs."</i></p>	
<p><i>"Unlike the Design-Bid-Build process, the Design-Build process allows both design services and construction services to be provided by a single Design Build Entity thereby enhancing the District's ability to reduce Project costs by receiving and incorporating input from the construction contractor regarding cost saving changes during the design process."</i></p>	<p>The DBE didn't provide any cost savings input nor did he cost the design while completing the documents and obtaining DSA approval. This lead to major disputes about the scope of work including such items as the storm drain system and earthwork required for field grades.</p>
<p><i>The District's receiving and incorporating cost saving input from the construction contractor during the design process will also allow the District to avoid substantial delays by identifying and implementing value engineering changes before, rather than after, the design documents have been completed.</i></p>	<p>The DBE also didn't provide perform value-engineering or provide any substantive proposals to reduce either time and/or cost. This may have been due to either the contractor's management of the project or due to the relatively short time to develop the approved documents. In either case the District didn't benefit from time or cost savings that could have been generated by the DBE.</p>
<p><i>Receiving input from the construction contractor during the design process will also allow the District to determine actual construction costs and the affordability of enhanced Project features (i.e. better quality equipment, materials, or added improvements) at a time when the District is still able to modify the Project design to incorporate</i></p>	

<p><i>those features.</i></p>	
<p><i>“The District’s ability to incorporate enhanced features during the design phase could result in the utilization of more energy efficient or green building features that will reduce future energy costs related to ongoing Project operations.”</i></p>	
<p><i>“Unlike the Design-Bid-Build process, because the Design-Build process allows both design services and construction services to be provided by a single Design Build Entity, it is the Design Build Entity, rather than the District, which assumes the risk of design errors and, therefore, the Design-Build process, unlike the Design-Bid-Build process, substantially reduces or eliminates the District’s exposure to potential liability for additional construction costs arising out of deficiencies in the design documents.”</i></p>	<p>While the project change orders were mostly a result of added scope and unforeseen conditions there were several disputes relative to the DSA approved drawings vs. the Bridging Document intent. As indicated in the § Other Pertinent Information it is our evaluation that this was caused by a disengaged AOR and limited DBE project controls. In our opinion revising the procurement methods and scope would engage the DBE, AOR, District, and campus stakeholders more and eliminate these disputes.</p>

**LABOR CODE VILOATIONS**

*Any labor code violations discovered during the course of construction or following completion of the project, as well as any fines or penalties assessed.*

**Violation of Labor Code § 1775:** Subcontractor Construction Plus paid \$1981.56 in restitution to affected workers for failure to pay the correct prevailing wage rate. No penalties were assessed as Construction Plus immediately cooperated with the General Contractor (Flintco Pacific, Inc.) and rectified the error.

**Violation of Labor Code § 1777.7:** Subcontractor Concrete North failed to comply with provisions involving employment Of apprentices; Failure to provide notice of contract award information to the proper applicable committees; Failure to properly dispatch of apprentices; Failure to meet ratio requirements. There were 15,269 journeyman hours which requires a minimum of 3,053.80 apprentice hours. The contactor employed 179 apprentice hours. **Penalty Assessed:** \$35,400

**Violation of Labor Code § 1813:** Subcontractor Concrete North paid \$1,487.34 in restitution to affected workers for failure to pay the correct overtime rate. No penalties were assessed as Concrete North immediately cooperated and rectified the error.



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: One Stop Student Services Center, Bid 09-09 Revised Withholding from Final Retention		
Reason for Board Consideration:  ACTION	Item Number:  13.F.	Enclosures:  Page 1 of 1

### BACKGROUND

The Board of Trustees took action the at the Board's January, 2015 Board meeting consisting of: (i) Final Acceptance of the Project; (ii) authorization for District staff to disburse the remaining balance of the Contract Price to the Contractor; and (iii) direction to District staff that disbursement of the remaining Contract Price be subject to withholdings for unresolved Stop Payment Notice claims of subcontractors. At the January 20, 2015, board meeting, disbursement of the remaining Contract Price balance to the Contractor was subject to district withholdings for the unresolved Stop Payment Notices from Elevation General Engineering Contractors and Volmar Products in the aggregate amount of \$221,994.20.

Subsequent to the January 20, 2015 board meeting, the district has been served with an additional Stop Payment Notice by South Coast Acoustical in the principal amount of \$43,226.51; pursuant to applicable law, the district is required to withhold from the contract price 125% of the principal for a total of \$54,033.14 on account of South Coast Acoustical's Stop Payment Notice. The total amount needing to be withheld from retention is now \$275,327.34. The district will release retention in the amount of \$863,592.75.

### FISCAL IMPACT

There is no fiscal impact to the district for the additional stop payment notice withholdings.

### RECOMMENDATION

Staff recommends that the board of trustees approve the revised retention withholding of \$275,327.34 from Solpac Construction Inc., dba Soltec Pacific Construction Company and authorize a revised release amount of \$863,592.75.

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



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Authorization to Solicit Bids for the Inner City Grid Expansion, LVC, Bid 15-01		
Reason for Board Consideration:  ACTION	Item Number:  13.G.	Enclosures:  Page 1 of 1

### BACKGROUND

The district was awarded a grant to enhance the existing Public Safety Training Center. A portion of the allocation is for the expansion of the Inner City Grid, located in the interior of the Emergency Vehicle Operations Course (EVOC). Brianna Daniels, principal engineer and Buddy Hain, associate engineer, Stantec Consulting Services Inc. (previously Penfield & Smith Engineers) are in the process of developing the working drawings. The expansion, as identified in the 2014-2024 Facilities Master Plan, will create a scaled down version of city streets including, an asphalt berm, street lights, stop signs, and traffic signals.

### FISCAL IMPACT

The construction contract is estimated at \$720,600.00 and will be funded from a grant.

### RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of bids for the Inner City Grid Expansion, LVC project.

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



## AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Authorization to Solicit Bids for the Building C, 12kV Electrical Upgrade, Bid 15-02		
Reason for Board Consideration:  ACTION	Item Number:  13.H.	Enclosures:  Page 1 of 1

BACKGROUND

At the district's request, a study of the electrical systems on the Santa Maria Campus was conducted recently by Heather Gray, Principal Engineer, Gray Electrical Consulting + Engineering, LLC (GECE). In response to the findings of the study, GECE recommends that the electrical service for the Building C Complex be upgraded from the existing 5kV system to the new campus-wide 12kV electrical service.

FISCAL IMPACT

The construction contract is estimated at \$294,700 and will be funded with 2014-2015 State Scheduled Maintenance funds.

RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of bids for the Building C, 12kV Electrical Upgrade project.

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



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Authorization to Solicit Bids for the Prop 39 Energy Project, Parking and Walkway Lighting, Bid 15-03		
Reason for Board Consideration:  ACTION	Item Number:  13.I.	Enclosures:  Page 1 of 1

### BACKGROUND

In December 2012, California Community Colleges (CCC) introduced an Energy Efficiency Initiative to dramatically reduce energy consumption, lower greenhouse gas emissions, help meet new goals for increased distributed generation, and create good paying jobs filled by workers trained at local community colleges. The CCC has requested that \$390 million of Proposition 39 funds be allocated to the Chancellor's Office for distribution among the CCC districts over a five-year period to fund energy projects.

Allan Hancock College's allocation is \$267,805 for fiscal year 2014-15. The district submitted a funding application to the Chancellor's Office for the energy efficiency projects identified below for completion this fiscal year. The following proposed energy efficiency projects for 2014-15 are based on an Integrated Audit Report by Abraxas Energy Consulting that was funded by PG&E.

- Lompoc Valley Center Parking Lot Lights – LED: Replace parking lot light fixtures with LED lamps and exterior walkway lighting to LED
- Santa Maria Campus Parking Lot Lighting – LED: Replace parking lot light fixtures with LED lamps

### FISCAL IMPACT

The construction contract is estimated at \$219,689.00 and will be funded with 2014-2015 Proposition 39, Year 2 funds.

### RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of bids for the Prop 39 Energy Project, Parking & Walkway Lights.

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Termination Notice of Nontenure-Track Faculty		
Reason for Board Consideration:  ACTION	Item Number:  13.J.	Enclosures:  Page 1 of 2

### BACKGROUND

Pursuant to California Education Code Section 87470 the governing board has authority to hire nontenure-track faculty members on a temporary basis. The following nontenure-track appointments are made for the 2014-2015 fiscal year (or a portion of the fiscal year) and will terminate effective the dates herein designated:

1. Vince Tobin, astronomy instructor, life and physical sciences department, effective January 16, 2015 through May 20, 2015. This appointment was made pursuant to California Education Code, Section 87470.
2. Emily Smith, Science, Technology, Engineering, Mathematics (STEM)/Cooperative Work Education (CWE) coordinator, STEM Center, effective August 15, 2014 through May 30, 2015. This appointment was made pursuant to California Education Code, Section 87470.
3. Magdalena Ramos, infant/toddler teacher, children's center, early childhood studies program, applied social sciences department, effective July 1, 2014 through June 30, 2015. This appointment was made pursuant to California Education Code, Section 87470.

(continued)

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the dates herein designated; Vince Tobin, astronomy instructor, life and physical sciences department, effective May 20, 2015; Emily Smith, Science, Technology, Engineering, Mathematics (STEM)/Cooperative Work Education (CWE) coordinator, STEM Center, effective May 30, 2015; Magdalena Ramos, infant/toddler teacher, children's center, early childhood studies program, applied social sciences department, effective June 30, 2015; Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, effective June 30, 2015; and Kenneth George, coordinator, law enforcement academy, public safety department, effective June 30, 2015.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

4. Anita Rolon, infant/toddler/preschool teacher, children's center, early childhood studies program, applied social sciences department, effective July 1, 2014 through June 30, 2015. This appointment was made pursuant to California Education Code, Section 87470.

Pursuant to California Education Code Section 87471 the governing board has authority to hire nontenure-track faculty members on a temporary basis. The following nontenure-track appointments are made for the 2014-2015 fiscal year (or a portion of the fiscal year) and will terminate effective the dates herein designated:

1. Kenneth George, coordinator, law enforcement academy, public safety department, effective January 1, 2015 through June 30, 2015. This appointment was made pursuant to California Education Code, Section 87471.

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Reappointment of Tenure-Track Faculty		
Reason for Board Consideration:  ACTION	Item Number:  13.K.	Enclosures:  Page 1 of 2

### BACKGROUND

The faculty members listed below have been evaluated in accordance with California Education Code Sections 87660 et. seq. and Article 17 of the district's agreement with the Faculty Association of Allan Hancock College.

- A. The following probationary faculty member has successfully completed fourth-year evaluation and is recommended for tenure effective fall 2015 in accordance with California Education Code Section 87609(a):
1. Alexandra Bell, health services coordinator/nurse, appointed fall 2011

(continued)

### FISCAL IMPACT

None.

### RECOMMENDATION

Staff recommends that the board of trustees approve for tenure Alexandra Bell, health services coordinator/nurse, effective fall 2015; approve second year appointments for Loren Bradbury, automotive technology instructor; Susannah Kopecky, librarian; Wendy Sutter, mathematics instructor; David Hernandez, counselor; Dana Valverde, counselor; and Julie Vasques, counselor; and approve third and fourth year appointments for Tyson Aye, health education/physical education/men's basketball coach; Yvon Frazier, director, children's center, early childhood studies; Gabriel Marquez, welding technology instructor; and Chris Pavone, mathematics instructor.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

- B. The following faculty members have successfully completed second-year evaluations and are recommended for reappointment for the 2015-2016 and 2016-2017 school years in accordance with California Education Code Section 87608.5(b):
1. Tyson Aye, health education/physical education/men's basketball coach, appointed fall 2013
  2. Yvon Frazier, director, children's center/early childhood studies, appointed fall 2013
  3. Gabriel Marquez, welding technology instructor, appointed fall 2013
  4. Chris Pavone, mathematics instructor, appointed fall 2013
- C. The following faculty members have successfully completed first-year evaluations and are recommended for reappointment for the 2015-2016 school year in accordance with California Education Code Section 87608(b):
1. Loren Bradbury, automotive technology instructor, appointed fall 2014
  2. Susannah Kopecky, librarian, appointed fall 2014
  3. Wendy Sutter, mathematics instructor, appointed fall 2014
  4. David Hernandez, counselor, appointed fall 2014
  5. Dana Valverde, counselor, appointed fall 2014
  6. Julie Vasques, counselor, appointed fall 2014



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Appointment of Trustee to the Retirement Board of Authority		
Reason for Board Consideration:  ACTION	Item Number:  13.L.	Enclosures:  Page 1 of 1

**BACKGROUND:**

Governmental Accounting Statement (GASB) Nos. 43 and 45 require public entities to determine and disclose their other post-employment benefits unfunded liabilities. Furthermore, public entities can mitigate this liability by establishing an irrevocable trust for investment and disbursement of funds for the payment of its obligations to eligible employees and retirees. Keenan & Associates has developed and presented the FUTURIS Public Entity Investment Trust Program as an alternative for mitigating the unfunded liability.

At its January 20, 2015 meeting, the board of trustees adopted resolution 14-25 implementing the FUTURIS Public Entity Investment Trust and establishing a Retirement Board of Authority (RBA) for the trust. The resolution specifies that a board of trustees representative shall be appointed to the RBA. Remaining members include the superintendent/president; the associate superintendent/vice president, administrative services; a full-time faculty representative; and a full-time classified staff representative. The Faculty Association has selected Glenn Owen, and CSEA has selected Yvette Valadez-Andrade to represent those employee groups.

The RBA will probably meet quarterly the first year and then at least annually to review the investments held in the trust, transact business, and make other decisions as required.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the board of trustees select one trustee to serve on the Retirement Board of Authority for 2015.

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Ratification of the Entire Agreement Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for 2014 - 2017 Tentative Agreement		
Reason for Board Consideration:  ACTION	Item Number:  13.M.	Enclosures:  Page 1 of 95

BACKGROUND

Negotiations on the entire Agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, began March 6, 2014 and were completed February 10, 2015.

It is recommended that the board of trustees ratify the 2014 – 2017 Agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, pending ratification by CFT/PFA.

FISCAL IMPACT

The cost to the district is approximately \$234,009 for the 2014-2015 fiscal year and approximately \$444,009 for the 2015-2016 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees ratify the 2014 – 2017 Agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, pending ratification by CFT/PFA.



**AGREEMENT BETWEEN**

**ALLAN HANCOCK COLLEGE  
JOINT COMMUNITY COLLEGE DISTRICT**

**AND**

**CALIFORNIA FEDERATION OF TEACHERS/  
PART-TIME FACULTY ASSOCIATION  
OF  
ALLAN HANCOCK COLLEGE  
LOCAL 6185**

**EFFECTIVE**

**July 1, 2014 through June 30, 2017**

**AGREEMENT**

Between the

CALIFORNIA FEDERATION OF TEACHERS/  
PART-TIME FACULTY ASSOCIATION  
OF  
ALLAN HANCOCK COLLEGE  
LOCAL 6185

And the

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

February 10, 2015

The following reflects the full and complete agreement of the California Federation of Teachers/  
Part-time Faculty association of Allan Hancock College Local 6185 (hereinafter "Association")  
and the Allan Hancock Joint Community College District (hereinafter "College") regarding the remaining  
changes to the 2014-17 successor Collective Bargaining Agreement.

The parties agree that the attached changes to the 2014-17 Successor Collective  
Bargaining Agreement reflect the full and complete negotiations and tentative agreement  
of the College and Association for that successor contract between the parties.

This Agreement becomes final upon ratification of the Association membership and approval by the Allan  
Hancock Joint Community College District Board of Trustees.

Dated: February 10, 2015

FOR THE ASSOCIATION:

FOR THE COLLEGE:

Susang Case  
Danielle Blanchard  
Mark James Miller  
Subael E. Saad  
Mike Terman

Nancy Meddings  
Rick Bantz  
[Signature]

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TABLE OF CONTENTS**

Article 1: Duration ..... 11

Article 2: Negotiations and Completion of Agreement ..... 22

Article 3: Recognition ..... 33

Article 4: Management Rights and Responsibilities ..... 44

Article 5: CFT/PFA Rights and Responsibilities ..... 66

Article 6: Grievance Procedure ..... 88

Article 7: Severability ..... 1212

Article 8: Safety ..... 1313

Article 9: Leaves of Absence ..... 1414

Article 10: Personnel Files ..... 1818

Article 11: Compensation ..... 1919

Article 12: Workload, Assignment, and Support Services..... 2223

Article 13: Performance Evaluation..... 3031

Article 14: Office Hours ..... 3638

Article 15: Councils and Committees ..... 3840

Article 16: Retirement ..... 3941

Article 17: Disciplinary Action..... 4042

Article 18: Organizational Security ..... 4143

Article 19: Entire Agreement ..... 4244

Article 20: Parity ..... 4345

Article 21: No Discrimination ..... 4446

Article 22: Parking Permits ..... 4547

Appendix A: Salary Schedules (Credit) ~~with Parity Salary Schedule~~..... 4648

Appendix B: Salary Schedules (Noncredit) ~~with Parity Salary Schedule~~..... 5355

Appendix C: Salary Schedule Service Faculty (Credit)..... 63

Appendix ~~C~~D: Grievance Forms (Level II and Level III) ..... 5773

Appendix ~~D~~E: District Safety Hazard/Suggestion Form ..... 6075

Appendix ~~E~~F: Memorandum of Understandings ~~g (Basis for Pay Rate Calculation)~~..... 6277

Appendix ~~F~~G: Coaching Stipends..... 6481

**ARTICLE 1**

**DURATION**

1.1 This Agreement is made and entered into this 1st day of July by and between the Allan Hancock Joint Community College District, hereafter referred to as the District, and the California Federation of Teachers/Part Time Faculty Association of Allan Hancock Joint Community College, Local 6185, hereafter referred to as CFT/PFA.

1.2 This Agreement was ratified by the CFT/PFA on \_\_\_\_\_ shall become effective on July 1, 2014 and shall continue in effect to and including June 30, 2017.

**FOR THE DISTRICT**

**FOR THE CFT/PFA**

\_\_\_\_\_  
Kevin G. Walthers, Ph.D.  
Superintendent/President

\_\_\_\_\_  
Mike Terman  
Lead Negotiator/Field Representative  
California Federation of Teachers

\_\_\_\_\_  
Nancy Meddings  
Dean, Academic Affairs  
District Negotiations Representative

\_\_\_\_\_  
Mark James Miller  
President CFT/PFA, Local 6185

\_\_\_\_\_  
Rick Rantz  
Dean, The Extended Campus  
District Negotiations Representative

\_\_\_\_\_  
Susan Case  
Negotiations Representative  
CFT/PFA, Local 6185

\_\_\_\_\_  
Danielle Blanchard Foster  
Negotiations Representative  
CFT/PFA, Local 6185

\_\_\_\_\_  
Richard Baker  
Negotiations Representative  
CFT/PFA, Local 6185

ARTICLE 2

NEGOTIATIONS AND COMPLETION OF AGREEMENT

- 2.1 Notification and Public Notice: If either party desires to alter or amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendments and cause the public notice provisions of the law to be fulfilled. However, negotiations shall not begin prior to 120 days before the termination date set forth under Article 1, Duration.
- 2.2 Commencement of Negotiations: Negotiations shall commence as soon as possible after satisfaction of the public notice requirements. Negotiations shall commence at a mutually acceptable time and place for the purpose of considering changes in this Agreement.
- 2.3 Number of Negotiators: Each team shall consist of a chief negotiator and up to five (5) representatives.
- 2.4 Reopeners: The parties agree there shall be no reopeners in the current collective bargaining agreement (ending June 30, 2017). Should negotiations be reopened with another employee organization prior to the expiration of an existing multi-year contract on the issues of compensation those applicable articles shall also be reopened with CFT/PFA.

~~The district and the CFT/PFA agree to reopen and negotiate the following articles for contract year two (2) and contract year three (3).~~

<del>Contract Year 2</del>	<del>Contract Year 3</del>
<del>Compensation</del>	<del>Compensation</del>
<del>One additional article chosen by the CFT/PFA</del>	<del>One additional article chosen by the CFT/PFA</del>
<del>One additional article chosen by the district</del>	<del>One additional article chosen by the district</del>
<del>Article 6</del>	<del>Grievance Procedures</del>

- 2.5 Additions or Changes: Any additions or changes in this Agreement shall become effective upon written agreement between the district and the CFT/PFA.
- 2.6 Completion of Agreement: This Agreement shall constitute the full and complete commitment between both the district and the CFT/PFA. In the event a conflict exists between the specific provisions contained in this Agreement and district practices, policies and procedures, the provisions of the Agreement shall prevail.

### ARTICLE 3

#### RECOGNITION

- 3.1 Recognition: The district recognizes the CFT/PFA of Allan Hancock College as the sole and exclusive bargaining agent for all part-time academic employees on the Allan Hancock Joint Community College District CFT/PFA salary schedules set forth in the appendices of this Agreement. Part-time academic employees will be referred to as “bargaining unit members” in this agreement. Bargaining unit members are comprised of two groups: members of the Part-Time Faculty Association with the rights afforded thereto and service fee payers.
- 3.2 Exclusions: Positions excluded from the bargaining unit are as follows:
- a. All contract (tenure-track), regular (tenured), and temporary contract faculty.
  - b. All faculty assigned to non-state apportionment generating classes.
  - c. All faculty assigned to fee-based classes.
  - d. All faculty who are contracted to teach through agreements with outside entities.
  - e. All positions paid exclusively by stipend.
  - f. All faculty interns.
  - g. All management, supervisory, confidential and classified employees.
- 3.3 Recognition: CFT/PFA recognizes the Board of Trustees as the duly elected representatives, and agrees to negotiate exclusively with its designated representatives through the provisions of the Government Code Section 3540, et seq.

