
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, April 11, 2017

Gregory A. Pensa, President
Hilda Zacarías, Vice President
Jeffery C. Hall
Dan Hilker
Larry Lahr
Carson Link, Student Trustee

SANTA YNEZ VALLEY UNION HIGH SCHOOL
Distance Learning Conference Room – Closed Session
Boardroom – Open Session
2975 East Highway 246, Santa Ynez, California 93460

	<u>Page</u>	<u>Tent. Time</u>
1. Call to Order		5:00 PM
2. Public Comment to Closed Session		
<p>This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. <i>Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a <u>Request to Address the Board of Trustees</u> form and provide it to the superintendent/president <u>prior</u> to this part of the agenda.</p>		
3. Adjourn to Closed Session		5:00 PM
3.A. Conference with Labor Negotiator – (Government Code §54957.6)		
<p>Employment of Public Employee Unrepresented Employee: Superintendent/President Agency Designated Representative: Kelly Underwood</p> <p>Agency designated representatives: Dr. George Railey, Kelly Underwood Employee Association: Faculty Association</p> <p>Agency designated representative: Kelly Underwood Employee Association: Part-Time Faculty Association</p> <p>Agency designated representative: Dr. Kevin Walthers Unrepresented Employees: Management</p> <p>Agency designated representative: Dr. Kevin Walthers Unrepresented Employees: Supervisory/Confidential</p>		

Agency designated representative: Felix Hernandez Jr.

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

- 3.B. Discipline/Dismissal/Release of Public Employee (4 cases) (Govt. Code §54957)
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

This 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 March 10, 2017 special board meeting 11
- 9.B. Approval of Minutes from the March 14, 2017 regular board meeting 12
10. Presentation 6:15 PM
- 10.A. Student Equity
- Yvonne Teniente-Cuello, dean, Student Services, will provide an update on Student Equity.
11. Consent Agenda 6:25 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

	<u>Page</u>	<u>Tent. Time</u>
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 Supplemental Payroll 2/10/17 and Regular Payroll 2/28/17	21	
A recommendation that the board of trustees approve commercial warrants.		
11.B. Rejection of Claim	24	
A recommendation that the board of trustees reject the claim of Deanna Medina.		
11.C. Authorization to Declare District Property as Surplus	25	
A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.		
11.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	26	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
11.E. New Community Services (Fee-Based) Education Courses	31	
A recommendation that the board of trustees approve the community service (fee-based) education courses as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.		
11.F. Equivalency Certification for Faculty	33	
A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 (formerly BP 4105) and as restricted by the equivalency certification document.		

	<u>Page</u>	<u>Tent. Time</u>
11.G. Second Reading: Revised Board Policy 3930, Minors on Campus	42	
A recommendation that the board of trustees adopt the revised Board Policy 3930, Minors on Campus.		
11.H. Second Reading: New Board Policy 4110, Honorary Degrees	45	
A recommendation that the board of trustees adopt new Board Policy 4110, Honorary Degrees.		
11.I. Second Reading: New Board Policy 5220, Shower Facilities for Homeless Students	47	
A recommendation that the board of trustees adopt new Board Policy 5220, Shower Facilities for Homeless Students.		
11.J. Authorization for Out-of-State Travel for the Superintendent/President	49	
A recommendation that the board of trustees authorize out-of-state travel for the superintendent/president to travel to New Orleans, LA to attend the 97th AACC Annual Convention and Las Vegas, NV to attend the 2017 ACCT Leadership Congress.		
11.K. Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service	50	
A recommendation that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented.		
11.L. Appointments, Transfers, and Promotions of Classified Service Employees	52	
A recommendation may be made that the board of trustees approve the appointments of financial aid analyst, financial aid; and instructional assistant, (8 positions), public safety department. If a recommendation is made, a revised board agenda item will be presented.		

	<u>Page</u>	<u>Tent. Time</u>
11.M. Appointment of Tenure-Track Faculty	53	
<p>A recommendation may be made that the board of trustees approve the appointment of assistant professor, personal development, student success and support program. If a recommendation is made, a revised board agenda item will be presented.</p>		
11.N. Out-of-Classification Assignments of Classified Service Employees	54	
<p>A recommendation that the board of trustees approve the out-of-classification assignments of Corrin Suchan, grants analyst II, institutional grants, (50 percent), retroactive to October 1, 2016 through June 30, 2017, or earlier per district need; and Julia Sokolovska, student services technician, retroactive to July 1, 2016 through November 30, 2016 and February 1, 2017 through June 30, 2017, or earlier per district need.</p>		
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) AHC Foundation		
2) Management Association		
3) Part-Time Faculty Association		
4) Faculty Association		
5) Academic Senate		
6) California School Employees Association		
7) Associated Student Body Government		
13. Action Items		7:15 PM
13.A. Faculty Sabbatical Leave	56	
<p>A recommendation to approve sabbatical leave requests for Fall 2017 and Spring 2018.</p>		
13.B. Acceptance of Grants Approved	58	
<p>A recommendation to accept funded proposals.</p>		
13.C. Authorization to Solicit Proposals for the Prop 39 Year 3&4 Lompoc Valley Center Solar Project, Bid 17-104	60	
<p>A recommendation that the board of trustees authorize solicitation of proposals for the Prop 39 Year 3&4 Lompoc Valley Center Solar Project.</p>		

	<u>Page</u>	<u>Tent. Time</u>
13.D. Authorization to Solicit Bids for the Site Concrete Replacement Project, Lompoc Valley Center, Bid 17-01	61	
A recommendation that the board of trustees authorize solicitation of bids for the Site Concrete Replacement Project, Lompoc Valley Center.		
13.E. Authorization to Solicit Request for Qualifications for Fine Arts Complex Proposals No. 17-103	62	
A recommendation that the board of trustees authorize solicitation requesting proposals for the Fine Arts Complex Proposals.		
13.F. Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2016-2017	63	
A recommendation that the board of trustees approve the Equal Employment Opportunity Multiple Method Fund Allocation Form as presented.		
13.G. Equal Employment Opportunity Plan	72	
A recommendation that the board of trustees adopt the revised Equal Employment Opportunity Plan as presented.		
13.H. Placement of Classified Service Employee on 39-Month Reemployment List	92	
A recommendation that the board of trustees approve the placement of Siboney Guardado, grant coordinator, science, technology, engineering, math (STEM) grant, on a reemployment list for a period of 39 months, effective May 1, 2017, in accordance with Education Code 88117.		
13.I. California Community College Trustees (CCCT) Board of Directors Election	93	
A recommendation to vote for up to nine (9) candidates to serve on the California Community College Trustees Board of Directors.		
13.J. Resolution 17-04 Classified School Employees Week	95	
A recommendation to adopt resolution 17-04 designating April 24-28, 2017 as Classified School Employees Week.		

	<u>Page</u>	<u>Tent. Time</u>
14. Information		7:50 PM
14.A. Grant Proposals Submitted	97	
A report on grant proposals submitted.		
14.B. Employee Resignations, Retirements, and Separation from Service	98	
The superintendent/president has approved the separation from service of Siboney Guardado, grant coordinator, science, technology, engineering, math (STEM) grant, effective May 1, 2017.		
14.C. Quarterly Report on Volunteer Aides	99	
14.D. Annual Report on Club Advisors for Student Clubs	100	
14.E. First Reading: Revised Board Policy and Administrative Procedure 3300, Public Records	103	
A recommendation to review revised Board Policy and Administrative Procedure 3300, Public Records.		
14.F. First Reading: Revised Board Policy and Administrative Procedure 3440, Service Animals & Other Animals on District Property	107	
A recommendation to review revised Board Policy and Administrative Procedure 3440, Service Animals & Other Animals on District Property.		
14.G. First Reading: New Board Policy and Administrative Procedure 3710, Securing of Copyright	113	
A recommendation to review new Board Policy and Administrative Procedure 3710, Securing of Copyright.		
14.H. First Reading: Revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development	116	
A recommendation to review revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development.		

		<u>Page</u>	<u>Tent. Time</u>
14.I.	First Reading: Renumber Administrative Procedure 4022 Procedure Of Canceling Classes	124	
	A recommendation that the board of trustees review the renumbering of board policy 4022 Procedure Of Canceling Classes to 4922 Procedure Of Canceling Classes.		
14.J.	First Reading: New Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements	126	
	A recommendation to review new Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements.		
14.K.	First Reading: Revised Board Policy and Administrative Procedure 4222, Remedial Coursework	129	
	A recommendation to review revised Board Policy and Administrative Procedure 4222, Remedial Coursework.		
14.L.	First Reading: New Administrative Procedure 4228, Course Repetition – Significant Lapse of Time	133	
	A recommendation to review new Administrative Procedure 4228, Course Repetition – Significant Lapse of Time.		
14.M.	First Reading: Revised Board Policy and Administrative Procedure 4400, Community Education Programs	135	
	A recommendation to review revised Board Policy and Administrative Procedure 4400, Community Education Programs.		
14.N.	First Reading: Revised Board Policy and Administrative Procedure 6330, Purchasing	144	
	A recommendation to review revised Board Policy and Administrative Procedure 6330, Purchasing.		
14.O.	First Reading: Revised Board Policy and Administrative Procedure 6540, Insurance	148	
	A recommendation to review revised Board Policy and Administrative Procedure 6540, Insurance.		

		<u>Page</u>	<u>Tent. Time</u>
14.P.	First Reading: New Board Policy and Administrative Procedure 7100, Commitment to Diversity	153	
	A recommendation to review the new Board Policy and Administrative Procedure 7100, Commitment to Diversity		
14.Q.	First Reading: Revised Board Policy and Administrative Procedure 7160, Professional Development	156	
	A recommendation to review the revised Board Policy and Administrative Procedure 7160, Professional Development		
14.R.	First Reading: New Board Policy and Administrative Procedure 7337, Fingerprinting	162	
	A recommendation to review the new Board Policy and Administrative Procedure 7337, Fingerprinting		
14.S.	First Reading: Revised Board Policy and Administrative Procedure 7342, Holidays	165	
	A recommendation to review the revised Board Policy and Administrative Procedure 7342, Holidays		
14.T.	First Reading: New Board Policy 7510, Domestic Partners	168	
	A recommendation to review the new Board Policy 7510, Domestic Partners		
14.U.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	170	
14.V.	Monthly Report, Associate Superintendent/Vice President, Student Services	171	
14.W.	Monthly Report, Vice President, Institutional Effectiveness	172	
14.X.	Monthly Report, Executive Director, College Advancement	174	
14.Y.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	175	
14.Z.	A Monthly Report on the Year-to-Date Financial Data for Various Funds.	176	

	<u>Page</u>	<u>Tent. Time</u>
14.AA. Monthly Report, Vice President, Operations	191	
14.BB. A Status Report on Bond Measure I Projects	192	
15. New Business		8:30 PM
16. Calendar	195	
17. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, May 9, 2017. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

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



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Friday, March 10, 2017

Gregory A. Pensa, President
Hilda Zacarías, Vice President
Jeffery C. Hall
Dan Hilker
Larry Lahr
Carson Link, Student Trustee

Allan Hancock College
Building B – Boardroom B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Lahr called the meeting to order at 2:02 p.m. with the following trustees present:
Hall, Hilker, Lahr

Trustees absent: Pensa, Zacarías

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 2:02 p.m.

4. Adjournment

Trustee Lahr adjourned the meeting at 3:15 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, March 14, 2017

Gregory A. Pensa, President
Hilda Zacarías, Vice President
Jeffery C. Hall
Dan Hilker
Larry Lahr
Carson Link, 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 5:01 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, 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 5:01 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 6:23 p.m.

5. Action Taken in Closed Session

Trustee Pensa announced the Board took action to extend the superintendent/president’s employment agreement by one year to March 14, 2021 and extended the total compensation for termination without cause from 12 to 18 months.

6. Pledge of Allegiance

Janet Cruz, executive secretary for the associated student body government, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Item 13.L. Formation of a Human Resources Subcommittee was removed from the agenda.

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Mr. Erik Frost, board member of the Scholarship Foundation of Santa Barbara, thanked Dr. Walthers and his staff for their support of the scholarship foundation. He said Dr. Walthers is a valuable partner and has demonstrated his support for the foundation. He has worked with the foundation and helped clarify the restrictions AB 540 places on students, assisted their outreach staff establish the Achieve program at Hancock College. Mr. Frost reviewed the services the Achieve program offers and other services offered at Santa Maria campus and Lompoc Valley Center. He noted Dr. Walthers and his staff have attended a number of foundation events in county and increased the college's visibility.

Ms. Judy Frost, PCPA foundation board member, spoke on behalf of a few other community members. She said that although the Hancock College board may hear from a small minority, she would like to speak on behalf of the silent majority. She noted the Board of Trustees serve as role models to the students of this college and she hopes they take that responsibility seriously. She explained how the college has broad community support. The energy and partnership from the board and Dr. Walthers benefits both the college and the community. She hopes this board will continue on the same path set in place by Dr. Walthers, who has 100 percent of her support.

Janet Cruz-Reyes and Ana Hernandez, freshmen at Hancock College, thanked the board for adopting Resolution 17-01. They read a poem they wrote while in high school regarding their perception of immigration jokes, field workers, and the pain and suffering of their field working parents and how the American Dream is dying. They relayed the feelings they experienced as they were treated as second class citizens. They finished their address by expressing their gratitude for the board's support and appreciation for what they do for students.

9. Approval of Minutes

9.A. Approval of Minutes from the February 14, 2017 regular board meeting.

On a motion by Trustee Lahr, seconded by Trustees Hilker the board approved the minutes from the February 14, 2017 regular board meeting as submitted.

(Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

9.B. Approval of Minutes from the March 2, 2017 special board meeting.

On a motion by Trustee Lahr, seconded by Trustees Hilker the board approved the minutes from the March 2, 2017 special board meeting as submitted.

(Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. PCPA Season Selection and Programming

PCPA Artistic Director/Associate Dean Mark Booher shared an insight into how plays are selected for the season. He said there are three basic criteria and corresponding avenues of inquiry which are educational, artistic, and financial. They consider many factors when selecting a play that also includes a few other factors. The budget and actual expenses from the previous season's budget is one of many factors. Potential revenue of prospective plays is also considered. Plays are also selected by weighing title popularity and recognition with literary and cultural value. Once selected, they have to secure the professional performance licenses and pay a royalty. After the play is selected, the play must be analyzed for needs. Providing quality learning opportunities for students and the audience is a critical consideration. He added that these decisions should be made 15-18 months in advance of the first play's opening.

11. Consent Agenda

On a motion by Trustee Zacarías, seconded by Trustee Hall, the Board voted to approve the consent agenda, as revised, on a roll-call as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported Hancock College hosted a chief executive officer conference in Solvang that was attended by chief executive officers from all over the state. The meeting was also attended by community college state Chancellor Oakley.

12.B. Board Member Reports

Student Trustee Link shared the events of the month. He attended the Spring Gathering in Lompoc and briefly spoke about the support he's getting for the Craft Campaign at the college.

Trustee Hall attended BowWow!. He and Trustee Pensa joined Dr. Walthers to meet with PCPA Theatrefest representatives to try to assist with much needed repairs. He and Dr. Walthers attended an Airforce awards banquet and a Lompoc Rotary Club event. He also attended the Quarterly City Schools meeting.

Trustee Zacarías did not have a report.

Trustee Pensa attended the county school boards monthly meeting. He, Dr. Walthers and Trustee Hall met with Solvang Theatrefest representatives to discuss their needs. He served as a judge in the student's Spike Tank and thought some of the ideas were very interesting. He also attended the Spring Gathering.

Trustee Hilker did not give a report

Trustee Lahr attended the annual planning retreat and the Quarterly City Schools meeting attended by elementary school district representatives.

12.C. Association Reports

1) Management Association

No report was given.

2) Part-Time Faculty Association

No report was given.

3) Faculty Association

Roger Hall commented that it was fun to see the installation of the new directional signs. He noted association elections will take place in April. They are working on developing new forms for the distance education program and plan to present to the membership when completed.

4) Academic Senate

Marla Allegre said the senate has extended their meetings to cover a lot of important items. They have considered distance education substantive contact, grants, updates on 3SP and Equity.

5) California School Employees Association

No report was given.

6) Associated Student Body Government

Michael Huggins congratulated Liz Pompa for being selected to receive the Latino Legacy award and Victor Dealba for being named to All-California Academic First Team. He gave an update on all the activities held by ASBG that included Black History and International Women's Day and the staff vs. students basketball game. He said the food service survey is complete and was very successful.

7) AHC Foundation

No report was given.

13. Action Items

13.A. Acceptance of Grants Approved

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board authorized the request to accept funded proposals. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.B. 2016-2017 Revised Adopted Budget

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board authorized the adopted revisions to the 2016-2017 district budget. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.C. Amendments to Agreements for the Banner Integrated Software System for Human Resources, Payroll, and Finance

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board approved the proposed funding and authorized the associate superintendent/vice president of finance and administration to execute amendments to the current agreements to implement the Banner integrated system with the following vendors: Ellucian Company L.P. and Cornerstone OnDemand. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.D. Change of Status of Faculty Members

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board of Trustees approved the revised reduced workload (Willie Brown Act) for Krystyna Musev, mathematics instructor, mathematical sciences department, from 100 percent to 79.2 percent full-time equivalency for the 2017-2018 academic year, under the provisions of California Education Code Section 87483 (Willie Brown Act) and the District's contractual agreement with the Faculty Association of Allan Hancock College, and to be renewed each year for a maximum of ten years unless the instructor and the district mutually agree to change the conditions of the reduced workload.
(Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.E. Public Hearing Revised California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 Contract Reopeners on the Entire Agreement for Fiscal Years 2017-2018 through 2019-2020

Trustee Pensa opened the meeting for public comments.

No comments were made.

Trustee Pensa closed the meeting for public comments.

- 13.F. Public Hearing Faculty Association of Allan Hancock Joint Community College and the District's Contract Reopeners for Article 17, Evaluation and Tenure

Trustee Pensa opened the meeting for public comments.

No comments were made.

Trustee Pensa closed the meeting for public comments.

- 13.G. Reappointment of Tenure-Track Faculty

On a motion by Trustee Hall, seconded by Trustee Hilker, the Board of Trustees approved for tenure Magdalena Ramos, infant/toddler/preschool teacher, children's center; Anita Rolon, infant/toddler/preschool teacher, children's center; Tyson Aye, health education/physical education/men's basketball coach; Gabriel Marquez, welding technology; Chris Pavone, mathematics; Julie Vasques, counselor; and Richard Seidenberg, registered veterinary technician program, effective fall 2017; approve second year appointments for José Millán, counselor; Antonio Ramirez, counselor; Ken George, coordinator, law enforcement academy; Andria Keiser, English as a second language; Robert Murtha, English; Alicia Fox, biology; and approve third and fourth year appointments for Loren Bradbury, automotive technology; Susannah Kopecky, librarian; Wendy Sutter, mathematics; David Hernandez, counselor; Ashley Brackett, counselor; and Vincent Tobin, astronomy.

(Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.H. Lompoc Valley Center Building 1 Boiler Replacement Project, Informal Bid No. 16-206, Notice of Completion

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board of Trustees approved filing a notice of completion for Brannon Inc. DBA Smith Electric Services for the Lompoc Valley Center Building 1 Boiler Replacement Project. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.I. Lompoc Valley Center Building 2 Boiler Replacement Project, Informal Bid No. 16-207, Notice of Completion

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board of Trustees approved filing a notice of completion for Brannon Inc. DBA Smith Electric Services for the Lompoc Valley Center Building 2 Boiler Replacement Project. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.J. Lompoc Valley Center Building 3 Boiler Replacement Project, Informal Bid No. 16-208, Notice of Completion

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board of Trustees approved filing a notice of completion for Brannon Inc. DBA Smith Electric Services for the Lompoc Valley Center Building 3 Boiler Replacement Project. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.K. Bond Measure I Citizens' Oversight Committee Representatives

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board of Trustees approved the appointments of Tim Bennett and Tracy Beard to the Bond Measure I Citizens' Oversight Committee. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.L. Formation of a Human Resources Subcommittee

This item was removed from agenda.

- 13.M. Amendment to Employment Agreement for Superintendent/President

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board of Trustees approved the amendment to the superintendent/president's employment agreement. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.N. Resolution 17-03, Concerning Investigation by Ad Hoc Committee to Examine Complaints Against a Board Member Pursuant to Board Policy 2715

Trustee Hilker said he absolutely agreed with the board for disapproving of his actions and noted that the passion and vehemence he came to the job with overrode some of the things he should have thought more about. He apologized for his missteps and pledged to not have that be the way he conducts himself in the future.

Other board members said they appreciated Trustee Hilker's apology and are eager to move forward.

On a motion by Trustee Zacarías, seconded by Trustee Hall, the Board of Trustees adopted Resolution 17-03, Concerning Investigation by Ad Hoc Committee to Examine Complaints Against a Board Member Pursuant to Board Policy 2715 as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information

- 14.A. Grant Proposals Submitted

Dr. Walthers invited the audience to review this item at their convenience.

14.B. First Reading: Revised Board Policy 3930, Minors on Campus

The board did not suggest changes to the policy.

14.C. First Reading: New Board Policy 4110, Honorary Degrees and new Administrative Procedure 4110, Honorary Degrees

The board did not suggest changes to the policy or procedure.

14.D. First Reading: New Board Policy 5220, Shower Facilities for Homeless Students and new Administrative Procedure 5220, Shower Facilities for Homeless Students

The board did not suggest changes to the policy or procedure.

14.E. Employee Resignations, Retirements and Separation from Service

Dr. Walthers invited the audience to review this item at their convenience.

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

Dr. Walthers invited the audience to review this item at their convenience.

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

Dr. Walthers invited the audience to review this item at their convenience.

14.H. Monthly Report, Vice President, Institutional Effectiveness

Dr. Walthers noted the Planning Retreat was attended by 63 people. The discussions and ideas will be used in conjunction with the Student Success Summit and build guided pathways. He thanked Dr. Murphy and his staff for their work on the retreat. Dr. Murphy explained how the Institutional Effectiveness Council will follow up on the ideas presented at the retreat.

14.I. Monthly Report, Executive Director, College Advancement

Executive Director Houghton announced the upcoming 40th anniversary event honoring former directors and executive directors at the Santa Maria Inn on April 2.

14.J. Monthly Report, Associate Superintendent/Vice President, Finance and Administration

Associate Superintendent Black welcomed new Payroll Supervisor Jennifer Jasso to the college.

14.K. A Monthly Report on the Year-to-Date Financial Data for Various Funds.

Dr. Walthers invited the audience to review this item at their convenience.

14.L. Monthly Report, Vice President, Operations

Vice President Hernandez thanked Rex Van Den Berg and his team for expanding the college's recycling program.

14.M. A Status Report on Bond Measure I Projects

Dr. Walthers invited the audience to review this item at their convenience.

15. New Business

There was no new business reported.

16. Calendar

Dr. Walthers invited the audience to attend a softball and baseball game and see the *Whipping Man* play.

17. Adjournment

Trustee Pensa adjourned the meeting at 8:10 p.m.



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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Register of Warrants	Item Number: 11.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 3 Full Warrant Register online

BACKGROUND:

The following summary is submitted for board of trustees approval. The full warrant register will be posted on the district's website in the electronic board agenda for review prior to the board meeting.

GENERAL FUND 9410

INVOICE WARRANTS	\$ 1,841,746.14	
SUPPLEMENTAL PAYROLL 2/10/17	229,835.62	
REGULAR PAYROLL 2/28/17	4,581,334.71	
TOTAL GENERAL FUND		\$ 6,652,916.47

CHILD DEVELOPMENT FUND 9433

INVOICE WARRANTS	1,906.92	
SUPPLEMENTAL PAYROLL 2/10/17	0.00	
REGULAR PAYROLL 2/28/17	58,620.64	
TOTAL CHILD DEVELOPMENT FUND		60,527.56

GO BOND CLEARING FUND 9446

INVOICE WARRANTS	2,015.00	
TOTAL GO BOND CLEARING FUND		2,015.00

GO BOND BUILDING FUND 9447

INVOICE WARRANTS	56,177.99	
SUPPLEMENTAL PAYROLL 2/10/17	0.00	
TOTAL GO BOND BUILDING FUND		56,177.99

CAPITAL OUTLAY PROJECTS FUND 9441

INVOICE WARRANTS	145,530.85	
TOTAL CAPITAL OUTLAY PROJECTS FUND		145,530.85

SELF INSURANCE DENTAL FUND 9461

INVOICE CHECK	63,611.00	
TOTAL SELF INSURANCE DENTAL FUND		63,611.00

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	1,822.61	
TOTAL SELF INSURANCE HEALTH FUND		1,822.61

SELF INSURANCE PROPERTY/LIABILITY FUND 9463

INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00

GRAND TOTAL ALL FUNDS**\$6,982,601.48****RECOMMENDATION:**

Staff recommends that the board of trustees approve commercial warrants 1854155 through 1854846 for a subtotal of \$2,112,810.51, and payroll warrants in the amount of \$4,869,790.97, for a grand total of \$6,982,601.48.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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2/10/2017
PAYROLL
FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$0.00
1200	Academic Salaries, regular schedule, non-instructional time	0.00
1300	Certificated Salaries other than regular schedule teaching	172,409.69
1400	Certificated Salaries other than contract non-teaching	28,557.12
3100	State Teachers Retirement	14,568.38
3300	Medicare	2,826.96
3400	Health and Welfare Benefits	-7.43
3500	State Unemployment Insurance	101.19
3600	Worker's Compensation Insurance	4,633.85
3700	State Teachers Retirement/Cash Balance Plan/PARS	2,533.75
3911	Academic Retirement Incentive	0.00
SUB TOTAL		<u>\$225,623.51</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$731.08
2200	Classified Instructional Aide Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	1,746.67
2300	Student Workers, regular	0.00
2400	Instructional Aides, hourly	1,475.00
2400	Student Workers, Tutors, Peer Counselors	0.00
3200	Public Employees Retirement	108.17
3300	Social Security/Medicare	90.43
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	1.30
3600	Worker's Compensation Insurance	59.46
3700	PARS	0.00
4512	Uniform Allowance	0.00
5113	Externships (Grants Only)	0.00
8890	Income released for state dated warrant	0.00
SUB TOTAL		<u>\$4,212.11</u>
TOTAL FUND 9410		<u>\$229,835.62</u>

FUND 9433

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

FUND 9447

1200	Academic Salaries, regular schedule, non-instructional time	\$0.00
1300	Academic Salaries, non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Worker's Compensation Insurance	0.00
3700	State Teachers Retirement/Cash Balance Plan	0.00
SUB TOTAL		<u>\$0.00</u>
TOTAL FUND 9447		<u>\$0.00</u>
TOTAL DISTRICT PAYROLL		<u>229,835.62</u>

2/28/2017
PAYROLL
FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$913,712.25
1200	Academic Salaries, regular schedule, non-instructional time	552,227.34
1300	Certificated Salaries other than regular schedule teaching	630,047.29
1400	Certificated Salaries other than contract non-teaching	112,829.11
3100	State Teachers Retirement	212,473.98
3300	Medicare	35,591.97
3400	Health and Welfare Benefits	154,327.95
3500	State Unemployment Insurance	1107.60
3600	Worker's Compensation Insurance	51,740.78
3700	State Teachers Retirement/Cash Balance Plan/PARS	15,013.40
3911	Academic Retirement Incentive	0.00

SUB TOTAL \$2,679,071.67

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$1,093,489.93
2200	Classified Instructional Aide Salaries, regular schedule	84,063.22
2300	Classified Salaries, hourly	69,729.50
2300	Student Workers, regular	106,918.85
2400	Instructional Aides, hourly	35,643.45
2400	Student Workers, Tutors, Peer Counselors	45,563.86
3200	Public Employees Retirement	164,125.82
3300	Social Security/Medicare	80,834.96
3400	Health and Welfare Benefits	191,057.76
3500	State Unemployment Insurance	534.76
3600	Worker's Compensation Insurance	26,968.17
3700	PARS	82.76
4512	Uniform Allowance	3,250.00
5113	Externships (Grants Only)	0.00
8890	Income released for state dated warrant	0.00

SUB TOTAL \$1,902,263.04

TOTAL FUND 9410 \$4,581,334.71

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$14,952.20
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	2,179.56
2100	Classified Salaries, regular schedule	5,465.72
2300	Classified Salaries, hourly	1,125.00
2300	Student Workers, regular	27,559.57
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teacher's Retirement System	1,943.87
3200	Public Employees Retirement System (PERS)	423.31
3300	Social Security/Medicare	494.22
3400	Health and Welfare Benefits	3,277.75
3500	State Unemployment Insurance	10.16
3600	Worker's Compensation Insurance	1,122.10
3700	State Teachers Retirement/Cash Balance Plan	67.18