**ARTICLE 4**

**MANAGEMENT RIGHTS AND RESPONSIBILITIES**

- 4.1 All matters not specifically covered by this Agreement are reserved to the district. It is agreed that such reserved rights include, but are not limited to, the exclusive right and power to determine, implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently, any of the following:
- 4.1.1 The legal, operational, geographical, and organizational structure of the district, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees.
  - 4.1.2 The financial structure of the district, including all sources and amounts of financial support, income, funding, taxes, and debt, and all means and conditions necessary or incident to the securing of same, including compliance with any qualifications or requirements imposed by law or by funding sources as a condition of receiving funds; all investment policies and practices; all budgetary matters and procedures, including the budget calendar, the budget information process, accounting methods, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures.
  - 4.1.3 The acquisition, disposition, number, location, types, and utilization of all district properties, whether owned, rented, leased or otherwise controlled, including all facilities, grounds, parking areas, and other improvements.
  - 4.1.4 All services to be rendered to the public and to district personnel in support of the services rendered, including entering into contracts with private and public vendors for service to the public; the nature, methods, quality, quantity, frequency and standards of services, and the personnel, facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services; including educational, support, construction, maintenance, and repair services.
  - 4.1.5 The utilization of personnel not covered by this Agreement, including, but not limited to, substitutes, casual and provisional personnel, consultants, and supervisory or managerial personnel, and the methods of selection and assignment of such personnel.
  - 4.1.6 The educational policies, procedures, objectives, goals, and programs, including those relating to curriculum, course content, textbook selection, educational equipment and supplies, student admission, student attendance, student advancement, student guidance, grading, student testing, student records, health and safety, student conduct, student discipline, transportation, food services, racial and ethnic balance, student extracurricular and co-curricular activities, emergency situations, and the substantive and procedural rights and obligations of students, parents, other personnel, and the public with respect to such matters.
  - 4.1.7 The selection, classification, direction, assignment, promotion, demotion, discipline, and termination of all personnel of the district; and equal employment opportunity policies and programs; and the determination as to whether, when, and where there is a job opening.
  - 4.1.8 The job classifications and the content and qualifications thereof.

- 4.1.9 The duties and standards of performance for all bargaining unit members, and whether any bargaining unit member adequately performs such duties and meets such standards.
  - 4.1.10 The dates, times, and hours of operation of district facilities, functions, and activities, work schedules and the school calendar.
  - 4.1.11 Safety and security measures for students, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties for all personnel with respect to such matters.
  - 4.1.12 The layoff of bargaining unit members as the result of the exercise of any of the rights enumerated above or as a result of the exercise of any of the rights of the district.
- 4.2 All other rights of management not expressly limited by the clear and explicit language of this Agreement are also expressly reserved to the district even though not enumerated above, and the express provisions of this Agreement constitute the only contractual limitations upon the district's rights. The exercise of any right reserved to the district herein in a particular manner or the non-exercise of any such rights shall not be deemed a waiver of the district's right or preclude the district from exercising the right in a different manner.

## ARTICLE 5

### CFT/PFA RIGHTS AND RESPONSIBILITIES

- 5.1 Bulletin Boards: The CFT/PFA shall have the right to use without charge a reasonable part of the non-classroom bulletin board space designated for communication at work sites. Any material to be posted must be dated and must identify the CFT/PFA as the source of the material.
- 5.2 College and Mail Communication Systems: The CFT/PFA is authorized to use the District's communications system, in accordance with District policy and procedures, to communicate matters of CFT/PFA concern and activities to bargaining unit members.
- 5.2.1 Intercampus Mail: The CFT/PFA is authorized to place written communications related to CFT/PFA activities and matters of CFT/PFA concern in bargaining unit members' district-designated mail boxes. CFT/PFA shall provide a copy of written communications to the director of human resources at the time of distribution. Written communications must be dated and must identify CFT/PFA as distributor. The CFT/PFA may use intercampus mail to send bulk materials from one bargaining unit member to another bargaining unit member to be distributed by that bargaining unit member. The District and CFT/PFA may use intercampus mail for distribution of written materials to bargaining unit members if the materials are of mutual interest to the District and the CFT/PFA. The CFT/PFA will provide a copy of the material to the director, human resources. Unless there are extenuating circumstances, the District will review the material within five (5) business days and notify the CFT/PFA by e-mail that the material is approved or not approved for distribution by intercampus mail. If approved, the director, human resources, or designee, will e-mail its approval to the CFT/PFA. Once approved, the CFT/PFA will deliver the presorted and mail ready material to the campus mailroom. If the material is not approved, the director, human resources, or designee, will provide a written explanation to the CFT/PFA.
- 5.2.2 Group Voice Mail: Setting up group voice-mail, which cannot interfere with college business or work of other college employees, should be coordinated with the director of human resources.
- 5.2.3 Email: Each bargaining unit member is provided a district email address/account to facilitate the performance of college work, which is intended to be the sole email account used in the performance of that work.
- 5.3 Documents: The district agrees to provide to the CFT/PFA upon written request documents reasonably related to negotiations which are public record.
- 5.3.1 District Board of Trustee Meeting Agendas and Other Documents: Prior to each monthly meeting of the Board of Trustees, the CFT/PFA will be provided with a copy of the agenda for the current meeting, a copy of the minutes of the previous meeting, and a copy of the monthly warrants if the warrants are not included in the agenda. Confidential communications will be excluded.
- 5.3.2 Financials: The district will provide to the CFT/PFA upon written request a copy of the tentative budget, proposed budget, and adopted budget and other documents which are available for distribution to the public.

- 5.4 Contract Duplication and Distribution: CFT/PFA and its bargaining unit members have the right to receive a current copy of the contract and all amendments. The district shall print, without charge to CFT/PFA, and deliver to CFT/PFA 30 copies of this contract or amendments, 10 of which are designated for the part-time faculty executive board. The district will post the contract and amendments on the district website for access by all bargaining unit members.
- 5.5 Facility Use: In accordance with district procedures (which include district approval), CFT/PFA and bargaining unit members shall have the right to make reasonable and lawful use of available district facilities for union business at times that do not conflict with scheduled district activities including the instructional program. The CFT/PFA will pay for any cost associated with the use of a facility and/or services.
- 5.6 Telephone Use: The district authorizes the CFT/PFA to use district telephones (excluding facsimile machines) provided calls are placed only to college work sites and the use of the telephone equipment does not interfere with college business. Long-distance telephone calls will not be made from district telephones unless authorized by the vice president, administrative services, and in such cases, the call will be logged in advance with the district business services office, which will bill the CFT/PFA for the cost.
- 5.7 Equipment Use: The CFT/PFA is authorized to use college campus graphics for photocopy and print services for business purposes. CFT/PFA agrees to reimburse the district for the cost of such print services at the same rate as that charged by the district for printing and photocopying services.
- 5.8 Right of Access: The CFT/PFA shall have the right of access at reasonable times to areas in which bargaining unit members work. Reasonable times do not include access to bargaining unit members during their instructional or work assignment period.
- 5.9 Negotiation and Contract Administration: Upon arriving at district locations, CFT/PFA representatives not employed by the district shall notify the administrator or designee in charge of the area of their presence and location on campus.
- 5.10 Personnel Roster: Thirty (30) calendar days after the beginning of fall and spring semesters, the district will provide the CFT/PFA with a current personnel roster giving name, home address, and home telephone numbers (unless restricted by the bargaining unit member), of all bargaining unit members. An updated roster will be provided 60 days after the beginning of the semester.
- 5.11 Payroll Deduction List: No later than five (5) days after the payroll is distributed to part-time faculty, the district shall provide CFT/PFA with two (2) lists: one which indicates those employees who are members of the Part-Time Faculty Association, and another list which indicates those employees who have a service fee deduction.
- 5.12 Parking Passes: The CFT/PFA may purchase up to ~~three (3)~~ five (5) staff parking passes annually to be used by CFT/PFA representatives for business use. CFT/PFA will notify the Human Resources department no less than one week prior to the start of the fall semester to obtain the parking permits.

## ARTICLE 6

### GRIEVANCE PROCEDURE

#### 6.1 Definitions:

- 6.1.1 A "grievance" is defined as a formal written allegation by a grievant that a specific provision of this Agreement has been misinterpreted, misapplied, or violated unless the provision has been made non-grievable.
- 6.1.2 A "grievant" is CFT/PFA or any bargaining unit member adversely affected by an alleged violation of the specific provisions of this Agreement.
- 6.1.3 A "day" in this article is a "business day."
- 6.1.4 The "immediate supervisor" in this article is the lowest level administrator who has immediate jurisdiction over the grievant and/or who has been designated by the district to adjust grievances.
- 6.1.5 A "CFT/PFA representative" is the person designated by the CFT/PFA to represent a grievant or CFT/PFA as the grievant.

#### 6.2 General Provisions:

- 6.2.1 Until final disposition of a grievance, the grievant shall comply with the directions of the grievant's immediate supervisor.
- 6.2.2 All documents dealing with the processing of a grievance shall be filed in files separate from the personnel files of the participants.
- 6.2.3 Failure of the grievant to adhere to the time deadlines shall mean that the grievance is settled by the decision at the previous level and that the grievant waives the right to further appeal. The grievance will not be processed further.
- 6.2.4 Failure of the district to adhere to the time deadlines at any level shall mean that the grievance is automatically moved to the next level.
- 6.2.5 By mutual agreement in writing, the grievant and the district may extend the time deadlines at any time.
- 6.2.6 Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular workday of the participants. In any event, meetings shall not be scheduled so as to interfere with the grievant and CFT/PFA representative's teaching schedule unless mutually agreed otherwise by the CFT/PFA and the district. The CFT/PFA representative shall be released from teaching duties for meetings or hearings at Level III which conflict with her/his teaching schedule. If any grievance meeting or hearing must be scheduled during the teaching day, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time necessary for the presentation of the grievance.

- 6.2.7 Either party to the grievance may be represented at any step of the grievance procedure by an individual of the party's choice; however, an agent of a nonexclusive representative group shall not act on behalf of or represent the grievant.
- 6.2.8 The grievant may elect to have the grievance adjusted without the intervention of the CFT/PFA so long as the adjustment is not inconsistent with the terms of this Agreement. Prior to any decision CFT/PFA shall be notified of the grievance and provide input.
- 6.2.9 If a grievance is filed at the end of the academic year and if being left unresolved until the beginning of the subsequent academic year would result in harm to the grievant, then by mutual agreement, the time limits herein will be reduced so that the procedure will be exhausted as soon as practicable.
- 6.2.10 Grievances of a similar or like nature will be joined as a single grievance.
- 6.2.11 The day following a service of a written decision by either of the parties shall be counted as DAY ONE for any deadline.
- 6.2.12 By mutual agreement, at any time prior to arbitration, the grievance may revert to a prior level for reconsideration.
- 6.2.13 A grievant may withdraw a grievance at any step of the grievance procedure by serving written notice of the withdrawal to the district. The parties agree to encourage the handling of grievances in as informal and confidential manner as possible.
- 6.2.14 A formal grievance shall be made on the appropriate grievance form (Appendix CD).
- 6.2.15 All documents pertaining to a grievance shall be maintained in a file separate from the bargaining unit member's personnel file. The grievant and CFT/PFA representative may inspect and copy the material contained in this file during business hours.
- 6.3 Procedures: Grievances shall be processed in accordance with the following procedures.
- 6.3.1 Level I Informal – Immediate Supervisor  
Before filing a formal written grievance, the grievant shall attempt to resolve the issue by scheduling and attending an informal conference with her/his immediate supervisor. The grievant may request the presence of a CFT/PFA representative.
- 6.3.2 Level II Formal – Immediate Supervisor
- 6.3.2.1 Any bargaining unit member shall present the grievance in writing on the grievance form to the immediate supervisor within thirty (30) days of the incident or occurrence which forms the basis for the grievance. Failure to do so within the timelines will render the grievance null and void, and the grievance will be rejected. If the grievance is filed within the time limit, the immediate supervisor shall meet with the grievant and attempt to resolve the matter.
- 6.3.2.2 The written information provided by the grievant shall include a) a description of the specific grounds of the grievance, including, but not limited to, names, dates, and places necessary for a complete understanding of the grievance, b) a listing of the specific provisions of the agreement which are alleged to have been violated, and c) a listing of specific actions requested of the district which will

remedy the grievance. Three (3) copies of the grievance form shall be completed by the grievant. The grievant shall submit one copy to the immediate supervisor, one copy to the CFT/PFA (if the CFT/PFA is representing the grievant), and one copy to the office of human resources.

6.3.2.3 The immediate supervisor shall communicate the decision on the grievance to the grievant in writing within ten (10) days after receiving the grievance.

6.3.2.4 Within the above time limits, either party may request a personal conference.

6.3.2.5 If the grievant is not satisfied with the decision of the immediate supervisor at Level II, he/she may, within ten (10) days, submit an appeal of the decision to Level III.

### 6.3.3 Level III Formal – District Grievance Officer

6.3.3.1 An appeal of the grievance from Level II shall be submitted to the district grievance officer or district designee on the district grievance form. The appeal shall include a copy of the original grievance, the decision rendered at Level II, and a clear, concise statement of the reason for the appeal. The district grievance officer or district designee shall submit to the grievant a decision within ten (10) days of the receipt of the appeal.

6.3.3.2 Within the above time limits, either party may request a personal conference.

### 6.3.4 Level IV – Mediation

6.3.4.1 If the grievant is not satisfied with the written decision in section 6.3.3, CFT/PFA may appeal the grievance on his/her behalf to level IV, formal, under section 6.3.5, or at the written request of either the grievant, CFT/PFA, or the district, within five (5) working days after the grievant's receipt of the written reply in section 6.3.3, the party may request a mediator from the California State Mediation and Conciliation Service for mediation. If mediation is not acceptable to both parties, then the grievance moves to Level V.

### 6.3.5 Level V Formal – Advisory Arbitration

6.3.5.1 Arbitrated Grievance: If the grievant is not satisfied with the decision at Level III, CFT/PFA may submit the grievance to arbitration. If CFT/PFA requests advisory arbitration, the district and CFT/PFA shall select an arbitrator from the California State Mediation and Conciliation Service (SMCS) by the method of alternate striking from a list of arbitrators supplied by the SMCS. The request for such list shall be made by the district within five (5) days of the receipt of the Level IV appeal. The striking and resultant request for an arbitration hearing date shall be made by CFT/PFA as soon after receipt of the list as possible.

6.3.5.2 The arbitrator shall render a recommendation to the Board of Trustees as soon as possible. With the agreement of the grievant, a request may be made for a hearing bench decision. The arbitrator shall not have the authority to delete, add to or otherwise modify the provisions of this Agreement. The arbitrator's authority shall be limited to deciding whether the district has violated, misinterpreted, or misapplied the referred-to express provision of this

Agreement, and such decision shall not imply obligations and conditions to restrict the district in its administration of the terms of this Agreement, it being understood that any matter not specifically set forth herein remains within the management rights of the district.

6.3.6 Level VI Formal – Board of Trustees

- 6.3.6.1 The decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. The Board shall undertake review of the advisory recommendation at its next regularly scheduled meeting and take formal action accepting or rejecting the advisory recommendations. If a request for review is filed with the Board at least two days before the Board meeting, the Board may permit oral arguments by representatives of the parties, but only in the presence of one another. The Board shall then render a decision on the matter, which shall be final and binding on all parties. If the Board does not render such a decision within 30 days of the board meeting, then it shall be deemed to have adopted the recommendations of the arbitrator.
- 6.3.6.2 The fees and expenses of the arbitrator shall be borne equally by the district and the CFT/PFA.

**ARTICLE 7**

**SEVERABILITY**

- 7.1 Savings Clause: If there exists any applicable court determination, law, rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 7.2 Replacement of Severed Provisions: In the event of invalidation of any article or section of this Agreement, the parties agree to meet and negotiate within thirty (30) business days after the provision becomes invalid to attempt to agree to a replacement for the article or section. A business day is any day in which the central administration office of the district is open for business.

## ARTICLE 8

### SAFETY

- 8.1 Allan Hancock College is committed to providing a safe and non-hazardous working environment. The success of the overall safety program is dependent upon the full cooperation of CFT/PFA. The district shall conform to and comply with all health, safety, and sanitation requirements imposed by state, federal, or applicable local regulations adopted under state, federal, or applicable local law.
- 8.2 Bargaining unit members are required to abide by established district safety rules, policies, and practices including the Illness and Injury Prevention Program.
- 8.3 When a bargaining unit member hears about or sees a condition or circumstance which may prove to be a safety hazard to themselves, co-workers, or students, it is the member's responsibility to report the situation or condition to his/her supervisor or the district safety coordinator and follow-up such verbal notification with a written notice to the district safety committee using the "Hazard/Safety Suggestion Report Form" (Appendix DE).
- 8.4 Safety Complaint: Upon notification, the district safety coordinator or his/her designee shall investigate any complaint of unsafe or hazardous working condition and, if it is determined that it is unsafe or hazardous, shall work to eliminate or correct the unsafe or hazardous condition as soon as possible.
- 8.4.1 The district safety coordinator or his/her designee shall notify the bargaining unit member in writing how the hazardous condition has been eliminated or corrected if the member has used the "Safety Hazard Suggestion Report Form" and has identified himself/herself (Appendix-ED).
- 8.4.2 No bargaining unit member shall be in any way discriminated against as a result of reporting any safety or hazardous condition.

## ARTICLE 9

### LEAVES OF ABSENCE

- 9.1 General Provisions: The following leaves of absence are available to bargaining unit members, subject to the provisions set forth in this article:
- 9.1.1 Sick Leave
  - 9.1.2 Bereavement Leave
  - 9.1.3 Personal Necessity Leave
  - 9.1.4 Jury Duty and Subpoena Leave
  - 9.1.5 Military Leave
  - 9.1.6 Industrial Leave
- 9.2 Retirement: All unused sick leave granted pursuant to the provisions of this article shall to the extent permitted by the retirement system be credited toward retirement.
- 9.3 Sick Leave: Bargaining unit members shall be granted sick leave on the basis of one hour of sick leave for every sixteen and one-half (16.5) hours after the hours have been worked. Sick leave will not be advanced.
- 9.3.1 Sick leave will be accumulated from year to year. The district will retain sick leave accrual records indefinitely for active and inactive bargaining unit members currently in the human resources database as of October 1, 2007, and for future active and inactive bargaining unit members. The district will have no obligation to retain sick leave accrual records for bargaining unit members who transfer accrued sick leave in accordance with section 9.3.6. Should retention of sick leave accrual records become a future fiscal liability to the district (CalSTRS implementation of charges to the district), the issue will be brought back for further negotiations.
  - 9.3.2 Sick leave may be accumulated during fall, spring, summer, and jump start sessions.
  - 9.3.3 Upon returning from sick leave, the affected bargaining unit member shall complete a report of absence form within three (3) business days of his/her return. A physician's statement may be required by the district to certify the bargaining unit member's absence and/or to certify that the bargaining unit member is physically able to resume all responsibilities of the position.
  - 9.3.4 Bargaining unit members shall be entitled to use up to the equivalent of sick leave granted in a six-month period for the illness or injury of a parent, spouse or domestic partner (as defined in Family Code §297 et. seq.), or child.
  - 9.3.5 Upon request, the bargaining unit member will be provided his or her sick leave balance from the Human Resources office. The district shall provide CFT/PFA sick leave balances for all unit members by September 30 and May 30 of each year. -

- 9.3.6 Accrued sick leave may be transferred to another district providing that the employing district has adopted a procedure to accept such a transfer. It is the bargaining unit member's responsibility to initiate the transfer request through the new employing agency.

9.4 Bereavement Leave

- 9.4.1 Bargaining unit members will be paid for absence from regularly scheduled classes falling within a seven (7) day period of bereavement, not to exceed three (3) successive working days. Bereavement leave may be extended to a maximum of five (5) days within a seven (7) day period when traveling beyond a two hundred fifty (250) mile radius in connection with the bereavement.
- 9.4.2 Additional leave of absence may be granted by the superintendent/president upon a request in writing by the bargaining unit member.
- 9.4.3 Bereavement leave shall not be charged against sick leave. Additional days approved by the superintendent/president or his/her designee will be charged as personal necessity leave in accordance with section 9.5.2.1.
- 9.4.4 Members of the immediate family mean the mother, father, grandmother, grandfather, grandchild of the bargaining unit member, or the spouse or registered domestic partner of the bargaining unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, brother-in-law, sister-in-law of the bargaining unit member or any relative in the immediate household of the bargaining unit member.
- 9.4.5 Bargaining unit members shall be paid only for those assigned days which fall within the days taken for bereavement leave. Bereavement leave must be used in the semester or term during which the bargaining unit member is assigned; such leave is not accumulated for future use.

9.5 Personal Necessity Leave

- 9.5.1 Bargaining unit members may be absent from duty without loss of pay for those duty days, approved on a day by day basis to a maximum of three (3) days each year, for personal necessity as outlined below. Such leave will be charged against sick leave. The number of scheduled working hours missed while the bargaining unit member is on personal necessity leave shall be deducted from their accumulated sick leave.
- 9.5.2 Personal necessity leave may be used under the following circumstances:
  - 9.5.2.1 The death of a member of the bargaining unit member's immediate family when additional leave is required beyond that provided by bereavement leave in accordance with Board Policy 3220.
  - 9.5.2.2 Accident or illness involving a bargaining unit member's person or property or the person or property of the bargaining unit member's immediate family as defined in Board Policy 3220.
  - 9.5.2.3 Other emergency or personal necessity involving essential bargaining unit member welfare which is substantiated by the bargaining unit member and approved by the superintendent/president or his/her designee.

- 9.5.2.4 Required appearance brought about as a result of a legal notice to appear as a witness before government or judicial agency or court of law or appearance as a litigant in a legal action. If a witness fee is payable, such fee shall be demanded and collected by the bargaining unit member and remitted to the district up to the bargaining unit member's prorated pay for such absence.
- 9.5.2.5 Absence for father on the occasion of childbirth and absence for mother and/or father to meet legal compliance for adoption.
- 9.5.2.6 An extraordinary special occasion that cannot be scheduled outside of work time (except for, but not limited to, political activities or demonstrations, vacations, recreation, CFT/PFA activities, job searches or investigations, or any form of concerted activities) that is substantiated by the bargaining unit member and approved by the superintendent/president or his/her designee. No more than two (2) days can be used for this purpose in any single fiscal year.
- 9.5.3 Before utilization of personal necessity leave, when the leave is foreseeable, a bargaining unit member shall attempt to arrange leave at a time which is mutually acceptable to the bargaining unit member and his/her supervisor.
- 9.5.4 Immediate family is defined as set forth in section 9.4.4 above.
- 9.6. Jury Duty and Subpoena Leaves:
  - 9.6.1 Bargaining unit members shall be granted paid leave for jury duty which is served and which is not voluntary (e.g., Grand jury service for which a person volunteers). The bargaining unit member shall provide the district human resources office with a copy of the jury duty notice as soon as it is received. The district reserves the right to discuss with the bargaining unit member the practicality of seeking exemption and/or deferment when jury duty would disrupt classroom instruction. The district will compensate a bargaining unit member who actually performs jury service by paying said bargaining unit member for service missed due to jury service. Such compensation shall be at the hourly rate appropriate to the class or service missed. Bargaining unit members shall submit to the district any fees received for jury duty, excluding travel and subsistence expenses, except when assigned classes are not missed. The district requires the bargaining unit member to perform his/her duties scheduled on the day of the jury service which does not conflict with the jury service.
  - 9.6.2 Whenever any bargaining unit member is served with a subpoena which compels attendance as a witness, unless a party or an expert witness, said member shall be granted leave of absence with pay equal to the difference between the bargaining unit member's regular pay and any amount received for his/her appearance.
- 9.7 Military Leave: A bargaining unit member will be granted military leave in accordance with applicable state and federal laws.
- 9.8 Industrial Accident/Illness Leave
  - 9.8.1 Bargaining unit members will be entitled to industrial accident leave according to the provisions in Education Code Section 87787 for personal illness or injury that has qualified for Workers' Compensation under the provisions of the State Workers' Compensation Insurance Program.

## 185-21 Revised

- 9.8.2 Bargaining unit members shall notify an administrator of any accident or illness arising out of employment with the district as soon as possible.
- 9.8.3 Pursuant to the statutory provisions of the State Workers' Compensation System, the district has a right to have bargaining unit members examined by a physician or psychologist designated by the district at the district's expense to assist in determining the length of time the bargaining unit members will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved.
  - 9.8.3.1 The bargaining unit member shall have the right to be examined by his/her own personal physician of record at no expense to the district. The physician of record will be designated as required by law.
- 9.8.4 Allowable leave shall be for not less than sixty (60) days during which the college is required to be in session or when the bargaining unit member would otherwise have been performing work for the district in any one fiscal year for the same accident.
- 9.8.5 When an industrial accident or illness leave overlaps into the next fiscal year, the bargaining unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 9.8.6 Allowable leave shall not accumulate from year to year.
- 9.8.7 Industrial accident or illness leave shall commence on the first day of absence.
- 9.8.8 When a bargaining unit member is absent from her/his district work assignment on account of an industrial accident or illness, she/he shall be paid the portion of the salary due him/her for any month in which the absence occurs as when added to her/his temporary disability indemnity will result in a payment to him/her of not more than her/his full salary.
- 9.8.9 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability award.
- 9.8.10 When entitlement to industrial accident or illness leave under this section has been exhausted, accumulated sick leave or other applicable paid leave will be used in full-day increments for each day of industrial accident or illness absence. If, however, the bargaining unit member is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this section, the bargaining unit member shall be entitled to use only so much of the person's accumulated or available sick leave, which when added to the workers' compensation award, provides a regular day's pay at the bargaining unit member's regular rate of pay.
- 9.8.11 Bargaining unit members shall upon demand of the district endorse to the district workers' compensation checks issued in the name of the bargaining unit member for any day(s) for which the bargaining unit member received compensation from the district.

**ARTICLE 10**

**PERSONNEL FILES**

- 10.1 Personnel File: The district will create and maintain only one official personnel file for each bargaining unit member. The human resources office shall maintain the official personnel file of each bargaining unit member.
- 10.2 Right of Access to Personnel File: Bargaining unit members, or their designees with written authorization from the bargaining unit member, shall have the right to inspect their official personnel file upon reasonable notification during normal business hours of the human resources office. The right of inspection shall not include materials, ratings, reports, or records that were obtained prior to the employment of the bargaining unit member. The bargaining unit member may receive without charge one copy of any document in the official personnel file that has not been supplied previously to the member within the last six (6) months.
- 10.3 Procedure for Insertion of Material into Personnel File: Bargaining unit members shall be provided with copies of any derogatory written material ten (10) business days before it is placed in the member's official personnel file. The bargaining unit member shall be asked to sign a copy of such material as proof that he/she received the material. A bargaining unit member is entitled to respond to derogatory material within ten (10) business days. The written response shall be attached to the material. A business day is any day during which the central administration office of the district is open for business.
- 10.4 Identification of Document Origin: Any materials placed in the official personnel file shall contain the date on which such material was originated and the name of the person who originated the document.
- 10.5 Confidentiality and Access: The official personnel file shall be confidential and shall be available for inspection only to other authorized persons. With the exception of those responsible for maintaining the official personnel file, the district shall keep a log of the names of the persons who have examined the file or who have requested information contained in the file as well as the date such examinations or requests were made. Such log shall be available for examination by the bargaining unit member or his/her representative if authorized in writing by the member.

**ARTICLE 11**

**COMPENSATION**

11.1 Salary Schedules: Effective fall-Spring Ssemester 20122015, the current salary schedules under Appendix A for credit instructors and Appendix B for non-credit instructors shall be increased by .884%, not including the parity increment. Effective fallSpring sSemester 20135, per Article 20.4, the current salary schedules under Appendix AC for credit instructors will include a Service Faculty Salary Schedule (Credit) SS29. The Service Faculty Salary schedule is for the positions of nurses, counselors, and librarians. and Appendix B for non-credit instructors shall reflect one salary rate for each step & column which will include the parity increment.

11.1.1. Effective Fall 2015, the Part time Faculty Association Salary Schedule (credit) and the Part time Faculty Association Salary Schedule (Non credit) shall increase across the board by the 2%.

11.1.2 Effective Fall 2016, the Part time Faculty Association Salary Schedule (credit) and the Part time Faculty Association Salary Schedule (Non credit) shall increase across the board by the percentage amount indicated in the 2015-2016 California State Adopted Budget for Cost of Living Adjustment (COLA) plus 25% of the percentage amount indicated in the 2015-2016 for compensation.

(Example: If the COLA is 1.6%; 25% of COLA is .4%, for a total COLA of 2.0%)  
Effective fall semester 2013, per Article 20.4, the current salary schedules under Appendix A for credit instructors and Appendix B for non-credit instructors shall reflect one salary rate for each step & column which will include the parity increment.

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

And

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

And

APPENDIX C – Part-Time Faculty Association Service Faculty Salary Schedule (Credit) SS29,

11.1.3 If the state provides restricted funding for part time faculty for the 2015-16 or 2016-17 years, the District agrees to meet with the Part Time Association no later than thirty (30) days after the budget is signed by the Governor to determine how the funds shall be allocated to the bargaining unit.

11.2 Cancellation or Change in Assignment of Classes:

11.2.1 Credit Classes: The district shall compensate a bargaining unit member for class preparation whose credit class is cancelled by the district two weeks prior to the beginning of the semester or term or during the first week of late registration and who is not offered another class or non-teaching assignment. Compensation shall be the equivalent of one week's pay for semester length classes or the equivalent for short-term classes, plus actual hours worked in the classroom.

- 11.2.2 Noncredit Classes: The district shall compensate a bargaining unit member for class preparation whose noncredit lecture class is cancelled by the district two weeks or less prior to the beginning of the class or during the first week of class, and who is not offered another class or non-teaching assignment. Compensation shall be three (3) hours for class preparation, plus actual hours worked in the classroom during the first week of class.
- 11.2.3 The district shall pay no compensation for cancelled classes if the bargaining unit member is offered and accepts another class or non-teaching assignment. No compensation will be provided for class preparation if the cancellation decision is made after the first week of class.
- 11.3 Initial Column Placement: Initial column placement on the credit and noncredit salary schedules shall be based on the definitions for salary placement and procedures for initial column placement as listed with the part-time faculty association salary schedules
- 11.4 Credit/Noncredit Step Placement:
- 11.4.1 Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule and up to step 2 of the noncredit part-time faculty association salary schedule. Credit for initial step placement beyond step 1 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit member's current placement. Eligibility for step 2 placement for noncredit bargaining unit members shall begin fall semester 2006 and apply to all new hires and returning bargaining unit members at step 1 as of fall semester 2006.
- 11.4.1.1 For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.
- 11.4.2 Step Advancement: Bargaining unit members shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. One year equals two semesters or one semester plus a summer session. Advancement is granted at the beginning of each fall and spring semester, and no more than one year's experience can be calculated during any one fiscal year. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
- 11.4.3 Certified Nursing Assistant (CNA) instructors teaching clinical rotations of skills labs in nursing 411 and 414 shall be paid at the laboratory rate.
- 11.5 Travel between Centers: Transportation of bargaining unit members to their teaching or non-teaching assignment will be at their own expense. If during assigned time, the district requires additional travel of bargaining unit members related to district assigned duties, the district will pay mileage per district policy if they are required to travel to and from college site on the same day.

~~11.6 Professional Development: Bargaining unit members who are currently employed will receive 1.5 2 hours for each semester length class or its equivalent for paid professional staff development activities planned by the Professional Development Committee. The hours of pay may be included in each bargaining unit member's Notice of Assignment. offer of employment.~~

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

~~11.6.1 Professional Development Presentations: If a bargaining unit member presents a paid staff development activity, they will receive two (2) hours of professional development pay for each hour of presentation.~~

~~11.6.2 Bargaining unit members who are currently employed will receive up to a maximum of 5 additional hours per semester or assignment period or its equivalent in order to attend departmental meetings in their FSA.~~

~~11.6.2 Bargaining unit members who are currently employed will receive a maximum of 6 additional hours of professional development for taking part in Accreditation Process during the academic year when the college is being accredited. No more than two bargaining unit members will take part in accreditation process and they will be chosen by the CFT/PFA.~~

~~11.6.3 The proposed changes to Article 11.6 will be initiated as a pilot program in order to allow the District to assess the costs associated with it. The District and CFT/PFA agree to meet and confer if the District deems it necessary.~~

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

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

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

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

11.8.1 Cooperative Work Experience Stipend: Bargaining unit members who participate in the supervision of students will be compensated up to \$100.00 paid on the following schedule: \$60.00 after completion of an initial meeting and relevant documentation is completed and \$40.00 upon the student's successful completion of work experience

credit. The bargaining unit member will complete the following activities: meeting with the student, two (2) employer contacts including one onsite visit and the review and completion of appropriate paperwork.

11.9 Distance Learning:

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

ARTICLE 12

WORKLOAD, ASSIGNMENT, AND SUPPORT SERVICES

- 12.1. Purpose: The purpose of this Article is to address the instructional needs of the District and the education needs of students by creating stable pools of highly experienced and proven part-time faculty members from which assignments can be made while providing objective and consistent treatment of bargaining unit members.
- 12.2. Bargaining unit members are “temporary employees” in accordance with the Education Code Section 87482.5. Nothing contained in this section, nor in any article of this Agreement, places a legal obligation on the district to provide continuing employment for bargaining unit members.
- 12.3. When there is need for additional faculty service beyond that provided by regular, contract, and/or other District full-time employees, the District will make assignments in accordance with this Article for bargaining unit members.
- 12.4. Definitions
- 12.4.1. Assignment: Any course, lab, activity, or extra assignment that generates load.
- 12.4.2. Assignment Period: A semester, or term within a semester, excluding summer and intersession, where a bargaining unit member has an assignment.
- 12.4.3. Date of Hire (DOH): The day an individual is initially hired by the District in a specific discipline. A bargaining unit member may have a DOH in more than one discipline. The DOH for those returning bargaining unit members who have taken a voluntary break in service will be the date they are rehired by the district in that discipline.
- 12.5. Workload: Temporary employees shall not receive a workload that exceeds 67% of the hours per week considered a full-time assignment for regular employees having comparable duties, as specified by Education Code in Section 87482.5.
- 12.6. Assignment of Bargaining Unit Members: The district retains the right to make assignments for all bargaining unit members who have completed and returned an Availability Form (AF) (Section 12.9) by the scheduled date.
- A. Bargaining unit members may request an assignment that corresponds to a class prefix as listed in the college catalogue and drop down menu on the AF. The minimum qualifications as defined by the California Community College’s Chancellor’s Office and the district must be met before an assignment can be granted to teach any class.

B. Assignments will be made by a dean in consultation with a department chair. The district may cancel or change any assignment for administrative reasons, such as reduction in apportionment or other fiscal constraints.

C. Bargaining unit members will receive class and non-teaching assignments after regular and contract faculty assignments have been made. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member, no later than seven (7) calendar days after the start of instruction.

D. At the discretion of the district, overload assignments shall be given to regular and contract faculty before classes and non-teaching assignments are made available to bargaining unit members. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member.

E. Classes assigned to bargaining unit members will not be reassigned to full-time instructors as overload assignments within the thirty (30) calendar day period before the first day of class.

12.6.1. Credit Instructional Assignments: The District will make initial credit assignments based on the prior spring for the upcoming spring and prior fall for the upcoming fall. District assignments will be adjusted in accordance with the following, with the exception of classes offered only once in a multi-year sequence:

A. When an assignment remains the same from fall to fall or spring to spring, the bargaining unit member who last performed it will have the first right of refusal.

B. When there is an increase in the number of classes within a group of classes designated with the same prefix, priority will be given to bargaining unit members in Pool 2 who have specified an interest in an increased load on their AF. Assignments will be made based on ranking score. (Section 12.6.2).

C. When there is a decrease in the number of class sections available to bargaining unit members within a group of classes designated with the same prefix for initial assignments, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest ranking score in a group of classes designated with the same prefix starting with Pool 1.

D. When an assignment is rescheduled to a different day, time or location, the District will provide first right of refusal to the bargaining unit member who previously performed it per Section 12.6.1. Should a bargaining unit member decline the rescheduled assignment, the District is not obligated to offer another assignment. For example: Math 123 was taught at LVC on M & W at 2:00 and is rescheduled to T & Th at 6:00 at SM.

- E. When a bargaining unit member is displaced from their assignment by a full-time instructor, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest ranking score within a group of classes designated with the same prefix starting with Pool 1.
- ~~E. When a credit class is cancelled following initial assignments being made, the district is not obligated to reassign the bargaining unit member.~~
- F. Due to emergency need, the District may offer a temporary increased assignment not to exceed one academic year. A temporary increase in assignment does not become the basis for future assignments. For example: Instances of extended illness or sabbatical
- G. In the case of a tie in ranking score, assignment will be made by lottery.

12.6.2 Credit Instructional Ranking Scores:

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

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

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

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

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

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

12.6.3.1 Part-Time Counselors: Assignments for part time counseling will be made in consultation with the counselor, the department chair, and the dean. The following will be considered and balanced to make assignments:

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

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

12.6.4 Noncredit Assignments:

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

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

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

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

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

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

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

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

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

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

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

- 12.8.1 Pool 1 – New hires will be evaluated in the first two assignment periods and must receive a rating of C or S on both evaluations to be eligible for continued employment.
- Rating of NI: New hire will be limited to a load of .20 in the next assignment period and will be re-evaluated in his/her next assignment period.
  - Ratings of two (2) NI's in first two (2) assignment periods, he/she will not be rehired.
  - Rating of U on any evaluation, he/she will not be rehired.
- 12.8.1.1. Pool 1 Gateway Evaluation (13.2.5): Continuing bargaining unit members who receive a rating of NI on their Gateway Evaluation will be reevaluated during their next assignment period with a maximum load of .20. If they receive a U they will not be rehired. If they receive a rating of C or S on the reevaluation or on the out of cycle evaluation, they will be in Pool 2 during their next Assignment Period. If they receive a rating of NI or U on the reevaluation, they will not be rehired.
- 12.8.1.2. Delayed Gateway Evaluation: If the District fails to give a bargaining unit member his or her Gateway Evaluation (Section 13.2.5) in the eighth assignment period as set forth in Section 13.3.1.2, he or she will be deemed to have progressed to Pool 2 for the next assignment period.
- 12.8.2. Pool 2: Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next assignment period or an out of cycle evaluation with a maximum load of .20. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 with an assignment of .20; if they receive a rating of NI or U on the reevaluation, they may not be rehired.
- 12.9. Availability Form: The District shall post the Availability Form (AF) in the “Forms” section of the myHancock faculty Web portal. The district will make a good faith effort to notify bargaining unit members when the AF is due. It shall be the responsibility of each bargaining unit member to complete and return the form to the respective department(s) on or before the specified deadline. Bargaining unit members who fail to return the AF risk not receiving an assignment.
- 12.10. Assignment Ranking List: Ranking lists specific to each discipline within a department will be generated electronically each semester for use in scheduling.
- 12.11. Absences and Leaves:

- 12.11.1. Absences: If a bargaining unit member is too ill to fulfill his or her work schedule assignment or if an extraordinary emergency arises preventing him or her from fulfilling the assignment, he or she shall inform the appropriate work site office staff as soon as possible so that the district may inform the students in a timely manner. Only the program/site administrator may cancel a class or hire substitutes.
- 12.11.2. Voluntary Break In Service: With the approval of the division dean, bargaining unit members may be granted a voluntary break in service within a department for educational, professional development, or extenuating circumstances. Bargaining unit members who have a voluntary break in service of greater than four (4) consecutive semesters for a department will be reinstated in Pool 1.
- 12.11.3. Involuntary Break in Service: If a bargaining unit member has returned his or her AF and does not receive an assignment, this is an involuntary break in service and does not affect his or her Pool status.
- 12.12. Decisions by the District: All decisions made by the District concerning workload, assignment, and support services will not be arbitrary or capricious.
- 12.13. Past Practices: Past practices will continue and prevail on all matters concerning workload, assignment, and support services not covered in this Article.
- 12.14. Credit Lecture Size: For credit lecture classes with sixty (60) or more students at census, the instructor may select of two options, a stipend or a reader on the following bases:
  1. 60-69 students – \$286 per unit of credit provided as a stipend or applied to the cost of a reader.
  2. 70-79 students – \$338 per unit of credit provided as a stipend or applied to the cost of a reader.
  3. 80-89 students – \$390 per unit of credit provided as a stipend or applied to the cost of a reader.
  4. 90-99 students – \$442 per unit of credit provided as a stipend or applied to the cost of a reader.
  5. 100-109 students – \$494 per unit of credit provided as a stipend or applied to the cost of a reader.

6. 110-119 students – \$546 per unit of credit provided as a stipend or applied to the cost of a reader.
  7. 120-129 students – \$598 per unit of credit provided as a stipend or applied to the cost of a reader.
- 
- 12.15. Bargaining unit members who teach courses that have the improvement of student writing identified as the primary goal of the course, who have student papers designed to meet this goal assigned on a regular basis and who have an added load factor for each of these courses shall receive 1.25 hours lecture unit compensation at their step and column placement on the salary schedule. Writing lab assignment hours shall be computed at the standard activity rate.
  - 12.16. Professional Development: The district will offer bargaining unit members professional development opportunities designed to improve performance relative to Article 13 of this Agreement. Bargaining unit members who participate in district sponsored professional development activities will receive up to 1.5 hours additional pay per semester at the standard activity rate of pay. Professional development activities shall not generate load.
  - 12.17. The district shall not require bargaining unit members to attend any non-compensated meetings or other professional activities except all orientations for new and continuing bargaining unit members.
  - 12.18. Services: An individual bargaining unit member will have, without charge to the member for his or her college assignment, access to available secretarial support, printing and media equipment and supplies, mailboxes, voicemail, and reasonable use for district business of intercampus mail, telephones, and facsimile machines.
  - 12.19. Substitutes: In keeping with Allan Hancock College's goal of supporting student success, bargaining unit employees are encouraged to request a substitute when they are unable to attend class. The availability form will be used by the District to determine if a substitute is available and meets the District's minimum qualifications.