SUB TOTAL \$58,620.64

TOTAL FUND 9433 \$58,620.64

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 \$0.00

TOTAL FUND 9447 \$0.00

TOTAL DISTRICT PAYROLL 4,639,955.35

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AHC - PART-TIME	REIMBURSEMENT FOR OFFICE	49420000 4520	115.10		
	REIMBURSEMENT FOR	49420000 5110	1,000.00		
	REIMBURSEMENT FOR	49420000 5520	75.44		
	REIMBURSEMENT FOR	49420000 5540	212.40		
	REIMBURSEMENT FOR RENT	49420000 5630	1,466.91		
			2,869.85		WA 00854155
AHC-RCF	Due to Other Funds/RCF	00000010 9521	17,619.28		
			17,619.28		WA 00854156
ALPHA FIRE	BREAKAWAY LOCKS	65110000 4520	25.92		
	5 YEAR FIRE SPRINKLER	65110000 5650	1,500.00		
			1,525.92		WA 00854157
AMAZON	ELGATO GAME CAPTURE HD600	63350000 4520	183.59		
	Action Day Planner, Black	09010000 4520	27.99		
	Shipping	09010000 4520	7.02		
	Gogo Paper Cups	13060000 4310	51.29		
	The Food Lab - Book	13060000 4310	29.67		
	On Food and Cooking, Book	13060000 4310	29.37		
	Crockpot SCCPVS600ECP-S	13060000 4310	56.15		
	Dixie Paper Plates	13060000 4310	25.52		
	Textbook and Instructional	60100707 4310	456.88		
	CELLULAR CASE FOR CHIEF	67775000 4520	41.21		
			908.69		WA 00854158
AMERICAN HOST	FOOD FOR CCCAPPLY	63220003 4710	441.90		
			441.90		WA 00854159
AMERICAN INDUSTRIAL	Instructional supplies to be	09565007 4310	358.99		
	FIRE ACADEMY OPERATIONAL	21335000 4520	18.26		
			377.25		WA 00854160
AMERIPRIDE VALLEY	LAUNDRY SERVICE FOR	67760000 5550	35.00		
			35.00		WA 00854161
AQUA SERV ENGINEERS	MONTHLY WATER TREATMENT	65110000 5640	212.00		
			212.00		WA 00854162
ASSESSMENT	ATI SERVICES AGREEMENT TO	12301002 5112	4,905.00		
			4,905.00		WA 00854163
B & B STEEL & SUPPLY	Instructional Supplies for	09565007 4310	346.59		
	Instructional supplies for	09565007 4310	1,132.76		
	Instructional Supplies for	09565007 4310	1,067.56		
			2,546.91		WA 00854164
B C PUMP SALES AND	AIR COMPRESSOR PUMP,	65110000 6413	1,869.75		
			1,869.75		WA 00854165

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
BERCHTOLD EQUIPMENT	Kubota 4WD Cab Tractor	01040001 6410	32,853.87		
	Kubota Front Loader (Model	01040001 6410	5,260.95		
	Category 1 3-Point Quick	01040001 6410	325.83		
	Pallet Fork Frame (Model 42	01040001 6410	920.13		
	P1100 Collard Mounting Bracket	01040001 6410	855.18		
	California Tire Fee	01040001 6410	7.00		
			40,222.96		WA 00854166
BEST BUY	SANDISK 8GB FLASH DRIVE	07010021 4311	2,208.60		
			2,208.60		WA 00854167
BLUE ROSE STUDIO	OHAUS DIGITAL SCALE SPX22210021000	6410	463.31		
	SHIPPING	10021000 6410	20.00		
	CLAY SUPPLIES	10021000 4311	2,230.57		
			2,713.88		WA 00854168
Bowie, Cordell E	LIVE SCAN REIMB FOR	64700000 5820	14.10		
			14.10		WA 00854169
BREMER AUTO PARTS	FIRE ACADEMY OPERATIONAL	21335000 4520	29.51		
	FIRE ACADEMY OPERATIONAL	21335000 4520	20.39		
			49.90		WA 00854170
BSN SPORTS INC	JUGS SOFTBALL PITCHING	08350001 6410	1,711.80		
	FREIGHT	08350001 6410	125.00		
	SCHUTT BBPL HOLLYWOOD	69610000 4310	247.85		
	FREIGHT	69610000 4310	22.43		
	SCHUTT GROUND ANCHOR	69610007 4310	36.44		
			2,143.52		WA 00854171
Buddi, Sirinad	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854172
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING	65110000 4520	275.10		
	ELECTRICAL/LIGHTING	65110000 4520	74.12		
	ELECTRICAL/LIGHTING	65110000 4520	461.32		
	ELECTRICAL/LIGHTING	65110000 4520	24.72		
	ELECTRICAL/LIGHTING	65110000 4520	67.07		
	ELECTRICAL/LIGHTING	65110000 4520	222.15		
	ELECTRICAL/LIGHTING	65110000 4520	96.63		
			1,221.11		WA 00854173
CANON FINANCIAL	MAINTENANCE AND COPY	67760000 5640	3,912.33		
	CANON COPIER LEASE	67760000 5680	5,004.70		
	DUPLO DC-616 PRO	67760000 5680	565.60		
			9,482.63		WA 00854174
CAREER CRUISING	CAREER CRUISING FOR HIGHER	64744000 5670	799.00		
			799.00		WA 00854175
CAROLINA BIOLOGICAL	Sheep Brain Plain 1 per bag,	04011007 4310	682.02		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	Sheep Heart Plain, 1 per bag,	04011007 4310	389.88		
	Cow Eye Plain 1 per bag,	04011007 4310	180.36		
	Freight and Handling	04011007 4310	106.38		
			<u>1,358.64</u>		WA 00854176
CARR'S BOOT SHOP	SAFETY BOOTS FOR	67343000 3920	125.00		
			<u>125.00</u>		WA 00854177
CASAS	TOPSpro Enterprise Annual	49306021 5670	360.00		
	Electronic handling fee	49306021 5670	15.00		
			<u>375.00</u>		WA 00854178
CHEVRON AND TEXACO	GASOLINE-CREDIT CARD	67772000 4560	78.59		
			<u>78.59</u>		WA 00854179
COLUMBIA BUSINESS	MONTHLY UTILITIES EXPENSE	67710300 5630	1,152.62		
			<u>1,152.62</u>		WA 00854180
COMMUNITY COLLEGE	MEMBERSHIP DUES	66240000 5310	433.00		
			<u>433.00</u>		WA 00854181
De Leon, Masaih Q	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854182
DEPT OF FORESTRY &	ADJUSTED CFSTES	21330000 4311	240.00		
	FSTEP COURSE: FIRE ACADEMY	21335000 4311	440.00		
	SHIPPING	21335000 4311	8.00		
	FSTEP COURSE FIRE ACADEMY	21335000 4311	440.00		
	SHIPPING	21335000 4311	8.00		
	FSTEP COURSE FIRE ACADEMY	21335000 4311	440.00		
	SHIPPING	21335000 4311	8.00		
			<u>1,584.00</u>		WA 00854183
Desheva-Barajas, Galina G	LIVE SCAN REIMB FOR	64700000 5820	7.00		
			<u>7.00</u>		WA 00854184
DOCUTEAM	DESTRUCTION OF OLD	67300100 5571	25.00		
	DOCUMENT DESTRUCTION	67710300 5112	1,330.00		
			<u>1,355.00</u>		WA 00854185
DUNN-EDWARDS PAINTS	PAINT SUPPLIES	65110000 4520	396.59		
			<u>396.59</u>		WA 00854186
ELLUCIAN COMPANY L.P.	Ellucian Portal Professional	71301000 5112	7,667.00		
	Project Management	71301000 5112	46.75		
			<u>7,713.75</u>		WA 00854187
EWING IRRIGATION	LANDSCAPE SUPPLIES	65510000 4520	53.14		
			<u>53.14</u>		WA 00854188
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	67710300 5870	19.86		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	MAILINGS FOR ACCT #1104-8488	7710300 5870	63.80 <u>83.66</u>		WA 00854189
FERGUSON ENTERPRISES	PLUMBING SUPPLIES	65110000 4520	42.14 <u>42.14</u>		WA 00854190
FISHER FLOORS INC	CARPET TILES	65110400 6211	4,147.26		
	NEW BASE	65110400 6211	405.00		
	CA CARPET STEWARDSHIP	65110400 6211	33.50		
	LABOR CHARGES	65110400 6212	3,100.00 <u>7,685.76</u>		WA 00854191
FISHER SCIENTIFIC CO	Adapter Inlet, 14/20,	19050000 4311	9.08		
	Cupric Nitrate, 500g, #S25282A	19050007 4310	33.66		
	Spinbar, 3/8 x 3/16 in,	19050007 4310	58.97		
	SCIENCE LAB SUPPLIES	60100407 4310	348.12		
	Tube Connecting, 14/20, case	19050000 4311	100.28		
	Burret Funnel, #S32202	19050007 4310	51.71 <u>601.82</u>		WA 00854192
FORD MOTOR CREDIT	LEASE PAYMENT OF 2016	67772000 6450	490.15 <u>490.15</u>		WA 00854193
FOUNDATION FOR CA	FUSION ANNUAL LICENSE FEE	66240000 5322	9,585.56 <u>9,585.56</u>		WA 00854194
FRONTIER	TELEPHONE SERVICE	65700400 5540	1,590.14 <u>1,590.14</u>		WA 00854195
GRAHAM, ROBERT ALAN	Contract for Training class	09481001 5110	2,000.00 <u>2,000.00</u>		WA 00854196
HARBOR FREIGHT TOOLS	Instructional supplies for	09565000 4311	324.18 <u>324.18</u>		WA 00854197
HARTFORD, THE	AHC GROUP LIFE INSURANCE	00000010 9537	5,016.96 <u>5,016.96</u>		WA 00854198
HENRY SCHEIN INC	EXAM STOOL HEAVY DUTY AIR	2280001 6410	437.96 <u>437.96</u>		WA 00854199
Jasso, Katia F	LIVE SCAN REIMB FOR	64700000 5820	15.00 <u>15.00</u>		WA 00854200
JAY CEE TROPHY CO INC	BADGES FOR LE ACADEMY	21055000 4311	58.32		
	FIRE ACADEMY	21335000 4311	639.36 <u>697.68</u>		WA 00854201
JOBELEPHANT.COM INC	Advertising for recruitment	67300100 5880	10.00 <u>10.00</u>		WA 00854202

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
JOV'S DELIGHTS	CAFYES HALLOWEEN HAUNT:	64300008 4710	226.68		
			<u>226.68</u>		WA 00854203
JR BARTO HEATING &	MATERIALS TO FABRICATE	65110400 4520	404.00		
	LABOR CHARGES	65110400 5650	1,935.00		
			<u>2,339.00</u>		WA 00854204
LAW ENFORCEMENT	B-27 CARDBOARD TARGET	21055000 4311	970.00		
	B-27 STANDARD TARGET	21055000 4311	290.00		
	FREIGHT CHARGE	21055000 4311	328.30		
			<u>1,588.30</u>		WA 00854205
LIEBERT CASSIDY	LEGAL SERVICES 7/1/16-6/30/17	67210600 5730	305.00		
			<u>305.00</u>		WA 00854206
Linares, Erika	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854207
LINCOLN ELECTRIC	Instructional supplies used	09565000 4311	2,033.01		
			<u>2,033.01</u>		WA 00854208
LONCHERIA EL	FOOD FOR MIGRANT TOUR	63220003 4710	253.80		
			<u>253.80</u>		WA 00854209
MAAS COMPANIES INC	SERVICE AGREEMENT FOR	66100000 5112	1,750.00		
			<u>1,750.00</u>		WA 00854210
MALINS, LISA	Accr Salaries and Wages Payabl	00000010 9532	305.00		
			<u>305.00</u>		WA 00854211
MARTENIS, MALLORY	CONTRACT FOR CONCURRENT	64510000 5110	2,325.00		
			<u>2,325.00</u>		WA 00854212
METROPOLITAN LIFE	AHC LTD/INCOME PROTECTION	00000010 9544	5,942.14		
			<u>5,942.14</u>		WA 00854213
MISSION LINEN &	UNIFORM SERVICES/TOWELS	67772000 5550	30.56		
	UNIFORM SERVICES/TOWELS	67772000 5550	30.56		
			<u>61.12</u>		WA 00854214
Morales, Mino	TB TEST REIMB FOR STUDENT	64900006 5821	140.00		
			<u>140.00</u>		WA 00854215
NEW READERS PRESS	NEWS FOR YOU, ESL	49308007 4310	199.50		
	SHIPPING COSTS	49308007 4310	16.10		
			<u>215.60</u>		WA 00854216
OFFICE DEPOT INC	GENERAL OFFICE SUPPLIES:	64710003 4520	188.63		
	GENERAL OFFICE SUPPLIES:	64710003 4520	7.52		
	SUPPLIES FOR LAW	21055000 4520	87.19		

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			283.34		WA 00854217
ORCHARD	HARDWARE SUPPLIES	65110000 4520	25.64		
	HARDWARE SUPPLIES	65110000 4520	22.56		
	HARDWARE SUPPLIES	65110000 4520	7.68		
	HARDWARE SUPPLIES	65110000 4520	1.53		
			<u>57.41</u>		WA 00854218
PACIFIC COAST DRYWALL	MATERIALS - PROVIDE AND	65110000 6211	2,706.25		
	LABOR CHARGES	65110000 6212	6,743.75		
			<u>9,450.00</u>		WA 00854219
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	1,112.40		
	ELECTRICITY SERVICES	68103000 5520	278.10		
			<u>1,390.50</u>		WA 00854220
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	36.78		
	ELECTRICITY SERVICES	68103000 5520	9.20		
			<u>45.98</u>		WA 00854221
Padilla, Felipe	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854222
PANERA BREAD CAFE 3180	FOOD FOR MULTPL MEASURES	63220001 4710	186.41		
	BEVERAGES FOR	63220014 4710	156.48		
	FOOD FOR UNDOCUMENTED	63220014 4710	381.63		
			<u>724.52</u>		WA 00854223
PATTERSON DENTAL	M11 UltraClave Sterilizer	12041005 6410	5,512.97		
	Freight	12041005 6410	50.00		
			<u>5,562.97</u>		WA 00854224
POCKET NURSE	CHESTER CHEST TISSUE FLAP	12301035 4310	226.00		
	SHIPPING	12301035 4310	90.00		
	MEDICATION LABEL	12301035 4310	19.35		
	CHESTER CHEST TISSUE FLAP	12301035 4310	339.00		
	18G NEEDLES BLUNT FILL TIP	12301035 4310	95.04		
	ALCOHOL PREP PADS 2PLY	12301035 4310	23.00		
	MULTI CARE POWDER FREE	12301035 4310	60.00		
	CHESTER CHEST TISSUE FLAP	12301035 4310	226.00		
	VINYL POWDER FREE GLOVES	12301035 4310	73.30		
	ECG SIMULATOR W/POSTS	12301035 6410	735.00		
			<u>1,886.69</u>		WA 00854225
PORTABLE JOHNS INC	RENTAL/SERVICING CHARGES	68102000 5690	617.40		
	RENTAL/SERVICING CHARGES	68102000 5690	274.13		
	ADDITIONAL CLEANING	68102000 5690	165.00		
			<u>1,056.53</u>		WA 00854226
POWERSTRIDE BATTERY	BATTERY, 86-650-CCA DELCO	67772000 4520	125.47		
			<u>125.47</u>		WA 00854227

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Pozos, Adelina	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	62.48 <u>62.48</u>		WA 00854228
PPG ARCHITECTURAL	PAINT SUPPLIES	65110000 4520	18.76 <u>18.76</u>		WA 00854229
PRAXAIR DISTRIBUTION	CYLINDER RENTAL FOR CYLINDER DEMURRAGE	10091020 4311 65110000 4520	28.48 140.75 <u>169.23</u>		WA 00854230
PROCARE JANITORIAL	CUSTODIAL SUPPLIES FOR CUSTODIAL SUPPLIES CUSTODIAL SUPPLIES FOR CUSTODIAL SUPPLIES FOR	65311000 4520 65311400 4520 65311000 4520 65311000 4520	69.51 84.30 1,629.60 503.43 <u>2,286.84</u>		WA 00854231
R&R ROLL-OFF	DISPOSAL FEE MIXED DEBRIS RENTAL - 40 YARD DROP BOX	65110000 5570 65110000 5690	295.83 180.00 <u>475.83</u>		WA 00854232
Reeves, Linda L	FOOD SUPPLIES	09567001 4710	53.59 <u>53.59</u>		WA 00854233
Richardson, Kasai K	LIVE SCAN REIMB FOR	64700000 5820	18.00 <u>18.00</u>		WA 00854234
Sanchez, Celeste E	LIVE SCAN REIMB FOR	64700000 5820	31.00 <u>31.00</u>		WA 00854235
SANTA MARIA JT UNION	FACILITIES USE-SMHS POOL FACILITIES USE-SMHS POOL	69621400 5630 69621400 5630	6,384.00 4,060.00 <u>10,444.00</u>		WA 00854236
SANTA MARIA SUN LLC	1/8-PAGE DISPLAY AD	67111020 5880	139.00 <u>139.00</u>		WA 00854237
SANTA MARIA-LOMPOC	HALF-PAGE, FULL-COLOR	67111000 5880	150.00 <u>150.00</u>		WA 00854238
SANTA YNEZ VALLEY	QUARTER-PAGE, FULL-COLOR	67111000 5880	700.00 <u>700.00</u>		WA 00854239
Sharpe, Jordan C	LIVE SCAN REIMB FOR	64700000 5820	20.00 <u>20.00</u>		WA 00854240
SMART & FINAL	Food purchase for special	63300000 4710	79.42 <u>79.42</u>		WA 00854241
Tate, Bridget L	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	42.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			42.00		WA 00854242
TEQUIPMENT.NET	FLIR E60 IR CAMERA W/MSX	02010000 6410	101.90		
	FLIR E60 IR CAMERA W/MSX	02010005 6410	3,895.60		
			3,997.50		WA 00854243
TOWER PIZZA	FOOD FOR CCCAPPLY WKSH	63220003 4710	235.99		
			235.99		WA 00854244
ULINE INC	BULK STORAGE RACK-WIRE	21055003 6410	468.72		
	BULK STORAGE RACK-ADD ON	21055003 6410	395.11		
	SHELF KIT FOR BULK STORAGE	21055003 6410	389.70		
	SHIPPING	21055003 6410	121.68		
			1,375.21		WA 00854245
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	204.08		
			204.08		WA 00854246
UNITED REFRIGERATION	HVAC SUPPLIES	65110000 4520	7.40		
	HVAC SUPPLIES	65110000 4520	16.04		
	HVAC SUPPLIES	65110000 4520	18.24		
			41.68		WA 00854247
UNITED SITE SERVICES OF	EXTRA CLEANING SERVICE	68102000 5570	100.00		
			100.00		WA 00854248
VERIZON WIRELESS	CELLULAR SERVICE FROM NOV	67775000 5540	-100.00		
	CELLULAR SERVICE FROM NOV	67775000 5540	51.49		
	CELLULAR SERVICE FROM NOV	67775000 5540	51.45		
			2.94		WA 00854249
XEROX CORPORATION	XEROX PHASER 7760GX	67710300 5640	124.66		
	ESTIMATED EXCESS METER	67710300 5640	1,942.32		
	XEROX PHASER 7760DN	67710300 5640	84.90		
	ESTIMATED EXCESS METER	67710300 5640	940.14		
			3,092.02		WA 00854250
YANKEE BOOK PEDDLER	LIBRARY BOOKS	61201000 6310	68.23		
			68.23		WA 00854251
Zamora, Esther	LIVE SCAN REIMB FOR	64700000 5820	49.00		
			49.00		WA 00854252
Barcenas, Eunice	Classified Health and Welfare	67900009 3420	31.01		
			31.01		WC 00854253
Martinez, Melinda Suzanne	Classified Health and Welfare	67900009 3420	180.87		
			180.87		WC 00854254
Reed, Linda A	Classified Health and Welfare	67900009 3420	159.81		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			159.81		WC 00854255
Storic, Pamela H	Classified Health and Welfare	67900009 3420	232.00		
			232.00		WC 00854256
FOODBANK OF SANTA	Food Supplies for Children's	33697017 4710	89.91		
			89.91		WE 00854257
DELL MARKETING LP INC	AIO 7440 Q#1021706569303.1	71730003 6411	1,124.90		
	ENVIRONMENTAL FEE	71730003 6411	6.00		
	DELL 24" MON	71730003 6411	290.52		
	ENVIRONMENTAL FEE	71730003 6411	6.00		
	SERVICE & WARRANTY	71730003 6411	248.31		
	AIO 7440 Q#1025581294903.1	71730003 6411	905.70		
	SERVICE & WARRANTY	71730003 6411	237.83		
	ENVIRONMENTAL FEE	71730003 6411	6.00		
			2,825.26		WI 00854258
EARTH SYSTEMS PACIFIC	AMENDMENT FIVE FOR	71710005 6240	2,634.25		
			2,634.25		WI 00854259
ELLIOT LEBOEUF AND	ENGINEERING CONSULTANT	71710046 6230	412.50		
			412.50		WI 00854260
SEHI COMPUTER	HP AIO 8720 CLR PTR Q#86206	71730003 6411	234.37		
	952XL BLACK	71730003 6411	40.39		
	952XL CYAN	71730003 6411	30.69		
	952XL MAGENTA	71730003 6411	30.69		
	952XL YELLOW	71730003 6411	30.69		
	FREIGHT	71730003 6411	6.00		
			372.83		WI 00854261
AVILA, PAUL	PERFORM AUDIT FUNCTION OF	67220000 5110	4,000.00		
			4,000.00		WA 00854262
COURTYARD	Betsy Wilcox 2.9-12.17	63220001 5210	147.90		
			147.90		WA 00854263
Dal Bello, Dominic J	IEPI IndictorsWorkshop	66201005 5210	210.79		
			210.79		WA 00854264
Domingues, Gerald	HazardousWasteGeneratorTrainin	65510000 5210	58.19		
			58.19		WA 00854265
DOUBLETREE BY HILTON	Veronica West 3.8-10.17	63220014 5210	549.70		
			549.70		WA 00854266
ELLUCIAN LIVE	Benjamin Britten 3.15-22.17	63230001 5210	1,375.00		
			1,375.00		WA 00854267
ELLUCIAN LIVE	Veronica Sanchez 3.15-22.17	63230001 5210	1,375.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,375.00		WA 00854268
ELLUCIAN LIVE	Margaret Shigenaka 3.15-22.17	63230001 5210	1,375.00		
			1,375.00		WA 00854269
FOUNDATION FOR CA	Veronica West 3.8-10.17	63220014 5210	250.00		
			250.00		WA 00854270
Friedrich, Bonny J	Innovations/HealthOccupationEd	60100201 5210	240.07		
			240.07		WA 00854271
Harlan, Nahid	ActiveLearningLeadersConf	63220014 5210	604.28		
	CMC3 conference	63220014 5210	511.96		
			1,116.24		WA 00854272
Hernandez, Lisa M	Mileage reimbursement	21055000 5210	63.99		
			63.99		WA 00854273
Manalo, Lauro	Innovations/HealthOccupationEd	60100201 5210	392.18		
			392.18		WA 00854274
Murphy, Paul M	IEPI IndicatorsWorkshop	66201005 5210	532.86		
			532.86		WA 00854275
Nolan-Chavez, Holly	Mileage reimbursement	68400307 5210	189.93		
	Mileage reimbursement	68400307 5210	27.00		
	Clean/GreenCommitteeMeeting	68400307 5210	284.77		
			501.70		WA 00854276
Olivera-Angon, Agco	HazardousWasteGeneratorTrainin	65510000 5210	57.01		
	ExcelBasicsSeminar	67520002 5210	14.34		
			71.35		WA 00854277
Phillips, Lizabeth A	Mileage reimbursement	67300100 5210	50.93		
			50.93		WA 00854278
Stokes, Brian A	CCCAnthropologyTeachersConf	67520001 5210	469.06		
			469.06		WA 00854279
VERNON EDWARDS	BID #16-202 BUILDING N POOL	71820049 6212	143,585.39		
			143,585.39		WB 00854280
Aguayo, David R	TB TEST REIMB FOR STUDENT	64900034 5821	5.00		
			5.00		WA 00854281
AHC - ASB ATHLETICS	ONE-TIME INCREASE TO	73100000 7391	16,000.00		
			16,000.00		WA 00854282
ALL AMERICAN SCREEN	LIP BALM	63220014 4520	1,926.85		
	SET UP CHARGE	63220014 4520	48.71		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	COMPACT MIRROR	63220014 4520	958.00		
	SET UP CHARGE	63220014 4520	59.54		
	COMPACT MIRROR	63220014 4520	638.68		
	SET UP CHARGE	63220014 4520	59.54		
			3,691.32		WA 00854283
AMAZON	BOOKS FOR THE SM LIBRARY	61201000 6310	248.68		
	BOOKS FOR SANTA MARIA	61201001 6310	752.56		
			1,001.24		WA 00854284
AMERICAN BUSINESS	CAMPUSWIDE COPIER	67710300 5640	3,643.12		
	STAPLES FOR THE COLOR AND	67761001 4520	226.61		
	STAPLES FOR CAMPUS	67760000 4520	181.63		
			4,051.36		WA 00854285
AMERICAN STAR TOURS	CHARTER BUS SERVICES TO	64945000 4640	1,058.00		
	CHARTER BUS SERVICES TO	64945000 4640	1,058.00		
			2,116.00		WA 00854286
AMERIGAS	PROPANE FOR PUBLIC SAFETY	21330000 4311	2,865.96		
			2,865.96		WA 00854287
AMERIPRIDE VALLEY	LAUNDRY SERVICE FOR	67760000 5550	35.00		
	LAUNDRY SERVICE FOR	67760000 5550	35.00		
			70.00		WA 00854288
APPLE COMPUTER	APPLE USB SUPERDRIVE	22000017 4315	85.32		
	DOUBLE ROBOTICS AUDIO KIT	22000017 4315	107.95		
			193.27		WA 00854289
Avila, Dana L	CANDY IN SUPPORT OF JAN	63220014 4710	29.94		
			29.94		WA 00854290
Benitez, Kayla	FINGERPRINT REIMB FOR	64900019 5820	31.00		
	TB TEST REIMB FOR STUDENT	64900019 5821	5.00		
			36.00		WA 00854291
BERRY MAN INC, THE	Instructional Supplies	13063000 4311	213.55		
	Instructional Supplies	13063000 4311	16.65		
	Instructional Supplies	13063000 4311	17.40		
			247.60		WA 00854292
BIG BRAND TIRE	MOUNT/DISMOUNT-INSTALL	21335000 5650	40.00		
			40.00		WA 00854293
BIO-RAD LABORATORIES	pGLO Bacterial Transformation	04011007 4310	95.00		
	GMO Investigator Kit plus	04011007 4310	234.00		
	Blue Ice Fee	04011007 4310	5.11		
	Freight Charge	04011007 4310	20.42		
			354.53		WA 00854294