## ARTICLE 13

### PERFORMANCE EVALUATION

- 13.1 Purpose and Intent: The primary purpose of the evaluation of faculty is the continued improvement of instruction and instructional support services at Allan Hancock College. Other purposes include the maintenance of quality in programs and instruction and the professional competence of the faculty. The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts. The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice. Bargaining unit members will not be evaluated more than once in a semester.
- 13.2 Definitions:
- 13.2.1 Rating Scale: Rating scale consists of four categories: “S” Strong; “C” Competent; “NI” Needs Improvement; “U” Unsatisfactory (see the Part-Time Faculty Evaluation Rubric and Part-Time Faculty Evaluation Rating Form in the Appendices, located on myHancock).
- 13.2.2 Appropriate Evaluation Forms: The appropriate evaluation forms will be used in valuating bargaining unit members with different assignments. (For example there are separate forms for evaluating counselors and other for librarians.) The forms are found under myHancock, Employee Resources, Employee Evaluation Process.
- 13.2.3 Assignment Period: A semester where a bargaining unit member has an Assignment.
- 13.2.4 Pool One: All bargaining unit members who are:
- new hires with no previous service with the District
  - former full-time faculty with the District in their initial Assignment Period as bargaining unit members
  - former bargaining unit member rehires in their initial Assignment Period after a voluntary break in service of greater than four semesters.
  - continuing in their service with the District
- 13.2.5 Pool 2: Bargaining unit members who have received a rating of C or S on their Gateway Evaluation or subsequent evaluation, or are grandfathered into Pool 2 in accordance with Section 12.7.2.2.
- 13.2.6 Gateway Evaluation: the evaluation on which a bargaining unit member must receive a rating of C or S to progress to Pool 2.
- 13.2.7 Qualified Part time evaluator: part time evaluator chosen from Pool 2 and recommended by the department chair.
- 13.3 Evaluation Schedule for Bargaining Unit Members with Credit, Noncredit and Non-instructional Assignments:

- 13.3.1 With Credit Assignments Greater Than .10:
- 13.3.1.1 Pool 1: Bargaining unit members in Pool 1 will be evaluated during each of their first two Assignment Periods. Bargaining unit members who receive a rating of NI on either of these two evaluations will be reevaluated during their next Assignment Period or during an out of cycle evaluation.. Bargaining unit members who receive a rating of NI or U will not be rehired.
  - 13.3.1.2 Gateway Evaluation: Continuing bargaining unit members in Pool 1 will be given a Gateway Evaluation in their 7<sup>th</sup> or 8<sup>th</sup> Assignment Period. Bargaining unit members who receive a rating of C or S on their Gateway Evaluation or reevaluation will then be in Pool 2 and evaluated subsequently as set forth in Section 13.3.1.3.
  - 13.3.1.3 Pool 2: Bargaining unit members in Pool 2 will be evaluated every six Assignment Periods. Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next Assignment Period, or in an out of cycle evaluation. If rated NI or U, the bargaining unit member may not be rehired. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 and evaluated subsequently every six Assignment Periods.
  - 13.3.1.4 A bargaining unit member who exhibits behavior that places students or the district at risk may be dismissed for just and sufficient cause (Article 17).
- 13.3.2 With Noncredit Assignments: First time bargaining unit members may be evaluated during their first year. Continuing bargaining unit members may be evaluated at least once every six Assignment Periods or as deemed necessary by the dean.
- 13.3.3 With Non-instructional Assignments: Bargaining unit members with non-instructional assignments, i.e.: (coordinator, writing lab, librarian or reassigned-time assignments, or coaching assignments without an instructional component) may be evaluated on the same schedule as bargaining unit members with credit assignments (Section 13.3.1) using the appropriate evaluation form located on myHancock.
- 13.3.4 With counseling assignments: Bargaining unit members with counseling assignments may be evaluated on the same schedule as the bargaining unit members with credit assignments.
- 13.3.5 Timeliness: The District shall make every reasonable effort to evaluate bargaining unit employees as scheduled.
- 13.3.6 Off-Schedule Evaluations: In addition to regularly scheduled evaluations as set forth in this Article, if there is a documented situation regarding the bargaining unit member that indicates an off-schedule evaluation is necessary, the department chair and/or District designee may administer an off-schedule evaluation with approval from the appropriate dean.
- 13.4 Procedure for Evaluation of Bargaining Unit Members with Credit Assignments:
- The evaluation procedure will consist of the following:

1. The department chair selects an evaluator(s)
2. The evaluator will complete standards 7-20 on the evaluation form. The department chair will complete standards 1-6 and other necessary documentation per Section 13.4.2 to prepare a Final Report.
3. The evaluator will present and discuss the Classroom/Worksite Observation form with the evaluatee.
4. The department chair and administrator will review and sign the Final Report.
5. The evaluatee will acknowledge having reviewed the Final Report by signing the report and be given a copy.
6. The evaluatee may prepare a written response to the Final Report.
7. The Final Report and any written response will be included in the evaluatee's personnel file.

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

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

13.4.1.1 Compensation for completed evaluations shall receive a stipend the same as full time faculty members.

13.4.2 Credit Evaluation Components:

13.4.2.1 Self Evaluation: The Self Evaluation form will be completed by the evaluatee and provided to the department chair by the scheduled date.

13.4.2.2 Student Evaluation: For each of the evaluatee's classes, within the scheduled dates a student will be selected to administer the student evaluations. This student will obtain a packet containing the Student Evaluation Forms and instructions and while the evaluatee is outside of the classroom, distribute the Student Evaluation Forms, collect them when completed, and return the sealed and signed packet to the department chair.

- 13.4.2.3 Response to Student Evaluation: By the scheduled date, the evaluatee will receive copies of the numerical scoring section of the Student Evaluation Forms for each class. After reviewing these copies, the evaluatee will complete a Response to Student Evaluations Form for each class and return the response form(s) to the department chair by the scheduled date. Written comments on the Student Evaluation Forms will be returned to the evaluatee at the end of the semester or term.
- 13.4.2.4 Classroom Observations: Observations may occur in each class taught and will be performed by the evaluator within the scheduled dates. After performing the classroom observation(s), the evaluator will complete standards 7-20 of the Part-Time Faculty Evaluation Rating Form using the Part-Time Faculty Evaluation Rubric by the scheduled date. The evaluator will discuss the observation ratings with the evaluatee. Whether or not a formal evaluation process is occurring, classroom observations by an appropriate administrator or District designee may occur at any time.
- 13.4.2.5 Other Factors: The department chair, with any necessary input from the evaluatee, will rate standards 1-6 of the Part-Time Faculty Evaluation Rating Form by the scheduled date. Any documented commendations or concerns provided by the department chair and/or the appropriate administrator may be used to complete these standards. Any documents used must be included in the Final Report.
- 13.4.2.6 Final Report: After all standards of the Part-Time Faculty Evaluation Rating Form are complete, the points for each standard will be totaled to yield an Evaluation Score. The Evaluation Score will correspond to an evaluation rating of S, C, NI or U. The final report will be signed by the evaluator, the department chair, and the appropriate administrator. If an NI or U is designated, the department chair and dean will review the Final Report with the evaluatee. If rated S or C, upon request, the department chair and dean will review the Final Report. The evaluatee will sign acknowledging receipt of the report. Based on the review of the Final Report, the evaluator and evaluatee may develop goals and/or an improvement plan to be undertaken and completed by the next performance evaluation. The evaluatee's signature does not signify agreement with the Final Report.
- 13.4.2.7 Response to Final Report: The evaluatee may submit a written response to the Final Report to the academic dean within ten (10) business days after receipt. A business day is any day during which the central administration office of the District is open for business. The response time of ten (10) business days after receipt can be extended by mutual agreement by the District and the evaluatee.
- 13.4.3 Filing of Evaluation Materials: The Final Report and any written response thereto by the evaluatee will be included in the evaluatee's official personnel file.
- 13.5 Procedure for Evaluation of Bargaining Unit Members with Noncredit Assignments:

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

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

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

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

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

The evaluation procedure will consist of:

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

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

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

13.6.2 Non-instructional Evaluation Components

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

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

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

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

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

13.6.2.5 Final Report: Upon completion of the applicable evaluation components, the evaluator will complete the Evaluation Rating Form. Any documented commendations or concerns provided by the appropriate administrator may be used to complete the Evaluation Rating. Any documents used must be included in the Final Report. The final report will be signed by the evaluator, the department chair, and the appropriate administrator. If a NI or U is designated, the department chair and dean will review the Final Report with the evaluatee. If rated S or C, upon request, the department chair and dean will review the Final report. The Final Report will go to the dean for signature. The evaluatee will sign acknowledging receipt of the report. Based on the review of the Final Report, the evaluator and evaluatee may develop goals and/or an improvement plan to be undertaken and completed by the next performance evaluation. The evaluatee's signature does not signify agreement with the Final Report.

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

- 13.6.3 Filing of Evaluation Materials: The Final Report and any written response thereto by the evaluatee will be included in the evaluatee's official personnel file.
- 13.7 The contents of evaluations of bargaining unit members are not subject to the grievance procedures set forth in Article 6; however, a violation of the evaluation process may be grieved

## ARTICLE 14

### OFFICE HOURS

- 14.1 Program: Allan Hancock College will provide paid office hours for bargaining unit members with credit assignments who meet the requirements of Section 14.3.
- 14.2 Purpose and Requirements: Office hours will be scheduled in order to insure maximum availability for student consultation, will be held in an appropriate location on campus or the center as requested and assigned, and must be held in conjunction with a regular schedule listed on course syllabi submitted to and approved by the appropriate dean/director at the beginning of each semester, term within a semester (term), or summer session. Any temporary change in office hours must be reported in advance to the appropriate administrator. Any permanent change in office hours must be requested in writing to and approved by the appropriate dean at least two weeks prior to the change becoming effective.
- 14.3 Eligibility: To be eligible for consideration for office hours, bargaining unit members with credit assignments must:
- 14.3.1 Have at least a twenty percent (20%) FTE lecture load for the semester, term or summer session to qualify for a forty-five (45)~~thirty (30)~~ minutes per week office hour.
- 14.3.2 Have at least a forty percent (40%) FTE lecture load for the semester, term or summer session to qualify for a ninety (90) minutes ~~sixty (60) minute~~ per week office hour.
- A bargaining unit member who meets the eligibility requirements of this Article need not apply for an office hour, but must submit a time sheet in accordance with Section 14.7 to be compensated.
- 14.4 Number of Weeks: Eligible bargaining unit members will be given an office hour per week of the duration set forth in Section 14.3.
- 14.4.1 Semester Sessions: The office hour will be from week one through fifteen of each semester.
- 14.4.2 Term and Summer Sessions: The office hour will be from week one through the length of instruction for the term or summer session, excluding the last week.
- 14.5 Compensation: Eligible bargaining unit members with credit assignments will be compensated at \$30.00 per hour. No compensation will be paid for office hours during intercession.
- 14.6 Length of Office Hour: An office hour is no less than forty-five (45)~~thirty (30)~~ minutes in length. Bargaining unit members with a ninety (90)~~sixty (60)~~ minute office hour per week may schedule two forty-five~~thirty~~-minute (45~~30~~) periods or one ninety~~sixty~~-minute (90~~60~~) period.
- 14.7 Time Sheet: Office hours must be reported on a time sheet approved by the district for payment. To be compensated for office hours, the time sheet must be submitted to the appropriate dean/director no later than the end of finals week for the semester, term or summer session during which the office hours were held.

14.8 Office Space: The district will make arrangements for bargaining unit members to have access to an office space, work room or available classroom for the purpose of assisting students and returning telephone calls related to college work. If computer access is not available in the office or room used by the bargaining unit member, he or she may use the computers in other campus locations designated as available for use by bargaining unit members. This Agreement does not commit the district to provide additional office space or equipment.

14.9 Load Factor: Paid office hours do not count toward the sixty-seven percent (67%) load factor.

14.10 Online Office Hours

14.10.1 Bargaining unit members who are teaching distance education courses (utilizing web technology) during a semester, term within a semester (term), or summer session may choose to designate an online office hour, proportional to the load of online courses taught, but not to exceed one hour per week (see section 14.3). An online office hour is subject to the approval of the appropriate academic administrator which shall be obtained at the beginning of each semester, term within a semester (term), or summer session.

14.10.2 During this online hour, the bargaining unit member is expected to be logged on to the computer and immediately available to respond to all students through email, a discussion board, chat board, or other online means of communication, as appropriate.

14.10.3 This online office hour must be scheduled and posted at a regular day and time each week, just like a regular office hour, though the bargaining unit member may choose to physically hold this online hour off-campus as long as he or she has full computer access at the off-campus location. Information regarding online office hours must be posted along with other office hours within the designated area for posting office hour information. Information regarding virtual and on campus office hours must also be posted within all course syllabi in the given semester of approval.

14.10.4 Complete information about online office hours must be submitted to the appropriate academic administrator for pre-approval and all provisions of this article remain applicable.

14.10.5 Nothing in this section will limit or preclude the bargaining unit member from holding his/her office hours related to their other (non-online) classes in accordance with the rest of this article.

**ARTICLE 15**

**COUNCILS AND COMMITTEES**

- 15.1 Membership: CFT/PFA will make all appointments of bargaining unit members employed by the district in a faculty assignment for at least one semester during the academic year of the appointment to serve as CFT/PFA representatives on councils or committees as identified in the Councils and Committees Pathways to Decisions manual.

The CFT/PFA shall provide the district the names of bargaining unit members who shall serve on these committees at the time of appointment.

- 15.2 Voluntary Participation: Representation on committees by bargaining unit members is voluntary, optional, and uncompensated by the district.

**ARTICLE 16**

**RETIREMENT**

- 16.1 If required by the State Teachers' Retirement System (STRS), the district will continue an alternative retirement plan for bargaining unit members under the CalSTRS Cash Balance Benefit Program.
- 16.2 The district will continue the process for CalSTRS Cash Balance Benefit Program contributions for bargaining unit members through payroll deduction.
- 16.3 The district will pay the employer contribution rate as established by STRS on behalf of each participant.

ARTICLE 17

DISCIPLINARY ACTION

- 17.1 ~~When called into a meeting with their supervisor, bargaining unit members shall be notified of the purpose or subject of the meeting.~~ Before being called to a meeting with their supervisor, bargaining unit members shall be given written notification of the purpose or subject of the meeting. ~~As specified in the Weingarten decision,~~ - if the purpose of the meeting is investigatory and could reasonably lead to discipline of the employee, the employee may request CFT/PFA representation. Employees shall be allowed to have their CFT/PFA representative present during the meeting if requested as set forth above.
- 17.2 During the meeting, the CFT/PFA representative's role is to assist and counsel the employee. It is not the intent that the CFT/PFA representative solely speak in place of the bargaining unit member.
- 17.3 No disciplinary action shall take place except for just and sufficient cause.

## ARTICLE 18

### ORGANIZATIONAL SECURITY

- 18.1 Legislative Mandate: Pursuant to the Government Code bargaining unit members shall be required, as a condition of continued employment, either to join CFT/PFA or to pay the organization a fair share service fee.
- 18.2 Definitions:
- 18.2.1 An “Association Member” is defined as a bargaining unit member who has provided the CFT/PFA with an application for membership.
- 18.2.2 A “service fee payer” is defined as a member of the bargaining unit who has not provided the CFT/PFA with a membership application.
- 18.3 Automatic Dues or Service Fee Deduction: As a condition of continued employment, all bargaining unit members shall either become members of CFT/PFA or be required to pay a service fee in an amount equal to membership dues. Payment of dues or the service fee shall be initiated through automatic payroll deduction beginning with the first payroll issued once employment with the district has begun. There shall be no charge to the CFT/PFA for such mandatory service fee deduction.
- 18.4 Association Membership: Any bargaining unit member can sign a membership application form in order to join CFT/PFA at any time during their employment with the District. CFT/PFA will provide a copy of the membership application form to business services within thirty (30) days.
- 18.5 Religious Exemption: An employee who is a verified member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to support CFT/PFA financially. Such employee, in lieu of a service fee, shall instruct CFT/PFA in writing with a copy to the district to deduct and pay a sum equal to the representation service fee to a non-religious, non-labor, charitable 501(c)(3) organization, agreed to by the CFT/PFA and the district.
- 18.6 District Responsibilities: With respect to all sums deducted by the district pursuant to authorization of the employee, whether for membership dues or service fees, the district agrees promptly to remit such monies to the CFT/PFA together with an alphabetical list of bargaining unit members the amount of each member’s deduction.
- 18.7 The CFT/PFA agrees to save and hold harmless the district from all claims, demands, suits, or any other action arising as a result of the enforcement of this article of the Agreement and agrees to assume the defense upon request of the district in connection with any legal proceedings under this article.

**ARTICLE 19**

**ENTIRE AGREEMENT**

- 19.1 This Agreement sets forth a full and complete commitment between the parties. The Agreement may not be altered, changed, added to, deleted from, or modified except through the mutual written consent of the parties in the form of a signed amendment to the Agreement.

**ARTICLE 20**

**PARITY**

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

~~Any increases in compensation made to establish parity shall take into consideration be contingent on eligibility for and funds received to establish parity under the Budget Act Appropriation for Part-Time Faculty Compensation or equivalent legislation. The district will not make parity payments to bargaining unit members which exceed the amounts received from the State of California for parity allocations. Restricted funds specifically appropriated by the legislature for parity shall not be used to supplant existing funding.~~

20.2 Definition: When office hours and other such activities as meetings, conferences, and professional development and non-teaching, departmental, or institutional activities such as committees and curriculum development are excluded, parity is defined as 76 % (seventy-six percent) of the work commitment of full-time credit instructors. The 76% (seventy-six percent) figure is derived by apportioning that portion of the commitment devoted by full-time credit instructors to teaching or non-teaching assignments; preparation for class or for non-teaching assignment (e.g., work done by counselors or librarians); communication with students; and grading. Comparable work is thus defined as teaching or non-teaching assignments; preparation for class or for non-teaching assignments; communication with students; and grading. For purposes of this Agreement, it is assumed that a full-time credit instructor spends 76% (seventy-six percent) of his or her contract load in the above named activities.

20.3 Computation of Parity: Parity shall be based on column III, step 6 of the full-time faculty contract salary schedule. Parity shall then be determined by adjusting the salary at the above column and step of the full-time credit lecture instructors' salary to equate to 76% (seventy-six percent). The hourly compensation level for each hour of lecture, lab, and activity or non-teaching assignments shall then be determined by dividing the adjusted salary by 525 (15 hours of lecture per week x 35 weeks) or 595 (17 hours of lab per week x 35 weeks) or 735 (21 hours of activity or 37 hours of non-teaching assignment per week x 35 weeks).

20.4 Effective Fall 2013, current salary schedules shall reflect one salary rate for each step and column which will include the parity increment.

**ARTICLE 21**

**NO DISCRIMINATION**

- 21.1 Discrimination Prohibited: No bargaining unit member shall in any way be favored or discriminated against in wages, hours, or other terms and conditions of employment because of her/his political opinion or affiliations or because of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, or sexual orientation, or other legally protected categories.
- 21.2 This article is not grievable under the grievance procedure of this Agreement. All discrimination complaints will go through the district's equal employment opportunity complaint procedure. Information from the California Department of Fair Employment and Housing and federal Equal Employment Opportunity commission about filing claims of discrimination with these entities is available on their websites.

**ARTICLE 22**

**PARKING PERMITS**

- 22.1 ~~Bargaining unit members will pay fees for parking on the Lompoc or Santa Maria campuses. The fee for a fiscal year shall be a flat rate of \$10. Effective July 1, 2014 the District shall provide each member of the bargaining unit with a staff parking permit for the semester in which they are teaching.~~
- 22.2 The parking permit shall be portable, ~~and may be used on multiple vehicles.~~ Each employee shall be issued one permit only.
- 22.3 Employees will be responsible for contacting campus security when their vehicle information, address, or phone number changes or if the permit is lost or stolen.
- 22.4 The CFT/PFA will receive -up to five- (5) staff parking permits -annually to be used by CFT/PFA representatives for business use. CFT/PFA will notify the Human Resources department no less than one week prior to the start of the fall semester to obtain the parking permits.