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
BLACKBOARD INC	BLACKBOARD COURSE	60100127 5675	8,000.00 <u>8,000.00</u>		WA 00854295
Blake, Asaikie A	LIVE SCAN REIMB FOR	64700000 5820	15.00 <u>15.00</u>		WA 00854296
BREMER AUTO PARTS	FIRE ACADEMY OPERATIONAL	21335000 4520	8.75 <u>8.75</u>		WA 00854297
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING	65110000 4520	325.84		
	ELECTRICAL/LIGHTING	65110000 4520	160.46		
	ELECTRICAL/LIGHTING	65110000 4520	57.66		
	ELECTRICAL/LIGHTING	65110000 4520	426.36		
	ELECTRICAL/LIGHTING	65110000 4520	26.38		
	ELECTRICAL/LIGHTING	65110000 4520	88.94		
	ELECTRICAL/LIGHTING	65110000 4520	133.94		
	ELECTRICAL/LIGHTING	65110000 4520	7.92		
	ELECTRICAL/LIGHTING	65110000 4520	98.40		
	ELECTRICAL/LIGHTING	65110000 4520	60.43		
	ELECTRICAL/LIGHTING	65110000 4520	347.20		
	ELECTRICAL/LIGHTING	65110000 4520	88.94 <u>1,822.47</u>		WA 00854298
CAL POLY CORPORATION	YR 8 Sub Recipient Agreement	04010019 5112	2,690.72 <u>2,690.72</u>		WA 00854299
CAMPUS ALTERNATIVE,	CONTRACT TRAINING FOR	21333000 5130	29,835.00 <u>29,835.00</u>		WA 00854300
Carlou, Jesse	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	170.00 <u>170.00</u>		WA 00854301
CARPINTERIA UNIFIED	SUPPORT OF AGWET VIA	68400307 5112	3,119.48 <u>3,119.48</u>		WA 00854302
CENTRAL CITY TOOL	Instructional supplies	09565000 4310	105.60 <u>105.60</u>		WA 00854303
CITY OF SANTA BARBARA	CLETS MESSAGE SWITCHING	67775000 5690	282.58 <u>282.58</u>		WA 00854304
CITY OF SANTA MARIA	WATER SERVICES AND	65700000 5530	401.21		
	WATER SERVICES AND	65700000 5530	547.15		
	WATER SERVICES AND	65700000 5530	3,084.09		
	WATER SERVICES AND	65700000 5530	451.24		
	WATER SERVICES AND	65700000 5530	206.29		
	WATER SERVICES AND	65700000 5530	90.74		
	WATER SERVICES AND	65700000 5530	1,802.22		
	WATER SERVICES AND	65700000 5530	266.66		
	WATER SERVICES AND	65700000 5530	71.43		
	WATER SERVICES AND	65700000 5530	68.86		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	WATER SERVICES AND	65700000 5530	77.52		
	WATER SERVICES AND	65700000 5530	731.10		
	WATER SERVICES AND	68103000 5530	100.30		
	WATER SERVICES AND	68103000 5530	136.79		
	WATER SERVICES AND	68103000 5530	771.02		
	WATER SERVICES AND	68103000 5530	112.81		
	WATER SERVICES AND	68103000 5530	51.57		
	WATER SERVICES AND	68103000 5530	22.68		
	WATER SERVICES AND	68103000 5530	450.56		
	WATER SERVICES AND	68103000 5530	66.66		
	WATER SERVICES AND	68103000 5530	17.86		
	WATER SERVICES AND	68103000 5530	17.22		
	WATER SERVICES AND	68103000 5530	19.38		
	WATER SERVICES AND	68103000 5530	182.77		
			9,748.13		WA 00854305
CITY OF SANTA MARIA	FALSE ALARM RESPONSES	67775200 5590	174.20		
			174.20		WA 00854306
COIT CARPET CLEANING	CLEAN STAGE DRAPERY AND	10060000 5550	6,940.00		
	SERVICE CHARGE/CERTIFICATE	0060000 5550	21.00		
			6,961.00		WA 00854307
COLLABORATIVE	SERVICE AGREEMENT TO	66201005 5112	4,374.00		
	SERVICE AGREEMENT TO	66201005 5112	8,725.53		
			13,099.53		WA 00854308
COMBS PRICHARD, KATIE	REIMBURSEMENT FOR TRAVEL	59902000 5221	436.21		
			436.21		WA 00854309
COMCAST CABLE	MONTHLY RECURRING COSTS	60100800 5560	7.91		
	MONTHLY RECURRING COSTS	65700000 5560	31.63		
			39.54		WA 00854310
COMCAST CABLE	MONTHLY RECURRING COSTS	60100800 5560	24.73		
	MONTHLY RECURRING COSTS	65700000 5560	98.91		
			123.64		WA 00854311
COMM COLLEGE PUBLIC	2017 PRO AWARD ENTRIES IN	67111000 5210	500.00		
			500.00		WA 00854312
CULLIGAN/CENTRAL	Monthly rental for 9" Mixed	04011100 5690	24.00		
	DEIONIZED WATER FOR BLDG	65700000 5530	90.00		
			114.00		WA 00854313
CUSTOM COLORS &	Instructional supplies to be	09482000 4310	64.52		
	Instructional supplies to be	09482000 4310	209.33		
	Instructional supplies to be	09482000 4310	12.61		
	Instructional supplies to be	09482000 4310	70.57		
	Welding Helmets part no.	09482002 6410	2,256.77		
	Belt Sanders part no. 28366	09482002 6410	1,700.84		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			4,314.64		WA 00854314
DELL MARKETING LP INC	ENVIRONMENTAL FEE	61100300 5571	6.00		
	DELL 27 ULTRA HD 4K MONITOR	61100300 6411	588.66		
	ENVIRONMENTAL FEE	61320000 5571	4.00		
	DELL 27 ULTRA HD 4K	61320000 6411	590.66		
	ENVIRONMENTAL FEE	09565004 5571	12.00		
	OPTP MT 7040 Q#1021722038663	09565004 6411	1,187.17		
	OPTP MT 7040 Q#1021722038663	09565004 6411	1,187.21		
	SERVICE & WARRANTY	09565004 6411	629.44		
			4,205.14		WA 00854315
DEPT OF FORESTRY &	CFSTES CERTIFICATES	21330000 4311	1,760.00		
	SHIPPING	21330000 4311	8.00		
			1,768.00		WA 00854316
DEX MEDIA	PHONE DIRECTORY LISTING	65700000 5540	25.25		
			25.25		WA 00854317
DITHOMAS, DR DEBORAH	REIMBURSEMENT FOR DR.	60900000 5210	670.95		
			670.95		WA 00854318
DUNN-EDWARDS PAINTS	PAINT SUPPLIES	65110000 4520	109.72		
			109.72		WA 00854319
EFREN'S 2	FOOD FOR AMBASSADOR MTG	63220014 4710	166.17		
			166.17		WA 00854320
Enriquez-Villalva, Flor M	TB TEST REIMB FOR STUDENT	64900006 5821	5.00		
			5.00		WA 00854321
EWING IRRIGATION	LANDSCAPE SUPPLIES	65510000 4520	81.73		
			81.73		WA 00854322
FEDERAL EXPRESS CORP	MAILINGS FOR ACCT #1104-8488	67710300 5870	6.17		
			6.17		WA 00854323
FIRE EDUCATION	CONTRACT TRAINING FOR	21333000 5130	42,993.00		
			42,993.00		WA 00854324
FISHER SCIENTIFIC CO	Distillation Head Hickman,	19050000 4311	54.98		
	Condenser West, 14/20, case	19050000 4311	149.77		
	Adapter Inlet, 14/20,	19050000 4311	21.66		
	2-Methylcyclohexanol, 500 mL,	19050007 4310	59.01		
	Bottle PP 20L, #S01989E	19050007 4310	291.69		
	Stir bars, 25x6mm, 10/pkg,	19050007 4310	20.43		
	Capillary Tube HEP RED TIP	04011007 4310	180.05		
	Capillary Tube PLAIN BLU TIP	04011007 4310	181.83		
	pH Buffer 1.00 500mL,	04011007 4310	17.13		
	pH Buffer 2.00 500mL,	04011007 4310	26.23		
	pH Buffer 3.00 500mL,	04011007 4310	15.11		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	pH Buffer 5.00 500mL,	04011007 4310	12.78		
	pH Buffer 7.00 500mL.	04011007 4310	7.38		
	pH Buffer 9.00 500mL,	04011007 4310	14.57		
	pH Buffer 11.00 500mL,	04011007 4310	29.06		
	pH Buffer 8.00 500mL,	04011007 4310	14.45		
	pH Buffer 12.00 500mL,	04011007 4310	20.58		
	Test Tube Brush, medium,	19050007 4310	34.86		
	Crucible Cover, 45mm, # FB65U	19050000 4311	349.12		
			<u>1,500.69</u>		WA 00854325
FORGEY, PATRICIA	Contract for Adults with	49306021 5110	4,950.00		
			<u>4,950.00</u>		WA 00854326
FREESTYLE	ARISTA UNIV. LIQU RAPID	10110007 4310	106.93		
	LEGACYPRO ECOPRO BW	10110007 4310	79.90		
	KODAK TRI-X 400 ISO 35mmX36	10110007 4310	104.76		
	ARISTA LIQUID FILM	10110007 4310	106.86		
	ARISTA LIQUID PAPER	10110007 4310	161.89		
	KODAK PHOTO FLO 200 - 16OZ	10110007 4310	34.52		
	DELTA GRAY CARDS 8X10 IN (210)	10110007 4310	51.80		
	SILVER OXIDE BATTERY VART	10110007 4310	64.58		
	SHIPPING	10110007 4310	54.15		
			<u>765.39</u>		WA 00854327
FRONTIER	TELEPHONE SERVICE	65700000 5540	3,079.45		
			<u>3,079.45</u>		WA 00854328
GARDA CL WEST INC	MONTHLY ARMORED CAR	67211000 5112	362.29		
			<u>362.29</u>		WA 00854329
Gomez Aguirre, Magda R	FINGERPRINT REIMB FOR	64900006 5820	25.00		
			<u>25.00</u>		WA 00854330
GRACE BAPTIST CHURCH	21880 Tole Painting 45 x \$5	68101000 5630	225.00		
			<u>225.00</u>		WA 00854331
HARDY DIAGNOSTICS	Instructional supplies for	04011007 4310	56.04		
			<u>56.04</u>		WA 00854332
HEALTH SANITATION	GREEN/YARD WASTE	65510000 5570	306.15		
			<u>306.15</u>		WA 00854333
HENRY SCHEIN INC	EXAM TABLE PROTEAM	12280001 6410	1,156.90		
			<u>1,156.90</u>		WA 00854334
Hernandez Perez, Lizbeth	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854335
Hernandez, Jose	FINGERPRINT REIMB FOR	64900006 5820	15.00		
	TB TEST REIMB FOR STUDENT	64900006 5821	5.00		
			<u>20.00</u>		WA 00854336

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Herrera Valdez, Elide	FINGERPRINT REIMB FOR	64900026 5820	31.00		
	TB TEST REIMB FOR STUDENT	64900026 5821	5.00		
			36.00		WA 00854337
HOME MOTORS	COIL, 12558693 PER	67772000 4520	112.73		
	SENSOR, 12614973 PER	67772000 4520	84.82		
			197.55		WA 00854338
Huitron, Leslie D	FINGERPRINT REIMB FOR	64900026 5820	15.00		
	TB TEST REIMB FOR STUDENT	64900026 5821	5.00		
			20.00		WA 00854339
IACP/INTERNATIONAL	MEMBERSHIP - ACTIVE	67775000 5310	150.00		
	MEMBERSHIP - UNIVERSITY &	67775000 5310	50.00		
			200.00		WA 00854340
INSTITUTE OF BEAUTY	AGREEMENT FOR	30070000 5130	27,673.80		
	DSL LINE FEES REQUIRED TO	30070000 5560	123.20		
	AGREEMENT FOR	30070000 5630	18,449.20		
			46,246.20		WA 00854341
INTERMOUNTAIN LOCK	KEYLOCK SUPPLIES	65110000 4520	254.23		
	SCHLAGE LOCK	65110000 4520	2,319.59		
	SUPPLIES PER INVOICES:	65110000 4520	435.18		
	SUPPLIES PER INVOICES:	65110000 4520	11.38		
	SUPPLIES PER INVOICES:	65110000 4520	43.31		
	KIT - 06L CLASSROOM MORTISE	65110400 4520	432.42		
	CONT HINGE STEEL BASE,	65110400 4520	196.68		
	FREIGHT CHARGES PER	65110400 4520	67.50		
			3,760.29		WA 00854342
J W PEPPER & SON INC	Concert band music purchase	68119520 4310	244.09		
	Concert band music purchase	68119520 4310	13.99		
			258.08		WA 00854343
Jimenez, Lupita	FINGERPRINT REIMB FOR	64900034 5820	15.00		
			15.00		
			15.00		WA 00854344
JOBELEPHANT.COM INC	Advertising for recruitment	67300100 5880	15.00		
			15.00		
			15.00		WA 00854345
K & A CONSULTING CORP	Technical Consulting Services	67873000 5112	4,825.00		
			4,825.00		
			4,825.00		WA 00854346
KCOY 12 TV	ADVERTISING PROMOTING	67111000 5880	1,500.00		
			1,500.00		
			1,500.00		WA 00854347
KELLY PAPER CO	PAPER CONSUMABLES FOR	67760000 4520	-340.53		
	PAPER CONSUMABLES FOR	67760000 4520	437.67		
	PAPER CONSUMABLES FOR	67760000 4520	4,247.05		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			4,344.19		WA 00854348
KUBOTA LEASING	LEASE PURCHASE OF KUBOTA 65511400	5680	804.15		
	LEASE PURCHASE OF KUBOTA 65511400	5680	59.70		
			863.85		WA 00854349
LIVE SCAN AND MOBILE	SPRING 2017 CNA	12303000 5820	880.00		
			880.00		WA 00854350
Lucas, Ann D	SHEET MUSIC FOR CHOIR	10042007 4310	837.76		
			837.76		WA 00854351
LYNN MUSIC	REPAIR AND MAINTENANCE OH0042000	5650	310.00		
			310.00		WA 00854352
MATHESON TRI-GAS INC	Plasma Cutter Torchmate 4400	09565001 6410	21,168.00		
	Torchmate Upgrade TM CAD 9 to	09565001 6410	934.20		
	Freight	09565001 6410	345.00		
	Onsite training on the Plasma	09565001 6410	3,250.00		
			25,697.20		WA 00854353
MATRANGA FLORAL	INSTRUCTIONAL SUPPLIES FOR	1092020 4311	187.15		
			187.15		WA 00854354
Mcgee, Janet L	FOOD EXPENSE FOR AEBG	49306021 4710	26.97		
			26.97		WA 00854355
McIgoza, Nayeli	FINGERPRINT REIMB FOR	64900034 5820	20.00		
			20.00		WA 00854356
Mendez, Alma C	FINGERPRINT REIMB FOR	64900006 5820	20.00		
	TB TEST REIMB FOR STUDENT	64900006 5821	5.00		
			25.00		WA 00854357
MISSION LINEN &	Laundry Services for Auto	09480000 5550	29.28		
	Laundry Services for Auto	09482000 5550	7.87		
	Laundry Services for Auto	09480000 5550	29.28		
	Laundry Services for Auto	09482000 5550	7.87		
			74.30		WA 00854358
MOXIE CAFE	FOOD FOR PLNG MTG 1/11/17	63220001 4710	76.48		
	FOOD FOR COURSE WAIVER	63220003 4710	138.18		
			214.66		WA 00854359
NILES BIOLOGICAL	SCIENCE LAB SUPPLIES	60100407 4310	13.93		
	SCIENCE LAB SUPPLIES	60100407 4310	12.00		
			25.93		WA 00854360
Nolan-Chavez, Holly	REIMBURSEMENT FOR	68400307 5210	259.40		
			259.40		WA 00854361

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
OFFICE DEPOT INC	INSTRUCTIONAL SUPPLIES	10000017 4310	190.20		
	Office Supplies	17010000 4520	71.44		
	Office supplies	49306021 4520	132.78		
	OFFICE SUPPLIES FOR PUBLIC	60100900 4520	63.69		
	GENERAL OFFICE SUPPLIES:	64300002 4520	260.03		
	GENERAL OFFICE SUPPLIES:	64300002 4520	83.43		
	GENERAL OFFICE SUPPLIES:	64300008 4520	83.47		
	GENERAL OFFICE SUPPLIES:	64300008 4520	110.38		
	GENERAL OFFICE SUPPLIES:	64300008 4520	7.55		
	Correction Tape	64642000 4520	10.78		
	Brothers TN-420 Black Toner	64642000 4520	94.77		
	GENERAL OFFICE SUPPLIES:	64710003 4520	12.10		
	OFFICE SUPPLIES	64900108 4520	13.38		
	OFFICE SUPPLIES	64900108 4520	457.56		
	OFFICE SUPPLIES - PRESIDENT'S	66200000 4520	29.13		
	OFFICE SUPPLIES 7/6/16 -	66240000 4520	194.68		
	OPERATIONAL SUPPLIES	67220000 4520	90.76		
	OPERATIONAL SUPPLIES	67220000 4520	139.73		
	FELLOWES STANDARD	67343000 4520	16.90		
	OFFICE/OPERATIONAL SUPPLIES	68101000 4520	104.06		
	Operational Supplies	69600000 4520	57.08		
	OFFICE SUPPLIES	22000000 4520	4.32		
	Instructional supplies to be	09560001 4310	14.89		
	Office supplies to be used in	09565000 4520	71.76		
	INSTRUCTIONAL SUPPLIES	49308007 4310	130.67		
	SUPPLIES FOR LAW	21055000 4520	65.86		
	Office supplies for MESA/STEM	60100707 4520	112.87		
	OFFICE SUPPLIES	60100300 4520	128.87		
			2,753.14		WA 00854362
OFFICE DEPOT INC	Office Supplies	17010000 4520	65.44		
			65.44		WA 00854363
OLD TOWN SHIRT	STUDENT AMBASSADOR SHIRTS	63220014 4520	139.19		
			139.19		WA 00854364
ORCHARD	CUSTODIAL SUPPLIES	65311000 4520	58.98		
	Supplies for the Chemistry	19050007 4310	34.81		
	CUSTODIAL SUPPLIES	65311000 4520	48.18		
			141.97		WA 00854365
Padilla, Miguel A	FINGERPRINT REIMB FOR	64900026 5820	15.00		
			15.00		WA 00854366
Parker, Jessica Alice	Reimburse for food purchased	67341000 4710	77.98		
			77.98		WA 00854367
PASCO SCIENTIFIC	Ballistic Pend Axle	19020007 4310	71.76		
	Shipping and Handling	19020007 4310	17.00		
			88.76		WA 00854368
PAT'S AUTOMOTIVE	TROUBLESHOOTING ON-BOARD	67772000 5650	171.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			171.00		WA 00854369
Perez, Diana M	REIMBURSEMENT DINNER FOR	64900012 4710	21.49		
	REIMBURSEMENT FOR AVID	64900012 4710	115.47		
			136.96		WA 00854370
PORTABLE JOHNS INC	RENTAL/SERVICING CHARGES	68102000 5690	617.40		
	RENTAL/SERVICING CHARGES	68102000 5690	274.13		
	ADDITIONAL CLEANING	68102000 5690	110.00		
			1,001.53		WA 00854371
Prado, Carleen N	FINGERPRINT REIMB FOR	64900019 5820	15.00		
	TB TEST REIMB FOR STUDENT	64900019 5821	5.00		
			20.00		WA 00854372
PRAXAIR DISTRIBUTION	CARBON DIOXIDE LIQUID	65110000 4520	531.59		
			531.59		WA 00854373
PROCARE JANITORIAL	CUSTODIAL SUPPLIES FOR	65311000 4520	118.58		
	CUSTODIAL SUPPLIES FOR	65311000 4520	2,524.32		
	CUSTODIAL SUPPLIES FOR	65311000 4520	49.64		
	CUSTODIAL SUPPLIES	65311400 4520	230.49		
			2,923.03		WA 00854374
PROQUEST LLC	BOOKS FOR SM LIBRARY	61201000 6310	56.00		
			56.00		WA 00854375
PUBLIC AGENCY LAW	LEGAL SERVICES FOR	66240000 5730	671.00		
	LEGAL SERVICES FOR	66240000 5730	429.40		
			1,100.40		WA 00854376
RAYNE WATER	REVERSE OSMOSIS FOR	65700000 5690	220.90		
	REVERSE OSMOSIS: BLDG B 204	67220002 5690	25.95		
			246.85		WA 00854377
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	7.30		
	PARTS/SUPPLIES	67772000 4520	17.28		
	PARTS/SUPPLIES	67772000 4520	8.09		
			32.67		WA 00854378
RAYS AUTO PARTS	Instructional Supplies for	09481107 4310	137.10		
			137.10		WA 00854379
READYREFRESH BY	WATER DELIVERY SERVICE	65510000 4710	3.22		
			3.22		WA 00854380
Rodriguez, Carina G	FINGERPRINT REIMB FOR	64900034 5820	20.00		
			20.00		WA 00854381
RUISENOR	IND CONTRACTOR-SPEAKER	63220014 5112	569.12		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			569.12		WA 00854382
SAFEWAY INC - VONS	SCIENCE LAB SUPPLIES	60100407 4310	31.72		
	SCIENCE LAB SUPPLIES	60100407 4310	85.31		
	Instructional supplies for	04011007 4310	58.09		
	Instructional supplies for	04011007 4310	26.42		
	Instructional supplies for	04011007 4310	45.64		
			247.18		WA 00854383
San Juan, Ron Joseph B	LIVE SCAN REIMB FOR	64700000 5820	10.00		
			10.00		WA 00854384
SANTA MARIA HUMAN	2017 MEMBERSHIP RENEWAL	67300100 5310	70.00		
			70.00		WA 00854385
SANTA MARIA SUN LLC	1/8-PAGE DISPLAY AD	67111020 5880	139.00		
			139.00		WA 00854386
SEHI COMPUTER	HP SCANJET 3000S3 Q#85626	61100014 6411	425.74		
	FREIGHT	61100014 6411	6.00		
			431.74		WA 00854387
SMART & FINAL	FOOD SUPPLIES:	64300002 4710	468.93		
	Instructional Supplies	13063000 4311	15.48		
	Instructional Supplies	13063000 4311	176.65		
	Food purchase for special	63300000 4710	72.60		
			733.66		WA 00854388
SMITH PIPE & SUPPLY INC	SUPPLIES PER INVOICES:	65510000 4520	89.34		
	SUPPLIES PER INVOICES:	65510000 4520	85.91		
	TURF HERBICIDE, SPEED ZONE	65511400 4520	89.34		
			264.59		WA 00854389
SOUTHERN CALIFORNIA	GAS SUPPLY 7/1/16-6/30/17	65700000 5510	1,427.98		
	GAS SUPPLY 7/1/16-6/30/17	68103000 5510	356.99		
			1,784.97		WA 00854390
STELLAR INDUSTRIAL	Instructional Supplies for	09563007 4310	0.96		
	Instructional Supplies for	09563007 4310	16.53		
	Instructional Supplies for	09563007 4310	47.80		
	Instructional Supplies for	09563007 4310	257.27		
	Instructional Supplies for	09563007 4310	135.76		
			458.32		WA 00854391
SUBWAY	SUBWAY TO GO MEAL BOXES	64900012 4710	412.50		
			412.50		WA 00854392
TEMPLE BETH EL	Crochet/Knitting, Jewelry	68101000 5630	480.00		
			480.00		WA 00854393
Tenhet, Joshua	LIVE SCAN REIMB FOR	64700000 5820	15.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			15.00		WA 00854394
UNITED HEALTH CARE	AARP HEALTH INSURANCE	59900000 3440	1,275.95		
	AARP HEALTH INSURANCE	59900000 3440	1,275.95		
			2,551.90		WA 00854395
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	24.63		
			24.63		WA 00854396
UNITED REFRIGERATION	HVAC SUPPLIES	65110000 4520	183.96		
	HVAC SUPPLIES	65110000 4520	14.54		
	HVAC SUPPLIES	65110000 4520	5.01		
	HVAC SUPPLIES PER INVOICES	65110400 4520	131.52		
	HVAC SUPPLIES PER INVOICES	65110400 4520	21.23		
	HVAC SUPPLIES PER INVOICES	65110400 4520	68.85		
			425.11		WA 00854397
UNITED SITE SERVICES OF	SERVICE MONTHLY, THREE	68102000 5570	324.00		
			324.00		WA 00854398
US BANK SUPPLY	15" W X 11" H CANVAS	68101000 4520	29.53		
	SHIPPING	68101000 4520	9.14		
	10" x 8" Locking Canvas	67211000 4520	27.86		
	Freight	67211000 4520	10.00		
			76.53		WA 00854399
US POSTAL SERVICE-	POSTAGE DEPOSIT TO HASLER	67710300 5870	10,000.00		
			10,000.00		WA 00854400
WARD'S SCIENCE INC	Instructional supplies for	04011007 4310	90.03		
			90.03		WA 00854401
WEST COAST WATER	MONTHLY WATER TREATMENT	65110400 5640	288.85		
	MONTHLY WATER TREATMENT	65110400 5640	490.00		
			778.85		WA 00854402
XEROX CORPORATION	XEROX PHASER 7400DX	67710300 5640	109.91		
	XEROX PHASER 7760DN	67710300 5640	84.90		
	XEROX PHASER 7760GX	67710300 5640	124.66		
			319.47		WA 00854403
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING	71820060 4520	336.37		
	ELECTRICAL/LIGHTING	71820060 4520	365.31		
	ELECTRICAL/LIGHTING	71820060 4520	342.94		
	ELECTRICAL/LIGHTING	71820060 4520	199.18		
	ELECTRICAL/LIGHTING	71820061 4520	336.36		
	ELECTRICAL/LIGHTING	71820061 4520	365.30		
			1,945.46		WB 00854404
Robertson, Jennie A	Classified Health and Welfare	67900009 3420	113.10		
			113.10		WC 00854405

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Underwood, Kelly D	Classified Health and Welfare	67900009 3420	800.00 <u>800.00</u>		WC 00854406
FOODBANK OF SANTA	Food Supplies for Children's	33697017 4710	58.05 <u>58.05</u>		WE 00854407
APPLE COMPUTER	iMac 27 in. with Retina 5K	71730002 6411	2,029.32		
	eWaste Fee / Recycling Fee	71730002 6411	4.00		
	iMac 21.5 inch, w/Mouse and	71730003 6411	1,446.12		
	IMAC WASTE FEE	71730003 6411	4.00		
	Apple Care Protection Plan	71730003 6411	119.00		
	iMac 27" with Retina 5K	71730003 6411	2,418.12		
	eWaste recycling fee	71730003 6411	4.00		
	AppleCare Protection Plan for	71730003 6411	119.00 <u>6,143.56</u>		WI 00854408
B & H PHOTO-VIDEO	ANCHOR AUDIO SPEAKER GO	71730003 6412	1,984.00		
	ANCHOR AUDIO SPEAKER GO	71730003 6412	1,984.00 <u>3,968.00</u>		WI 00854409
DELL MARKETING LP INC	LAT E5470 14 Q#3000006616911.171730003	6411	925.37		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	ENVIRONMENTAL FEE	71730003 6411	20.00		
	SERVICE & WARRANTY	71730003 6411	1,456.64		
	OPTP MT 7040 Q#3000006619955.71730003	6411	1,184.05		
	SERVICE & WARRANTY	71730003 6411	342.77		
	ENVIRONMENTAL FEE	71730003 6411	6.00		
	AIO 7440 Q#1021706569303.1	71730003 6411	1,141.78		
	SERVICE & WARRANTY	71730003 6411	231.79		
	ENVIRONMENTAL FEE	71730003 6411	6.00 <u>8,090.57</u>		WI 00854410
OPTIV SECURITY INC	48V/36W AC-to-DC Desktop	71730003 6411	59.82		
	Aruba IAP-205H Wireless	71730003 6411	639.49		
	Shipping	71730003 6411	47.37		
	Aruba AP-205H Access Point	71730003 6411	41.41 <u>788.09</u>		WI 00854411
SAMY'S CAMERA	EPSON SURECOLOR P800	71730002 6411	1,262.52		
	EPSON SURECOLOR P800	71730002 6411	1,262.52 <u>2,525.04</u>		WI 00854412
WALTERS VENTURES INC	AMENDMENT NINE FOR	71710005 6240	427.50 <u>427.50</u>		WI 00854413
Black, Michael R	Mileage reimbursement	67210600 5210	125.73 <u>125.73</u>		WA 00854414
CATAMARAN RESORT	Betsy Wilcox 6.19-22.17	63220001 5210	639.47		

**Allan Hancock College
Warrant Register**
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			639.47		WA 00854415
CCCAOE	Margaret Lau 5.9-12.17	60100201 5210	695.00		
			695.00		WA 00854416
CCCSFAAA	Lori Doty 3.28-30.17	64642002 5210	350.00		
			350.00		WA 00854417
CCCSFAAA	Joyce Cole 3.28-30.17	64642002 5210	350.00		
			350.00		WA 00854418
CHIEF INFORMATION	Jose Cabanas 3.26-29.17	62100000 5210	400.00		
			400.00		WA 00854419
CHIEF INFORMATION	M.QuaidMaltagliati 3.26-29.17	62100000 5210	400.00		
			400.00		WA 00854420
CHIEF INFORMATION	Joan Henretta 3.26-29.17	64642002 5210	400.00		
			400.00		WA 00854421
COLLEGE SOURCE INC	Betsy Wilcox 6.19-22.17	63220001 5210	764.00		
			764.00		WA 00854422
CONFERENCEDIRECT	Kathleen Lester 3.16-22.17	63220001 5210	968.63		
			968.63		WA 00854423
ELLUCIAN LIVE	Kathleen Lester 3.16-22.17	63220001 5210	1,325.00		
			1,325.00		WA 00854424
Grelck, Christine M	Mileage rcimbursement	60100400 5210	27.82		
			27.82		WA 00854425
Healy, Elaine A	BusEdPartnershipLuncheon	49306021 5210	1.07		
	Workforce/LiteracyForumPresent	49306021 5210	30.60		
			31.67		WA 00854426
Middleton, Celestina Marie	LA Job Fair	59902000 5210	395.38		
			395.38		WA 00854427
MONTEREY MARRIOTT	Jose Millan 2.26-3.1.17	63230018 5210	620.49		
			620.49		WA 00854428
Nolan-Chavez, Holly	RegionalWater/WastewaterMtg	68400307 5210	274.77		
	AG Conference	68400307 5210	141.35		
			416.12		WA 00854429
Pinon, Francisco A	BiotechnologySymposium	04010018 5210	369.64		
			369.64		WA 00854430
PORTOLA	L.Doty/J.Cole 3.28-30.17	64642002 5210	335.60		

**Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017**

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			335.60		WA 00854431
Scally, Brian J	DisasterRecoveryWorkshop	60100201 5210	557.21		
			557.21		WA 00854432
Spieß, Alexandra	Mileage reimbursement	64300008 5210	26.86		
			26.86		WA 00854433
Stevens, Christopher W	BaseballCoachesAssnConvention	67520001 5210	700.00		
			700.00		WA 00854434
Walthers, Kevin Glen	Final ACCJC AccreditationMeeting	60900000 5210	513.07		
	Panelist-WorkforceDevInstConf	66200000 5210	518.50		
			1,031.57		WA 00854435
Wheeler, Cynthia L	Mileage reimbursement	30070000 5210	27.00		
			27.00		WA 00854436
ZACARIAS, HILDA	EffectiveTrusteeshipWorkshop	66100000 5210	115.01		
			115.01		WA 00854437
Dal Porto, Judith L	OutdoorClassroomConference	69297131 5210	14.73		
			14.73		WE 00854438
Demchak, Karan E	OutdoorClassroomConference	69297131 5210	30.56		
			30.56		WE 00854439
Frazier, Yvon M	OutdoorClassroomConference	69297131 5210	551.12		
			551.12		WE 00854440
Roepke, Thesa S	OutdoorClassroomConference	69297131 5210	248.76		
			248.76		WE 00854441
Rolon, Anita R	OutdoorClassroomConvention	69297131 5210	16.17		
			16.17		WE 00854442
AHC - AUXILIARY	GENERAL FUND ALLOCATION	10070000 7394	300,000.00		
			300,000.00		WA 00854443
AHC - FOUNDATION	Leadership Classes SM Valley	60106102 5210	895.00		
			895.00		WA 00854444
AHC - FOUNDATION	Advancement Specialist	60106103 5851	4,630.27		
			4,630.27		WA 00854445
ALL AMERICAN SCREEN	DRY FIT SHIRTS /TRACK	69610007 4310	581.09		
	SCREEN SETUP FEES	69610007 4310	15.12		
	HOODIES TRACK	69610007 4310	725.44		
	SWEATPANTS	69610007 4310	388.80		
			1,710.45		WA 00854446

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AMAZON	Tulip bulbs, Endless Spring	04011007 4310	8.95		
	Shipping and handling	04011007 4310	6.97		
	Gladiolas Corms, Red	04011007 4310	10.95		
	Shipping and handling	04011007 4310	4.49		
	Dixie Bowls	13060000 4310	48.85		
	Mini DisplayPort to HDMI	19000000 4514	23.94		
	Logitech Wireless Presenter	19000000 4514	37.88		
	Test-100ITEM Item Analysis	22000010 4310	12.95		
	Shipping	22000010 4310	6.93		
	Textbook and Instructional	60100707 4310	146.90		
	Textbook and Instructional	60100707 4310	228.26		
	Textbook and Instructional	60100707 4310	233.10		
	Textbook and Instructional	60100707 4310	348.82		
	Textbook and Instructional	60100707 4310	519.84		
	Textbook and Instructional	60100707 4310	65.64		
	Textbook and Instructional	60100707 4310	44.48		
	Textbook and Instructional	60100707 4310	657.32		
	Textbook and Instructional	60100707 4310	18.90		
	Textbook and Instructional	60100707 4310	21.69		
	Textbook and Instructional	60100707 4310	45.99		
	Textbook and Instructional	60100707 4310	378.27		
	Mindset book by Carol S. Dweck	60200321 4520	54.00		
	Noise cancelling ear muffs	63101000 4520	44.97		
	Duracell AA Batteries	63101000 4520	13.99		
	Expo Ultra Fine Point Dry	63101000 4520	55.30		
				3,039.38	
AMERICAN BUSINESS	MAINTENANCE TO COVER ALL	64300002 5640	28.81		
			28.81		WA 00854448
AMERICAN CLEANERS &	DRYCLEANING FOR COSTUMES	0081000 5550	401.00		
			401.00		WA 00854449
AMERICAN STAR TOURS	CHARTER BUS SERVICE	64945000 4640	2,100.00		
			2,100.00		WA 00854450
ARA DENTAL EQUIPMENT	REPAIRED VAC CANISTER ON	12401001 5650	60.00		
	OFFICE CALL FEE	12401001 5650	40.00		
			100.00		WA 00854451
Arce, Ruby	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854452
ART & JENNYS SEWING	SEWING/EMBROIDERY	68101002 6410	2,374.92		
	SEWING/QUILTING MACHINE	68101002 6410	1,294.92		
	OVERLOCK/SERGER MACHINE	68101002 6410	1,649.16		
			5,319.00		WA 00854453
AZTEC SOFTWARE	Aztec GED Prep Solution	49306007 5322	9,450.00		
	Aztec Bridge Series	49306007 5322	64.08		
	Aztec Bridge Series	49306022 5322	4,910.92		

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			14,425.00		WA 00854454
BATTERY SYSTEMS INC	BATTERIES FOR ALARMS	69500001 4520	279.50		
			<u>279.50</u>		WA 00854455
Benitez, Shaira S	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854456
Benn, Megan E	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854457
Beyers, Karly	LIVE SCAN REIMB FOR	64700000 5820	7.00		
			<u>7.00</u>		WA 00854458
BREMER AUTO PARTS	FIRE ACADEMY OPERATIONAL	21335000 4520	13.81		
			<u>13.81</u>		WA 00854459
CA DEPT OF PUBLIC	REGISTRATION RENEWAL OF	12401000 5320	744.00		
			<u>744.00</u>		WA 00854460
CA ELECTRIC SUPPLY	ELECTRICAL/LIGHTING	65110000 4520	18.90		
	ELECTRICAL/LIGHTING	65110000 4520	53.97		
	ELECTRICAL/LIGHTING	65110000 4520	38.21		
	ELECTRICAL/LIGHTING	65110000 4520	87.23		
	ELECTRICAL/LIGHTING	65110000 4520	32.94		
	ELECTRICAL/LIGHTING	65110000 4520	30.00		
	ELECTRICAL/LIGHTING	65110000 4520	34.54		
			<u>295.79</u>		WA 00854461
CAL COAST MACHINERY	RELAY PER INVOICE 373634	65510000 4520	24.38		
	SWITCH PER INVOICE 373774	65510000 4520	33.87		
	FREIGHT CHARGES PER	65510000 4520	8.00		
	MOWER BLADE PER INVOICE	65510000 4520	72.61		
			<u>138.86</u>		WA 00854462
CAMARENAS TIRE	TIRE - MASTERTRAK SPECIALTY	21330000 4310	78.25		
	MOUNT AND BALANCE	21330000 4310	15.00		
	STATE TIRE FEE	21330000 4310	1.75		
			<u>95.00</u>		WA 00854463
CAROLINA BIOLOGICAL	Supplies for Biology Labs,	04011007 4310	255.75		
	Supplies for Biology Labs,	04011007 4310	67.14		
	Supplies for Biology Labs,	04011007 4310	150.50		
			<u>473.39</u>		WA 00854464
CARR'S BOOT SHOP	SAFETY BOOTS FOR	67343000 3920	125.00		
	SAFETY BOOTS FOR	67343000 3920	125.00		
			<u>250.00</u>		WA 00854465
CITY OF LOMPOC	COMMERCIAL LIGHT ELECTRIC	65700400 5520	11,692.36		
	WATER SERVICES	65700400 5530	5,078.07		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
DEPARTMENT OF JUSTICE	Department of Justice	64700000 5820	1,034.00		
	Department of Justice	67300100 5820	800.00		
			1,834.00		WA 00854475
Diaz, Christopher	CD SUPPLEMENT FOR	10042007 4310	57.25		
			57.25		WA 00854476
DOT WORKS	PLATE CONSUMABLES FOR	67760000 4520	91.36		
			91.36		WA 00854477
EMERALD WAVE MEDIA	Community Education Spring	49306021 5880	500.00		
			500.00		WA 00854478
Escobar, Jasson F	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854479
EWING IRRIGATION	SUPPLIES PER INVOICES:	65510000 4520	639.36		
	SUPPLIES PER INVOICES:	65510000 4520	217.13		
	SUPPLIES PER INVOICES:	65510000 4520	28.08		
	SUPERIOR GLOBE VALVE	65511400 4520	147.04		
	SLIP FIX REPAIR	65511400 4520	8.04		
	PVC COUPLING SS	65511400 4520	0.72		
	PVC 45 ELL SS	65511400 4520	1.73		
			1,042.10		WA 00854480
EYEMED VISION CARE	AHC VISION INSURANCE	00000010 9538	2,474.70		
			2,474.70		WA 00854481
FARM SUPPLY COMPANY	RAIN COAT, TYPHOON, MED	65311000 4520	75.59		
	WEBTEX JACKET W/HOOD, XL	65311000 4520	21.59		
	WEBTEX JACKET W/HOOD, L	65311000 4520	43.18		
	WEBTEX JACKET W/HOOD, 3XL	65311000 4520	21.59		
			161.95		WA 00854482
FATTE'S PIZZA OF SANTA	FOOD FOR MIGRANT TOUR	63220003 4710	194.21		
			194.21		WA 00854483
FEDERAL EXPRESS CORP	Mailings for Spring 2017	60100707 5870	6.17		
	3SP OVERNIGHT SERVICES	63220001 5870	140.49		
	FED EX POSTAGE	64900006 5870	6.17		
	MAILINGS FOR ACCT #1104-8488	7710300 5870	5.05		
			157.88		WA 00854484
FERGUSON ENTERPRISES	PLUMBING SUPPLIES	65110000 4520	98.86		
			98.86		WA 00854485
FISHER SCIENTIFIC CO	Cap Black, Phenol Open Top,	19050000 4311	137.38		
			137.38		WA 00854486
FOLLETT HEG - AHC	ART SUPPLIES	10021007 4310	5.39		
	ART SUPPLIES	10021007 4310	15.54		

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	INSTRUCTIONAL SUPPLIES.	60100407 4310	105.06		
	INSTRUCTIONAL SUPPLIES	10081007 4310	7.55		
	OFFICE CONSUMABLES FOR	67760000 4520	30.20		
			<u>163.74</u>		WA 00854487
FOLLETT HEG - AHC	PURCHASE TEXTBOOKS FOR	64300301 7620	5,019.57		
			<u>5,019.57</u>		WA 00854488
FRONTIER	TELEPHONE SERVICE	65700400 5540	800.86		
			<u>800.86</u>		WA 00854489
FRONTIER	TELEPHONE SERVICE	65700000 5540	21.97		
			<u>21.97</u>		WA 00854490
FRONTIER	TELEPHONE SERVICE	65700000 5540	32.76		
			<u>32.76</u>		WA 00854491
FRONTIER	TELEPHONE SERVICE	65700400 5540	143.19		
			<u>143.19</u>		WA 00854492
FRONTIER	TELEPHONE SERVICE	65700000 5540	2,277.56		
	TELEPHONE SERVICE	65700400 5540	905.02		
	TELEPHONE SERVICE	65700500 5540	98.77		
	TELEPHONE SERVICE	68103000 5540	539.04		
			<u>3,820.39</u>		WA 00854493
GANESH MACHINERY	Brass Shear Pins 4mm x 35 mm	09563000 4310	38.88		
	Bearing retainer 10 mm screw	09563000 4310	9.72		
	Shipping & Handling	09563000 4310	11.00		
			<u>59.60</u>		WA 00854494
Garcia, Rigoberto	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854495
GLOBAL INDUSTRIAL	POWERBLANKET LITE	21330000 6410	1,205.06		
			<u>1,205.06</u>		WA 00854496
GM FINANCIAL LEASING	LEASE PAYMENT FOR 2016	64945000 5680	764.58		
	LEASE PAYMENT FOR 2016	64945000 5680	764.58		
			<u>1,529.16</u>		WA 00854497
Gonzalez, Maria G	LIVE SCAN REIMB FOR	64700000 5820	20.00		
			<u>20.00</u>		WA 00854498
GRIEGO POOL SERVICE	POOL SERVICE	65110000 5640	700.00		
			<u>700.00</u>		WA 00854499
HAAS FACTORY OUTLET	Educational Discount on	09563000 6410	-1,830.60		
	Educational Discount on 1	09563000 6410	-6,195.00		
	Educational discount HTEC	09563000 6410	-6,203.52		
	4th Axis Drive and Wiring	09563000 6410	2,478.60		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	5C Collet Servo Rotary Head	09563000 6410	9,174.60		
	Haas Control Simulator part	09563000 6410	1,830.60		
	Shipping and handling estimate	09563000 6410	1,250.00		
	1 year extended warranty part	09563000 6410	6,195.00		
	Haas CNC Mill: TM-1P per	09563000 6410	2,790.42		
	Haas CNC Mill: TM-1P per	09563001 6410	36,084.18		
			<u>45,574.28</u>		WA 00854500
Hamer, Philip Glen	Otr Clssfed Brnfts-AHC Tuition	67302000 3922	172.51		
			<u>172.51</u>		WA 00854501
HARDY DIAGNOSTICS	SCIENCE LAB SUPPLIES	60100407 4310	51.47		
	SCIENCE LAB SUPPLIES	60100407 4310	36.42		
			<u>87.89</u>		WA 00854502
HAYWARD LUMBER INC	SUPPLIES PER INVOICES:	65110000 4520	48.34		
	SUPPLIES PER INVOICES:	65110000 4520	39.67		
	CA LBR FEE	65110000 4520	0.37		
			<u>88.38</u>		WA 00854503
HEALTH SANITATION	GREEN/YARD WASTE	65510000 5570	520.05		
			<u>520.05</u>		WA 00854504
HENRY SCHEIN INC	EMERGENCY OXYGEN SYSTEM	12401001 6410	272.15		
	HAZARDOUS CHARGE	12401001 6410	20.00		
			<u>292.15</u>		WA 00854505
HIGH-TECH ELECTRIC	HIGH SPEED CABLE	10300000 4315	339.04		
	SHIPPING	10300000 4315	20.00		
			<u>359.04</u>		WA 00854506
HIGHER LEARNING	NCLEX RN EXAM TEST PREP	12301026 4310	509.66		
			<u>509.66</u>		WA 00854507
HOME DEPOT	Instructional supplies for	09565000 4311	360.97		
	Instructional supplies for	09565000 4311	102.47		
	Instructional Supplies to be	09565007 4310	52.96		
	FIRE ACADEMY OPERATIONAL	21335000 4520	22.03		
	FIRE ACADEMY OPERATIONAL	21335000 4520	36.57		
	FIRE ACADEMY OPERATIONAL	21335000 4520	72.27		
	INSTRUCTIONAL SUPPLIES FOR	21335007 4310	45.15		
	MAINTENANCE SUPPLIES,	65110000 4520	26.83		
	MAINTENANCE SUPPLIES,	65110000 4520	105.21		
	MAINTENANCE SUPPLIES,	65110400 4520	27.58		
	MAINTENANCE SUPPLIES,	65110400 4520	27.47		
	MAINTENANCE SUPPLIES,	65110400 4520	23.47		
	MAINTENANCE SUPPLIES,	65110400 4520	12.74		
	MAINTENANCE SUPPLIES,	65110400 4520	30.36		
	MAINTENANCE SUPPLIES,	65110400 4520	86.14		
	LADDER, 12 FT. PER	65110400 6410	246.75		
	GROUNDS SUPPLIES, LOMPOC	65511400 4520	14.51		
			<u>1,293.48</u>		WA 00854508

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
HOME MOTORS	SENSOR, 12561211	67772000 4520	77.82 <u>77.82</u>		WA 00854509
HOUSE SANITARY SUPPLY	CUSTODIAL SUPPLIES	65311000 4520	129.60 <u>129.60</u>		WA 00854510
JOHNSON PLASTICS PLUS	ENGRAVING CONSUMABLES	67760000 4520	16.69 <u>16.69</u>		WA 00854511
KAMAN INDUSTRIAL	COUPLING ELEMENT, MSG 4	65110000 4520	7.55 <u>7.55</u>		WA 00854512
Lau, Margaret S	REIMBURSEMENT-FACULTY PD	03030015 5220	527.13 <u>527.13</u>		WA 00854513
LAWTECH PUBLISHING CO	2017 CA PENAL CODE	21055000 4311	3,265.92		
	2017 CA VEHICLE CODE	21055000 4311	2,540.16		
	SHIPPING	21055000 4311	269.96 <u>6,076.04</u>		WA 00854514
LEE CENTRAL COAST	Community Education Spring	67111020 5880	114.21		
	Community Education Spring	67111020 5880	187.50		
	Community Education Spring	67111020 5880	0.92		
	Community Education Spring	49306021 5880	114.21		
	Community Education Spring	49306021 5880	187.50		
	Community Education Spring	49306021 5880	0.92 <u>605.26</u>		WA 00854515
LEXIS NEXIS INC	Lexis Nexis Online Access	61140000 5670	1,320.00 <u>1,320.00</u>		WA 00854516
LOMPOC UNIFIED SCHOOL	Reimbursement for AB104 AEBG	49306021 5112	46,615.17 <u>46,615.17</u>		WA 00854517
MARK ANDY PRINT	OFFSET PRESS CONSUMABLES	67760000 4520	93.96		
	OFFSET PRESS CONSUMABLES	67760000 4520	95.58		
	OFFSET PRESS CONSUMABLES	67760000 4520	51.47 <u>241.01</u>		WA 00854518
MATRANGA FLORAL	INSTRUCTIONAL SUPPLIES FOR	01092020 4311	227.20 <u>227.20</u>		WA 00854519
MISSION LINEN &	UNIFORM SERVICES/TOWELS	67772000 5550	30.56		
	UNIFORM SERVICES/TOWELS	67772000 5550	30.56		
	Laundry Services for Auto	09480000 5550	29.28		
	Laundry Services for Auto	09482000 5550	7.87		
	UNIFORM SERVICES/TOWELS	67772000 5550	30.56 <u>128.83</u>		WA 00854520
Montcalegre, Tomas	LIVE SCAN REIMB FOR	64700000 5820	49.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			49.00		WA 00854521
Moore, Julia	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854522
Morilla, Jessica T	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854523
MOXIE CAFE	FOOD FOR ESTUDIANTES	63220003 4710	145.80		
			145.80		WA 00854524
NATIONAL FIRE	BOOK, HAZARDOUS	03030000 4311	185.21		
	HANDLING FEE	03030000 4311	10.75		
	BOOKS, NFPA 472 AND NFPA 472	03030007 4310	222.75		
			418.71		WA 00854525
NEXTEL	CELL PHONE MONTHLY	65110000 5540	140.04		
	NEXTEL CELL PHONE MONTHLY	65110000 5540	52.23		
			192.27		WA 00854526
NILES BIOLOGICAL	Instructional supplies for	04011007 4310	10.25		
	Instructional supplies for	04011007 4310	46.66		
			56.91		WA 00854527
NOBLE POWER	SUPPLIES PER INVOICES:	65510000 4520	425.71		
	SUPPLIES PER INVOICES:	65510000 4520	100.53		
	SUPPLIES PER INVOICES:	65510000 4520	38.87		
	SUPPLIES PER INVOICE 318318	65511400 4520	163.80		
			728.91		WA 00854528
OFFICE DEPOT INC	Office Supplies for use in	09565000 4520	20.49		
	Office Supplies 9/15/16 -	13060000 4520	41.03		
			61.52		WA 00854529
ORCHARD	HARDWARE SUPPLIES	65110000 4520	15.38		
	HARDWARE SUPPLIES	65110000 4520	21.51		
	HARDWARE SUPPLIES	65110000 4520	7.17		
			44.06		WA 00854530
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	2,292.72		
	ELECTRICITY SERVICES	68103000 5520	573.18		
			2,865.90		WA 00854531
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	1,320.81		
	ELECTRICITY SERVICES	68103000 5520	330.20		
			1,651.01		WA 00854532
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	46.94		
	ELECTRICITY SERVICES	68103000 5520	11.74		
			58.68		WA 00854533

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	16.30		
	ELECTRICITY SERVICES	68103000 5520	4.08		
			<u>20.38</u>		WA 00854534
PANERA BREAD CAFE 3180	FOOD FOR ESTUDIANTES	63220003 4710	53.72		
			<u>53.72</u>		WA 00854535
Panther, Gary C	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854536
Passage, David L	REIMBURSEMENT FOR RADIO	10110000 4310	89.99		
	REIMBURSEMENT FOR CABLES	10110000 4520	127.60		
			<u>217.59</u>		WA 00854537
PEC/PREMIER SAFETY	Annual Instructor Fees for:	70102151 5320	1,485.00		
			<u>1,485.00</u>		WA 00854538
Perez, Diana M	REIMBURSEMENT OFFICE	64900006 4520	27.99		
	REIMBURSEMENT WALMART	64900031 4710	43.56		
			<u>71.55</u>		WA 00854539
PHARMEDIX	MEDICAL SUPPLIES	64400002 4530	4.71		
	MEDICAL SUPPLIES	64400002 4530	644.25		
	Prescription Meds- Birth	64400012 4530	412.75		
	Prescription Meds- Birth	64400012 4530	268.68		
			<u>1,330.39</u>		WA 00854540
Pompa-Rios, Jorge O	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854541
POWERSTRIDE BATTERY	BATTERIES PER INVOICES:	67772000 4520	85.23		
	BATTERIES PER INVOICES:	67772000 4520	97.05		
	BATTERIES PER INVOICES:	67772000 4520	724.11		
			<u>906.39</u>		WA 00854542
PRAXAIR DISTRIBUTION	Instructional supplies to be	09565000 4310	47.12		
	Instructional supplies to be	09565000 4310	1,666.10		
	Gases used in the Welding	09565007 4310	184.34		
	Gases (Nitrogen, Etc.) for	19020007 4310	48.60		
			<u>1,946.16</u>		WA 00854543
PROCARE JANITORIAL	CUSTODIAL SUPPLIES FOR	65311000 4520	63.50		
	CUSTODIAL SUPPLIES FOR	65311000 4520	1,976.50		
	CUSTODIAL SUPPLIES FOR	65311000 4520	171.82		
	DRY ERASE MARKER, EXPO,	67710301 4310	1,554.16		
	WHITE BOARD ERASER, EXPO	67710301 4310	117.42		
			<u>3,883.40</u>		WA 00854544
QUEST DIAGNOSTICS	LABORATORY SERVICES FOR	64400012 5112	23.87		
			<u>23.87</u>		WA 00854545

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Ramirez, Antonio	REIMB FOR FOOD: BRDGS TO	63220001 4710	458.00 <u>458.00</u>		WA 00854546
RAYS AUTO PARTS	PARTS/SUPPLIES	67772000 4520	49.29		
	PARTS/SUPPLIES	67772000 4520	5.36		
	PARTS/SUPPLIES	67772000 4520	3.65		
	PARTS/SUPPLIES	67772000 4520	6.80		
	PARTS/SUPPLIES	67772000 4520	37.15 <u>102.25</u>		WA 00854547
Reed, Kenneth B	REIMBURSEMENT-REPAIR	21055004 4311	23.00 <u>23.00</u>		WA 00854548
REGENTS OF UC SAN	COURSE DELIVERY OF 3 OSHA	09567001 5112	8,000.00 <u>8,000.00</u>		WA 00854549
RP GROUP, THE	INSTITUTIONAL MEMBERSHIP	66201000 5310	350.00 <u>350.00</u>		WA 00854550
S/P2	S/P2 Automotive School	09480000 5670	249.00 <u>249.00</u>		WA 00854551
SANTA MARIA FORD	SENDER AND PUMP ASY	67772000 4520	381.95 <u>381.95</u>		WA 00854552
Santillan Jr, Jesse	LIVE SCAN REIMB FOR	64700000 5820	15.00 <u>15.00</u>		WA 00854553
SCHOOL DATEBOOKS INC	Adult Coloring Books to	64900108 4520	475.43		
	SHIPPING & HANDLING	64900108 4520	57.05 <u>532.48</u>		WA 00854554
SHACK OF LOMPOC INC,	2016 LVN GRADUATING CLASS	12032002 4550	250.06 <u>250.06</u>		WA 00854555
Sharp, Amara G	LIVE SCAN REIMB FOR	64700000 5820	31.00 <u>31.00</u>		WA 00854556
SHERWIN-WILLIAMS CO	PAINT SUPPLIES	65110000 4520	75.00 <u>75.00</u>		WA 00854557
SIEMENS INDUSTRY INC	ALARM MAINTENANCE FOR SM	67775000 5590	435.00 <u>435.00</u>		WA 00854558
SISC III	MEDICAL PREMIUMS FOR SISC	00000010 9534	497,578.00 <u>497,578.00</u>		WA 00854559
SKYLINE FLOWER	INSTRUCTIONAL SUPPLIES FOR	01092020 4311	97.00 <u>97.00</u>		WA 00854560

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
SOUSA TIRE SERVICE	CT-10 PATCH	65510000 4520	4.31		
	SERVICE CALL TO REPAIR FLA	65510000 5650	63.00		
			67.31		WA 00854561
STANTEC CONSULTING	AMENDMENT THREE FOR	69500004 6230	2,880.00		
			2,880.00		WA 00854562
TESTA CATERING	FOOD FOR MLTPL MEASURES	63220001 4710	37.64		
			37.64		WA 00854563
TRIBUNE, THE	3 COL X 10" DISPLAY AD	01021003 5880	273.35		
			273.35		WA 00854564
TROJAN PETROLEUM INC	DIESEL CHARGES	64945000 4610	1,071.96		
			1,071.96		WA 00854565
UNITED PARCEL SERVICE	UPS CHARGES	67700000 5870	35.42		
			35.42		WA 00854566
US BANK CORPORATE	FIXED ASSET TAGS, ROLL OF	67220000 4520	395.84		
	SHIPPING	67220000 4520	31.95		
	PARKING 1-18-17 M. BLACK	67210600 5210	16.00		
			443.79		WA 00854567
VERIZON SELECT SVC INC	LONG DISTANCE AND TOLL	65700000 5540	1,210.93		
			1,210.93		WA 00854568
VTC ENTERPRISES	COLLECTION OF RECYCLING	65700000 5570	660.00		
			660.00		WA 00854569
WARD'S SCIENCE INC	SCIENCE LAB SUPPLIES	60100407 4310	257.28		
			257.28		WA 00854570
WESTERN	PEST CONTROL SERVICES	65510000 5640	114.00		
			114.00		WA 00854571
WESTERN PROPANE	PROPANE EXPENSES FOR	67772000 4520	23.17		
			23.17		WA 00854572
Zepeda, Ana R	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			15.00		WA 00854573
ZHANG, KEFEI	REIMBURSEMENT FOR TRAVEL	59902000 5221	300.00		
			300.00		WA 00854574
Bernardo, Daniel M	Classified Health and Welfare	67900009 3420	50.00		
			50.00		WC 00854575
Martinez, Melinda Suzanne	Classified Health and Welfare	67900009 3420	51.77		
			51.77		WC 00854576

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Partida, Richard A	Classified Health and Welfare	67900009 3420	120.95		
			<u>120.95</u>		WC 00854577
SMART & FINAL	Food purchases for children	33697017 4710	129.45		
	Food purchases for children	33697017 4710	91.09		
	Food purchases for children	33697017 4710	164.59		
	Food purchases for children	33697017 4710	123.15		
			<u>508.28</u>		WE 00854578
STRATA INFORMATION	Banner Class Roster upgrades	67873002 5112	1,472.50		
	Banner Technical Support	71301000 5112	542.50		
			<u>2,015.00</u>		WH 00854579
APPLE COMPUTER	IMAC DSKTOP-21.5"	71730003 6411	1,446.12		
	IMAC WASTE FEE	71730003 6411	6.00		
	IMAC APPECARE PLAN	71730003 6411	119.00		
			<u>1,571.12</u>		WI 00854580
DELL MARKETING LP INC	LAT E5470 14 Q#3000006616911.171730003	6411	925.37		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	LAT E5470 14 Q#3000006616911.171730003	6411	925.39		
	SERVICE & WARRANTY	71730003 6411	1,456.64		
	ENVIRONMENTAL FEE	71730003 6411	20.00		
	AIO 7440 Q#3000006622303.1	71730003 6411	1,136.31		
	SERVICE & WARRANTY	71730003 6411	259.69		
	ENVIRONMENTAL FEE	71730003 6411	6.00		
			<u>6,580.18</u>		WI 00854581
CA SCHOOLS DENTAL	DENTAL PREMIUMS FOR 2016-	67100061 5430	63,611.00		
			<u>63,611.00</u>		WL 00854582
ACKERMAN, AMY G	PERFORM AUDIT/REPORT	67220000 5110	5,000.00		
			<u>5,000.00</u>		WA 00854583
AHC - AUXILIARY	BEAUTY & BEAST PCPA	63220014 4640	1,134.00		
			<u>1,134.00</u>		WA 00854584
AMAZON	BOOKS FOR THE SM LIBRARY	61201000 6310	40.76		
	BOOKS FOR SANTA MARIA	61201000 6310	59.99		
	BOOKS FOR SANTA MARIA	61201000 6310	21.94		
	BOOKS FOR SANTA MARIA	61201000 6310	86.49		
	BOOKS FOR SANTA MARIA	61201000 6310	734.37		
	BOOKS FOR SM LIBRARY	61201000 6310	8.96		
	BOOKS FOR SM LIBRARY	61201000 6310	21.58		
	BOOKS FOR SM LIBRARY	61201000 6310	20.31		
	BOOKS FOR SANTA MARIA	61201009 6310	33.80		
	BOOKS FOR SANTA MARIA	61201009 6310	21.09		
	BOOKS FOR SANTA MARIA	61201009 6310	23.99		
	BOOKS FOR SANTA MARIA	61201009 6310	15.93		
	BOOKS FOR SANTA MARIA	61201009 6310	9.49		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	BOOKS FOR SANTA MARIA	61201009 6310	18.99		
	BOOKS FOR SANTA MARIA	61201009 6310	18.98		
	BOOKS FOR SANTA MARIA	61201009 6310	13.94		
	Damaged Book Refund	61201400 6310	-30.00		
			<u>1,120.61</u>		WA 00854585
AMERICAN GENERAL	:30 AD PROMOTING CLASS	67111000 5880	200.00		
			<u>200.00</u>		WA 00854586
AMERICAN GENERAL	:30 AD PROMOTING CLASS	67111000 5880	224.00		
			<u>224.00</u>		WA 00854587
AMERICAN GENERAL	:30 AD PROMOTING CLASS	67111000 5880	310.00		
			<u>310.00</u>		WA 00854588
AMERICAN GENERAL	Ad for Spring Community	49306021 5880	750.00		
	Ad for Spring Community	49308038 5880	750.00		
			<u>1,500.00</u>		WA 00854589
AMERICAN GENERAL	60-SECOND SPOT PROMOTING	49308038 5880	1,500.00		
			<u>1,500.00</u>		WA 00854590
AMERICAN STAR TOURS	CHARTER BUS SERVICES TO	64945000 4640	1,058.00		
	CHARTER BUS SERVICE	63220014 4640	984.00		
			<u>2,042.00</u>		WA 00854591
ASSESSMENT	PN COMPREHENSIVE	12301026 4310	1,664.00		
			<u>1,664.00</u>		WA 00854592
ASSESSMENT	RN COMPREHENSIVE	12301026 4310	19,383.01		
			<u>19,383.01</u>		WA 00854593
ATLAS PERFORMANCE	OFFICE TRAILER W/RR	68102000 5690	650.00		
	RAMP-UNDER 30" STRAIGHT	68102000 5690	435.00		
			<u>1,085.00</u>		WA 00854594
BSN SPORTS INC	YELLOW SOFTBALLS-COLLEGE	69621000 4520	630.63		
	FREIGHT	69621000 4520	23.31		
			<u>653.94</u>		WA 00854595
CARR'S BOOT SHOP	SAFETY BOOTS FOR	67343000 3920	123.43		
			<u>123.43</u>		WA 00854596
CARSEL CONSULTING	Grant Writer as needed	60200200 5112	1,130.00		
			<u>1,130.00</u>		WA 00854597
CENTRAL COAST	Health & Physicals, x-rays,	67300100 5821	1,316.00		
			<u>1,316.00</u>		WA 00854598
COLLEGE SOURCE INC	TES CAMPUS ACCESS ANNUAL	63220001 5670	7,410.00		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			7,410.00		WA 00854599
COMCAST CABLE	MONTHLY RECURRING COSTS	60100800 5560	25.22		
	MONTHLY RECURRING COSTS	65700000 5560	100.88		
			126.10		WA 00854600
Common, Keri L	Otr Clssfed Bnfts-AHC Tuition	67302000 3922	219.00		
			219.00		WA 00854601
CONSTELLATION	ELECTRICITY SERVICES	65700000 5520	6.79		
	ELECTRICITY SERVICES	68103000 5520	1.70		
			8.49		WA 00854602
CONSTELLATION	ELECTRICITY SERVICES	65700000 5520	0.01		
	ELECTRICITY SERVICES	68103000 5520	0.00		
			0.01		WA 00854603
COURIER SYSTEMS INC.	Courier Services between the	60100800 5112	130.00		
			130.00		WA 00854604
D&A HAWAIIAN BBQ	FOOD FOR YELL PLNG MTG	63220014 4710	127.68		
			127.68		WA 00854605
Dickson, Eve H	INSTRUCTIONAL SUPPLIES	01092020 4311	105.76		
			105.76		WA 00854606
DUNN-EDWARDS PAINTS	PAINT SUPPLIES	65110000 4520	165.77		
			165.77		WA 00854607
EDMENTUM INC	SITE LICENSE UP TO 500	49306007 5322	23,485.92		
			23,485.92		WA 00854608
EFREN'S 2	FOOD FOR ESTUD UNIDOS PLN	63220003 4710	108.00		
			108.00		WA 00854609
EFREN'S 2	FOOD FOR FINCSG YOUR ED	63220014 4710	280.48		
			280.48		WA 00854610
EFREN'S 2	FOOD FOR FINCSG YOUR ED	63220014 4710	366.77		
			366.77		WA 00854611
EFREN'S 2	FOOD FOR SEP ORIENTATION	63220014 4710	440.45		
			440.45		WA 00854612
EFREN'S 2	FOOD FOR SEP ORIENTATION	63220014 4710	440.45		
			440.45		WA 00854613
EFREN'S 2	FOOD FOR CCCAPPLY WRKSH	63220003 4710	1,080.00		
			1,080.00		WA 00854614