## APPENDIX A

### Salary Schedules (Credit)

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

<b>Schedule A</b>							
<b>Lecture Rates - 4% COLA</b>							
<b>SPRING 2015 TERM</b>							
<b>STEP</b>	<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>	<b>COLUMN IV</b>	<b>COLUMN V</b>	<b>COLUMN VI</b>	<b>COLUMN VII</b>
1	43.99	47.36	48.80	51.23	53.79	56.48	59.88
2	46.13	49.55	51.04	53.56	56.25	59.06	62.62
3	48.28	51.68	53.22	55.88	58.67	61.59	65.30
4	50.38	53.78	55.40	58.16	61.07	64.15	67.35
5	52.60	55.96	57.65	60.52	63.58	66.72	70.74
6	54.74	58.13	59.88	62.85	66.04	69.35	73.48
7	56.71	60.20	62.02	65.11	68.37	71.78	76.11

ss24

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

<b>Schedule B</b>							
<b>Lab Rates - 4% COLA</b>							
<b>SPRING 2015 TERM</b>							
<b>STEP</b>	<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>	<b>COLUMN IV</b>	<b>COLUMN V</b>	<b>COLUMN VI</b>	<b>COLUMN VII</b>
1	38.30	41.26	42.49	44.63	46.84	49.18	52.16
2	40.16	43.15	44.43	46.64	48.99	51.43	54.52
3	42.05	45.00	46.36	48.66	51.08	53.64	56.87
4	43.88	46.83	48.26	50.65	53.18	55.83	58.65
5	45.82	48.74	50.18	52.70	55.34	58.10	61.60
6	47.63	50.63	52.16	55.09	57.50	60.36	63.98
7	49.37	52.44	54.00	56.69	59.51	62.52	66.27

ss25  
02/10/15

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

<b>Schedule C</b>							
<b>Activity &amp; Non-Classroom Rates - 4% COLA</b>							
<b>SPRING 2015 TERM</b>							
<b>STEP</b>	<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>	<b>COLUMN IV</b>	<b>COLUMN V</b>	<b>COLUMN VI</b>	<b>COLUMN VII</b>
1	28.30	30.79	30.79	31.40	33.66	36.74	39.80
2	29.67	32.20	32.20	32.82	35.08	38.18	41.26
3	31.06	33.60	33.60	34.24	36.51	39.62	42.75
4	32.41	34.99	34.99	35.64	37.92	41.06	44.19
5	33.86	36.41	36.41	37.10	39.34	42.53	45.67
6	35.21	37.80	37.80	38.51	40.77	43.96	47.12
7	36.48	39.17	39.17	39.90	42.22	45.54	48.80

ss26

02/10/15

**CLASS DEFINITIONS FOR SALARY PLACEMENT**

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

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

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

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

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

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

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

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

**OR**

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

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

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

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

**OR**

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

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

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

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

**OR**

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

**COLUMN VII** (A) Doctoral degree from an accredited institution

**PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT**

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

**COLUMN ADVANCEMENT**

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

**STEP PLACEMENT**

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

**STEP ADVANCEMENT**

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

**ACTIVITY AND NON-CLASSROOM ASSIGNMENTS**

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

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

<b>Schedule A</b>							
<b>Lecture Rates - 2% COLA</b>							
<b>FALL 2015 TERM</b>							
<b>STEP</b>	<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>	<b>COLUMN IV</b>	<b>COLUMN V</b>	<b>COLUMN VI</b>	<b>COLUMN VII</b>
1	44.87	48.31	49.78	52.25	54.87	57.61	61.08
2	47.05	50.54	52.06	54.63	57.38	60.24	63.87
3	49.25	52.71	54.28	57.00	59.84	62.82	66.61
4	51.39	54.86	56.51	59.32	62.29	65.43	68.70
5	53.65	57.08	58.80	61.73	64.85	68.05	72.15
6	55.83	59.29	61.08	64.11	67.36	70.74	74.95
7	57.84	61.40	63.26	66.41	69.74	73.22	77.63

ss24

02/10/15

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

<b>Schedule B</b>							
<b>Lab Rates - 2% COLA</b>							
<b>FALL 2015 TERM</b>							
<b>STEP</b>	<b>COLUM N I</b>	<b>COLUMN II</b>	<b>COLUM N III</b>	<b>COLUM N IV</b>	<b>COLUM N V</b>	<b>COLUMN VI</b>	<b>COLUM N VII</b>
1	39.07	42.09	43.34	45.52	47.78	50.16	53.20
2	40.96	44.01	45.32	47.57	49.97	52.46	55.61
3	42.89	45.90	47.29	49.63	52.10	54.71	58.01
4	44.76	47.77	49.23	51.66	54.24	56.95	59.82
5	46.74	49.71	51.18	53.75	56.45	59.26	62.83
6	48.58	51.64	53.20	56.19	58.65	61.57	65.26
7	50.36	53.49	55.08	57.82	60.70	63.77	67.60

ss25  
02/10/15

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

<b>Schedule C</b>							
<b>Activity &amp; Non-Classroom Rates - 2% COLA</b>							
<b>FALL 2015 TERM</b>							
<b>STEP</b>	<b>COLUM N I</b>	<b>COLUM N II</b>	<b>COLUM N III</b>	<b>COLUM N IV</b>	<b>COLUM N V</b>	<b>COLUM N VI</b>	<b>COLUM N VII</b>
1	28.87	31.41	31.41	32.03	34.33	37.47	40.60
2	30.26	32.84	32.84	33.48	35.78	38.94	42.09
3	31.68	34.27	34.27	34.92	37.24	40.41	43.61
4	33.06	35.69	35.69	36.35	38.68	41.88	45.07
5	34.54	37.14	37.14	37.84	40.13	43.38	46.58
6	35.91	38.56	38.56	39.28	41.59	44.84	48.06
7	37.21	39.95	39.95	40.70	43.06	46.45	49.78

ss26

02/10/15

**CLASS DEFINITIONS FOR SALARY PLACEMENT**

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

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

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

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

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

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

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

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

**OR**

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

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

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

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

**OR**

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

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

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

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

**OR**

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

**COLUMN VII** (A) Doctoral degree from an accredited institution

**PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT**

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

**COLUMN ADVANCEMENT**

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

**STEP PLACEMENT**

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

**STEP ADVANCEMENT**

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

**ACTIVITY AND NON-CLASSROOM ASSIGNMENTS**

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

## APPENDIX B

### Salary Schedules (Non Credit)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Noncredit)**

Instructional - 4% COLA					Activity & Non-Classroom - 4% COLA				
SPRING 2015 TERM					SPRING 2015 TERM				
Step	Column I	Column II	Column III	Column IV	Step	Column I	Column II	Column III	Column IV
1	39.45	41.45	43.46	45.46	1	28.30	30.31	32.31	34.32
2	41.36	43.37	45.38	47.37	2	29.67	31.68	33.69	35.69
3	43.30	45.30	47.31	49.31	3	31.06	33.07	35.08	37.09
4	45.17	47.17	49.18	51.18	4	32.41	34.41	36.42	38.43
5	47.17	49.19	51.20	53.20	5	33.86	35.87	37.88	39.88
6	49.06	51.07	53.08	55.08	6	35.21	37.22	39.23	41.24
7	50.82	52.85	54.86	56.86	7	36.48	38.49	40.50	42.50

ss27

ss28

02/10/15

**INITIAL PLACEMENT**

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

**STEP ADVANCEMENT**

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

**NONCREDIT ASSIGNMENTS**

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

**COLUMN DEFINITIONS FOR INSTRUCTIONAL SALARY PLACEMENT**

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

**PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT**

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

**COLUMN ADVANCEMENT**

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

#### **ACTIVITY AND NON CLASSROOM ASSIGNMENTS**

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

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Noncredit)**

Instructional - 2% COLA					Activity & Non-Classroom - 2% COLA				
FALL 2015 TERM					FALL 2015 TERM				
Step	Column I	Column II	Column III	Column IV	Step	Column I	Column II	Column III	Column IV
1	40.24	42.28	44.33	46.37	1	28.87	30.92	32.96	35.01
2	42.19	44.24	46.29	48.32	2	30.26	32.31	34.36	36.40
3	44.17	46.21	48.26	50.30	3	31.68	33.73	35.78	37.83
4	46.07	48.11	50.16	52.20	4	33.06	35.10	37.15	39.20
5	48.11	50.17	52.22	54.26	5	34.54	36.59	38.64	40.68
6	50.04	52.09	54.14	56.18	6	35.91	37.96	40.01	42.06
7	51.84	53.91	55.96	58.00	7	37.21	39.26	41.31	43.35

ss27

ss28

02/10/15

**INITIAL PLACEMENT**

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

**STEP ADVANCEMENT**

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

**NONCREDIT ASSIGNMENTS**

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

**COLUMN DEFINITIONS FOR INSTRUCTIONAL SALARY PLACEMENT**

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

**PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT**

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

**COLUMN ADVANCEMENT**

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

#### **ACTIVITY AND NON CLASSROOM ASSIGNMENTS**

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

## APPENDIX C

### Service Faculty Salary Schedule (Credit)

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

<b>Schedule D</b>							
<b>Service Faculty Rates</b>							
<b>SPRING 2015 TERM</b>							
<b>STEP</b>	<b>COLUM N I</b>	<b>COLUM N II</b>	<b>COLUM N III</b>	<b>COLUM N IV</b>	<b>COLUM N V</b>	<b>COLUM N VI</b>	<b>COLUM N VII</b>
1	33.96	36.95	36.95	37.68	40.39	44.09	47.76
2	35.60	38.64	38.64	39.38	42.10	45.82	49.51
3	37.27	40.32	40.32	41.09	43.81	47.54	51.30
4	38.89	41.99	41.99	42.77	45.50	49.27	53.03
5	40.63	43.69	43.69	44.52	47.21	51.04	54.80
6	42.25	45.36	45.36	46.21	48.92	52.75	56.54
7	43.78	47.00	47.00	47.88	50.66	54.65	58.56

ss29

02/10/15

**CLASS DEFINITIONS FOR SALARY PLACEMENT**

- COLUMN I** (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level
- COLUMN II** (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available
- (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter
- COLUMN III** (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

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

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

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

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

**OR**

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

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

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

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

**OR**

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

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

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

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

**OR**

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

**COLUMN VII** (A) Doctoral degree from an accredited institution

**PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT**

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

**COLUMN ADVANCEMENT**

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

### **STEP PLACEMENT**

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

**STEP ADVANCEMENT**

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

**ACTIVITY AND NON-CLASSROOM ASSIGNMENTS**

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

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

<b>Schedule D</b>							
<b>Service Faculty Rates - 2% COLA</b>							
<b>FALL 2015 TERM</b>							
<b>STEP</b>	<b>COLUM N I</b>	<b>COLUM N II</b>	<b>COLUM N III</b>	<b>COLUM N IV</b>	<b>COLUM N V</b>	<b>COLUM N VI</b>	<b>COLUM N VII</b>
1	34.64	37.69	37.69	38.43	41.20	44.97	48.72
2	36.31	39.41	39.41	40.17	42.94	46.74	50.50
3	38.02	41.13	41.13	41.91	44.69	48.49	52.33
4	39.67	42.83	42.83	43.63	46.41	50.26	54.09
5	41.44	44.56	44.56	45.41	48.15	52.06	55.90
6	43.10	46.27	46.27	47.13	49.90	53.81	57.67
7	44.66	47.94	47.94	48.84	51.67	55.74	59.73

ss29

02/10/15

**CLASS DEFINITIONS FOR SALARY PLACEMENT**

- COLUMN I** (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level
- COLUMN II** (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available
- (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter
- COLUMN III** (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available
- (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

- COLUMN IV** (A) Master's degree from an accredited institution
- (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

**OR**

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

- COLUMN V** (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree
- (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

**OR**

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

- COLUMN VI** (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree
- (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

**OR**

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

- COLUMN VII** (A) Doctoral degree from an accredited institution

### **PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT**

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

### **COLUMN ADVANCEMENT**

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.

2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

#### **STEP PLACEMENT**

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

#### **STEP ADVANCEMENT**

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

**ACTIVITY AND NON-CLASSROOM ASSIGNMENTS**

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

APPENDIX DC

GRIEVANCE FORMS  
(LEVEL II and LEVEL III)



ALLAN HANCOCK COLLEGE  
OFFICE OF HUMAN RESOURCES

PART-TIME FACULTY GRIEVANCE – LEVEL II

Grievant's Name (If CFT/PFA is grievant, list bargaining unit members affected.)			Work Phone
			Dept/Division
Date of Alleged Violation	Immediate Supervisor's Name	Date of Informal Discussion	Date of Oral Response

Date of Filing Level II Grievance with Supervisor	Specific Section (s) Of The Contract Grievant Believes Have Been Violated
---	---

Statement Of Grievance (Give specific grounds and include names, dates, and places necessary for a complete understanding of the grievance.)

Specific Actions Which Will Remedy The Grievance

Grievant's Signature	Date Signed
----------------------	-------------

Date Received By Immediate Supervisor	Grievance Resolved YES    NO	Date of Conference
---------------------------------------	---------------------------------	--------------------

Level II Decision

Immediate Supervisor's Signature	Date Signed
----------------------------------	-------------

Grievant's Signature If Grievance Is Resolved	Date Signed
---	-------------

One copy of the grievance must be submitted to the grievant's immediate supervisor and one copy to CFT/PFA. The grievant keeps a copy. Immediate supervisor will transmit a copy to the office of human resources for filing if grievance is resolved.

ALLAN HANCOCK COLLEGE  
OFFICE OF HUMAN RESOURCES

PART-TIME FACULTY GRIEVANCE – LEVEL III

Grievant's Name (If CFT/PFA is grievant, list bargaining unit members affected.)	Work Phone
	Dept/Division

Copy of Level II Grievance Attached

Statement Of Reason(s) For Appeal:

Grievant's Signature	Date Signed
----------------------	-------------

Date Received By Grievance Officer	Grievance Resolved YES    NO	Date of Conference
------------------------------------	---------------------------------	--------------------

Level III Decision

Grievance Officer's Signature	Date Signed
-------------------------------	-------------

Grievant's Signature If Grievance Is Resolved	Date Signed
---	-------------

One copy of the grievance must be submitted to the grievant's immediate supervisor and one copy to CFT/PFA. The grievant keeps a copy.

The district grievance officer will transmit a copy to the Level II and Level III Grievance to the district's office of human resources for filing.

APPENDIX ED

DISTRICT SAFETY HAZARD/SUGGESTION  
FORM

HAZARD/SUGGESTION REPORT FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice (see reverse side for instructions).

SECTION I – EMPLOYEE

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

School District: \_\_\_\_\_ Location: \_\_\_\_\_

Description of unsafe condition or safety suggestion: \_\_\_\_\_  
\_\_\_\_\_

Recommendation(s) for correction: \_\_\_\_\_  
\_\_\_\_\_

Date this form forwarded to your supervisor: \_\_\_\_\_

Name of supervisor: (Print) \_\_\_\_\_

Employee name (optional): \_\_\_\_\_ Dept. \_\_\_\_\_

SECTION II – SUPERVISOR

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard and advise the employee who provided the information or the workers in the area of the employer's response.

Supervisor's evaluation and plan of action: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date sent to Safety Committee: \_\_\_\_\_

SAFETY COMMITTEE REVIEW

Date: \_\_\_\_\_ Action taken: \_\_\_\_\_ SIPE

APPENDIX FE

MEMORANDUMS OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District"), and the California Federation of Teachers/Part-Time Faculty Association of Teachers of Allan Hancock College ("PFA").

WHEREAS in 2013, the District and PFA ratified a revised evaluation article (article 13) to the collective bargaining agreement of July 1, 2011 through June 30, 2014, and

WHEREAS the revised evaluation article expanded the role of Department Chairs in conducting evaluations of part-time faculty, and

WHEREAS the District has not yet negotiated the impact and effect of such expanded role with the Full-Time Faculty Association, which represents Department Chairs, and

WHEREAS the parties have not yet concluded their negotiations for a collective bargaining agreement to take effect on July 1, 2014, and wish to extend the Memorandum of Understanding signed on October 16, 2013 for an additional year,

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree as follows:

1. The District agrees to evaluate only Pool 1 faculty, as defined in article 13.2 of the collective bargaining agreement, in the fall 2014 and spring 2015 semester;
2. Such evaluations shall be conducted in accordance with the prior article 13 of the collective bargaining agreement (specifically, the Final Report shall be signed by the administrator, rather than the Department Chair);
3. Once the District negotiates the impact and effect of the expanded role of Department Chairs under the revised article 13 of the PFA collective bargaining agreement with the Full-Time Faculty Association, the District shall begin to evaluate all part-time faculty (Pool 1 and Pool 2) pursuant to such revised article;
4. If the District and Full-Time Faculty Association are unable to reach agreement regarding the expanded role of Department Chairs in part-time faculty evaluations by the end of the spring semester of 2015, the District and PFA agree to meet and confer regarding evaluations once again, and to negotiate in good faith an appropriate revision that meets both parties' interests.

This Memorandum of Understanding shall be effective as of the date signed by both parties, below, and shall expire on May 31, 2015 unless terminated earlier or extended by the written consent of both parties hereto.

For the Part-Time Faculty Association:

Mark James Miller

Mark James Miller, President  
CFT/PFA, Local 6185

May 30, 2014

Date

For the District:

Kevin G. Walthers

Kevin G. Walthers, Ph. D., President  
Allan Hancock Community College District

6/2/14

Date

Memorandum of Understanding  
between  
Allan Hancock Joint Community College District  
and

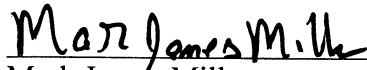
California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College

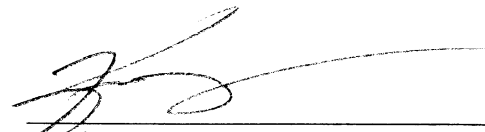
The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District") and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College ("PFA").

The parties agree to extend the MOU signed on October 15, 2013 related to Part Time faculty evaluations to May 30, 2015.

For the Part-Time Faculty Association:

For the District:

  
\_\_\_\_\_  
Mark James Miller  
CFT/PFA Local 6185

  
\_\_\_\_\_  
Kevin G. Walthers, Ph.D.  
Superintendent/President

Memorandum of Understanding Between  
Allan Hancock Joint Community College District

And

The Part-Time Faculty Association of Allan Hancock College, CFT Local 6185

Date: December 17, 2014

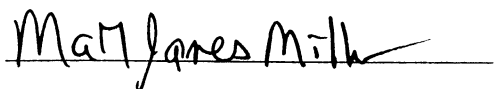
Subject: Counselors and Service Faculty Maximum Hours Per Week

Part-time counselors and service faculty are eligible to work up to 67% of a full-time load. Full-time counselors and service faculty work 25 student contact hours per week. Effective January 1, 2015, for part-time counselors, this will mean a maximum of 16 hours per week, on average during a regular term, of student contact and a maximum of 8 hours of other related duties, per district need. Nothing in this agreement shall be construed to guarantee any level of assignment hours.

This memorandum of understanding will be sent to all relevant deans/department chairs as soon as possible.


Tentatively agreed to on this 14 day of January, 2015.

For the Part-Time Faculty Association:



Mark James Miller, President, CFT Local 6185

For The District:



Kevin G. Walthers, Ph.D  
Superintendent/President

7/15/18  
Scanned  
to KGW J  
Holly

APPENDIX FG

COACHING STIPENDS  
(FOR COACHES ALSO ON A SALARY SCHEDULE)



**COACHING STIPENDS**  
**Part-Time Faculty**

**Effective August 1, 2009 Fall 2015**

**Head Coaches**

1<sup>st</sup> year – 4<sup>th</sup> year - \$ 3,419,700  
 2<sup>nd</sup> 5<sup>th</sup> year – 8<sup>th</sup> year - \$ 3,673,800  
 3<sup>rd</sup> year 9<sup>th</sup> + year - \$ 3,925,900  
 4<sup>th</sup> year – \$ 4,179

- Baseball (M)
- Basketball (M)
- Basketball (W)
- Football (M)
- Soccer (M)
- Soccer (W)
- Softball (W)
- Volleyball (W)
- Cross-Country (M & W)
- Golf (M)
- Golf (W)
- Track & Field (M/W)
- Tennis (M)
- Tennis (W)

**Head Coaches**

1<sup>st</sup> year – \$ 3,039  
 2<sup>nd</sup> year – \$ 3,230  
 3<sup>rd</sup> year – \$ 3,419  
 4<sup>th</sup> year – \$ 3,624

- Cross-Country (M & W)
- Golf (M)
- Golf (W)
- Track & Field (M/W)
- Tennis (M)
- Tennis (W)

SS-90  
 R 02/15  
 Rev 7-21-09 brd  
 Board approval June 20, 2006

Part-time head coaches will receive instructor of record compensation per the part-time faculty salary schedule for the assigned intercollegiate class plus the coaching stipend. The coaching stipend will be paid on an annual basis in 10 equal payments.

Head coaches, will also be paid a \$1,592 off season stipend for recruiting and related administrative responsibilities.

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Change in Location of the March and April Board Meetings		
Reason for Board Consideration:  ACTION	Item Number:  13.N.	Enclosures:  Page 1 of 1

BACKGROUND:

The April board meeting is scheduled to be held in the Santa Ynez Valley High School boardroom. The boardroom at the high school is no longer available in April, it is only available in March.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees consider relocating the March board meeting to the Santa Ynez Valley High School District and the April meeting to the Santa Maria campus.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
---	--------------------

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Grant Proposals Submitted		
Reason for Board Consideration:  INFORMATION	Item Number:  14.A.	Enclosures:  Page 1 of 1

**BACKGROUND:**

The office of institutional grants has submitted the following grant applications for a total of \$6,376,166 in requested funds:

1. U.S Department of Education: TRIO – Student Support Services (\$1,097,918)

The District has submitted a proposal that will continue funding for the *College Achievement Now* program to facilitate the retention, completion, and transfer of low-income and first-generation students, students with disabilities, limited English proficient students, veterans, and former foster youth.