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
EFREN'S 2	FOOD FOR CCCAPPLY WRKSH	63220003 4710	<u>270.00</u> 270.00		WA 00854615
EFREN'S 2	FOOD FOR CCCAPPLY WRKSH	63220003 4710	<u>1,080.00</u> 1,080.00		WA 00854616
EFREN'S 2	FOOD FOR CCCAPPLY WRKSH	63220003 4710	<u>518.40</u> 518.40		WA 00854617
EFREN'S 2	BREAKFAST FOR STUD	63220014 4710	<u>777.60</u> 777.60		WA 00854618
EFREN'S 2	LUNCH FOR STUDENT	63220014 4710	<u>1,069.20</u> 1,069.20		WA 00854619
EFREN'S 2	FOOD FOR BRIDGES TO	63220001 4710	<u>842.40</u> 842.40		WA 00854620
ELLUCIAN COMPANY L.P.	MAINT RECRUITER BCM	63220001 5660	<u>17,934.00</u> 17,934.00		WA 00854621
FEDERAL EXPRESS CORP	Mailings for Spring 2017	60100707 5870	5.05		
	3SP OVERNIGHT SERVICES	63220001 5870	69.47		
	MAILINGS FOR ACCT #1104-8488	67710300 5870	24.90		
			<u>99.42</u>		WA 00854622
FIRST CALL BUSINESS	BINDERY CONSUMABLES,	67760000 4520	<u>248.41</u> 248.41		WA 00854623
FOLLETT HEG - AHC	PASSTHROUGH TO PROCESS	00000010 9516	255.69		
	PASSTHROUGH TO PROCESS	00000010 9516	208.23		
	PASSTHROUGH TO PROCESS	00000010 9516	1,509.84		
	PASSTHROUGH TO PROCESS	00000010 9516	1,504.33		
	PASSTHROUGH TO PROCESS	00000010 9516	274.31		
	PASSTHROUGH TO PROCESS	00000010 9516	138.24		
	PASSTHROUGH TO PROCESS	00000010 9516	-67.23		
	REDEMPTION OF GIFT CARDS	00000010 9542	97.18		
	BOOKS AND SUPPLIES FOR THE	00000010 9542	277.80		
	BOOKS AND SUPPLIES FOR THE	00000010 9542	156.39		
	BOOKS AND SUPPLIES FOR THE	00000010 9542	-60.75		
			<u>4,294.03</u>		WA 00854624
FRONTIER	TELEPHONE SERVICE	65700000 5540	<u>15.91</u> 15.91		WA 00854625
GREAT SCOTTS PIZZA	FOOD FOR YELL MTG	63220014 4710	<u>116.26</u> 116.26		WA 00854626
Griggs, Azhane S	LIVE SCAN REIMB FOR	64700000 5820	<u>15.00</u> 15.00		WA 00854627

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
HARDY DIAGNOSTICS	SCIENCE LAB SUPPLIES	60100407 4310	103.96 <u>103.96</u>		WA 00854628
HOUGHTON MIFFLIN	GED Ready Practice Test	49306021 4310	2,400.00 <u>2,400.00</u>		WA 00854629
INFOBASE PUBLISHING	MISC DVD'S - 10/07/16-5/30/17	61201011 6320	156.35 <u>156.35</u>		WA 00854630
J W PEPPER & SON INC	SHEET MUSIC FOR JAZZ BAND	10042007 4310	242.95 <u>242.95</u>		WA 00854631
JOBELEPHANT.COM INC	Unlimited Posting	67610001 5880	2,845.00 <u>2,845.00</u>		WA 00854632
JOHNSON PLASTICS PLUS	ENGRAVING CONSUMABLES	67760000 4520	372.98 <u>372.98</u>		WA 00854633
JUDICIAL DATA SYSTEMS	PROCESSING PARKING	69500001 5112	100.00 <u>100.00</u>		WA 00854634
KINCARES INC	PROVIDE COORDINATION,	13051021 5112	1,000.00 <u>1,000.00</u>		WA 00854635
KUBOTA LEASING	LEASE PURCHASE OF KUBOTA	65511400 5680	806.02		
	LEASE PURCHASE OF KUBOTA	65511400 5680	3.74 <u>809.76</u>		WA 00854636
Kupihea, Kristina L	LIVE SCAN REIMB FOR	64700000 5820	15.00 <u>15.00</u>		WA 00854637
LAZER BROADCASTING	Community Education Spring Ads	49306021 5880	250.00		
	Community Education Spring Ads	49308038 5880	250.00 <u>500.00</u>		WA 00854638
Mathieu, Dorine M	Food Reimb for MESA/STEM	60100707 4710	42.73 <u>42.73</u>		WA 00854639
MCGRAW-HILL/ALEKS	5-month ALEKS subscriptions	49306022 5670	3,162.50 <u>3,162.50</u>		WA 00854640
MCMASTER-CARR SUPPLY	Instructional supplies for	09563007 4310	58.03		
	Instructional supplies for	09563007 4310	58.06 <u>116.09</u>		WA 00854641
MID STATE CONTAINER	CONTAINER RENTAL,	65110400 5690	134.69 <u>134.69</u>		WA 00854642
MOXIE CAFE	FOOD FOR MULTPL MEASURES	63220001 4710	223.29 <u>223.29</u>		WA 00854643

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
NEUTRONICS	ACSD SEALANT DETECTOR KIT	09480000 4310	144.00		
	FLOWMETER	09480000 4310	37.50		
	ACSD-25 REPLACEMENT	09480000 4310	87.50		
	FREIGHT	09480000 4310	15.00		
			284.00		WA 00854644
NILES BIOLOGICAL	SCIENCE LAB SUPPLIES	60100407 4310	19.35		
	SCIENCE LAB SUPPLIES	60100407 4310	12.00		
			31.35		WA 00854645
OLD TOWN QUILT SHOP	21846/21847 Quilting 96 x 58	68101000 5630	768.00		
			768.00		WA 00854646
OPEN STUDIOS PRESS	NEW AMERICAN PAINTING	10021007 4310	149.00		
			149.00		WA 00854647
ORCHARD	HARDWARE SUPPLIES	65110000 4520	33.83		
			33.83		WA 00854648
OTTO FREI	CR PO170119 N25810	10091020 4311	-74.04		
	INSTRUCTIONAL SUPPLIES FOR	10091020 4311	666.16		
			592.12		WA 00854649
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	38.08		
	ELECTRICITY SERVICES	68103000 5520	9.52		
			47.60		WA 00854650
PACIFIC GAS & ELECTRIC	ELECTRICITY SERVICES	65700000 5520	254.14		
	ELECTRICITY SERVICES	68103000 5520	63.53		
			317.67		WA 00854651
PANERA BREAD CAFE 3180	FOOD FOR MULTPL MEASURES	63220001 4710	129.94		
	FOOD FOR BRIDGES TO	63220001 4710	194.63		
			324.57		WA 00854652
PEARSON, KENNETH	12X12 PAINTINGS	66200000 6410	500.00		
			500.00		WA 00854653
Perez, Diana M	REIMBURSEMENT FOR CELL	64900006 5540	300.00		
			300.00		WA 00854654
POSTAGE ONE	MAIL SORTING FEES	67700000 5870	75.00		
			75.00		WA 00854655
POSTMASTER	RENEWAL FEE FOR BRN	67700000 5870	225.00		
			225.00		WA 00854656
POWERSTRIDE BATTERY	50 MONTH BATTERY 65MF	67775000 4520	95.15		
			95.15		WA 00854657

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PRAXAIR DISTRIBUTION	Instructional supplies to be	09565000 4310	139.65		
	Instructional supplies for	09565000 4311	1,264.64		
	Instructional supplies for	09565000 4311	268.78		
	Wilton Machinists Vise part	09565004 6410	935.28		
	Metabo Beveler part no. MET	09565004 6410	2,002.32		
	Metabo Beveler part no. MET	09565004 6410	2,002.32		
	Replacement cutters 10 per	09565004 6410	136.08		
	Grinder Angle S-10,000 RPM	09565008 4310	913.68		
	Power Supply PW C300 M/P EDU	09565008 6410	6,696.98		
	Power Supply PW C300 M/P EDU	09565008 6410	6,696.97		
	Power Supply PW C300 M/P EDU	09565008 6410	6,696.97		
	Power Supply PW C300 M/P EDU	09565008 6410	6,696.97		
	SCIENCE LAB SUPPLIES	60100407 4310	48.60		
	Wilton Mechanics Vise 6" part	09565004 6410	1,134.00		
	Wilton Drill Press Vise part	09565004 6410	108.27		
			35,741.51		WA 00854658
PRESTOSPORTS INC	YEAR TWO RENEWAL OF	67873100 5675	3,000.00		
			3,000.00		WA 00854659
PROCARE JANITORIAL	CUSTODIAL SUPPLIES FOR	65311000 4520	220.92		
			220.92		WA 00854660
PUBLIC AGENCY LAW	LEGAL SERVICES FOR	66240000 5730	261.00		
	LEGAL SERVICES FOR	66240000 5730	2,001.00		
			2,262.00		WA 00854661
ROSE BRAND WEST	DRAPERY PANELS AS PER	60100102 6410	22,800.94		
			22,800.94		WA 00854662
SAFEWAY INC - VONS	SCIENCE LAB SUPPLIES	60100407 4310	5.76		
			5.76		WA 00854663
SANTA MARIA FORD	MISC VEHICLE PARTS FOR	67775000 4520	110.98		
			110.98		WA 00854664
SANTA MARIA SUPERIOR	CITATIONS PROCESSING	67190360 8891	1,237.50		
			1,237.50		WA 00854665
SANTA MARIA TIRE INC	TUBES PER INVOICE 110721	67772000 4520	34.56		
			34.56		WA 00854666
SAVE MART	Instructional Supplies	13063000 4311	41.73		
	Instructional Supplies	13063000 4311	145.85		
			187.58		WA 00854667
Sieczkowski, Jacob D	LIVE SCAN REIMB FOR	64700000 5820	14.10		
			14.10		WA 00854668
SMART & FINAL	Instructional Supplies	13063000 4311	245.01		
			245.01		WA 00854669

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
SMITH PIPE & SUPPLY INC	IRRIGATION/GROUNDS	65510000 4520	10.76		
	IRRIGATION/GROUNDS	65510000 4520	105.51		
			<u>116.27</u>		WA 00854670
Solis, Francisco J	LIVE SCAN REIMB FOR	64700000 5820	15.00		
			<u>15.00</u>		WA 00854671
STANTEC CONSULTING	AMENDMENT THREE FOR	69500004 6230	2,065.00		
			<u>2,065.00</u>		WA 00854672
STRATA INFORMATION	CCCApply Technical Support	63220001 5112	5,115.00		
	Banner Oracle DBA	67873100 5112	2,325.00		
			<u>7,440.00</u>		WA 00854673
SVM LP	CHEVRON GAS VOUCHERS	64300002 7611	6,250.00		
	SHIPPING	64300002 7611	25.00		
			<u>6,275.00</u>		WA 00854674
TESTA CATERING	DRINKS FOR COUNSELING MTC	63220001 4710	41.04		
	DRINKS/SNACKS INFO TABLE	63220001 4710	1,738.80		
	DRINKS/SNACKS INFO TABLE	63220001 4710	1,738.80		
	DRINKS/SNACKS FOR INFO	63220003 4710	1,075.14		
	DRINKS/SNACKS FOR INFO	63220003 4710	977.40		
	DRINKS/SNACKS FOR INFO	63220003 4710	1,075.14		
	DRINKS FOR MEN'S SUPPORT	63220014 4710	90.45		
			<u>6,736.77</u>		WA 00854675
TROESH COLEMAN	BOULDER, SALT AND PEPPER	65510000 4520	235.43		
	BOULDER, SANTA BARBARA	65510000 4520	402.48		
	NOIYO RIVER ROCK, 2X4"	65510000 4520	144.78		
			<u>782.69</u>		WA 00854676
US BANK CORPORATE	SUBSCRIPTION TO IMDBPRO	67111000 5670	19.99		
	FACEBOOK ADVERTISEMENT	67111000 5880	210.19		
	FACEBOOK ADVERTISEMENT	67111000 5880	77.86		
	SNAPCHAT GEO FILTER	67111000 5880	273.34		
	LODGING G RAILEY	60100100 5210	194.86		
	TI FRONT DESK J NICHOLS	65110000 5210	133.28		
			<u>909.52</u>		WA 00854677
US BANK CORPORATE	HOST STAFF LUNCHEON	63200000 4710	75.02		
	HOST ADMISSIONS & RECORDS	63200000 4710	197.52		
	KITS FOR STUDENTS	63220014 4520	275.00		
	KITS FOR STUDENTS	63220014 4520	49.75		
	HOST YELL COMMITTEE EVENT	63220014 4710	284.23		
	POSTAGE FOR STUDENT	64510000 5870	23.24		
	STUDENT SUPPORT SERVICES	64900107 5220	350.00		
		<u>1,254.76</u>		WA 00854678	
VERIZON CALIFORNIA	LONG DISTANCE TELEPHONE	65700000 5540	30.00		
			<u>30.00</u>		WA 00854679

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
VERIZON CALIFORNIA	LONG DISTANCE TELEPHONE	65700000 5540	43.25		
			<u>43.25</u>		WA 00854680
VICTORY CUSTOM	LAUNDRY DETERGENT	69610000 4520	769.50		
	SHIPPING	69610000 4520	157.95		
			<u>927.45</u>		WA 00854681
WARD'S SCIENCE INC	Culture Dish, #170560,	04010000 4310	21.33		
	50ml Graduated Cylinder, pk 12	04010000 4310	78.95		
	25ml Graduated Cylinder, pk	04010000 4310	74.36		
	10ml Graduated Cylinder, pk	04010000 4310	70.69		
	100ml Graduated cylinder, pk	04010000 4310	85.37		
			<u>330.70</u>		WA 00854682
WESTERN WAYS	Custodial Services at the	60100800 5112	750.00		
			<u>750.00</u>		WA 00854683
YANKEE BOOK PEDDLER	MISC BOOKS	61201009 6310	32.18		
	MISC BOOKS	61201009 6310	1.00		
	MISC BOOKS	61201009 6310	540.47		
	MISC BOOKS	61201009 6310	729.11		
	MISC BOOKS	61201009 6310	21.56		
	MISC BOOKS	61201009 6310	-19.08		
			<u>1,305.24</u>		WA 00854684
YOUNGS	CHAIR TIPS, RUBBER, RIBBED,	65311000 4520	23.52		
	SHIPPING CHARGES	65311000 4520	19.40		
			<u>42.92</u>		WA 00854685
Costello, Holly	Classified Health and Welfare	67900009 3420	45.90		
			<u>45.90</u>		WC 00854686
Specht, Andrew F	Classified Health and Welfare	67900009 3420	37.20		
			<u>37.20</u>		WC 00854687
COAST LINE	Food supplies for children's	33697017 4710	151.63		
	Food Supplies for Children's	33697017 4710	185.68		
			<u>337.31</u>		WE 00854688
FOODBANK OF SANTA	Food Supplies for Children's	33697017 4710	52.03		
			<u>52.03</u>		WE 00854689
APPLE COMPUTER	AppleCare Protection Plan for	71730003 6411	119.00		
	iMac 27 inch with Retina 5K	71730003 6411	2,126.52		
	eWaste Recycling Fee	71730003 6411	6.00		
			<u>2,251.52</u>		WI 00854690
B & H PHOTO-VIDEO	SAMSON AIRLN 88 HDST	71730002 6412	2,399.94		
			<u>2,399.94</u>		WI 00854691

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
PUBLIC AGENCY LAW	LEGAL ARBITRATION SERVICES	71710046 5730	11,202.30		
	LEGAL MEDIATION SERVICES	71710117 5730	3,727.20		
			<u>14,929.50</u>		WI 00854692
SEHI COMPUTER	HP PRINTER M203DW Q#85700	71730003 6411	166.32		
	HP 30X LASERJET TONER	71730003 6411	85.81		
	FREIGHT	71730003 6411	6.00		
			<u>258.13</u>		WI 00854693
Adams, Kathryn T	CaAccelerationProjectTraining	49306011 5210	215.53		
	CaAccelerationProjectTraining	63220001 5210	215.53		
			<u>431.06</u>		WA 00854694
Britten, Benjamin Grady	3.15-22.17PreTravelReimburseme	63230001 5210	208.44		
			<u>208.44</u>		WA 00854695
CCCSFAAA	RobParisi 3.26-30.17	64642002 5210	500.00		
			<u>500.00</u>		WA 00854696
Densmore, Andrew J	Firehouse World Expo 2017	60100201 5210	781.00		
	Firehouse World Expo 2017	67520001 5210	461.43		
			<u>1,242.43</u>		WA 00854697
ENTERPRISE RENT-A-CAR	Rental car for 01/31-02/03/17	49306021 5210	183.84		
			<u>183.84</u>		WA 00854698
Camacho, Aimee Melissa	Mileage reimbursement	66240000 5210	28.73		
			<u>28.73</u>		WA 00854699
HALL, JEFFERY	EffectiveTrusteeshipWorkshop	66100000 5210	575.16		
			<u>575.16</u>		WA 00854700
Keiser, Andria Elizabeth	ACCE Conference	68101000 5210	108.00		
			<u>108.00</u>		WA 00854701
Hernandez, Felix O	Mileage reimbursement	66240000 5210	110.05		
			<u>110.05</u>		WA 00854702
HILKER, DANIEL	EffectiveTrusteeshipWorkshop	66100000 5210	513.72		
			<u>513.72</u>		WA 00854703
HYATT REGENCY	Joan Henretta 3.26-29.17	64642002 5210	427.50		
			<u>427.50</u>		WA 00854704
Healy, Elaine A	ACCE Conference	49306021 5210	108.00		
			<u>108.00</u>		WA 00854705
Lau, Margaret S	Mileage reimbursement	60100201 5210	106.47		
			<u>106.47</u>		WA 00854706

**Allan Hancock College
Warrant Register**
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
MONTEREY MARRIOTT	PetraGomez 2.26-3.1.17	64900108 5210	<u>598.20</u> 598.20		WA 00854707
Nichols, Jon Anthony	AHR Expo 2017	65110000 5210	<u>925.01</u> 925.01		WA 00854708
Ornelas, Nohemy	3.16-22.17PreTravelReimburseme	63220001 5210	<u>785.99</u> 785.99		WA 00854709
Orozco, Raquel N	StepsToCollege/UnivFair2017	63220014 5210	<u>210.89</u> 210.89		WA 00854710
PORTOLA	RobParisi 3.26-30.17	64642002 5210	<u>579.72</u> 579.72		WA 00854711
PORTOLA	LilianaPerez 2.26-3.1.17	64900108 5210	<u>620.06</u> 620.06		WA 00854712
Ramirez Gelpi, Ana Sofia	ACCE Conference	49306021 5210	<u>207.75</u> 207.75		WA 00854713
Rantz, Ricky L	Mileage reimbursement	60100400 5210	<u>103.79</u> 103.79		WA 00854714
Salgado Olivera, Lucerito	StepsToCollege/UnivFar2017	63220014 5210	<u>210.89</u> 210.89		WA 00854715
Sanchez, Veronica F	3.15-22.17PreTravelReimburseme	63230001 5210	<u>230.38</u> 230.38		WA 00854716
Shigenaka, Margaret T	3.15-22.17PreTravelReimburseme	63230001 5210	<u>626.72</u> 626.72		WA 00854717
Valdiviczo, Alicia	StepsToCollege/UnivFair2017	63220014 5210	<u>567.20</u> 567.20		WA 00854718
Voss, Caitlin Arata	Mileage reimbursement	67720100 5210	<u>280.80</u> 280.80		WA 00854719
Webb, Timothy W	AttendSB Int'lFilmFestival	60100201 5210	<u>1,227.90</u> 1,227.90		WA 00854720
West, Veronica D	4th Annual SLO Symposium	60200400 5210	<u>496.83</u> 496.83	M RV	WA 00854721
WESTOP	PetraGomez 2.26-3.1.17	64900108 5210	550.00		
	LilianaPerez 2.26-3.1.17	64900108 5210	<u>550.00</u> 1,100.00		WA 00854722

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Bombardier, Jennifer	Mileage reimbursement	63220014 5210	<u>5.62</u> 5.62		WA 00854824
CCCSFAAA	Sherry Evangelista 3.28-30.17	64642002 5210	<u>350.00</u> 350.00		WA 00854825
CHIEF INFORMATION	C. ArmijoStaugaard 3.26-29.17	67520002 5210	<u>400.00</u> 400.00		WA 00854826
CHIEF INFORMATION	Richardo Lopez 3.26-28.17	60100100 5210	<u>400.00</u> 400.00		WA 00854827
COMMUNITY COLLEGE	Josh Motenko 3.2-3.17	63220014 5210	<u>4,200.00</u> 4,200.00		WA 00854828
COMMUNITY COLLEGE	Edwin Hodges 3.2-3.17	63220014 5210	<u>600.00</u> 600.00		WA 00854829
Dealba, Victor	Mileage reimbursement	63220014 5210	<u>282.27</u> 282.27		WA 00854830
EDU BUSINESS	Gordon Rivera 3.19-22.17	67761001 5210	<u>420.00</u> 420.00		WA 00854831
Garcia, Melanie	Mileage reimbursement	63220014 5210	<u>605.98</u> 605.98	M RV	WA 00854832
HOLIDAY INN EXPRESS	Emily Smith 3.4-7.17	60200133 5210	<u>503.97</u> 503.97		WA 00854833
KONA KAI RESORT AND	Gordon Rivera 3.19-22.17	67761001 5210	<u>611.22</u> 611.22		WA 00854834
Motenko, Joshua B	3.2-3.17 student meals	63220014 5210	<u>480.00</u> 480.00		WA 00854835
Onofre, Diego	Mileage reimbursement	63220014 5210	<u>41.69</u> 41.69		WA 00854836
Perez, Diana M	CalSOAP ProjectDirectorsMtg	64900006 5210	<u>787.78</u> 787.78		WA 00854837
Pompa Rios, Elizabeth	Mileage reimbursement	63220014 5210	<u>23.35</u> 23.35		WA 00854838
PORTOLA	Sherry Evangelista 3.28-30.17	64642002 5210	<u>289.87</u> 289.87		WA 00854839
Ramirez, Nancy R	Mileage reimbursement	63220014 5210	141.26		

Allan Hancock College
Warrant Register
Check Dates from 2/1/2017 to 2/28/2017

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			141.26		WA 00854840
RESIDENCE INN	Laura Harris 3.9-11.17	49306007 5210	595.44		
			595.44		WA 00854841
RESIDENCE INN	Christine Licoscas 3.9-11.17	49306007 5210	595.96		
			595.96		WA 00854842
RESIDENCE INN	Darren Sullivan 3.9-11.17	49306007 5210	595.96		
			595.96		WA 00854843
Smith, Emily A	3.4-7.17	60200133 5210	232.00		
			232.00		WA 00854844
West, Elizabeth M	4th Annual SLO Symposium	60200400 5210	496.83		
			496.83		WA 00854845
WESTIN	Josh Motenko 3.2-3.17	63220014 5210	1,516.15		
	Josh Motenko 3.2-3.17	63220014 5210	866.37		
			2,382.52		WA 00854846

Warrant Register

Check Dates from 2/1/2017 to 2/28/2017

Fund and Reversal Summary

Totals By Fund:

Total for Fund 9410	1,841,746.14
Total for Fund 9421	0.00
Total for Fund 9433	1,906.92
Total for Fund 9441	145,530.85
Total for Fund 9446	2,015.00
Total for Fund 9447	56,177.99
Total for Fund 9461	63,611.00
Total for Fund 9462	1,822.61
Total for Fund 9463	0.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

Reversals:

Total for Fund 9410	1,102.81
Total for Fund 9421	0.00
Total for Fund 9433	0.00
Total for Fund 9441	0.00
Total for Fund 9446	0.00
Total for Fund 9447	0.00
Total for Fund 9461	0.00
Total for Fund 9462	0.00
Total for Fund 9463	0.00
Total for Fund 9473	0.00
Total for Fund 9476	0.00

**Allan Hancock College
RCF Check Register**

Checks dated: 2/1/2017 - 2/28/2017

Check Date	Ck ID	Check #	Payee ID	Payee Name	Type	Status	Amount
02/01/2017	RC	00014674	V16193	AMERICAN FIDELITY ASSURANCE COMPANY	MW	IS	59.20
02/06/2017	RC	00014675	V12213	LOEWS ATLANTA HOTEL	MW	IS	503.24
02/06/2017	RC	00014676	V12213	LOEWS ATLANTA HOTEL	MW	IS	1,012.44
02/06/2017	RC	00014677	V24438	NATIONAL INST FOR THE STUDY OF TRANSFER	MW	IS	510.00
02/06/2017	RC	00014678	V24438	NATIONAL INST FOR THE STUDY OF TRANSFER	MW	IS	510.00
02/06/2017	RC	00014679	V23876	WESTOP	MW	IS	675.00
02/22/2017	RC	00014680	E1004806	Ashley R Brackett	MW	IS	5,000.00
02/22/2017	RC	00014681	V24684	BULLDOG TICKET OFFICE	MW	IS	200.00
02/22/2017	RC	00014682	V03982	HOLIDAY INN EXPRESS	MW	IS	3,822.39
Total							12,292.27
Reversals:							0.00
Grand Total:							12,292.27

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

April 11, 2017

ACRONYMS

AHC-ASB ATHLETICS	Allan Hancock College - Associated Student Body Athletics
AHC-RCF	Allan Hancock College - Revolving Cash Fund
BC PUMP SALES	Bill Caldwell Pump Sales
BSN SPORTS	Best Supply Network in Sports
CASAS	California Adult Student Assessment System
CCCAOE	California Community College Administrators of Occupational Educe
CCCSFAAA	California Community Colleges Student Financial Aid Admin Assoc
D&A HAWAIIAN BBQ	Delicious & Awesome Hawaiian BBQ
DOCUTEAM	Document Team
EDU BUSINESS SOLUTIONS	Education Business Solutions
FOLLETT HEG-AHC BOOKSTORE	Follett Higher Education Group-Allan Hancock College
GARDA CL WEST INC	Garda Cash Logistics West Inc
GM FINANCIAL LEASING	General Motors Financial Leasing
IACP/INTERNATIONAL	International Association of Chiefs of Police/International
MCGRAW-HILL/ALEKS	McGraw-Hill/Assessment, Learning & Knowledge Spaces
ORCHARD BUSINESS/SYNCRB	Orchard Business/Synchrony Bank
PEC/PREMIER SAFETY	Professional Education Center/Premier Safety
PPG ARCHITECTURAL FINISHES INC	Pittsburgh Paints & Glass Architectural Finishes
RP GROUP	Research & Planning Group for California Community Colleges
S/P2	Safety & Pollution Prevention
SISC III	Self Insured Schools of California
SVM LP	Solutions That Motivate
VTC Enterprises	Vocational Training Center Enterprises
WESTOP	Western Association of Educational Opportunity Personnel

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Rejection of Claim	Item Number: 11.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

On March 7, 2017, Deanna Medina filed a claim against the district for injuries she allegedly sustained in the Marian Theatre lobby during the intermission of a PCPA evening performance on December 22, 2016.

The established procedure for claims against the district is for the board of trustees to reject the claim and refer the matter to the district's insurance claims administrator for evaluation and resolution. Rejection of the claim is required to initiate the statute of limitation provisions for filing a lawsuit against a public entity.

FISCAL IMPACT

Unknown at this time.

RECOMMENDATION

Staff recommends that the board of trustees reject the claim of Deanna Medina.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Authorization to Declare District Property as Surplus	Item Number: 11.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

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

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

Lot #	Description	Quantity	Condition	AHC ID#	VIN/Serial Number
915	1994 Toro Reelmaster 5300-D mower	1 each	Poor	NA	50162

The plant services department would like to surplus and later dispose of the vehicle listed below that is no longer adequate for normal vehicle use. The department has transferred the truck to the fire technology program to be used as an extrication prop and training aid. When no longer useful as a prop, the district will dispose of the scrap metal through a licensed salvage yard. The department estimates that the vehicle will then have scrap value of \$100 or less. Likewise, the mower listed below has scrap value only of under \$100. 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.

Description	Quantity	Condition	AHC ID#	VIN/Serial Number
1997 GMC pickup truck, model C2500	1 each	Very Poor	M 28	1GTFC24R5VZ527377
2004 Exmark Zero-turn mower, Lazer Z	1 each	Very Poor	NA	278826

FISCAL IMPACT

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

RECOMMENDATION

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

Administrator Initiating Item: Michael R. Black	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

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 2016-2017 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: George A. Railey	Final Disposition:
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**PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2017**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
FIRE TECHNOLOGY				
Burch, William	40444	FT 308	Firefighter 1 Academy 1B	.029
Burch, William	42466	FT 308	Firefighter 1 Academy 1B	.059
Cecena, John	40444	FT 308	Firefighter 1 Academy 1B	.062
Champion, Leonard	40444	FT 308	Firefighter 1 Academy 1B	.029
Crotty, John	40444	FT 308	Firefighter 1 Academy 1B	.129
D'Andrea, Dana	40444	FT 308	Firefighter 1 Academy 1B	.029
D'Andrea, Dana	42466	FT 308	Firefighter 1 Academy 1B	.155
Gonzales, Richard	40444	FT 308	Firefighter 1 Academy 1B	.033
Harwick, Phillip	40444	FT 308	Firefighter 1 Academy 1B	.017
Martinez, Essex	40444	FT 308	Firefighter 1 Academy 1B	.176
McLeod, Derek	40444	FT 308	Firefighter 1 Academy 1B	.092
Montejo, Vincent	40444	FT 308	Firefighter 1 Academy 1B	.059
Paige, Brandon	40444	FT 308	Firefighter 1 Academy 1B	.129
Paige, Brandon	42466	FT 308	Firefighter 1 Academy 1B	.121
HEALTH SERVICES				
Feld, Christine	Assigned	Health	Health Services	.106
LAW ENFORCEMENT				
Abbas, Hussein	42388	LE 320	Basic Law Enforcement Academy	.017
Callahan, Kenneth	42448	LE 330	Core Custody Academy	.095
Camarena, Juan	42448	LE 330	Core Custody Academy	.097
Cox, Casey	42388	LE 320	Basic Law Enforcement Academy	.099
Cox, Casey	42448	LE 330	Core Custody Academy	.032
Dague, Jean	42388	LE 320	Basic Law Enforcement Academy	.017
Dague, Jean	40758	LE 421	Complaint Dispatcher	.159
Damore, Vonda	40758	LE 421	Complaint Dispatcher	.098
Day, Alan	42388	LE 320	Basic Law Enforcement Academy	.028
Dickel, Jason	40758	LE 421	Complaint Dispatcher	.033
Dillard, Bryan	42388	LE 320	Basic Law Enforcement Academy	.179
Douglas, Jeremy	42406	LE 371	Arrest & Control Inst Cert	.075
Douglas, Jeremy	40758	LE 421	Complaint Dispatcher	.083
Foley, Stephen	42388	LE 320	Basic Law Enforcement Academy	.025
Gerber, Sonny	42388	LE 320	Basic Law Enforcement Academy	.037
Gerber, Sonny	42406	LE 371	Arrest & Control Inst Cert	.075
Gotschall, Christopher	42388	LE 320	Basic Law Enforcement Academy	.033
Gotschall, Christopher	42448	LE 330	Core Custody Academy	.015
Hollis, Michael	42388	LE 320	Basic Law Enforcement Academy	.028
Huddle, Kevin	42388	LE 320	Basic Law Enforcement Academy	.033
Huddle, Kevin	40758	LE 421	Complaint Dispatcher	.033
Hutton, Trevor	42388	LE 320	Basic Law Enforcement Academy	.099
Klapakis, Jeffery	42388	LE 320	Basic Law Enforcement Academy	.026
Lammer, Shawn	42448	LE 330	Core Custody Academy	.058
Lemaire, Neal	42448	LE 330	Core Custody Academy	.202
Linver, Solomon	42388	LE 320	Basic Law Enforcement Academy	.015
Lopez, Joe	42388	LE 320	Basic Law Enforcement Academy	.028
Lopez, Joe	42448	LE 330	Core Custody Academy	.033
Lopez, Joe	45758	LE 330	Complaint Dispatcher	.017
Lovato, Chris	42388	LE 320	Basic Law Enforcement Academy	.029
Lovato, Chris	42406	LE 371	Arrest & Control Inst Cert	.233

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2017

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Martinez, Alison	42388	LE 320	Basic Law Enforcement Academy	.050
Martinez, Alison	42448	LE 330	Core Custody Academy	.019
Martinez, Michael	42388	LE 320	Basic Law Enforcement Academy	.099
McBeth, Jerald	42388	LE 320	Basic Law Enforcement Academy	.013
Miller, Steven	42388	LE 320	Basic Law Enforcement Academy	.033
Miller, Steven	42248	LE 330	Core Custody Academy	.033
Neumann, Timothy	40758	LE 421	Complaint Dispatcher	.033
Olmstead, Brian	42388	LE 320	Basic Law Enforcement Academy	.094
Olmstead, Brian	42248	LE 330	Core Custody Academy	.112
Owen, Jack	40758	LE 421	Complaint Dispatcher	.033
Perkins, Michael	42388	LE 320	Basic Law Enforcement Academy	.066
Perkins, Michael	42448	LE 330	Core Custody Academy	.033
Ralston, Lawrence	42448	LE 330	Core Custody Academy	.084
Reid, Robert	42448	LE 330	Core Custody Academy	.033
Reyes, Geronimo	42448	LE 330	Core Custody Academy	.011
Ruth, Ross	42388	LE 320	Basic Law Enforcement Academy	.094
Rylant, Chuck	42388	LE 320	Basic Law Enforcement Academy	.067
Rylant, Chuck	42406	LE 371	Arrest & Control Inst Cert	.263
Smith, Ryan	42388	LE 320	Basic Law Enforcement Academy	.116
Sullivan, Ryan	42448	LE 330	Core Custody Academy	.088
Vasquez, Frank	42388	LE 320	Basic Law Enforcement Academy	.033
Vega, Woodrow	42388	LE 320	Basic Law Enforcement Academy	.050
Waits, Jared	42448	LE 330	Core Custody Academy	.045
PHYSICAL EDUCATION				
Schuetz-Jones, Deborah	41775	PE 129	First Aid-CPR: Educator/Coach	.066

Miscellaneous

- *Sarina Regalado is replacing Judith Dal Porto (who is on Willie Brown) as a Preschool Teacher in the Children's Center at 67% load. She is also providing necessary coverage to maintain services and state-mandated instructor-children ratios at 33% load, effective January 23, 2017 through June 30, 2017.

*Hired under California Education Code, Section 87482

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SPRING 2017

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Pike, Lorena	42465	SHORT-TERM VOCATIONAL VOCE 7018B	Spanish in the Workplace	.041

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Allredge, Robert	Course reviews of CEL/EL/ET 104, 133 and 139 performed during fall 2016. Delay in processing due to Year 1 Strong Workforce Program funding (10/17 – 11/23/16).	\$494.64
Breschini, Timothy	Course reviews of ET 100, 140 and 145 performed during fall 2016. Delay in processing due to Year 1 Strong Workforce Program funding (10/17 – 11/4/16).	\$121.38
Dal Bello, Dominic	Serve as a SESMC Faculty Mentor for eight SESMC Scholars, spring 2017 (2/1 – 5/15/17).	\$800.00
Garcia, Katherine	AB104 CTE work group (3/1/17).	\$56.43
Garcia, Katherine	AB104 basic skills work group (3/10/17).	\$75.24
Haddad, Lubna	Large class stipend: PSY 101, CRN 40213 had 68 students at census. Per FT Faculty Agreement 14.6.5, \$300 X 3 units = \$900 (1/23 – 5/24/17).	\$900.00
Kim, Young (Kevin)	Assist in choreography for Dance Spectrum 2017 (1/14 – 3/19/17).	\$2,928.75
Mabry, Robert	Provide instructional support (preparatory lessons and evaluations) for the Zodiac Shell not-for-credit training via contract education agreement (Feb. 2017).	\$525.00
Martinez, Alison	Coordination duties for the LE program/spring 2017 (scheduling, recruit counseling, evaluations and surveys, and instructor evaluation) (3/2 – 3/28/17).	\$2,241.30
Perry, Mary	Serve as a SESMC Faculty Mentor for one SESMC Scholar, spring 2017 (2/1 – 5/15/17).	\$100.00
Reed, Christine	Meet with SESMC students to ensure academic success (2/1 – 5/15/17).	\$450.00
Rice, Joan	Additional clinic hours for vision/hearing screening (3/1/17).	\$61.83
Rivera, Griselda	AB104 basic skills work group (3/10/17).	\$69.60
Ruth, Ross	Coverage for LE Coordinator for LE 320/Basic LE Academy during All Staff Day and Public Safety Dept. meeting (1/20/17).	\$202.30
Sadig, Saad	Design and plan activities for the Boy Scout architecture merit badge for area boy scouts 13 years and older. Set up classroom and CAD lab, prepare materials, lesson plans and coordinate activities (3/1 – 3/15/17).	\$500.00
Sadig, Saad	Educational outreach: Instruct students in the Intro to Industrial Technology class on basic architecture principles (3/30/17).	\$125.00
Sturas, Jonas	Help in the architecture lab with the Boy Scout merit badge (3/4 & 3/11/17).	\$318.24
Sutter, Wendy	Serve as a SESMC Faculty Mentor for one SESMC Scholar, spring 2017 (2/1 – 5/15/17).	\$100.00
Wagner, Michael	Serve as a SESMC Faculty Mentor for three SESMC Scholars, spring 2017 (2/1 – 5/15/17).	\$300.00
Wambolt, Lilia	AB104 basic work group (3/10/17).	\$79.52

CONSENT ITEM

To: Board of Trustees	Date: April 11, 2017
From: Superintendent/President	
Subject: New Community Services (Fee-Based) Education Courses	Item Number: 11.E.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

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

Course Name: Fresh Pasta! The Italian Way (CSHE 8025)

DESCRIPTION:

Learn how to make authentic Italian fresh pasta dishes from scratch! Spaghetti, fettuccini, tagliatelli, farfalle, ravioli, lasagna, and more. Make pasta the traditional, old world Italian way, by hand and with the classic hand crank pasta machine. Learn which sauces are typically served with each type of pasta and how to make them. Specialty pastas will include, but are not limited to, spaghetti alla chitarra, herb infused pasta sheets, hand rolled mostaccioli, farfalle and orecchiette. Learn how to make and cook pasta just like they do in Italy!

Course Name: Conversational ASL A (CSPD 8023)

DESCRIPTION:

Enhance your proficiency in American Sign Language (ASL) with this conversational class that will emphasize vocabulary and sentence structures used in informal settings. This interactive class will promote natural conversational styles and turn taking. Spoken English only used for clarification at the end of each class. Students should have already taken a beginning level ASL 120 course or have equivalent ASL experience.

Continued

FISCAL IMPACT

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

RECOMMENDATION

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

Administrator Initiating Item: George A. Railey	Final Disposition:
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Course Name: Day of the Dead Makeup Class (CSPD 8090)

DESCRIPTION:

Create a unique Day of the Dead / Dia de Los Muertos makeup look on yourself or another person during this hand's on class. Learn and practice techniques necessary to produce your own impressive and distinctive look, just in time for Day of the Dead or Halloween parties. Embrace your creativity and have fun! The class will be taught by a professional celebrity makeup artist from Los Angeles. Class open to men and women ages 16 and up. Please bring a stand up mirror and your own make up to class. A detailed list of materials needed for class will be posted to the Community Education website and emailed by the instructor to your Hancock email address at least two weeks prior to the class. Enrollment is limited to 24 people, so register early!

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Equivalency Certification for Faculty	Item Number: 11.F.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 9

BACKGROUND

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

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

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Osaro Althouse	Speech
Andrea LaRosa	Noncredit English as a Second Language
Teresiana Matarrese	Spanish

FISCAL IMPACT

None

RECOMMENDATION

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

Administrator Initiating Item: George A. Railey	Final Disposition:
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X	Regular Certification 3/28/17
	Provisional Certification
	From: To:
	Not Approved

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

NAME: Osaro Althouse	DIVISION: Academic Affairs
DEPARTMENT: Languages and Communication	DISCIPLINE: Speech
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

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

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

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

Education:

M.A., TESOL, University of San Francisco, 2014
B.A., Communication, University of California, Santa Barbara, 2010

Certification:

UCSB TESOL Certificate, 2013

Rationale for successful completion of 24 units+ of upper division Communication coursework:

COMM 120 – Interviewing, Fall 2009, 4 units, University of California, Santa Barbara
COMM 124 – Family Comm, Fall 2009, 4 units, University of California, Santa Barbara
COMM 107 – Interpersonal Comm, Winter 2010, 4 units, University of California, Santa Barbara
COMM 138 – Advertising Lit, Winter 2010, 4 units, University of California, Santa Barbara
COMM 191 – Comm Internship, Winter 2010, 4 units, University of California, Santa Barbara
COMM 160CL – Special Topics Comm, Spring 2010, 4 units, University of California, Santa Barbara
COMM 175FM – Sr Cap, Family Comm, Spring 2010, 4 units, University of California, Santa Barbara

Date of Board Approval:

RATIONALE (CONTINUED):**Allan Hancock College Teaching Experience (January 2016-present):**

Spring 2017

Instructor for ESL 538 and ESL 535, Allan Hancock College, Santa Maria

Fall 2016

Instructor for READ 310 and READ 510, Allan Hancock College, Santa Maria

Spring 2016

Instructor for ESL 538 and ESL 541, Allan Hancock College, Santa Maria

Santa Barbara Business College Teaching Experience (2015-2016):

Prepared English language learners for the academic bachelor's and master's programs.

Kaplan Teaching Experience (2014):

Taught integrated skills to beginning and advanced English language learners.

Supporting documentation:

1. Althouse transcripts for Master's in English
2. Althouse (Oviamwonyi) transcripts for Bachelor's in Communication
3. AHC Althouse Load 2016-2017

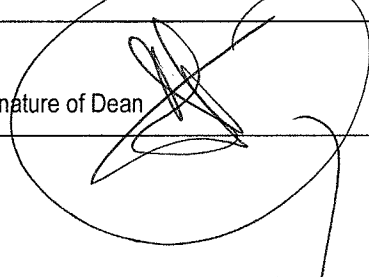
I hereby certify that all information submitted above is true and correct.

Signature of Candidate



Date 02/13/2017

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

<p><i>Melvin Rushmon</i> Melvin Rushmon Signature of Department Chair</p>	<p>3/10/17 Date 2/13/17</p>	<p><i>[Signature]</i> Signature of Dean</p> 	<p>Date 3/15/17</p>
<p><i>[Signature]</i> Signature of Appropriate Academic or Student Services Vice President</p>	<p>3/29/17 Date</p>		

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

<p>Signature of Department Chair</p>	<p>Date</p>	<p><i>[Signature]</i> Signature of Dean</p>	<p>3/15/17 Date</p>
<p>Signature of Appropriate Academic or Student Services Vice President</p>	<p>Date</p>	<p><i>[Signature]</i> Signature of Committee Chair Professional Standards Committee</p>	<p>3/28/17 Date</p>

Allan Hancock College
Noncredit Education & Community Programs

- Regular Certification 3/28/17
 Provisional Certification
 From: To:
 Not Approved

**Equivalency Certification for Noncredit
English as a Second Language**

Name: Andrea LaRosa Department: Noncredit Education & Community Programs
 Semester/Year: Spring 2017 Discipline/Area: Noncredit ESL

Criteria for Equivalency: The applicant named above meets the criteria for equivalency. This has been verified by review of the applicant's official college transcripts and other materials. (Attach documents used to verify candidate's qualifications.)

A bachelor's degree in any discipline and twelve semester units of course work related to the subject of the course taught or course work equivalent to a TESL certificate or a teaching credential authorizing instruction in the subject area and substantive (100 hours) professional experience related to the areas of assignment.

The experience and education that will be applicable will be determined by the department. Candidates must prove that he/she has completed or been accepted to a TESL certificate program.

Rationale: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation.

B.A., Liberal Arts, Arizona State University, 2008

TESOL, Oxford Seminars, Beverly Hills, CA 2012 (not accredited)

Accepted into Anaheim University TESOL program, March 2017 (accredited program)

ESL teaching experience from August 2012 – February 2015 at Global English Center (GEC); Kids College; Bath Spa University

ESL Testing Scorer from July 2014 – present at ETS at Educational Testing Service (ETS)

Signature of Candidate <u>A. LaRosa</u>	Date <u>03/09/2017</u>
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Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

Signature of Department Chair/Coordinator	Date	Signature of Associate Dean	Date
Signature of Appropriate Academic Vice President		<u>[Signature]</u>	Date

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

Signature of Department Chair <u>Andri Kevan</u>	Date <u>3/9/17</u>	Signature of Associate Dean <u>[Signature]</u>	Date <u>3/14/17</u>
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Signature of Appropriate Academic Vice President	Date	Signature of Committee Chair Professional Standards Committee	Date 03/28/17
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X	Regular Certification	3/28/17
	Provisional Certification	
	From:	To:
	Not Approved	

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

NAME: Teresiana Matarrese	DIVISION: Academic Affairs
DEPARTMENT: Languages and Communication	DISCIPLINE: Spanish
Check the box for qualification criteria used in this discipline to judge the applicant's qualifications for equivalency.	

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

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

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

Education:

M.A. in progress, Spanish, Middlebury College, anticipated graduation 2018
M.A. Italian and Foreign Languages for Cultural and Business Communication, University for Foreigners of Perugia, Italy, 2010
B.A., Italian for the Global Promotion of Language and Culture, University for Foreigners of Perugia, Italy, 2008

Foreign Language Training:

Spanish Language and Literature (Advanced, European Level C1), University of Granada, 2015
German Language (Elementary, European Level A2), Universitat des Saarlandes, Germany, 2007
Mandarin Chinese Language (Advanced, European Level C1), 2007

Rationale for two+ years of professional experience related to the discipline of the assignment:

Teresiana Mataresse has over five years of professional language teaching experience in Spanish, Italian and Chinese.

Date of Board Approval:

RATIONALE (CONTINUED):Allan Hancock College Teaching Experience (January 2016-present):

Spring 2017

Instructor for Ital 101, Allan Hancock College, Santa Maria

Fall 2016

Instructor for Ital 101, Allan Hancock College, Santa Maria

Spring 2016

Instructor for Ital 101, Allan Hancock College, Santa Maria

California Polytechnic State University, San Luis Obispo Teaching Experience (2013-present):

Teach Elementary Italian 101, Italian 102, Italian 103, and Intermediate Italian 201.

Santa Barbara City College Teaching Experience (2014-present):

Teach Intermediate Italian 103 and Italian 104, beginning Italian 101, intermediate Italian conversation and advanced Italian conversation.

Anacapa School Teaching Experience (2013-2015)

Taught intermediate Italian to high school students.

Santa Barbara Montessori School Teaching Experience (2012)Taught Introduction to Italian to 8th & 9th grade students

Supporting documentation:

1. Mataresse transcripts for Master's in progress for Spanish
2. Mataresse transcripts for graduate level coursework in Spanish
3. Mataresse transcripts for Bachelor's in Italian
4. AHC Mataresse Load 2016-2017

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

Signature of Candidate <i>Carol Behera</i>	Date <i>02-13-17</i>
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Due to candidate's inability to provide all equivalency documentation at this time, a one semester provisional appointment is granted pending verification of qualifications. I have reviewed all documentation and recommend approval of provisional equivalency certification.

Signature of Department Chair <i>Melinda Nashimon</i>	Date <i>2/14/17</i>	Signature of Dean	Date
Signature of Appropriate Academic or Student Services Vice President <i>Melinda Nashimon</i>	Date <i>3/10/17</i>		
		<i>Dean Kelly</i>	

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

Signature of Department Chair	Date	Signature of Dean <i>[Signature]</i>	Date <i>3/15/17</i>
Signature of Appropriate Academic or Student Services Vice President	Date	Signature of Committee Chair Professional Standards Committee <i>[Signature]</i>	Date <i>3/28/17</i>

CONSENT ITEM

To: Board of Trustees	Date: April 11, 2017
From: Superintendent/President	
Subject: Second Reading: Revised Board Policy 3930, Minors on Campus	Item Number: 11.G.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 3930, Minors on Campus, outlines the definitions and exceptions regarding minors on campus. The revisions include clarifying language and a change in the definitions area. The policy has been vetted through the shared governance process.

The revised board policy 3930, Minors on Campus, was submitted for the Board's review on March 14, 2017. 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 3930, Minors on Campus, as submitted.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3930 MINORS ON CAMPUS

The primary mission of the college is to educate students eligible to enroll in community college courses. To that end, the District has the responsibility to provide a place of instruction which is free from internal as well as external distraction. To provide a place of instruction which is free from distraction requires that some restrictions be placed on children on campus. In addition to concerns about the ability to carry out the District's mission, the presence of children in campus facilities raises safety and liability issues.

This policy statement addresses issues raised by the presence of children on the campus and provides guidance for students and employees of the District.

First and foremost, the District and its facilities (classrooms, offices, public service areas and grounds) should not be viewed as a substitute for child care arrangements. This policy does not preclude an adult from bringing children on campus for visits, but when the reason for the child's presence is to take the place of childcare services, then it is inappropriate for the child to be on site.

Second, at no time may children be unattended or unsupervised on campus. The terms "unattended" and "unsupervised" are used to refer to situations in which the child is on campus or in a campus facility and is not under the immediate physical control of an adult or an instructor, for example, College for Kids classes. As a practical matter, children may not be left unattended in public areas such as the library and the cafeteria while the adult is in class. Nor may a child be left to wait or play outside a classroom while the accompanying adult is in class.

Third, only enrolled students may be present in classrooms or lab facilities when classes are in session. Children may not attend class, or class activities such as field trips, along with enrolled students. Moreover, children may not be present at the employee's work site during a staff member's assigned work hours. This does not preclude short visits when the child is accompanied by another responsible adult.

Employees must advise students that it is a violation of Board policy to allow children in the classroom. Students who do not comply with a request to remove dependent children from class will be dealt with in accordance with the Standards of Student Conduct and Disciplinary Action.

Finally, as a safety measure, employees and students should not allow children to be left unattended on campus. Employees or students who observe children who appear to be unattended should contact the Allan Hancock College Police Department. The Allan Hancock College Police Department will handle the matter in accordance with appropriate State of California education and penal codes.

Definitions:

For purposes of this policy, the definition of a child is any person under the age of eighteen years of age. Emancipated minors are considered adults. Adult refers to a responsible person over the age of eighteen or an emancipated minor.

Exceptions:

Exceptions to this policy are campus facilities or activities which, by their very nature, might be attended by children. It is assumed, however, that children in these facilities or attending these activities are under the supervision of an instructor or adult or are enrolled in a fee-based program. Examples of such activities would be athletic events, performing arts performances, College for Kids, day care centers, and other activities planned for children.

In certain courses, children may occasionally be included in classrooms or other academic settings for activities that contribute to the achievement of course objectives and student learning outcomes. In such cases, appropriate permissions will be obtained from the parent/legal guardians.

Minors under age 18 who are enrolled in credit classes through the Special Student or High School Special Program are treated as regular Hancock students. Program enrollment materials must, however, contain a statement of conditions of enrollment and must require a parent or guardian's signature.

Certain campus services are open to the public or community users, for example, the cafeteria, library, and pool. As long as an adult or guardian is present with the child, the child may be in the facility. However, if the child becomes disruptive or the presence of the child interferes with the peaceful conduct of the activities of the campus, the adult may be asked to remove the child.

References: No references

Adopted: 6/20/95

Revised: 9/15/04

Revised:

(Replaces Board Policy 8922)

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Second Reading: New Board Policy 4110, Honorary Degrees	Item Number: 11.H.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

New board policy 4110, Honorary Degrees, address the guidelines of conferring honorary degrees.

The proposed new board policy 4110, Honorary Degrees, was submitted for the Board's review on March 14, 2017. 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 4110, Honorary Degrees, as submitted.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Allan Hancock Joint Community College
District Board Policy
Chapter 4 – Academic Affairs

BP 4110 HONORARY DEGREES

The conferring of honorary Associate in Arts or Associate in Science degrees provides the Board of Trustees with a vehicle to recognize meritorious service to the College community.

Honorary degrees may be awarded at commencement or any other appropriate time. The awarding of an honorary degree must be approved by the Board of Trustees.

The Superintendent/President shall establish procedures and criteria for the awarding of honorary degrees.

Reference: Education Code Section 72122

Adopted:

(This is a new policy)

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Second Reading: New Board Policy 5220, Shower Facilities for Homeless Students	Item Number: 11.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

New board policy 5220, Shower Facilities for Homeless Students, are legally required. The policy and procedure outline and address the usage of shower facilities on campus for any homeless student who is enrolled.

The proposed new board policy 5220, Shower Facilities for Homeless Students, was submitted for the Board's review on March 14, 2017. 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 5220, Shower Facilities for Homeless Students, as submitted.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS

The Superintendent/President shall, establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

Reference: Education Code Section 76011

Adopted:

(This is a new policy)



CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Authorization for Out-of-State Travel for the Superintendent/President	Item Number: 11.J.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

Authorization for out-of-state travel is requested for the superintendent/president to travel as indicated below:

<u>No.</u>	<u>Conference</u>	<u>Location</u>	<u>Date(s)</u>	<u>Purpose of Travel</u>
1.	97 th AACC Annual Convention	New Orleans, LA	April 21-25, 2017	To attend convention
2.	2017 ACCT Leadership Congress	Las Vegas, NV	September 24-29, 2017	To attend conference

FISCAL IMPACT

1. The estimated cost for this travel is \$2,848.79 funded by the President’s one-time fund.
2. The estimated cost for this travel is \$2,500 funded by the President’s one-time fund.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for the superintendent/president to travel to New Orleans, LA to attend the 97th AACC Annual Convention and Las Vegas, NV to attend the 2017 ACCT Leadership Congress.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 11.K.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 3

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:

Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Sandoval, Michael	Program Assistant V	4/1/17 – 5/31/17	Participate in harvest, life and physical sciences department	\$25.00

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Avila, Theresa	Academic Support Specialist	3/2/17 – 3/31/17	Substitute for employee on leave up to 100 days	\$19.01
Cofield, Steve	Carpenter Substitute	4/17/17 – 6/30/17	On-call substitute for vacation, sick leave, or vacancy	\$18.81
Flores, Ema	Custodial Substitute I	3/20/17 – 6/30/17	On-call substitute for vacation, sick leave, or vacancy	\$10.50
Kupihea, Kristina	Instructional Assistant, Learning Assistance Program	3/1/17 – 6/30/17	Temporary assignment during recruitment not to exceed 100 days	\$20.69

(Continued)

FISCAL IMPACT

Assignments for the 2016-2017 fiscal year are included in the 2016-2017 fiscal year budget.