No matching funds are required. The project period is September 1, 2015- August 30, 2020. (Submitted by Petra Gomez; Nohemy Ornelas)

2. California Department of Education: California Career Pathways Trust (\$5,278,248)

The District has submitted an application to serve as fiscal agent of the *Career Integration Initiative* on behalf of a local consortium of high school districts. The goal of the CCPT is to build partnerships between schools, community colleges, and employers to better prepare students for college and career. The program will strengthen existing career pathways and establish new ones from 3 local high school districts and 2 charter schools to AHC. Thirty-five industry and community partners have committed resources to sustain the program.

Matching funds are required to sustain the project (\$6,262,794) and will be provided by cash and in-kind contributions of personnel, supplies, travel, and contributions from partners. AHC's cash commitment to personnel in years 3 & 4 total \$503, 973. The project period is July 1, 2015 – June 30, 2019. (Submitted by Kevin G. Walthers)

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Changes in Institutional Learning Outcomes		
Reason for Board Consideration:  INFORMATION	Item Number:  14.B.	Enclosures:  Page 1 of 1

**BACKGROUND:**

In 2012 a team was created to assess Institutional Learning Outcome (ILO) No. 4, Information and Technology Literacy. A major recommendation by the team was to split the ILO into two ILOs. Jennie Robertson and Liz West spent the earlier part of the semester visiting all the academic departments, Learning Outcomes and Assessment Committee (LOAC) and Student Services to discuss this idea. During this time faculty was asked what they thought about the split. The majority of faculty is neutral to the idea of the split; for a variety of reasons. During one session it was suggested that the ILO have two parts, Part A: Information Literacy and Part B: Technology Literacy.

The proposed wording is as follows; the bullet points are from the current bullet points (so no changes are being made).

**Part A: Information Literacy**

Define what information is needed to solve a real-life issue and locate, access, evaluate and manage the information.

- Determine the nature and extent of information needed.
- Locate, access, manage, and evaluate information from multiple sources.
- Use information ethically and legally.

**Part B: Technology Literacy**

Proficiency in a technology and the ability to choose the appropriate tools.

- Use technology and the ability to choose the appropriate tools.
- Select and use technology appropriate for the task.
- Understand the implications of technology in society.

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



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and Administrative Procedure 5010, Admissions		
Reason for Board Consideration:  INFORMATION	Item Number:  14.C.	Enclosures:  Page 1 of 5

**BACKGROUND:**

Revised board policy and administrative procedure 5010 are legally required. The update addresses the admission of students who meet specific requirements and who are capable of profiting from the instruction offered. The application process, matriculation and assessment/placement process, priority registration, and designated registration days are outlined and revised to better align with current Education Code. The revisions to the board policy and administrative procedure have been recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5010 ADMISSIONS**

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

**Admission** – Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special full-time student.

Any student enrolled in grades **11 or 12** may attend summer session.

**Denial of Requests for Admission** – If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

~~The Allan Hancock Joint Community College District will admit any individual possessing a high school diploma or the equivalent or any individual who is at least 18 years of age and capable of profiting from the instruction offered. Admission to special programs is contingent upon certain additional criteria specified in the college catalog and the college website. Additional specific procedures and requirements are applied to students who are classified as non-California residents and currently enrolled high school students.~~

~~International students will be admitted in approved study programs in accordance with regulations established by the United States Citizenship and Immigration Services and board policy. The district will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.~~

~~The director of financial aid or designee shall establish procedures for evaluating the validity of a student's high school completion on the federal financial aid application if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.~~

**References:** Education Code Sections 76000, 76001, 76002, and 76038; et seq.; 48800 et seq.  
 Labor Code Section 3077;  
 National Association of Foreign Student Advisors Manual  
 Code of Federal Regulations, Section 8  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
 34 Code of Federal Regulations Part 668.16(p);  
WASC/ACCJC Accreditation Standard II.C.6  
 AHC Board Policy 6500

---

**Adopted: 3/11/04**

**Revised: 6/19/12**

**Revised:**

*(Replaces Board Policy 6900)*




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## **AP 5010 ADMISSIONS**

The Chief Instructional Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

The Director, Admittions and Records, shall establish procedures for the admission of students to Allan Hancock College.

### **Application Process**

Individuals seeking admission must complete the online admission application located on the college's website. Students who do not have a valid social security number may submit a paper admission application to the Admissions and Records Office. The complete admission process is outlined in the college catalog, and on the college District's website.

### **Publication of Policies and Procedures**

The Director, Admittions and Records, shall be responsible for the publication of policies and procedures regarding the admission of students to Allan Hancock College. Policies and procedures are published and available to students in the college catalog, and on the college District's website.

### **Matriculation and Assessment/Placement Process**

Students enrolling in a course with an English or math prerequisite must participate in an assessment/placement session. Exemptions from assessment/placement and other components of the matriculation process are published in the college catalog, and on the college District's website.

### **Priority Registration**

The first day of registration will be designated as "Priority Registration" day for all groups mandated by Title 5, Sections 58106, 56232, and 56026 or other relevant state regulations. The following designated registration days shall be assigned to local groups as recommended by the appropriate Councils and Committees Pathways to Decisions Manual or by the college Superintendent/President and subsequently approved by the Board of Trustees.

**Designated Registration Days**

Subsequent to priority registration, the college will provide a designated registration period, consisting of online registration. Dates of designated registration are published on the college's website. The Director, Admittions and Records, shall be responsible for the development and implementation of detailed registration plans and procedures.

**References:** Education Code Section 76000, 78210 et seq.;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Section 668.16(p);

WASC/ACCJC Accreditation Standard II.C.6

Title 5, Sections 58106, 56232, 56026

---

**Approved: 5/21/85**

**Revised: 3/11/04**

**Revised: 6/19/12**

**Revised:**

*(Replaces Administrative Procedure 6900.01)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and Administrative Procedure 5040, Student Records, Directory Information, and Privacy		
Reason for Board Consideration:  INFORMATION	Item Number:  14.D.	Enclosures:  Page 1 of 9

**BACKGROUND:**

Revised board policy and administrative procedure 5040 are legally required. The update addresses the legal compliance of maintaining student records and notification of student rights in relation to the release of information, including the definition of directory information. The release of student records is outlined in the revisions and revised to better align with current Education Code. The revisions to the board policy and administrative procedure have been recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

The ~~director, admissions and records,~~ Superintendent/President shall ensure that student records are maintained in compliance with applicable federal and state laws relating to privacy of student records. A cumulative record of enrollment, scholarship, and educational progress will be kept for each student. Any currently enrolled or former student of the District has a right of access to any and all of his/her records maintained by the District.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

No District representative shall release the contents of a student's record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. The college catalog, schedule of classes, and Web site shall inform students of their rights with respect to student records. This information shall include the definition of directory information contained here and a statement that the student may limit the information.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

**Directory Information**

Directory information is information that is generally not considered harmful or an invasion of privacy if disclosed. The Allan Hancock Joint Community College District authorizes the release of the following student directory information:

1. Name.
2. Date and place of birth.
3. Dates of attendance.
4. Most recent previous public or private school attended.
5. Major field of study.
6. Address, (only to be provided to accredited colleges or universities for the purpose of enhancing transfer of Allan Hancock College students).
7. Hometown.
8. Participation in officially recognized activities and sports including information on weight, height and high school of graduation of athletic team members.
9. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and dean's list recognition.

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the director of admissions and records in writing. Students with directory holds are noted in the AHC computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to AHC representatives with a "need to know". This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

### **Personally Identifiable Information**

Personally identifiable information is information that would directly identify the student or make the student's identity easily traceable. This information is inclusive of the student's address, social security number, telephone number, class schedule, and email address. The district does not permit the release of personally identifiable information.

**References:** Education Code Sections 76200, et seq.;  
Title 5, Sections 54600, et seq.;  
WASC/ACCJC Accreditation Standard II.C.8;  
Family Educational Rights and Privacy Act (FERPA)

---

**Adopted: 3/16/76**

**Revised: 1/15/83**

**Revised: 3/13/91**

**Revised: 5/13/03**

**Revised:**

*(Replaces Board Policy 6910)*




---

Allan Hancock Joint Community College District  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

**Release of Student Records:** No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

- **Release of Student Records**

~~The authority to release and provide access to student records is the purview of the director, admissions and records. Student records shall be released pursuant to a student's written consent. Students who do not want records released must submit a written request to the director, admissions and records prohibiting the release of their records. An "authorization not to release information" form shall be available in the Admissions and Records office. Upon receipt of a written request the director, admissions and records, shall approve the annotation on a student's record by placing a privacy indicator on the student's record. The privacy indicator will remain in effect until such time that the director, admissions and records receives a written request from the student to remove the privacy indicator. The director, admissions and records is responsible for providing information to the agents or agencies referenced below and/or referring said agents or agencies to the appropriate college official.~~

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One exception permitted by FERPA is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed at Allan Hancock College.

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the director of admissions and records in writing. Students with directory holds are noted in the AHC computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to AHC representatives with a "need to know". This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding FERPA are published and available to students in the catalog and on the District's website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

- Judicial Orders & District Requests

Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. A lawfully issued subpoena is defined as a subpoena issued by an attorney or a judge. The district is required to make a reasonable effort to notify the student before complying with a subpoena. Subpoenas for student records must be submitted to the Director, Addmissions and Records. As the custodian of records, the Director, Addmissions and Records is responsible for complying with subpoenas. Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. Requests from employees to inspect student records must be made to the Director, Addmissions and Records.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests for such records must be made in writing with a explanation as to why the official or employee is required to review the information.
- **State and Federal Agencies**  
 Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, aAny data collected by authorized federal officials will shall be protected in a manner that will not permit the personal identification of students or their parents by anyone other than those officials; and any personally identifiable data will be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Such requests may be made to the Director, Admissions and Records.
- **Educational Systems**  
 Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225. Records are not released to any school or school system unless the student has ordered official transcripts to be sent to the school or school system.
- **Financial Aid Applications**  
 Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean, Student Services ~~director, financial aid,~~ is responsible for the release of information pertaining to financial aid.
- **Research Organizations**  
 Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering

financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations; and the information will be destroyed when no longer needed for the purpose for which it is conducted.

- **Emergencies**

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Chief of Police is responsible for releasing student records in the event of an emergency.

- **Military Recruitment**

Student information shall be released to the federal military for the purposes of federal military recruitment. Student information that may be released includes the students' names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. In cooperation with the Solomon Act, recruiters may make their request in writing to the director, Admissions and Records.

### **Charge for Transcripts or Verifications of Student Records**

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$7.00 per copy. Students may request special processing of a transcript.

### **Electronic Transcripts**

The District has established a process for the receipt and transmission of electronic student transcripts from other institutions.

### **Use of Social Security Numbers**

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
- Application or enrollment purposes;
- To establish, amend, or terminate an account, contract, or policy; or

- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

**References:** Education Code Sections 71091 and 76200 et. seq.;  
Title 5, Sections 54600 et seq.;  
U.S. Patriot Act;  
Civil Code Section 1798.85;  
WASC/ACCJC Accreditation Standard II.C.8;  
Family Educational Rights and Privacy Act (FERPA)

---

**Approved: 5/13/03**

**Revised:**

*(Replaces Administrative Procedure 6910.01)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Administrative Procedure 5045, Student Records - Challenging Content and Access		
Reason for Board Consideration:  INFORMATION	Item Number:  14.E.	Enclosures:  Page 1 of 3

**BACKGROUND:**

New administrative procedure 5045 is legally required. The procedure confirms the student's right to file a written request to correct or remove confidential information recorded in his or her student record that the student believes to be inaccurate. The access log in the procedure defines the process as to how the log or record shall be maintained. This new procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

Allan Hancock Joint Community College District  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

### **Challenging Content**

Any student may file a written request with the Chief Student Services Officer to correct or remove information recorded in his or her student records that the student alleges to be:

- 1) inaccurate;
- 2) an unsubstantiated personal conclusion or inference;
- 3) a conclusion or inference outside of the observer's area of competence; or
- 4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Chief Student Services Officer shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Chief Student Services Officer shall then sustain or deny the allegations.

If the Chief Student Services Officer sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Chief Student Services Officer denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Superintendent/President.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

### **Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Chief Student Services Officer, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

References: Education Code Sections 76222 and 76232;  
Title 5 Section 54630

---

**Approved:**

*(This is a new procedure)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and Administrative Procedure 5050, Student Success and Support Program		
Reason for Board Consideration:  INFORMATION	Item Number:  14.F.	Enclosures:  Page 1 of 7

**BACKGROUND:**

Revised board policy and administrative procedure 5050 are legally required. The update addresses the purpose of the Student Success and Support Program services that bring the student and the district into agreement regarding the student's educational goal through the Districts' established programs, policies, and requirements. The policy and administrative procedure assure implementation of the Student Success & Support Program services that comply with Title 5 federal regulations. The revisions to the board policy and administrative procedure have been recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The Student Success Support Program will provide the community college student access and success by providing effective core matriculation services including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations. The District shall adopt a Student Success and Support Program plan which includes a budget describing the services provided for its students.

~~As required by Title V, California Administrative Code and California Educational Code, it is the policy of the Allan Hancock Joint Community College District to provide all students who wish to enroll in credit courses a Statement of Matriculation Services, including responsibilities for both the college and the individual student; and a process for exemption from the assessment and orientation portions of matriculation.~~

~~Matriculation is a process that brings Allan Hancock College and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. This agreement includes responsibilities for both the college and the individual student.~~

~~The student's responsibilities under this agreement include~~

- ~~1. expression of at least a broad educational intent upon enrollment;~~
- ~~2. declaration of a specific educational goal after completion of 15 semester units of degree applicable credit course work;~~

3. participation in orientation, assessment, counseling/academic advisement, and other follow-up support services deemed necessary by the college for the completion of the student's stated educational goal;
4. becoming familiar with the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures;
5. diligence in class attendance, as required by the instructor, and completion of assigned course work;
6. completion of courses and maintenance of progress toward an educational goal.

The responsibilities of Allan Hancock College under this agreement will entail providing appropriate matriculation services which shall include

1. the processing of applications for admission;
2. the provision of an orientation process designed to acquaint students and potential students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures;
3. an assessment process using multiple measures to determine academic readiness in English, reading, and math with special accommodation(s) and alternate assessments available for students with special needs;
4. the opportunity for additional assessments designed to assist students with the evaluation of their study skills and/or the identification of their interests, aptitudes, and educational objectives;
5. counseling/advising services to assist students in course selection, development of the student educational plan, and utilization of campus support services;
6. a follow-up process to monitor a student's progress and provide necessary advisement toward meeting educational goals;
7. the offer of additional advisement and counseling assistance to students who have not declared an educational goal, are enrolled in credit basic skills courses, are on academic probation, or have been identified as being at risk of not completing their educational goals.

In addition to the above, the college is also responsible for providing specialized matriculation training for faculty and staff and conducting an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures, including the determination of validity for assessment procedures/instrumentation and course pre- and co-requisites.

~~The Board acknowledges that compliance with the requirements of the Seymour-Campbell Matriculation Act is a shared responsibility between the State Chancellor's Office and Allan Hancock Joint Community College District.~~

**References:** Education Code Sections 78210 et seq.;

Education Code Sections 78211.5 et seq.;

Title 5 Sections 55500 et. seq.;

WASC/ACCJC Accreditation Standard II.C.2

~~California Administrative Code, Title V, 51024, 55500, 55502, 55510, 55512, 55516, 55518, 55520, 55521-55526, 55530, 55532, 55534, 58106, Educational Code 66700, 70901, 71020.5, 72011, 76000, 76001, 76001.5, 78218, 84500.1~~

~~Government Code 11135-11139.5~~

---

**Adopted: 3/17/92**

**Revised: 3/15/94**

**Revised: 12/13/94**

**Revised: 4/17/01**

**Revised:**

*(Replaces Board Policy 6903)*




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## **AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The District shall adopt a Student Success and Support Program plan describing the services to be provided to its students. The plan shall be developed through consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise. The Student Success and Support Program will coordinate with the District's student equity plan to ensure that the college has identified strategies to monitor and address equity issues and mitigate any disproportionate impacts on student access and achievement. The agreement between the student and the district is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- complete orientation;
- be assessed to determine appropriate course placement;
- identify a course of study and career goal;
- complete an abbreviated student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- complete a comprehensive student educational plan no later than the third term
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal;

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:

- Administration of assessment instruments to determine student competency in computational and language skills;
- Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
- Evaluation of student study and learning skills;
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services;
- Advisement concerning course selection;
- Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
- the provision of information, guided by sound counseling principles and practices, using a broad array of delivery mechanisms, including technology-based strategies to serve a continuum of student needs and abilities, that will enable students to make informed choices

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

### **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 Student Success and Support Program services. There are no exemptions from the Admissions, Orientation, and 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).

**References:** Education Code Sections 78210 et seq.;  
Title 5 Sections 55500 et seq.;  
WASC/ACCJC Accreditation Standard II.C.2

---

**Approved: 3/17/92**  
**Revised: 3/15/94**  
**Revised: 12/13/94**  
**Revised: 4/17/01**  
**Revised:**

*(Replaces Administrative Procedure 6903.01)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Board Policy 5055, Enrollment Priorities		
Reason for Board Consideration: INFORMATION	Item Number: 14.G.	Enclosures: Page 1 of 2

**BACKGROUND:**

New board policy 5055 is legally required. The policy ensures that all courses offered by the district shall be open to enrollment, subject to a priority system that may be established. Enrollment may be limited to students meeting prerequisites and co-requisites, or due to other, practical considerations. The new policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5055 ENROLLMENT PRIORITIES**

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References: Title 5 Sections 51006, 58106, and 58108

---

**Adopted:**

*(This is a new policy)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and Administrative Procedure 5110, Counseling		
Reason for Board Consideration:  INFORMATION	Item Number:  14.H.	Enclosures:  Page 1 of 5

**BACKGROUND:**

Revised board policy and administrative procedure 5110 are legally required. The policy includes a comprehensive program of services i.e., academic counseling, career counseling, and personal counseling to assist students in reaching their educational goals. The revisions indicate counseling services are an essential part of the educational mission of the district. Confidentiality of counseling information is also noted in the revisions 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 Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5110 COUNSELING**

~~The board of trustees recognizes that C~~ounseling services are an essential part of the ~~educational mission of the District~~ total educational process of the college.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

~~The purpose of counseling services is to assist students in achieving their educational goals, including academic, career, and personal development.~~

The board approves a comprehensive counseling program designed to:

- ~~A. assess the academic skill level of students and to assist them in the selection of educational goals and the development of an individual student educational plan (SEP) to achieve these goals.~~
- ~~B. assist students to assess their own aptitudes, abilities and interests, obtain current and future employment trend information, and develop career and vocational decision-making skills.~~
- ~~C. assist students who are experiencing personal problems interfering with their adjustment to college and provide information on other appropriate services in the community.~~
- ~~D. assist students to identify barriers to academic success and to develop strategies to overcome those barriers.~~
- ~~E. assist students who have been placed on academic and progress probation to develop individual plans for improvement of their academic performance.~~
- ~~F. assist students to prepare for transfer to four-year colleges/universities and develop procedures to facilitate their transfer.~~

~~G. outreach to potential students in high schools and the community and organize visitations to the college.~~

~~H. coordinate and complement the counseling functions of other student support services including services to students with special needs, skill testing, financial aid assistance, job placement, job referrals, and referral to resources in the community.~~

~~Counseling services are available to all Allan Hancock College students on an appointment or drop-in basis, at any of the college sites.~~

**References:** Education Code Section 72620;

Reference Title 5 Section 51018;

WASC/ACCJC Accreditation Standard II.C.5

---

**Adopted: 12/17/96**

**Revised:**

*(Replaces Board Policy 6110)*




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## **AP 5110 COUNSELING**

Allan Hancock College provides professionally trained and experienced counselors qualified to counsel and to teach at the community college level. The comprehensive program of services includes academic counseling, career counseling, and personal counseling and is designed to:

1. assist students in the assessment, evaluation, and selection of educational goals and the development of a student educational plan (SEP) to implement ~~these~~ immediate and long-range academic goals.
2. Coordinate with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.
- 3 provide career counseling in which students assess their own aptitudes, abilities, and interests, obtain current and future employment trend information, and develop career and vocational decision-making skills.
- 4 provide personal counseling in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education ~~to students who are experiencing personal problems which may be interfering with their adjustment to college.~~
- 5 assist students to identify potential barriers to academic success and to develop strategies to overcome those barriers.
- 6 serve as a referral agency to services within the college and the community at large.
- 7 identify students on academic and progress probation and assist them in developing a plan for improvement in their academic performance.

Counseling services are available to all Allan Hancock College students on an appointment or walk-in basis, by phone, at any of the ~~three college centers~~ District's college education centers and/or facilities.

In addition, counselors provide a variety of services to assist potential, new, and continuing students with their educational planning. These include visiting high schools in the district, coordinating trips to the college by high school students and their counselors, and counseling prior to each semester in order to assist students in selecting appropriate courses in accordance with their stated educational and vocational objectives. Counselors also assist students planning to transfer to four-year colleges or universities by helping them select appropriate courses for their chosen majors, and by counseling them in making the transition from Allan Hancock College to the four-year schools.