RECOMMENDATION

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

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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Professional Experts:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Eaton, Kimberly	Program Assistant VI	1/23/17 – 5/20/17	Costumer for Dance Spectrum, Folklorico, fine arts department	\$35.00
McSparron, Shui-Ching Hu	Program Assistant III	4/15/17 – 5/20/17	Art model, fine arts department	\$15.59

Revisions/Additions**Substitutes:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Fuelner, Kim	Cashier Technician	4/10/17 – 6/30/17	Substitute for employee on leave up to 100 days	\$18.40
Weaver, Deborah	Program Technician	4/13/17 – 6/30/17	Substitute for employee on leave up to 100 days	\$19.01

EMS, Fire, Law Enforcement Programs

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

Professional Experts – EMS, Fire, Law Enforcement Programs

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

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

<u>Positions:</u>	<u>Hrly Rate</u>	<u>Max Hrs</u>	<u>Max Days</u>
Program Assistant I	\$10.50	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Program Assistant II	\$14.00		
Program Assistant III	\$15.59		
Program Assistant IV	\$18.81		
Program Assistant V	\$25.00		
Program Assistant VI	\$35.00		

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

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Asmus, Travis	Program Assistant IV	1/15/17 – 6/30/17	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Boeken, David	Program Assistant III	2/01/17 – 6/30/17	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Cocks, Arthur	Program Assistant V Program Assistant VI	4/12/17 – 6/30/17 4/12/17 – 6/30/17	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Fabie, Shane	Program Assistant III	2/01/17 –b 6/30/17	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs
Ripley, Brendan	Program Assistant IV	1/03/17 – 6/30/17	See Professional Expert Appointments – EMS, Fire, Law Enforcement Programs

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 11.L.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments:

1. Armando Galaviz, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$7,106 for the 2016-2017 fiscal year.
2. The cost to the unrestricted general fund is approximately \$7,106 for the 2016-2017 fiscal year.
3. The cost to the unrestricted general fund is approximately \$7,106 for the 2016-2017 fiscal year.
4. The cost to the unrestricted general fund is approximately \$7,106 for the 2016-2017 fiscal year.
5. The cost to the unrestricted general fund is approximately \$7,106 for the 2016-2017 fiscal year.
6. The cost to the unrestricted general fund is approximately \$5,698 for the 2016-2017 fiscal year.
7. The cost to the unrestricted general fund is approximately \$1,806 for the 2016-2017 fiscal year.
8. The cost to the unrestricted general fund is approximately \$1,896 for the 2016-2017 fiscal year.

These costs are included in the 2016-2017 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Armando Galaviz, instructional assistant, public safety department, effective May 1, 2017; Geoffrey-Tacae Harvey, instructional assistant, public safety department, effective May 1, 2017; Thomas Lamica, instructional assistant, public safety department, effective May 1, 2017; Fernando Medina, instructional assistant, public safety department, effective May 1, 2017; Brian Scally, instructional assistant, public safety department, effective May 1, 2017; Colby Turnquist, instructional assistant, public safety department, effective June 1, 2017; Romni Lehman-Moreno, instructional assistant, public safety department, effective May 1, 2017; and Jeffrey Luna, instructional assistant, public safety department, effective May 1, 2017.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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2. Geoffrey-Tacae Harvey, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

3. Thomas Lamica, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

4. Fernando Medina, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

5. Brian Scally, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

6. Colby Turnquist, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule, effective June 1, 2017.

Reason: New position

7. Romni Lehman-Moreno, instructional assistant, public safety department, part time, 10 months, 19.5 hours weekly, range 20-A (prorated at .5270), classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

8. Jeffrey Luna, instructional assistant, public safety department, part time, 10 months, 19.5 hours weekly, range 20-B (prorated at .5270), classified bargaining unit salary schedule, effective May 1, 2017.

Reason: New position

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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Appointment of Tenure-Track Faculty	Item Number: 11.M.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve the appointment of assistant professor, personal development, student success and support program. If a recommendation is made, a revised board agenda item will be presented.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 11.N.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

1. Corrin Suchan, FROM office services technician II, institutional grants, full time, 12 months, 37 hours weekly, range 15-A, classified bargaining unit salary schedule TO office services technician II, institutional grants, range 15-A (50 percent) and grants analyst II, institutional grants, range 30-A (50 percent), classified bargaining unit salary schedule, full time, 12 months, 37 hours weekly, retroactive to October 1, 2016 through June 30, 2017, or earlier per district need.

Reason: Performing duties outside of her job description to support the Title V Grant, Institutional Grants.

(Continued)

FISCAL IMPACT

1. The cost to the Title V Grant is approximately \$8,268 for the 2016-2017 fiscal year.
2. The cost to the unrestricted general fund is approximately \$2,044 for the 2016-2017 fiscal year.
3. The cost the Student Success & Support Program (3SP) is approximately \$1,627 for the 2016-2017 fiscal year.
4. The cost to the unrestricted general fund is approximately \$1,625 for the 2016-2017 fiscal year.

These costs are included in the 2016-2017 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Corrin Suchan, office services technician II, institutional grants (50 percent) and grants analyst II, institutional grants, (50 percent), retroactive to October 1, 2016 through June 30, 2017, or earlier per district need; Julia Sokolovska, student services technician, retroactive to July 1, 2016 through November 30, 2016 and February 1, 2017 through June 30, 2017, or earlier per district need; Richard Partida, counseling assistant, counseling and student success & support program, retroactive to January 1, 2017 through June 30, 2017, or earlier per district need; and Sandy Zepeda, administrative secretary III, academic affairs, retroactive to January 1, 2017 through June 30, 2017, or earlier per district need.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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2. Julia Sokolovska, FROM student services technician, full time, 12 months, 37 hours weekly, range 17-B (through November 30, 2016) and range 17-C (effective December 1, 2016), classified bargaining unit salary schedule TO student services technician, full time, 12 months, 37 hours weekly, range 17-B plus five percent, classified bargaining unit salary schedule, retroactive to July 1, 2016 through November 30, 2016 and range 17-C plus five percent, classified bargaining unit salary schedule, retroactive to February 1, 2017 through June 30, 2017, or earlier per district need.

Reason: Ms. Sokolovska was approved for out-of-classification assignment at the regular Board of Trustees meeting on January 10, 2017. It has been determined that Ms. Sokolovska should be approved for an out-of-classification assignment for the entire 2016-2017 fiscal year for the data collection and input of positive attendance hours for the concurrent enrollment program.

3. Richard Partida, FROM counseling assistant, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule TO counseling assistant, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 20-E plus five percent, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding.

Reason: Mr. Partida is providing academic support to students in the counseling department including expansion in academic support to public safety students.

4. Sandy Zepeda, FROM administrative secretary III, academic affairs, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule TO administrative secretary III, academic affairs, full time, 12 months, 37 hours weekly, range 21-E plus five percent, retroactive to January 1, 2017 through June 30, 2017, or earlier per district need.

Reason: Ms. Zepeda has been performing duties outside of her job description creating fall 2017 matrices for the dental program.

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Faculty Sabbatical Leave	Item Number: 13.A.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

Article 13, Section 13.1.5 of the faculty contract allows for sabbatical leaves. After careful review by the Sabbatical Leave Committee of the applications submitted, and in consultation with the Faculty Association, it is recommended that the following faculty members be granted sabbatical leave for fall 2017 and spring 2018:

1. Kathy Johnson, Health Sciences Department (fall 2017)
2. Nancy Jo Ward, Fine Arts Department (spring 2018)

FISCAL IMPACT

In accordance with the faculty contract, funds will be provided to fund two sabbatical applications, and the estimated replacement cost to the district for the positions listed above is \$52,710.

RECOMMENDATION

Staff recommends that the board of trustees approve the sabbatical leave requests for 2017-2018.

Administrator Initiating Item: George A. Railey	Final Disposition:
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The two sabbatical candidates recommended for fall 2017 and spring 2018 semesters are listed below. A brief overview of the sabbatical proposals follows:

1. Fall 2017 Kathy Johnson The primary emphasis of Ms. Johnson's sabbatical is to provide her an opportunity to modernize the internship process that had been in place for over 40 years. Ms. Johnson will research how other community colleges internship programs are operated and apply best practices to Allan Hancock College's Dental Assisting program. The goal is to streamline the system for the benefit of students and dental internship sites. Clinical training will be adjusted to meet the training needs of the dental community. A system will be put in place with the intent to improve communication for all stakeholders. Ms. Johnson will explore how to create a mechanism for local dentists to hire Allan Hancock College Dental Assisting graduates.

2. Spring 2018 Nancy Jo Ward The primary emphasis of Ms. Ward's sabbatical is to improve her currency and expertise in the intersections of media art, painting, photography and collage, especially to offer more informed instruction and to enhance existing fine arts and applied design/media programs. Ms. Ward also intends on working with other artists in an artistic residency in Spain, France, Italy, and/or the UK. In addition to improving her knowledge of new media art making, this sabbatical will connect her to organized international artistic communities, allowing her to bring the spirit of cross-cultural and cross-disciplinary collaboration back to her students, department, college, and community. The outcomes of this work will be improved instruction, student success, new ideas for global, multicultural instruction and collaboration, a deeper emphasis on world arts and culture through readings and lectures.

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Acceptance of Grants Approved	Item Number: 13.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

The office of institutional grants has been notified of the funding for the following grants in the amount of \$80,935.

BACKGROUND

1. Arthur N. Rupe Foundation: CNA Rupe Grant (\$40,000)

The college has been awarded funding from the Arthur N. Rupe Foundation for student support and instructional assistance for the Certified Nursing Assistant Program.

No matching funds are required. The project period is July 2017 - June 2018. (Submitted by Mary Pat Nelson; Margaret Lau)

(continued)

FISCAL IMPACT

1. Arthur N. Rupe Foundation: CNA Rupe Grant (\$40,000). Matching funds are not required. The project period is July 2017 – June 2018.
2. California Community College Chancellor’s Office: Mathematics, Engineering, and Science Achievement (MESA) (\$27,393). 1:1 matching funds are required. The project period is July 1, 2016 – June 30, 2017.
3. Santa Maria Joint Union High School District: Career Technical Education Incentive Grant (CTEIG) (\$13,542). Matching funds are not required. The project period is April 2017 – August 2017.

RECOMMENDATION

Staff recommends that the board of trustees accept these contracts for a total of \$80,935 in restricted funds to the district.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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2. California Community College Chancellor's Office: Mathematics, Engineering, and Science Achievement (MESA) Augmentation (\$27,393)

The college has been awarded an augmentation for the MESA program that will continue to support the academic success and transfer of financially and educationally disadvantaged students in math-based fields of study. The award amount for fiscal year 2016-17 will total \$77,893.

There is a 1:1 matching fund requirement. The project period is July 1, 2016 – June 30, 2017. (Submitted by Christine Reed, Richard Mahon)

3. Santa Maria Joint Union High School District: Career Technical Education Incentive Grant (CTEIG) (\$13,542)

The college has been awarded funding to offer multiple sessions of Explorations in Engineering and Computer Science Camp through AHC's College for Kids program. The camp will allow students to learn and appreciate engineering and computer science through fun and energizing activities.

No matching funds are required. The project period is April 2017 – August 2017. (Submitted by Jennie Robertson; Sofia Ramirez Gelpi)

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	Authorization to Solicit Proposals for the Prop 39 Year 3&4 Lompoc Valley Center Solar Project, RFP 17-104	Item Number:	13.C.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	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.

The district received \$611,928 from the California Community Chancellor's Office for the Prop 39 Year 3&4 Project. The scope of work includes constructing solar energy generation panels at the Lompoc Valley Center. The panels are anticipated to be constructed close to the EVOC track and shooting range. It is estimated that the district will save \$35,000-\$50,000 annually in electrical expenses.

FISCAL IMPACT

The construction contract is estimated to be \$500,000 and will be funded with the Prop 39, Year 3&4 funds.

RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of proposals for the Prop 39 Year 3&4 Lompoc Valley Center Solar Project.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	Authorization to Solicit Bids for the Site Concrete Replacement Project, Lompoc Valley Center, Bid 17-01	Item Number:	13.D.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures:	Page 1 of 1

BACKGROUND

The scope of work for this project includes replacing the existing sinking sidewalk pavers with concrete at the Lompoc Valley Center's drop off entrance and courtyard location.

FISCAL IMPACT

The construction contract is estimated to be \$400,000 to \$450,000 and will be funded from the state scheduled maintenance funds.

RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of bids for the Site Concrete Replacement Project, Lompoc Valley Center.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Authorization to Solicit Request for Qualifications for Fine Arts Complex Proposals No. 17-103	Item Number: 13.E.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

BACKGROUND

The Fine Arts Complex is a new 68,000 sq. ft. two-story building that includes visual arts, multi-media and applied design, photography, film and video, dance, music, and shared amenities. The project consolidates all of the fine arts and performing arts (except theatre arts) currently in buildings D (Theatre Arts Center), E (Music), F (Fine Arts), O (Industrial Technology), and S (Community Education) into one Fine Arts Complex.

A Final Project Proposal (FPP) was submitted to the state in June 2014. The state's construction bond passed in November 2016. The district is seeking an architect in anticipation of receiving state funding.

FISCAL IMPACT

The fiscal impact to solicit proposals is estimated to be \$5,000 and will be funded from the operations budget.

RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of proposals for the Fine Arts Complex Proposals.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2015-2016	Item Number:	13.F.
Strategic Goal:	Goal G1: To sustain a college-wide culture that values qualitative and quantitative data in the decision making process.	Enclosures:	Page 1 of 9

BACKGROUND

In the fall of 2015, the Chancellor's Office began a review and change to the methodology on which it determines the Equal Employment Opportunity Fund allocation to each district. In the past, this allocation was based on the District's FTES. The new model is meant to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce.

The attached multiple methods report is due to the Chancellor's Office on June 1, 2017. Following Board approval, a signed copy of the document will be forwarded to the Chancellor's Office.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the Equal Employment Opportunity Multiple Method Fund Allocation Form as presented.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

District Name: Allan Hancock College

The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Yes

No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

Method 2 (Board policies and adopted resolutions)

Method 3 (Incentives for hard-to-hire areas/disciplines)

Method 4 (Focused outreach and publications)

Method 5 (Procedures for addressing diversity throughout hiring steps and levels)

Method 6 (Consistent and ongoing training for hiring committees)

Method 7 (Professional development focused on diversity)

Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)

Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Kelly Underwood & Petra Gomez

Title: Co-Chairs, EEO-Diversity Committee

Signature: _____

Date: _____

Chief Human Resources Officer

Name: Kelly Underwood

Title: Director, Human Resources

Signature: _____

Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Kevin G. Walthers

Title: Superintendent/President

Signature: _____

Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: Tuesday, April 11, 2017

Name: Gregory A. Pensa

Title: President/Chair, Board of Trustees

Signature: _____

Date: _____

Date Due at the Chancellor's Office: June 1, 2017

Return to: Leslie LeBlanc lleblanc@cccco.edu Chancellor's Office California Community Colleges

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

1102 Q Street, Ste. 4400, Sacramento, CA 95811

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

The District's EEO Advisory Committee was established in 2010. The committee meets once a month and consists of a representative from each constituency group with two co-chairs. The committee reviews the EEO plan, professional development trainings, Title 5, EEO Expenditure and Performance reports, recruitment, outreach, job fairs, and diversity. Agenda and notes from the committee are on the AHC website.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The District's EEO Plan was revised and is scheduled to be approved April 11, 2017 by the Board of Trustees. The EEO plan is on the HR website along with our Diversity Statement. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of the employment, including assignments, promotions, and transfers.

Allan Hancock College submitted the EEO Fund, District Performance Report for the fiscal year 2015-2016 on September 28, 2016.

Board Policy 3420, Equal Employment Opportunity and Staff Diversity was revised and approved July 14, 2015 by the Board of Trustees. The policy recognizes that diversity in the academic environment foster cultural awareness, mutual understanding and respect, harmony and creativity, while providing images for all students.

Evidence: provide the EEO plan, EEO Fund & District Performance Report, EEO agenda and BP 3240

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Board Policy 3420, Equal Employment Opportunity and Staff Diversity was approved July 14, 2015 by the Board of Trustees. The policy recognized that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers.

Board Policy 7120, Faculty Hiring was revised and approved March 21, 2006 by the Board of Trustees. The board recognizes that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the District have roles and responsibilities to achieve staff diversity and equal employment opportunities.

Board Policy 7230, Employment and Classification provides for application and offer of employment guidance for classified staff.

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

At The President's Leadership Academy, the District's board of trustees were in attendance and received training in various topics such as: Personal Assessment/Bias Test, The Leader's Role in Inclusion and Recruitment, Retention, Success and Diversity.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The District maintains updated curricula, texts, and/or course descriptions through our Academic Policy and Planning. Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. This includes:

- a. New curriculum and programs.
- b. Proposed changes and revisions to existing curriculum and programs.
- c. Discontinuance of existing programs.
- d. General Education criteria.
- e. Board policies on PCAs, curriculum development, and program discontinuance.

Allan Hancock College has developed its shared governance process in 2008 to foster open communication throughout the campus.

The Councils and Committees Pathways to Decisions is intended to strengthen the college's long standing history of commitment to shared governance, foster an environment of open communication, and enhance processes in the spirit of continuous improvement. Each constituency group is represented on the councils and committees to promote inclusion in a transparent and collaborative fashion. College surveys are also distributed to encourage transparent communication and feedback.

The Academic Policy and Planning Committee (AP&P) provides recommendations through the Academic Senate to the District Board of Trustees regarding courses and instructional programs. AP&P is the vehicle through which curriculum development takes place and is one of four standing committees established in 1968 and approved by the Academic Senate. The committee's functions is: curricula, proposed changes and revisions, academic standards, future curriculum planning, the coordination and organization of instructional planning and practices as they relate to the teaching faculty.

Evidence: provide BP 3420, 7120 & 7230, mission statement, leadership agenda, CCPD, surveys, catalog

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

The relative isolation of the District within the state (a three hour drive from any major metropolitan area) has impeded the District's ability to attract applicants for positions in competitive disciplines. The District provides up to \$600 for travel expenses during the interview process as well as assisting the new employee in relocation/moving expenses when appropriate. This incentive has increased our application pools and has become a valuable incentive in the hiring process.

The District is exploring additional incentives for hard-to-hire areas/disciplines.

Evidence: provide reimbursement form

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Does the District meet Method #4 (Focused outreach and publications)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

In addition to posting positions on the Registry, the District advertises in a variety of publications, including: AHC website, Higher Ed Jobs, Asians in Higher Ed, Blacks in Higher Ed, Hispanics in Higher Ed, Craigslist (San Luis Obispo, Los Angeles, Santa Barbara, San Francisco, and Bakersfield), Santa Maria Times, SLO Tribune, Career Builder, Indeed.com, Monster.com, CalPoly, Handshake, EdJoin, CASBO.org, NCAA. Org, Central Coast Careers.com, and EDD.

The Human Resources web page displays the all open positions as well as the District's Mission and Diversity Statement. It is also displayed on the TV monitor in the HR department along with current employment opportunities.

Staff attended the Registry job fair in Los Angeles this year in order to recruit diverse applicants to faculty and management vacancies specifically.

The District provides an inreach program to encourage current employees to apply for promotion. In addition, annual diversity training that is offered to the campus community.

The District conducts surveys on a regular basis, and reviews and implements measures drawn from the surveys. This facilitates staff to share their opinions in a shared governance environment.

Evidence: proof of travel to job fair, Job Elephant, diversity training

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Human Resources in conjunction with the faculty, has developed a Diversity Resource Specialist (DRS) "Toolkit". The toolkit consists of the history of the DRS at Allan Hancock College; it defines diversity, the role of the DRS, faculty demographics, faculty board policy and the role of the EEO. This toolkit was overwhelmingly acknowledged by faculty and has become institutionalized in the training of the Diversity Resources Specialist (DRS).

Board Policy 7120- Faculty Hiring- All faculty and administrative members of the screening and interview committee must have completed staff diversity/EEO training within the last three (3) years before they can participate in the interviews. The hiring committee must demonstrate diversity through gender and ethnicity. The Diversity Resource Specialist (DRS) is selected by the department chair in consultation with HR from a pool of trained DRS faculty. In the initial committee orientation, HR along with the DRS, discuss the role of the committee and review staff diversity/equal employment opportunity principles and practices with committee members. When the position closes, the DRS and the EEO officer review the ethnic summary to determine if the application pool has diversity. If the District determines that a particular monitored group is significantly

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

underrepresented with respect to one or more job categories, the District shall take the following steps: review its recruitment procedures, review job announcements, advertisement, etc. At the final screening meeting, the EEO officer and the DRS will review the slate of applicants to be interviewed and recommend additional applicants.

The diversity statement (which is part of the faculty application process) submitted by the applicant is carefully studied. Interview questions, role play, written exercise, and the teaching demo are finalized and to confirm they reach a diverse audience. On the day of the interviews, the EEO officer will reinforce best practices and principles to the committee. The district maintains the hiring calendar to promote an efficient process and to ensure large, diverse pool of qualified applicants.

Board Policy 3420 – EEO- The board commits the district to the active promotion of campus diversity including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. HR shall assure that a proper job analysis is performed for every job and each job description shall provide a general statement of job duties, responsibilities and minimum qualifications.

All recruitment must be conducted actively within and outside of the District. Screening, selecting, and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Each hiring committee will have gender balance and at least one voting staff member will be an ethnic minority.

The District conducts exit interviews and forwards the survey to HR. The HR Director reviews the data for patterns and utilizes this information to implement measures if needed.

Board Policy 3430- Prohibition of Harassment - The District is committed to providing an academic work environment that respects the dignity of individuals and groups.

Board Policy 3410 – Nondiscrimination – The District is committed to equal opportunity in employment and all access to institutional programs and activities. The HR Director thoroughly investigates all complaints filed. The District has implemented a tracking report on applicants that decline job interviews and job offers. The District will analyze the data to determine if there is a common trend.

Evidence: DRS Toolkit, Diversity statement, diversity questions, Board Policy 7120, 3420, 3410 & 3430, exit interview, complaint form, tracking report

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

In all recruitments, the EEO monitor provides ongoing training for all hiring committees. This includes training at the orientation meeting, final screening meeting, the interviews, and during deliberations. Members of the

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

screening and interview committee must have completed staff diversity/equal employment opportunity training within the last three (3) years before they can screen and participate in interviews.

The EEO and Staff Diversity Committee receives training on the following: Title 5 regulations and stated and federal nondiscrimination laws; the educational benefits of workforce diversity; the identification and elimination of bias in hiring decision; and the role of the committee in carrying out the District's EEO Plan.

HR staff attended a conference in October 2016 on Minority Faculty/Staff Recruitment and Retention. The focus of the training was addressing unconscious bias in your institution. Staff is applying this training to all hiring committees and has been received well by faculty and staff.

HR is scheduling a harassment and discrimination training for the spring 2017.

At the President's Leadership Academy 2016, staff presented various topics such as: Personal Assessment/Bias Test, The Leader's Role in Inclusion and Recruitment, Retention, Success and Diversity.

Evidence: EEO board policy 3420, conference agenda, President's leadership agenda

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The District continues to offer numerous professional development opportunities for staff and faculty throughout the year. Examples of the course offerings are: Transgender Student Webinar; Foster Youth-Supporting Educational Success; At Risk, Non-Traditional, & 1st Generation Students; Title IX for Executive Leadership; Growing Roses in Concrete; Photojournalism in Iraq; Global Competence Summit; Learning Disabilities/Accommodations for Adult Learners; Post-Traumatic Stress Disorder-Increasing Awareness; Title IX & Transgender Students' Rights; Supporting Undocumented Students; Experience of Latino Males; Supporting California Community College Men of Color; Black History Celebration; ASBG Diversity Day Celebration; Hiring the Best While Developing Diversity in the Workforce; Legally Compliant Strategies for Diversity Enhancement in addition to HR staff attending the Academic Network Conference and the President's Leadership Academy.

The District maintains a variety of programs to support newly-hired faculty and administrators through mentoring, professional development, and leadership opportunities.

The District serves as consultants to colleagues at other districts in the area by assisting with job descriptions, EEO monitoring and best hiring practices

Evidence: professional training, new faculty and administrator training, President's Leadership Academy, Academic Network Conference agenda.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The President's Leadership Academy evolved in 2015 by our Superintendent/President, Dr. Kevin Walthers. It has become a very successful training and tool for staff and faculty. The purpose of the academy is to provide growth and leadership for employees from all constituency groups who have demonstrated leadership abilities or interest in advancement. Various speakers and presentations are conducted for the three (3) day academy. The next Academy will be held this August 2017.

The District has developed a variety of programs to support newly-hired faculty and administrators in mentoring, professional development, and leadership opportunities.

HR will provide a "Changing the Lane" professional development for faculty and staff. The training will offer ways to assist in navigating "changing the lane" from part-time to full-time and/or promotions. The training includes directions on completing a full-time application, full-time duties as a faculty member, what to include in your cover letter, diversity statement, the interview process (the do's and don'ts), and things to remember.

HR staff presented a professional workshop on "Interviewing on Campus" in fall 2016. The workshop focused on: the job announcement; completing the application; the art of interviewing; what the interview committee is looking for; best practices & biggest mistakes to avoid, and the four (4) most dreaded questions you will be asked. This workshop was presented twice in the fall and was well received by all staff.

The EEO Committee created a tailored video called "Start Here, Work Here". The purpose of the video is to encourage current students of AHC to continue with their education, return and work here. The video is displayed in several areas for students to view: HR Department, Student Center, Job Placement and Admissions & Records.

The Campus Police Department recently co-sponsored a campus security guard through the police academy.

Evidence: Leadership agenda, new faculty and administrator training, changing lanes and interviewing on campus, <https://vimeo.com/195891414> link for "Start Here, Work Here"

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Equal Employment Opportunity Plan	Item Number: 13.G.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 20

BACKGROUND

The Equal Employment Opportunity Plan has been revised and has been vetted through the EEO Committee and HR Council following our shared governance process. The EEO Plan was reviewed by College Council on April 3, 2017. The proposed changes were recommended via Chief Human Resources Officer peer review. The revisions to the EEO Plan are presented for your review.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt the revised Equal Employment Opportunity Plan as presented.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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Allan Hancock Joint Community College District

Equal Employment Opportunity Plan

Table of Contents

Purpose of the EEO Plan	3
Objectives of EEO Plan	3
Plan Component 1: Introduction.....	1
Plan Component 2: Definitions	2
Plan Component 3: Policy Statement (Board Policy 3420).....	3
Plan Component 4: Delegation of Authority, Responsibility and Compliance.....	4
Plan Component 5: Equal Employment Opportunity and Staff Diversity Committee.....	5
Plan Component 6: Complaints.....	5
Plan Component 7: Notification to District Employees.....	6
Plan Component 8: Training for Screening/Selection Committees and best practices.....	7
Plan Component 9: Annual Written Notice to Community Organization.....	7
Plan Component 10: Analysis of District Workforce and Applicant Pool	8
Plan Component 11: Longitudinal Analysis	9
Current Data	9
Longitudinal Data.....	10
Total Number of Applicants to Hires	10
Plan Component 12: Analysis of Degree of Underrepresentation and Significant Underrepresentation ..	14
Plan Component 13: Other Measures Necessary to Further Equal Employment Opportunity.....	14
Plan Component 14: Graduate Assumption Program of Loans for Education.....	16

Purpose of the EEO Plan

The Allan Hancock Joint Community College District's Equal Employment Opportunity (EEO) Plan addresses the requirements of Education Code section 87106 subdivision (b) for compliance with the Board of Governors regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity.

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the California Community College Chancellor's Office (CCCCO). "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion; and to enjoy the benefits of employment with the district. Equal Employment Opportunity should exist at all levels and in all job categories listed in section 53004 subdivision (a) of title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Objectives of EEO Plan

The objectives of the District's EEO Plan and Guidelines are to:

- Address the legal requirements for the District's EEO Plan, pursuant to section 53003 of title 5.
- Provide guidance that will assist in the goal of achieving a diverse workforce.
- Assist in the development of materials to train faculty and staff on the components of the EEO Plan requirements.

Plan Component 1: Introduction

The Allan Hancock Joint Community College District Equal Employment Opportunity Plan (*Plan*) was adopted by the Board of Trustees on June 17, 2014. The EEO Plan reflects the district's commitment to equal employment opportunity. It is the district's belief that taking active steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence and promote practices that are nondiscriminatory.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The Plan's immediate focus is equal employment opportunity in its recruitment, hiring, and promotional policies and practices pursuant to the applicable title 5 regulations (section 53000 et seq.) and the steps the district shall take in the event of underrepresentation of monitored groups. The Plan contains an analysis of the demographic makeup of the district's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for implementation of the Plan. To properly serve a growing diverse population, the district will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, and promote a positive learning environment to properly serve an increasingly diverse student population. .

The Allan Hancock Joint Community College is committed to implementing Board Policy 3420, by developing and maintaining equal employment opportunity and diversity throughout the district as set out in this Equal Employment Opportunity Plan (hereinafter referred to as the "Plan" or the "EEO Plan").

Kevin G. Walthers, Ph.D.
Superintendent/President

Plan Component 2: Definitions¹

Adverse Impact: a statistical measure (such as those outlined in the U.S. Equal Employment Opportunity Commission’s *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Diversity: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, ethnicity, sexual orientation, gender identity and expression, disability or genetic information, age (40 or older), national origin, religion, socioeconomic status, geographic region, life experiences and other enriching characteristics.

Equal Employment Opportunity: Equal Employment Opportunity. “Equal employment opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:

- (1) identifying and eliminating barriers to employment that are not job related; and
- (2) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.

Equal Employment Opportunity Plan: a written document in which a district’s workforce is analyzed; specific plans, procedures, and goals are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Program: all the various methods and strategies by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with requirements of section 53006.

Ethnic Minorities: Native Americans or Alaskan natives, Asians or Pacific Islanders, Black/African-Americans, Hispanics/Latinos.