### **Confidentiality of Counseling Information**

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

**References:** Education Code Sections 72620 and 72621;  
Title 5 Section 51018;  
WASC/ACCJC Accreditation Standard II.C.5

---

**Approved: No date**

**Revised:**

*(Replaces Administrative Procedure 6110.01)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and New Administrative Procedure 5130, Financial Aid		
Reason for Board Consideration:  INFORMATION	Item Number:  14.I.	Enclosures:  Page 1 of 5

**BACKGROUND:**

Revised board policy and new administrative procedure 5130 are legally required. The update addresses financial aid programs that are available to students, i.e., scholarships, grants, loans, and work and employment programs. These programs adhere to guidelines, procedures and standards issued by the funding agency. Policies and procedures regarding financial aid are published and available to students in the catalog and on the district's website. The policy and administrative procedure comply with Title IV federal regulations. The revisions to the policy and the new administrative procedure have been recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5130 FINANCIAL AID**

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

**Financial Aid Verification**

It is the policy of Allan Hancock College to require financial aid applicants to shall provide verification documents specified by law if the Secretary of Education selects the applicant for verification. Applicants not selected by the Secretary of Education for verification will

be required by the Financial Aid Office to verify any information on the application which appears illogical, incorrect, or inconsistent. Financial Aid grant and loan funds will be disbursed only after required verification is completed.

**References:** Education Code Sections 66021.6 and 76300;  
Title 5 Sections 58600-58630;  
20 U.S. Code Sections 1070 et seq.;  
Higher Education Amendments of 1986, Public Law 99-49, Section 668.56, as amended, ~~and~~;  
Subpart E of 34 Code of Federal Regulations (CFR) Part 668;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
WASC/ACCJC Accreditation Standard III.D.15

---

**Adopted: 7/21/87**

**Revised: 5/21/96**

**Revised:**

*(Replaces Board Policy 6111)*




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## **AP 5130 FINANCIAL AID**

Financial aid is available to eligible students through grants, scholarships, loans, and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from all four categories.

Financial Aid programs offered usually include:

- Board of Governors Fee Waiver (BOG)
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Financial Aid Policies and Procedures Manual that explain procedures including the following:

- Application procedures, including deadlines
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory Academic Progress Standards (SAP)
- Financial aid appeal process

Policies and procedures regarding financial aid are published and available to students in the catalog and on the District's website.

### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could

reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

**References:** Education Code Sections 66021.6 and 76300;  
Title 5 Sections 58600 et seq.;  
20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations Section 668;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
WASC/ACCJC Accreditation Standard III.D.15

---

**Approved:**

*(This is a new procedure)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: Revised Board Policy and Administrative Procedure 5200, Student Health Services		
Reason for Board Consideration:  INFORMATION	Item Number:  14.J.	Enclosures:  Page 1 of 4

BACKGROUND:

Revised board policy and administrative procedure 5200 are legally required. The revisions clarify that services shall be provided for the educational aims of students through health programs and services i.e., clinical care services, mental health services, health education, student accident insurance, and consultants. The revisions to the policy have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5200 STUDENT HEALTH SERVICES**

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.

A student health and wellness program is an essential part of the total educational process of the college. The Board of Trustees approves a student health/wellness program consistent with Title 5. The Board-approved student health program will provide clinical services; mental health services; support services, including maintenance of student case health records in a confidential and ethical manner; and special health services, including health education and a student accident insurance program. The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation.

Allan Hancock College health services, including mental health services, receives its operating funds from student health fee revenue and, if appropriate, the District general fund. All students, except those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization, or who are attending a community college under an approved apprenticeship training, or are currently incarcerated in a Federal Corrections facility program pay a student health fee approved by the Board of Trustees. Any exceptions must be approved by the Board of Trustees.

References: Education Code Section 76355 and 76401;  
Title 5 Section 54702

---

**Adopted: 10/13/98**

**Revised: 12/13/04**

**Revised: 6/20/06**

**Revised:**

*(Replaces Board Policy 6300)*



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5200 STUDENT HEALTH SERVICES**

In accordance with the requirements of Title 5, the ~~B~~oard of ~~T~~rustees of the ~~Allan Hancock Joint Community College District~~ approves the following scope of student health services.

### **1. Clinical Care Services**

- a) Assessment of medical histories and clinical data by a qualified health professional to arrive at nursing diagnoses, interventions and referrals when appropriate
- b) Development of plans of treatment including patient education
- c) Referral to other health services for evaluation and further treatment when a medical condition is beyond the scope of the college's authorized treatment program
- d) First aid and basic emergency care following a medical incident that requires immediate intervention
- e) Appraisal of health status and, if necessary, development of plans to increase fitness and health (This process may include weight, nutritional status, blood pressure, and fitness status.)
- f) Investigation and control of communicable diseases through screening, immunizations and case management (The college nurses will investigate cases of communicable disease in coordination with local Public Health Department)

### **2. Mental Health Services**

- a) Crisis management through immediate response to mental health emergencies

- b) Short-term psychological counseling and referral to other agencies for longer term care
- c) Alcohol/drug use assessment and referral to agencies and medical providers
- d) Awareness programs for conditions such as eating disorders and suicide and referral to agencies and medical providers
- e) Stress management through workshops, presentations, or individual and group counseling
- f) Suicide prevention through crisis counseling referral and awareness programs
- g) Sexual harassment/assault recovery counseling through assessment, counseling, and referral

### **3. Health Education**

- a) Classroom presentations
- b) Health-related publications
- c) Wellness workshops/and other presentations
- d) Training in environmental health and safety, including illness and injury prevention programs in cooperation with the Safety Committee

### **4. Student Accident Insurance**

- a) A student accident insurance program
- b) Processing of student insurance claims and maintenance of claim records

### **5. Consultants**

Consultants are hired to perform activities as needed. This may include consultants to assist with wellness programs and physician services.

References: Education Code Sections 76355 and 76401;

---

Title 5, Section 54702**Approved:**

**10/13/98**

**Revised:**

*(Replaces Administrative Procedure 6300.01)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Board Policy 5205, Student Accident Insurance		
Reason for Board Consideration: INFORMATION	Item Number: 14.K.	Enclosures: Page 1 of 2

**BACKGROUND:**

New board policy 5205 is legally required. This district will provide accident insurance to students in instances that are required by law or contract. This new policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



---

Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services

---

**BP 5205 STUDENT ACCIDENT INSURANCE**

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Reference: Education Code Section 72506

---

**Adopted:**

*(This is a new policy)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Board Policy and Administrative Procedure 5210, Communicable Disease		
Reason for Board Consideration:  INFORMATION	Item Number:  14.L.	Enclosures:  Page 1 of 3

**BACKGROUND:**

New board policy and administrative procedure 5210 is legally required. This policy requires established procedures to assure cooperation with local health officials for the prevention and control of communicable diseases. This new policy and procedure is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



BP 5210

---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5210 COMMUNICABLE DISEASE**

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Reference: Education Code Section 76403

---

**Adopted:**

*(This is a new policy)*



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5210 COMMUNICABLE DISEASE**

The District shall comply with all state and federally mandated health requirements relative to infectious disease, including:

- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students and
- Compliance with any immunization program required by State Department of Health Services regulations.

The Student Health Center provides:

- Health education and intervention for communicable disease prevention, including disease reporting to the Santa Barbara County Public Health Department.
- Standard immunizations required and/or recommended for the prevention of communicable diseases.

Reference: Education Code Section 76403

---

**Approved:**

*(This is a new procedure)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Board Policy and Administrative Procedure 5500, Standards of Student Conduct		
Reason for Board Consideration:  INFORMATION	Item Number:  14.M.	Enclosures:  Page 1 of 5

**BACKGROUND:**

New board policy and administrative procedure 5500 are legally required. The policy and procedure address specific rules and regulations governing student conduct along with applicable penalties for violation of the rules and regulations. The new policy and procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

## **BP 5500 STANDARDS OF STUDENT CONDUCT**

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.

- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.

**References:** Education Code Sections 66300 and 66301;  
WASC/ACCJC Accreditation Standards I.C.8 and 10

---

**Adopted:**

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




---

Allan Hancock Joint Community College District  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## AP 5500 STANDARDS OF STUDENT CONDUCT

**Definitions:** The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the **Superintendent/President or designee**.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by [the District in the Academic Honesty Section of the current catalog].
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

References: Education Code Sections 66300, 66301, 72122, and 76030;  
WASC/ACCJC Accreditation Standards I.C. 8 and 10

---

**Approved:**

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



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: First Reading: New Administrative Procedure 5610, Voter Registration		
Reason for Board Consideration: INFORMATION	Item Number: 14.N.	Enclosures: Page 1 of 2

**BACKGROUND:**

New administrative procedure 5610 is legally required. This procedure ensures that the district will provide voter registration materials and forms to each student enrolled in a degree or certificate program and are physically in attendance at the institution. This procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5610 VOTER REGISTRATION**

The District makes a good faith effort to provide voter registration materials and forms to each student enrolled in a degree or certificate program and physically in attendance at the institution.

Forms are widely available to students throughout both institutions through links on each college's website and League of Women Voters-provided voter registration information on the campus.

The District operates an automated class registration system that provides a link to allow students to coordinate with the Secretary of State during the class registration process to receive voter information.

The Chief Admissions and Records Officer is to be contacted by the Secretary of State for communication pertaining to the distribution of voter registration information.

References: 20 U.S. Code Section 1094(a)(23)(A);  
34 Code of Federal Regulations Section 668.14(d)(1)

---

**Approved:**

*(This is a new procedure)*



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Revised Board Policy and Administrative Procedure 5700, Athletics		
Reason for Board Consideration: INFORMATION	Item Number: 14.O.	Enclosures: Page 1 of 4

BACKGROUND:

Revised board policy and administrative procedure 5700 are legally required. The update addresses an organized program for men and women in intercollegiate athletics. This program shall not discriminate on the basis of gender in the availability of athletic opportunities. The revised administrative procedure indicates the implementation of a Drug Education/Testing program that will provide education, testing, and counseling for student athletes which supports board policy 3550 Alcohol – Drug-Free Workplace. The revisions to the board policy and administrative procedure have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5700    ATHLETICS**

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Board of Trustees of the ~~Allan Hancock Joint Community College District~~ recognizes that gender equity in athletics creates an environment in which athletic opportunities, benefits, and resources are available to all students. The ~~D~~istrict is committed to creating an athletic environment where student athletes and athletic personnel experience equitable treatment and fairness. Allan Hancock College will work toward achieving gender equity by establishing specific goals and taking actions to accomplish these goals.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation. The District submits the annual Equity in Athletics Disclosure Act (EADA) report and collects necessary data in order to appropriately complete and submit the Statement of Compliance of Title IX Gender Equity.

~~Legal~~ **References:** Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;  
WASC/ACCJC Accreditation Standard II.C.4;  
Title IX of the Education Amendments of 1972, 20 U.S. Code. Sections 1681 et seq.;  
Title IX at 34 Code of Federal Regulations (C.F.R.) Part 106;  
44 Fed Reg. 71413 et seq.  
 Office of Civil Rights Policy Interpretations Section 106.41(c)

---

**Adopted: 10/13/98**

**Revised:**

*(Replaces Board Policy 6600)*




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## **AP 5700 ATHLETICS**

The Superintendent/President is responsible for the review, the contents, interpretations, and implications of the current California Community College Athletic Association (CCCAA) Constitution and Bylaws with staff, employees, representatives, and each person who works with the athletic program, with additional emphasis on rules of recruitment, eligibility, decorum, and sport seasons.

The District files a Statement of In-Service Training with the CCCAA Office of the Executive Director, a copy sent to the conference commissioner, and a copy retained in the president's office on campus by August 27, annually, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws.

The present state of intercollegiate athletics in Community Colleges places unusual demands on students who wish to participate. There is competition between athletic and academic interests for the student's time, energy and attention. AHC participates in the required Conference mandated program review which provides the institution with a subjective evaluation and creates an opportunity for the institution to look within for the purpose of maintaining a viable and holistic academic/athletic program.

### **Self Study**

The Athletic Department under the direction of the appropriate administrator shall complete a gender equity self-study annually every five years. ~~A committee, appointed by the president and representing a cross section of the college community, shall validate the self study to assure that it addresses the three part test as well as the program components identified by the Office of Civil Rights~~

The required Federal survey EADA (Equity in Athletics Disclosure Act) is submitted annually demonstrating the institutions progress in meeting the requirements below:

### **Accommodation of Interests and Abilities**

The Office of Civil Rights recommends a three-part test for reviewing compliance to Title IX regarding competitive opportunities and expects an institution to meet at least one of the three.

1. Is the rate of athletic participation proportional to the student body enrollment?
2. Is there a history and continuing practice of expansion of the underrepresented areas?
3. Is there a practice of accommodating the interests and abilities of the underrepresented gender?

The review must address the three-part test as well as the program components as identified by the Office of Civil Rights. The self-study CCCAA documentation (Form R-4) shall be reviewed through the shared governance process and by the Board of Trustees submitted by the Athletic Administrator to the President/Superintendent for review and signature.

### **Annual Review**

The department shall report to the Superintendent/President, the Title IX Coordinator, and Athletic Administrator annually its progress in addressing action items identified in the most recent self-study review and sign required documentation to confirm the CCCAA required process is completed.

The District's Athletic Program is committed to providing a productive and appropriate environment for the student athlete experience. With the implementation of a Drug Education/Testing program we will provide education, testing, and counseling for student athletes. The District's Board Policy 3550 states: "The Allan Hancock College substance abuse program emphasizes prevention and intervention through education." The athletic department policy on testing and education for student athletes supports Board Policy 3550.

References: Education Code Sections 66271.6, 66271.8, and 67360 et seq.;  
Title IX, Education Amendments of 1972

---

**Approved: 10/13/98**

**Revised:**

*(Replaces Administrative Procedure 6600.01)*



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Resignations and Retirements		
Reason for Board Consideration: INFORMATION	Item Number: 14.P.	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Resignations:

Luis Sanchez, vice president/academic affairs, effective February 22, 2015.

Mr. Sanchez has been employed with the district since July 1, 2011.

Beverly Garcia, financial aid specialist/counseling assistant, financial aid department, effective February 21, 2015.

Ms. Garcia has been employed with the district since February 18, 2009.

Retirement:

David Senior, full time faculty, public safety department, effective July 1, 2015. Mr. Senior has been a full-time faculty member since 1986 and was appointed as interim associate dean, public safety department, from January 22, 2014 through June 30, 2015.

Mr. Senior has been employed with the district since August 19, 1986.

Administrator Initiating Item:  Kelly Underwood	Final Disposition:
---	--------------------

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Monthly Report – Associate Superintendent/Vice President, Administrative Services		
Reason for Board Consideration: INFORMATION	Item Number: 14.P.	Enclosures: Page 1 of 13

**BACKGROUND:**

The Associate Superintendent/Vice President of Administrative Services will report on matters regarding administrative services. The items listed below will be included in the update.

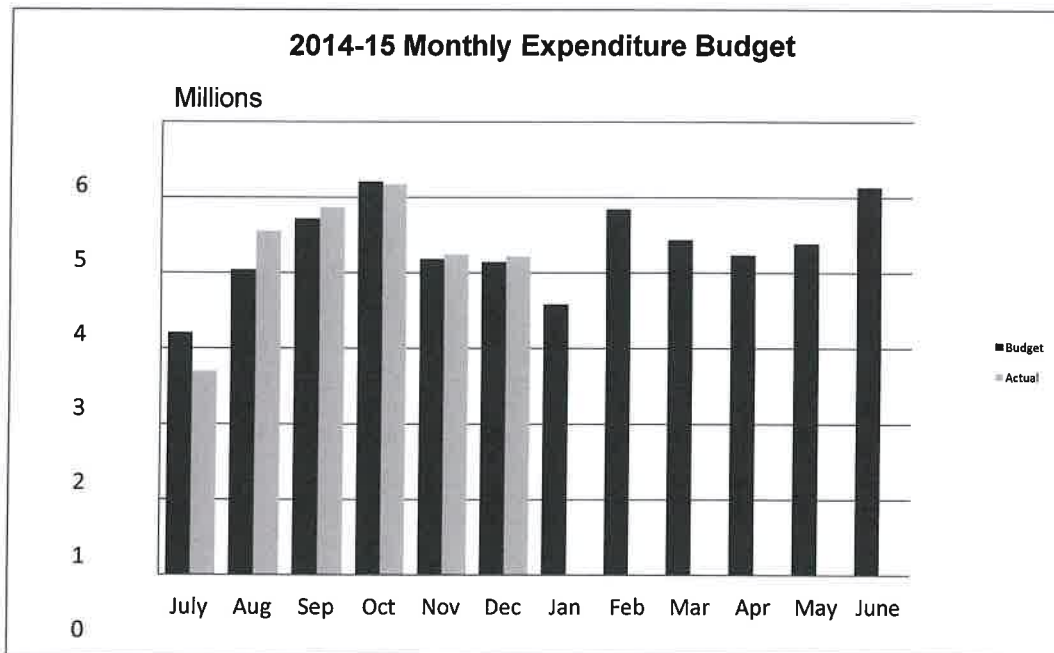
- Review of the attached year-to-date financial data and the resulting impact on fund balances for these funds:

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

Administrator Initiating Item:  Michael R. Black	Final Disposition:
--	--------------------

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET  
ADOPTED BUDGET**

	December Budget	December Expenditures	Percentage Variance	
Academic Salaries	1,952,369	2,001,428	102.51%	*
Classified Salaries	987,859	927,333	93.87%	
Employee Benefits	698,181	658,385	94.30%	
Supplies and Materials	62,942	62,057	98.59%	
Contracted Services	318,449	379,816	119.27%	*
Capital Outlay	9,355	-7,487	-80.03%	**
Other Outgo/Transfers	<u>120,702</u>	<u>200,381</u>	166.01%	*
	<u>4,149,857</u>	<u>4,221,913</u>	101.74%	



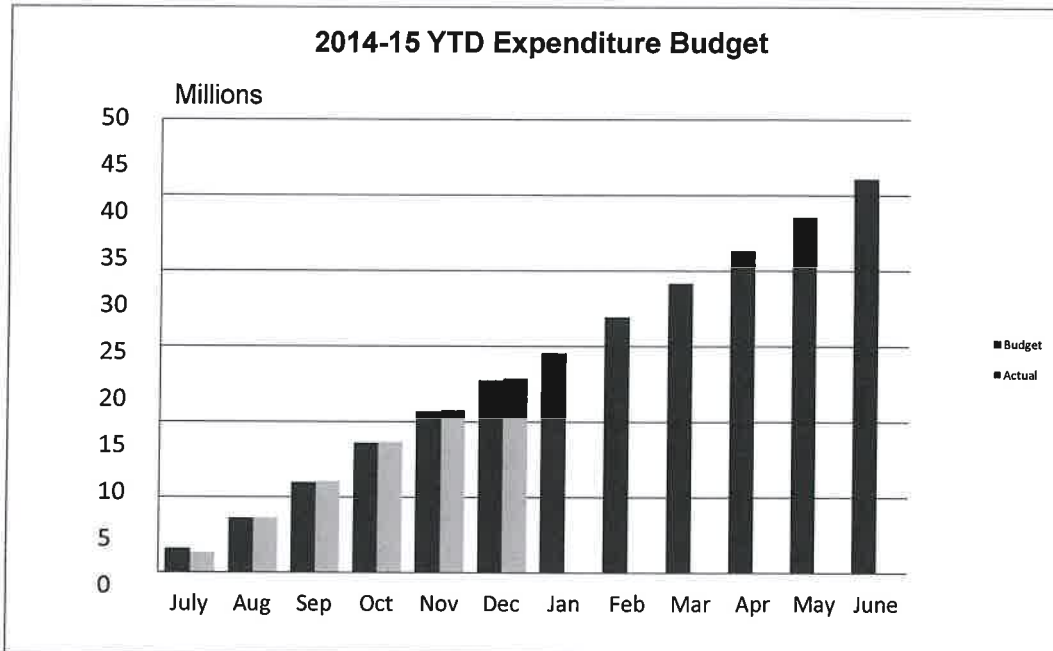
\* Variances in monthly expenditures reflect timing differences from prior years.

\*\* Variance in General Fund Capital Outlay reflects prior period paid expenditures identified as scheduled maintenance projects and transferred to Capital Outlay Projects Fund

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET  
ADOPTED BUDGET**

*Year to Date Expenditures*

	July-December Budget	July-December Year to Date	Percentage Variance	
Academic Salaries	10,999,055	10,990,153	99.92%	
Classified Salaries	5,566,366	5,563,734	99.95%	
Employee Benefits	4,604,739	4,734,139	102.81%	*
Supplies and Materials	467,340	491,150	105.09%	*
Contracted Services	2,823,452	2,811,384	99.57%	
Capital Outlay	52,608	151,911	288.76%	**
Other Outgo/Transfers	<u>1,010,897</u>	<u>1,029,739</u>	101.86%	*
	25,524,457	25,772,210	100.97%	



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

\*\* Variance in Capital Outlay reflects expenditures funded from reserves and other expenditure categories. Total Capital Outlay expenditures are within the projected total working budget.

## Allan Hancock College Governmental Funds Group

## General Fund

Income Statement by Fund

For Period Ending 12/31/2014

AD	Unrestricted <u>Budget</u>	Unrestricted <u>Actual</u>	<u>% Budget</u>	Restricted <u>Budget</u>	Restricted <u>Actual</u>	<u>% Budget</u>
REVENUES						
Federal revenues	34,000	10,467	30.78	3,023,268	567,753	18.77
State Revenues	35,130,093	19,097,139	54.36	4,827,785	3,497,416	72.44
Local Revenues	17,016,235	11,077,698	65.10	1,584,995	1,109,178	69.97
Total REVENUES	<u>52,180,328</u>	<u>30,185,304</u>	<u>57.84</u>	<u>9,436,049</u>	<u>5,174,348</u>	<u>54.83</u>
EXPENDITURES						
Academic Salaries	22,077,579	10,990,153	49.77	1,134,168	903,743	79.68
Classified Salaries	11,570,694	5,563,734	48.08	2,009,525	1,251,496	62.27
Employee Benefits	9,705,723	4,734,139	48.77	810,129	526,912	65.04
Supplies and Materials	1,161,912	491,150	42.27	805,500	235,144	29.19
Other Operating Expenses and Capital Outlay	5,815,885	2,811,384	48.33	1,368,170	613,596	44.84
Total EXPENDITURES	<u>50,509,344</u>	<u>24,742,474</u>	<u>48.98</u>	<u>7,583,015</u>	<u>4,389,966</u>	<u>57.89</u>
Excess of Revenues over (Under) Expenditures	1,670,983	5,442,830	325.72	1,853,033	784,382	42.32
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	10,000	1,982	19.82	10,023	121,292	1,210.13
Total OTHER FINANCING	<u>10,000</u>	<u>1,982</u>	<u>19.82</u>	<u>10,023</u>	<u>121,292</u>	<u>1,210.13</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,652,996	1,029,739	62.29	244,907	340,422	139.00
Total OPERATING TRANSFERS OUT	<u>1,652,996</u>	<u>1,029,739</u>	<u>62.29</u>	<u>244,907</u>	<u>340,422</u>	<u>139.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>27,987</u>	<u>4,415,073</u>	<u>15,775.02</u>	<u>1,618,149</u>	<u>565,252</u>	<u>34.93</u>
FUND BALANCE:						
Fund balance, July 1	5,575,350	5,570,526	99.91	6,892,860	6,830,989	99.10
Current balance	<u>5,603,337</u>	<u>9,985,600</u>	<u>178.20</u>	<u>8,511,009</u>	<u>7,396,241</u>	<u>86.90</u>

## Allan Hancock College Governmental Funds Group

## Child Development Fund

Income Statement by Fund

For Period Ending 12/31/2014

AD	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal revenues	274,298	144,802	52.79
State Revenues	269,271	127,764	47.44
Local Revenues	170,500	80,445	47.18
Total REVENUES	<u>714,069</u>	<u>353,011</u>	<u>49.43</u>
EXPENDITURES			
Academic Salaries	225,954	120,837	53.47
Classified Salaries	345,800	178,711	51.68
Employee Benefits	75,724	35,460	46.82
Supplies and Materials	50,209	17,491	34.83
Other Operating Expenses and Capital Outlay	32,869	19,145	58.24
Total EXPENDITURES	<u>730,558</u>	<u>371,646</u>	<u>50.87</u>
Excess of Revenues over (Under) Expenditures	(16,488)	(18,634)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	30,000	13,186	43.95
Total OTHER FINANCING SOURCES(USES)	<u>30,000</u>	<u>13,186</u>	<u>43.95</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>13,511</u>	<u>(5,448)</u>	
FUND BALANCE:			
Fund balance, July 1	154,761	154,758	
Current balance	<u>168,272</u>	<u>149,309</u>	

ALLAN HANCOCK COLLEGE  
SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDING 12/31/2014

	Rounded to the Nearest Dollar		
	PCPA BUDGET	PCPA ACTUAL	% BUDGET
	=====	=====	=====
<b>REVENUES:</b>			
Earned income			
Ticket Revenue	1,450,049	1,036,840	71.50%
Handling	45,000	22,920	50.93%
Concessions	35,000	14,774	42.21%
Advertising	55,000	24,636	44.79%
Touring	32,450	20,431	62.96%
Other	60,000	14,150	23.58%
Total Earned Income	1,677,499	1,133,752	67.59%
Contributed Income			
Individual sources	40,000	24,958	62.40%
Fundraisers	28,000	47,689	170.32%
Corporations	50,000	12,350	24.70%
Foundations	436,170	159,113	36.48%
Total contributed income	554,170	244,111	44.05%
Allan Hancock College	<u>1,426,949</u>	<u>750,000</u>	<u>52.56%</u>
Total revenues	3,658,618	2,127,862	58.16%
<b>EXPENSES:</b>			
Production	1,946,144	1,049,254	53.91%
Conservatory	37,737	22,992	60.93%
Scholarships	572,058	426,374	74.53%
Administration	265,469	146,088	55.03%
Development	5,000	0	
Marketing	463,670	235,179	50.72%
Box office	271,913	154,733	56.91%
Concessions	21,000	7,154	34.07%
Outreach/YPP	72,274	40,077	55.45%
Total expenses	<u>3,655,265</u>	<u>2,081,852</u>	<u>56.95%</u>
EXCESS OF REVENUES OVER EXPENSES	3,353	46,011	
Outside events (net)	0	0	
<b>FUND BALANCE</b>			
Balance, July 1	<u>27,568</u>	<u>27,568</u>	
Current balance	<u>30,921</u>	<u>73,579</u>	

## Allan Hancock College Governmental Funds Group

## Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 12/31/2014

AD	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	1,277,686	789,665	61.80
Local Revenues	1,590,883	68,646	4.31
Total REVENUES	<u>2,868,569</u>	<u>858,312</u>	<u>29.92</u>
<b>EXPENDITURES</b>			
Supplies and Materials	21,924	1,854	8.45
Other Operating Expenses and	1,094,303	15,057	1.37
Capital Outlay	1,902,099	340,216	17.88
Total EXPENDITURES	<u>3,018,327</u>	<u>357,127</u>	<u>11.83</u>
Excess of Revenues over (Under) Expenditures	(149,758)	501,184	
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	15,000	40,000	266.66
Total OTHER FINANCING SOURCES(USES)	<u>15,000</u>	<u>40,000</u>	<u>266.66</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(134,758)</u>	<u>541,184</u>	
<b>FUND BALANCE:</b>			
Fund balance, July 1	4,814,019	4,814,019	
Current balance	<u>4,679,260</u>	<u>5,355,204</u>	

## Allan Hancock College Governmental Funds Group

## Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 12/31/2014

AD	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	75,000	11,111	14.81
Total REVENUES	<u>75,000</u>	<u>11,111</u>	<u>14.81</u>
EXPENDITURES			
Academic Salaries		4,598	0.00
Classified Salaries		1,614	0.00
Employee Benefits		606	0.00
Supplies and Materials	14,534	8,906	61.27
Other Operating Expenses and	555,580	425,325	76.55
Capital Outlay	2,573,932	304,449	11.82
Total EXPENDITURES	<u>3,144,047</u>	<u>745,501</u>	<u>23.71</u>
Excess of Revenues over (Under) Expenditures	(3,069,047)	(734,389)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources			0.00
Total OTHER FINANCING SOURCES(USES)			<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(3,069,047)</u>	<u>(734,389)</u>	
FUND BALANCE:			
Fund balance, July 1	6,435,042	6,435,042	
Current balance	<u>3,365,994</u>	<u>5,700,653</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP  
 ENTERPRISE FUNDS  
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS  
 FOR PERIOD ENDING 12/31/2014

	Rounded to the Nearest Dollar BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
OPERATING REVENUES:			
Net sales	1,800,000	854,146	47.45%
Rental Text Income	500,000	189,852	37.97%
COST OF SALES:			
Cost of goods sold	1,436,600	756,057	52.63%
Gross profit on sales	<u>863,400</u>	<u>287,940</u>	<u>33.35%</u>
OPERATING EXPENSES:			
Salaries	216,950	196,338	90.50%
Employee benefits	47,050	57,455	122.11%
Supplies and materials	25,000	9,979	39.91%
Other Operating Expenses	597,894	105,998	17.73%
Total expenses	<u>886,894</u>	<u>369,770</u>	<u>41.69%</u>
Net operating income (loss)	-23,494	-81,830	348.30%
OTHER INCOME AND EXPENSE:			
Interest income	1,000	557	55.72%
Miscellaneous income	10,000	2,873	28.73%
Total other income	<u>11,000</u>	<u>3,430</u>	<u>31.18%</u>
Non-operating income/(loss)	<u>11,000</u>	<u>3,430</u>	<u>31.18%</u>
Net income (loss)	<u>-12,494</u>	<u>-78,400</u>	
OTH FIN SRCS (USES):			
Transfers out	37,347	37,347	100.00%
Total oth fin srces (uses)	<u>-37,347</u>	<u>-37,347</u>	<u>100.00%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENSES AND OTHER USES	<u>-49,841</u>	<u>-115,747</u>	
FUND BALANCE:			
Fund balance, July 1	1,476,854	1,439,660	
Current balance	<u>1,427,013</u>	<u>1,323,913</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP  
INTERNAL SERVICE FUNDS  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2014

	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	313,975	1,600	448	4,000	1,039	581,000	646,037
Total Revenues	<u>677,000</u>	<u>313,975</u>	<u>1,600</u>	<u>448</u>	<u>4,000</u>	<u>1,039</u>	<u>581,000</u>	<u>646,037</u>
EXPENDITURES:								
Classified salaries	0	0	0	0	0	0	0	0
Employee benefits	0	0	139,031	19,680	0	0	0	0
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	675,000	316,502	0	0	263,000	0	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>675,000</u>	<u>316,502</u>	<u>139,031</u>	<u>19,680</u>	<u>263,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,000	-2,527	-137,431	-19,232	-259,000	1,039	581,000	646,037
OTH FIN SRCES (USES):								
Operating Transfers IN	0	0	0	0	0	106,300	255,555	170,381
Operating Transfers OUT	0	0	0	0	0	0	0	0
Total Oth Fin Srces	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>106,300</u>	<u>255,555</u>	<u>170,381</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>2,000</u>	<u>-2,527</u>	<u>-137,431</u>	<u>-19,232</u>	<u>-259,000</u>	<u>107,339</u>	<u>836,555</u>	<u>816,418</u>
FUND BALANCE:								
Fund balance, July 1	1,148,663	1,148,663	490,019	490,019	1,082,919	1,082,920	6,312,694	6,312,694
Current balance	<u>1,150,663</u>	<u>1,146,135</u>	<u>352,588</u>	<u>470,787</u>	<u>823,919</u>	<u>1,190,258</u>	<u>7,149,249</u>	<u>7,129,112</u>

ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP  
TRUST AND AGENCY FUNDS  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 12/31/2014

Rounded to the Nearest Dollar  
TRUST FUNDS

AGENCY

	STUDENT FIN AID	ASB	STUDENT REP FEES	DISTRICT TRUST	STUDENT CENTER FEE TRUST	STUDENT CLUBS
<b>REVENUES:</b>						
Sales	0	15,095	0	91,320	0	6,814
Gifts and contributions	0	0	0	10,995	0	282
Other local revenue	0	1,210	0	7,329	0	1,176
Interest	2	26	2	186	153	7
Miscellaneous revenue	6,285,254	0	15,987	7,866	19,947	936
Total Revenues	<u>6,285,256</u>	<u>16,331</u>	<u>15,989</u>	<u>117,697</u>	<u>20,100</u>	<u>9,216</u>
<b>EXPENDITURES:</b>						
Supplies and materials	0	92,469	0	60,265	179	7,255
Contracted services	0	69,318	10,463	31,617	0	3,555
Capital outlay	0	0	0	0	19,382	0
Total Expenditures	<u>0</u>	<u>161,786</u>	<u>10,463</u>	<u>91,883</u>	<u>19,561</u>	<u>10,809</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	6,285,256	-145,456	5,526	25,814	539	-1,593
<b>OTH FIN SRCES (USES):</b>						
Operating Transfers IN	64,650	101,710	0	12,549	0	2,200
Operating Transfers OUT	6,328,908	2,500	0	20,152	0	839
Total Oth Fin Srces (Uses)	<u>-6,264,258</u>	<u>99,210</u>	<u>0</u>	<u>-7,603</u>	<u>0</u>	<u>1,361</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>20,998</u>	<u>-46,246</u>	<u>5,526</u>	<u>18,211</u>	<u>539</u>	<u>-233</u>
<b>FUND BALANCE:</b>						
Fund balance, July 1	20,495	144,652	6,188	722,551	155,819	31,103
Current balance	41,493	98,406	11,714	740,762	156,358	30,870

ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS BY SUBFUND  
FOR THE PERIOD ENDING 12/31/2014

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUE:</b>							
Contributions	0	18,946	192,946	115,604	166,394	0	493,889
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	14,834	0	0	0	324,091	338,924
Gain/Loss on sale of investments	0	0	0	0	0	262,072	262,072
Change in asset portfolio	0	-4,622	0	0	0	-734,744	-739,366
Royal/Other/Bad Debt Recov.	0	0	5,165	660	0	0	5,825
Total revenue	0	29,158	198,111	116,264	166,394	-148,581	361,345
<b>EXPENDITURES:</b>							
Scholarships	0	0	0	508,611	0	0	508,611
Student Assistance	0	0	6,000	0	0	0	6,000
District/College Support	0	0	33,000	0	0	0	33,000
Salaries	0	59,475	0	0	0	0	59,475
Employee benefits	0	6,088	0	0	0	0	6,088
Supplies and materials	0	6,021	25,920	1,109	0	0	33,050
Contracted personal services	0	6,931	3,279	0	0	0	10,211
Travel and conference	0	5,962	2,420	0	0	0	8,382
Memberships and permits	0	729	0	0	0	0	729
Technology Services	0	0	0	0	0	0	0
Telephone	0	308	0	0	0	0	308
Contracts and leases	0	3,109	242	0	0	0	3,351
Postage and advertising	0	652	10	0	0	0	662
Bank/brokerage charges	0	1,484	1	0	0	72,617	74,102
Miscellaneous expense	0	0	1,150	0	0	0	1,150
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	412	0	0	0	0	412
Total expenditures	0	91,172	72,022	509,720	0	72,617	745,531
Net income(loss)	0	-62,014	126,088	-393,456	166,394	-221,198	-384,186
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Transfers in	0	120,878	35,865	245,399	2,005,694	0	2,407,836
Transfers out	0	0	37,490	39,609	2,002,174	365,887	2,445,160
Net transfers	0	120,878	-1,625	205,790	3,520	-365,887	-37,324
Net inc/dec in fund bal	0	58,864	124,463	-187,666	169,914	-587,085	-421,510
<b>FUND BALANCE:</b>							
Fund equity, July 1	0	355,212	1,997,487	737,574	17,885,740	2,166,272	23,142,285
Current balance	0	414,077	2,121,950	549,908	18,055,654	1,579,186	22,720,775

## Allan Hancock College Governmental Funds Group

## Other Agency Fund

Income Statement by Fund

For Period Ending 12/31/2014

AD	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	8,150	815.00
Total REVENUES	<u>1,000</u>	<u>8,150</u>	<u>815.00</u>
EXPENDITURES			
Supplies and Materials	1,000	3,864	386.47
Other Operating Expenses and		82	0.00
Total EXPENDITURES	<u>1,000</u>	<u>3,946</u>	<u>394.69</u>
Excess of Revenues over (Under) Expenditures		4,203	
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses		<u>4,203</u>	
FUND BALANCE:			
Fund balance, July 1			
Current balance		<u>4,203</u>	



To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Monthly Report – Associate Superintendent/Vice President, Student Services		
Reason for Board Consideration:  INFORMATION	Item Number:  14.S.	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.

The items listed below will be shared as an update in regards to student services:

- Online Orientation
- Bridges to Success (High School Partnership Meetings)
- Leadership Development

Administrator Initiating Item:  Nohemy Ornelas	Final Disposition:
--	--------------------



AGENDA ITEM

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Monthly Report, Vice President, Facilities & Operations		
Reason for Board Consideration:  INFORMATION	Item Number:  14.S.	Enclosures:  Page 1 of 1

BACKGROUND

The Vice President of Facilities & Operations will report on developments regarding facilities and operations.

The items listed below will be shared as an update in regards to facilities and operations:

- City of Santa Maria, Chamber of Commerce Transportation Committee

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

To: Board of Trustees		Date:  February 17, 2015
From: Superintendent/President		
Subject: Bond Measure I Monthly Report		
Reason for Board Consideration:  INFORMATION	Item Number:  14.T.	Enclosures:  Page 1 of 1

**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	\$223,360	\$39,217,389	(\$371,349)	100%	Oct-Dec 2013
Public Safety Complex (C)	99,938	\$37,935,509	\$380,310	\$37,290,933	\$264,266	98%	Oct 2013
Childcare Center Addition (C)	11,666	\$8,696,208	\$355,354	\$8,312,031	\$28,823	100%	Jan 2013
Fine Arts Complex (WD)	N/A	\$4,426,692	\$260,959	\$4,165,733	\$0	100%	Fall 2013
Theatre Arts Complex (WD)	N/A	\$362,247	\$22,178	\$305,050	\$35,019	100%	Fall 2013
Industrial Technology/Physical Education and Athletic Fields (C)	35,305	\$25,303,520	\$198,704	\$24,535,042	\$569,774	Fields 100% Bldg. 100%	Spring 2014
Building D, Repairs and Upgrades (C)	38,389	\$6,328,165	\$8,953	\$6,321,582	(\$2,370)	100%	January 2014
Lompoc Valley Center, Repairs and Upgrades (WD)	17,538	\$127,006	\$2,621	\$121,590	\$2,795	95%	Summer 2015
Technology and Instructional Equipment Modernization	N/A	\$11,066,046	\$68,353	\$9,019,458	\$1,978,235	82%	Summer 2016
VOIP Equipment	N/A	\$1,456,323	\$67,896	\$1,364,885	\$23,542	98%	Spring 2015
GO Bond Technology General	N/A	\$400,618	\$0	\$396,709	\$3,909	99%	Spring 2015
<b>TOTALS</b>		<b>\$135,171,734</b>	<b>\$1,588,688</b>	<b>\$131,050,402</b>	<b>\$2,532,644</b>		

**Project Phase Key**

C: Construction

WD: Working Drawings

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

ALLAN HANCOCK COLLEGE

# FEBRUARY 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 5:00 p.m. Men's Basketball vs. Cuesta College  7:00 p.m. Women's Basketball vs. Cuesta College	5	6 12:00 p.m. Softball vs. Riverside	7 1:00 p.m. Softball vs. East LA College
8	9	10 9:30 a.m. Love Carefully Day LVC Campus  11:00 a.m. Love Carefully Day SM Campus Student Center  2:00 p.m. Baseball vs. Bakersfield College	11 Bow-WOW Santa Maria Campus 9:30 a.m. to 1:30 p.m.	12 10:00 -11:00 a.m. Trustee Open Hour Trustee Pensa Solvang Campus  2:00 p.m. Baseball vs. College of the Canyons  PCPA's <i>Peter and the Starcatcher</i> thru March 1 Marian Theatre	13 <b>Lincoln Day College Closed</b>	14 1:00 p.m. Baseball vs. Ventura College  3:00 p.m. Men's Basketball vs. L.A. Pierce College  5:00 p.m. Women's Basketball vs. L.A. Pierce College
15	16 <b>Washington Holiday College Closed</b>	17 <b>6:00 p.m. Board of Trustees Meeting</b>	18 Bow-WOW Lompoc Valley Center 9:30 a.m. to 1:30 p.m.	19 9:30 a.m. Great American Spit Out LVC Campus  11:00 a.m. Great American Spit Out SM Campus Student Center	20	21 1:00 p.m. Baseball vs. Cuesta College  3:00 p.m. Men's Basketball vs. Oxnard College  5:00 p.m. Women's Basketball vs. Oxnard College
22	23	24 2:00 p.m. Baseball vs. L.A. Pierce	25	26	27	28

## ALLAN HANCOCK COLLEGE

# MARCH 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 2:00 p.m. Baseball vs. Oxnard College	4	5 2:30 p.m. Softball vs. Ventura College	6 PCPA's <i>Hamlet</i> thru March 2 Marian Theatre  PCPA's <i>Spring Awakening</i> thru March 23 Severson Theatre	7
8	9	10 1:00 & 3:00 p.m. Softball Doubleheader vs. Moorpark	11	12 12:00 - 1:00 p.m. Trustee Open Hour Trustee Lahr LVC  2:00 p.m. Baseball vs. Moorpark College	13	14 11:00 a.m. Women's Swimming @ Paul Nelson Pool
15	16 <b>Spring Recess thru March 21 No Classes</b>	17 2:30 p.m. Baseball vs. Santa Barbara City College  6:00 p.m. <b>Board of Trustees Meeting</b>	18	19 2:30 p.m. Baseball vs. Ventura College	20 <b>Spring Holiday College Closed</b>	21
22	23	24 1:00 & 3:00 p.m. Softball Doubleheader vs. Cuesta College	25	26 1:00 p.m. Softball vs. Oxnard College  3:00 p.m. Baseball vs. Cuesta College  Dance Spectrum thru March 29 Marian Theatre	27 2:30 p.m. Baseball vs. L.A. Pierce College	28
29	30	31				