Ethnic Group Identification: an individual’s identification in one or more of the ethnic groups

¹ Title 5 references may be found in the California Codes of Regulations

reported to the CCCCCO pursuant to section 53004. These groups shall be more specifically defined by the CCCCCO consistent with state and federal law.

In-house or Promotional Only Hiring: only existing district employees are allowed to apply for a position.

Monitored Group: those groups identified in section 53004 subdivision (b) for which monitoring and reporting is required pursuant to section 53004 subdivision (a).

Person with a Disability: any person who (1) has a physical or mental impairment as defined in Government code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Reasonable Accommodation: the efforts made on the part of the district to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.

Screening or Selection Procedures: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

Significantly Underrepresented Group: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004 subdivision (a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

Plan Component 3: Policy Statement (Board Policy 3420)

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing positive images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. In addition, the Board of Trustees recognizes that to be effective, an equal employment opportunity plan must be developed, reviewed and adopted in compliance with Education Code and title 5 requirements.

Plan Component 4: Delegation of Authority, Responsibility and Compliance

It is the goal of the District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

1. *Board of Trustees*
The Board of Trustees is ultimately responsible for proper implementation of the district's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.
2. *Superintendent/President*
The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Superintendent/President shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on *Plan* implementation. The Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.
3. *Equal Employment Opportunity Officer*
The District has designated the Director of Human Resources as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the equal employment opportunity officer changes before this *Plan* is next next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing, monitoring, and achieving the goals of the *Plan* and for assuring compliance with the requirements of title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.
4. *Equal Employment Opportunity and Staff Diversity Committee*
The District has established the Equal Employment Opportunity and Staff Diversity Committee to act as an advisory body to the equal employment opportunity officer and the district through the Human Resource Council to promote understanding and support of equal employment opportunity and diversity policies and procedures. The Equal Employment Opportunity and Staff Diversity Committee shall assist in the implementation of the *Plan* in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for *Plan* revisions as appropriate.

5. *Agents of the District*

Any authorized organization or individual, whether or not an employee of the district, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel is an agent of the District and is subject to all the requirements of this *Plan*.

6. *Good Faith Effort*

The district shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

Plan Component 5: Equal Employment Opportunity and Staff Diversity Committee

The District has identified the Equal Employment Opportunity and Staff Diversity Committee to serve as an advisory Committee to assist the district in implementing its *Plan*. The responsibilities of the Committee shall include but is not limited to the following:

- promote communication with community groups and organizations for people with disabilities;
- review the district's obligation to hire faculty, staff, and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- promote hiring of faculty and administrators who have attended and/or graduated from a community college;
- develop communications among departments to foster understanding of the *Plan*;
- to advise the HR Council and College Council regarding special training or staff development needs;
- every three years review the *Plan* and monitor its progress; recommend changes needed in the *Plan*; and
- review and submit the annual completed EEO report to the HR Council and College Council.

This committee shall receive training each year in all of the following: applicable title 5 regulations and state and federal nondiscrimination laws; the educational benefits of workforce diversity, and the identification and elimination of bias in hiring decisions; and the role of this committee in carrying out the District's EEO *Plan*. This committee shall hold a minimum of two (2) meeting per academic year with additional meetings if needed to review EEO and diversity efforts, program, policies and progress.

Plan Component 6: Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (title 5, section 53026): The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations² (see below) have been violated. Any person who believes that the equal employment

² The equal employment opportunity regulations are found in California Code of Regulations, Title 5, section 53000 et seq.

opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. The procedures for filing complaints alleging violation of the Equal Employment Opportunity regulations shall be set forth in the Districts Equal Employment and Staff Diversity Administrative Procedure. This Administrative Procedure 3420 shall be made accessible on the District's website as well as in the Human Resources office. As stated in the District's Administrative Procedures, complaints alleging a violation of the Equal Employment Opportunity regulations shall be filed with Equal Employment Opportunity Officer.

Complaints alleging violations of this *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the district's determination pursuant to section 53026 to the CCCCCO, but under some circumstances, violations of the equal employment opportunity regulations in title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the CCCCCO, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful efforts to resolve the alleged violation at the College District level using the process provided by section 53026. See *CCCCCO Guidelines for Minimum Conditions Complaints* at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>

Complaints Alleging Unlawful Discrimination or Harassment (title 5, section 59300 et seq.) The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation. College complaint officers may be assigned investigation responsibilities, as appropriate. The District's discrimination and sexual harassment complaint definitions, policies and procedures are located on the District website: www.hancockcollege.edu

Student Complaint Procedure

A student who feels he/she has been or is being subjected to discriminatory treatment, including harassment, or who has learned of such unlawful discrimination in his or her official capacity, should immediately contact the office of the associate vice president, student services. If the complainant is not satisfied with the final decision, he or she may file a complaint with the CCCCCO within 30 days of the determination of the board. The student can complete the form on the CCCCCO website at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>. The Allan Hancock College Student complaint process can be found in the current Allan Hancock College Catalog.

Plan Component 7: Notification to District Employees

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of district's Equal Employment Opportunity Policy Statement and the *Plan*. The policy statement will be electronically posted in the employees' MyHancock portal page and District website. The *Plan* and subsequent revisions will be distributed to the district's Board of Trustees, the Superintendent/President, administrators, the academic and classified leadership, union

representatives and members of District Equal Employment Opportunity Advisory Committee. The *Plan* will be available on the district's website, and when appropriate, may be distributed via e-mail. Each year, the district will provide all employees with a copy of the board's Equal Employment Opportunity Policy Statement and written notice summarizing the provisions of the district's Equal Employment Opportunity *Plan*. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the district. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the *Plan's* implementation and reference to the district's website where a printable version of the *Plan* is accessible.

Plan Component 8: Training for Screening/Selection Committees and best practices

Any organization or individual, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the district's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; the elimination of bias in hiring decisions; and best practices in serving on a screening or selection committee.. Persons serving in the above capacities will be required to receive training within the twelve (12) months prior to service on a screen/selection committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees as the Equal Employment Opportunity Representative. The EEO Officer, and/or Human Resources are responsible for providing the required training. Any individual acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of title 5³ and the district's Equal Employment Opportunity Plan. This provision includes any individuals who are not employees of the District but are acting on behalf of the District.

The District has established a practice that equity training must be updated every two years after the representative's initial training. A tracking database has been established to track and monitor individuals who have been equity trained.

Plan Component 9: Annual Written Notice to Community Organization

The EEO Officer shall pursue a genuine and deliberate effort to distribute a written notice to appropriate community-based and professional organizations concerning this *Plan*. The notice will inform these organizations that they may obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the website address where the district advertises its job openings and the name(s), department(s) and phone number(s) of individuals to call in order to obtain employment information. The district will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached

³ See title 5, & 53020(c).

to this Plan. This list may be revised from time to time as necessary.

Plan Component 10: Analysis of District Workforce and Applicant Pool

The Human Resources Department will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan*, to provide data needed for the reports required by this *Plan* and to determine whether any monitored group is underrepresented. Monitored groups are men, women, Native American/Alaskan Natives, Asians,⁴ Native Hawaiian/Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrators(s). The district will annually report to the CCCCCO the results of its annual survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff
- 3) Professional Non-faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

The analysis of the District's current workforce and most recent applicant pools are reported in the following Equal Employment Opportunity Fund and District Expenditure Reports annually.

Per Board Policy 3420, Equal Employment Opportunity and Staff Diversity, after the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Director of Human Resources or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Director of Human Resources or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

⁴ The Asian subgroup breakdown must be reported in the annual reports, but the breakdown by Asian subgroups is not necessary when addressing the issue of under representation in the Plan

Board Policy 7120, Faculty Hiring, states, that “The district Equal Employment Opportunity officer or representative in consultation with the committee's diversity resource specialist shall review the applicant pool. This evaluation includes determining the adequacy of the applicant pool and recommending to the superintendent/president any further action. If the superintendent/president in consultation with the Diversity Resource Specialist or Equal Employment Opportunity officer determines that the pool is inadequate, then he or she may decide to extend the closing date and reconvene the screening and interview committee to discuss how to improve the pool of applicants and determine the next steps in the process.”

Plan Component 11: Longitudinal Analysis

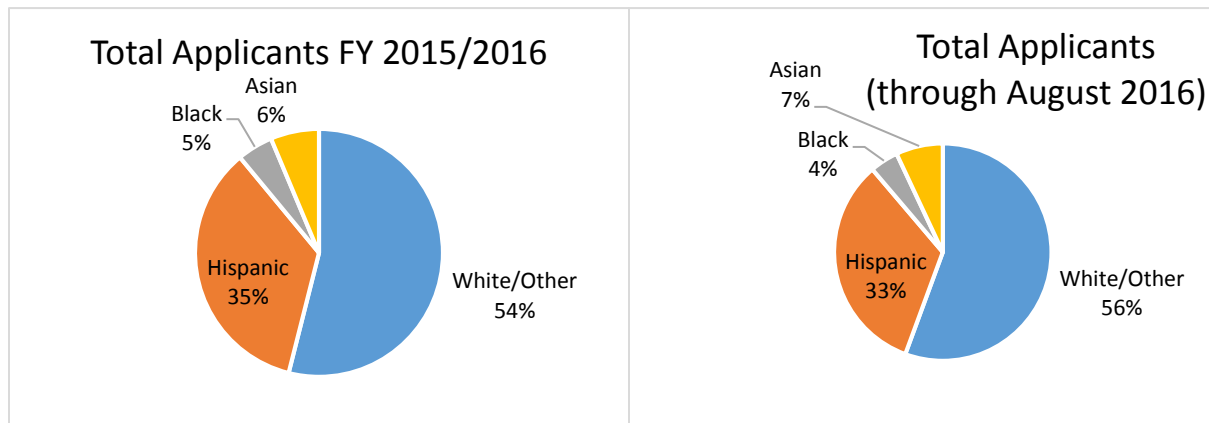
Current Data

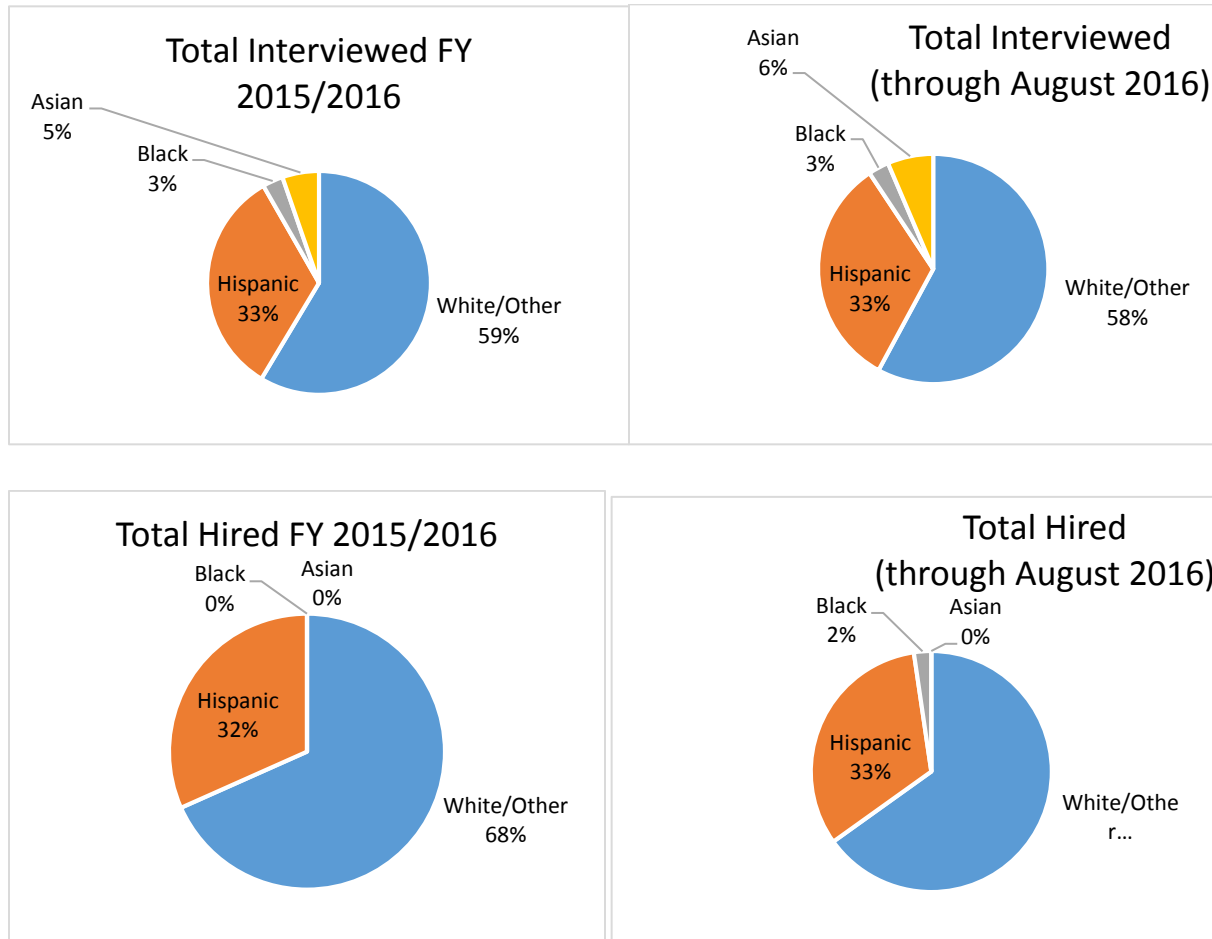
Total District Employees: 2015-2016

	7/31/2015	8/31/2016
Full-time faculty	147	161
Part-time faculty	717	708
CSEA	240	245
Confidential/Supervisory	14	17
Administrators	32	34
Prof Expert/Short Term /Sub	157	118

The graphs (below) illustrate the District’s diversity data as provided to the Chancellor’s Office (the left column) and data including August full-time faculty hires (the right column) for comparison purposes. Data provided through August will appear on the Equal Employment Opportunity District Report on Recruitment Statistics from July 1, 2016 through June 30, 2017.

**Self-reported ethnicity is optional for applicants. We have seen a downward trend in the number of applicants who voluntarily report. Other District’s report the same trend.





Longitudinal Data

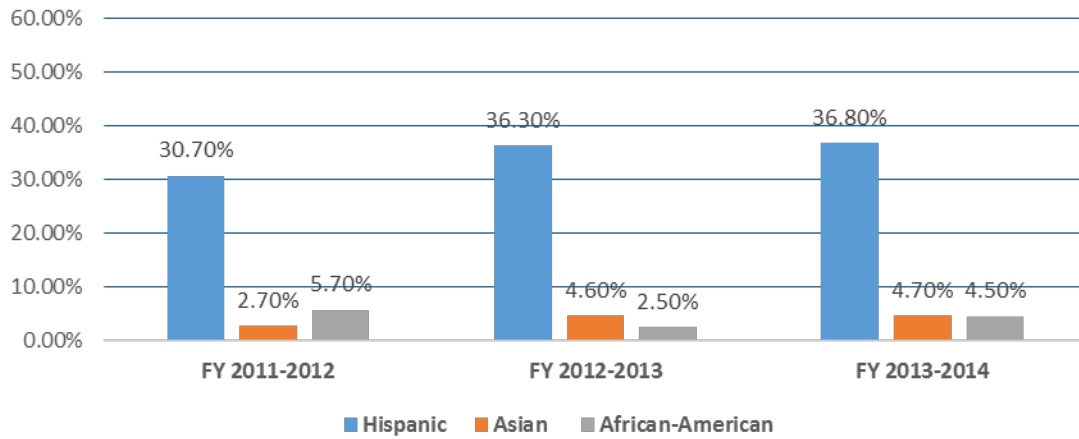
Total Number of Applicants to Hires

FY 2011-12 = 300:15

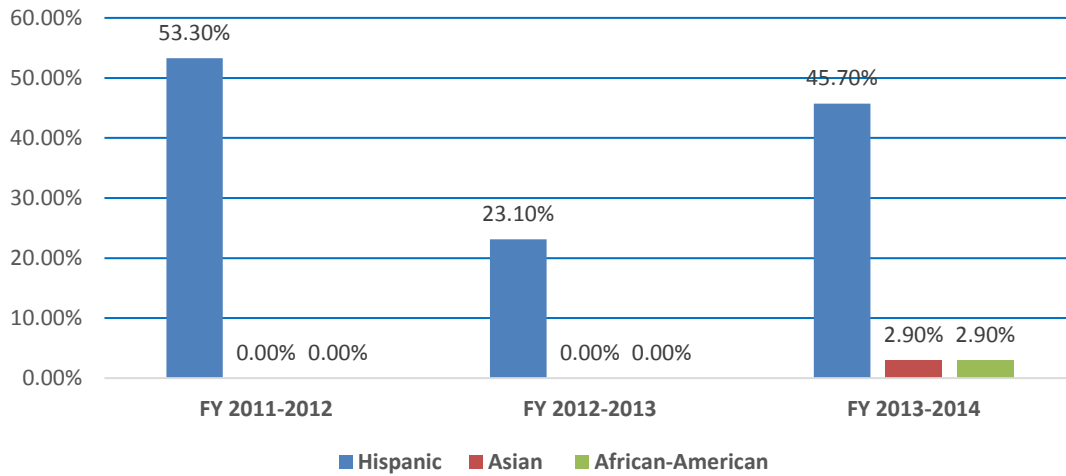
FY 2012-13 = 526:26

FY 2013-14 = 1115:70

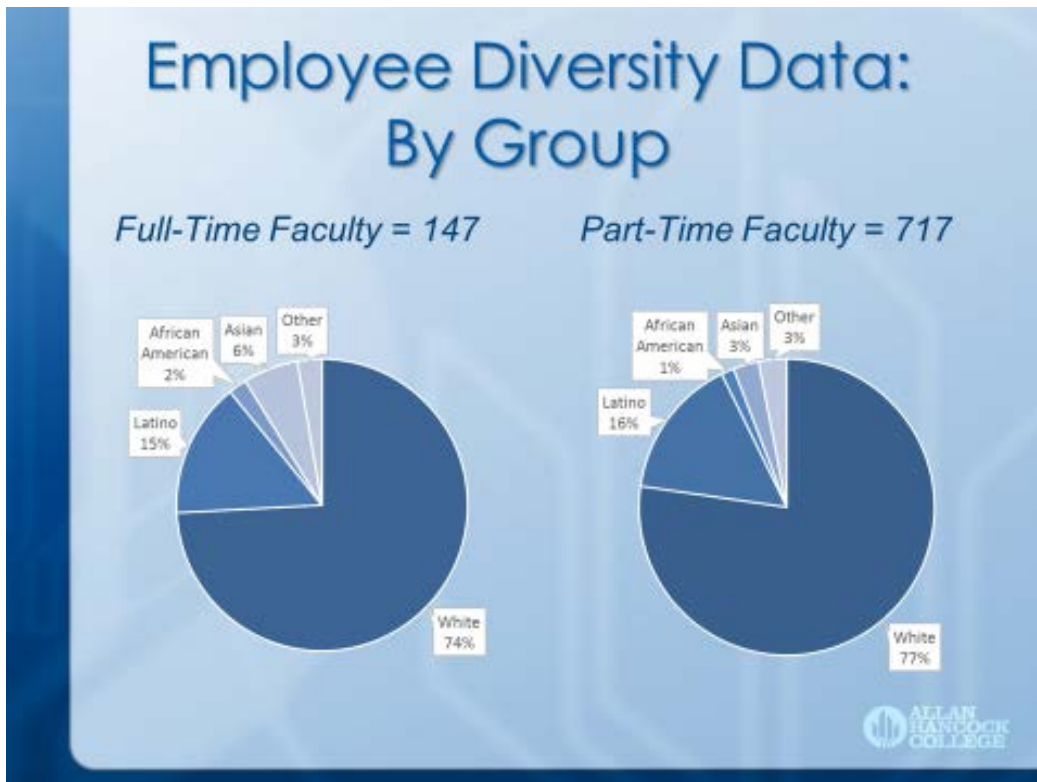
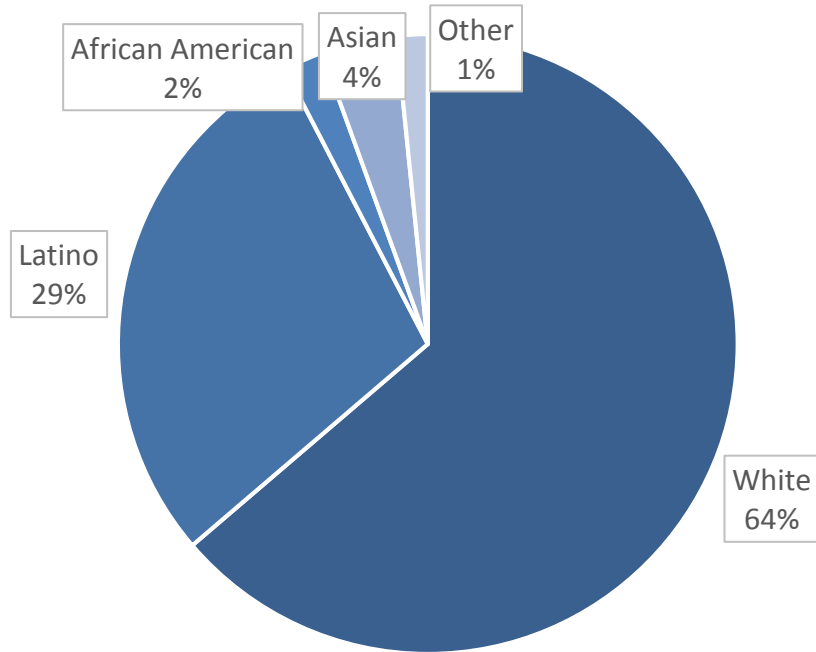
Applicants Who Applied

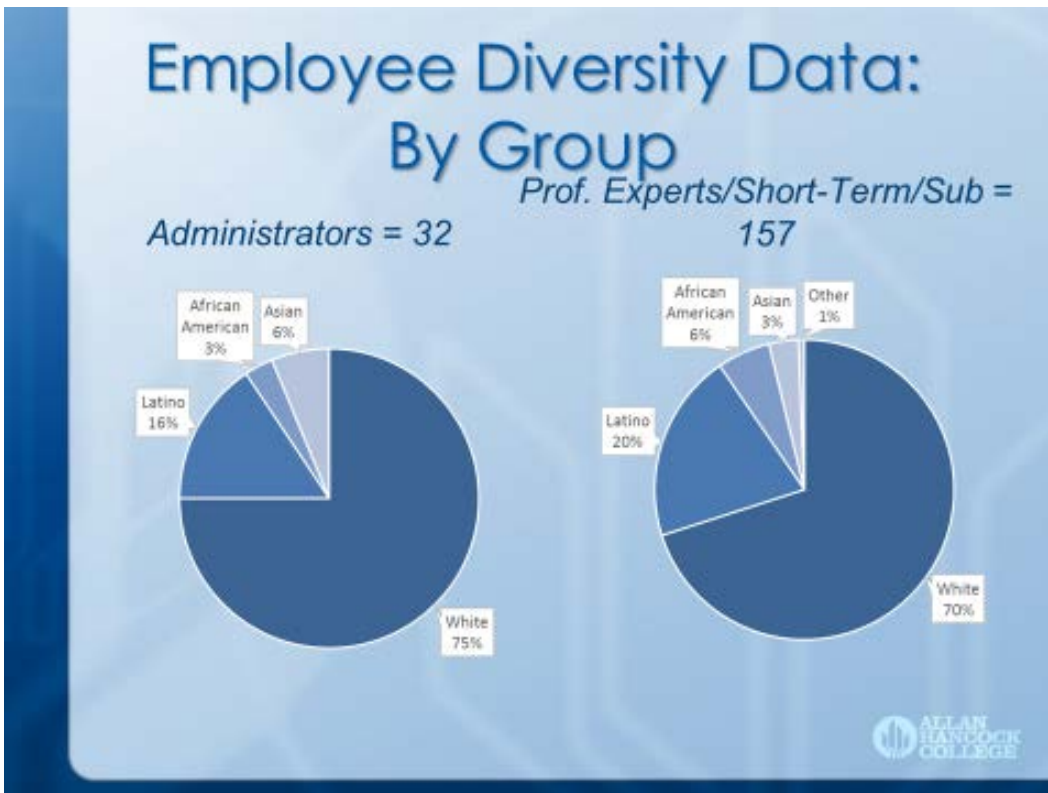
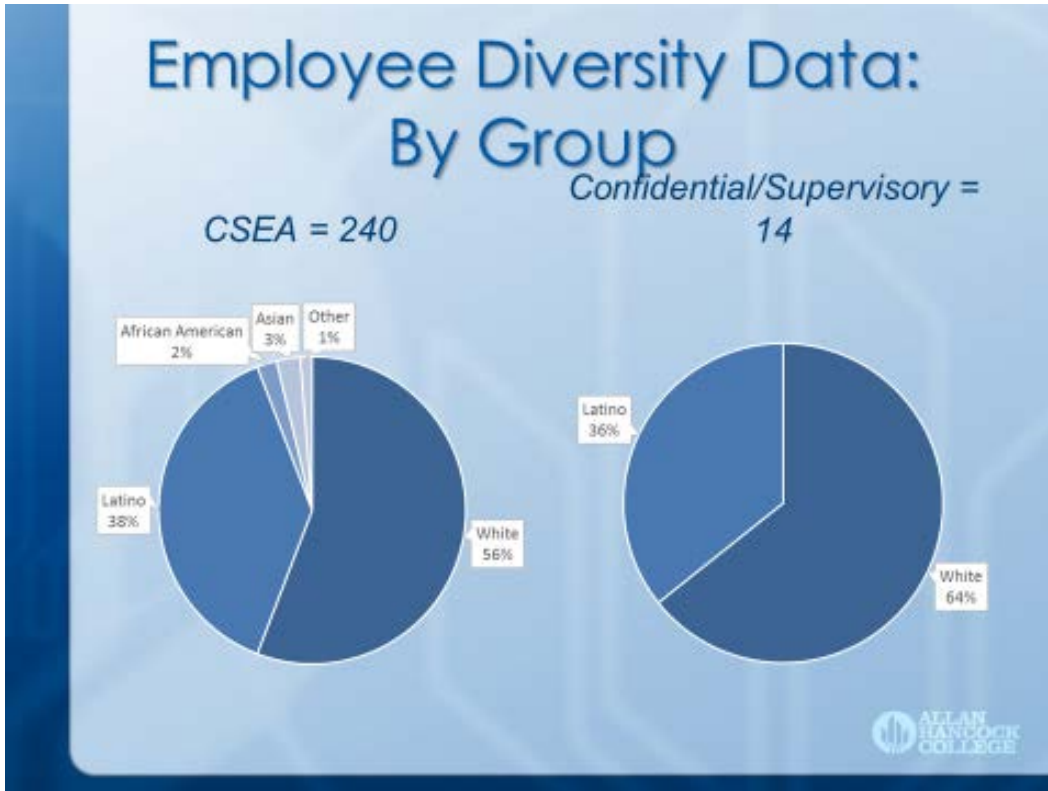


Applicants Selected (% of total selected)



AHC Ethnicity - Permanent Employees





Plan Component 12: Analysis of Degree of Underrepresentation and Significant Underrepresentation

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures; review and advise on recruitment efforts, job announcements, interview protocols;
- consult with counsel to determine whether there are other additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
- if significant underrepresentation persists, review each locally-established job qualification to determine if it is job related and consistent with business necessity; discontinue the use of any non job-related local qualification; continue using job-related local qualifications only if no alternative standard is reasonably available;
- consider the implementation of additional measures designed to promote diversity.
- review retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District’s ability to attract and retain a diverse faculty and staff;
- advise on implementing the District’s obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- promote hiring of faculty and administrators who have attended and/or graduated from a community college;

For this purpose of this section, “a reasonable period of time” means three years, or such longer period as the Chancellor may approve up the request of the Equal Employment Opportunity and Staff Diversity Committee

Plan Component 13: Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from

discrimination. The district will sponsor cultural events and speakers on issues dealing with diversity and explore how to infuse diversity into the classroom and curriculum. The district will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations.

Per Administrative Procedure 3420, Equal Employment Opportunity and Staff Diversity, If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures; review and advise on recruitment efforts; job announcements, interview protocols,
- consult with counsel to determine whether there are other additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
- if significant underrepresentation persists, review each locally established job qualification to determine if it is job related and consistent with business necessity; discontinue the use of any ‘non job-related’ local qualification; continue using job-related local qualifications only if no alternative standard is reasonably available;
- consider the implementation of additional measures designed to promote diversity;
- review retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District’s ability to attract and retain a diverse faculty and staff;
- advise on implementing the District’s obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- promote hiring of faculty and administrators who have attended and/or graduated from a community college;

Other activities that promote equal employment opportunity at Allan Hancock College include the following:

- 1) Participation in AHC’s Career Exploration Day
- 2) Offering multiple diversity trainings for faculty and staff
- 3) Attend CCCC diversity trainings, when offered
- 4) Attend Registry Job Fairs
- 5) Organize and host the annual President’s Leadership Academy
- 6) Organize and host Counseling Summit
- 7) Create and implement Start Here.Work Here. and AHC New Hire videos
- 8) Deliver resume and interviewing skills workshops for faculty, staff, and students
- 9) Support student attendance at diversity conferences

- 10) Organize and host YELL: Young Educated Latino Leaders conference

Plan Component 14: Graduate Assumption Program of Loans for Education

The district will encourage community college students to become qualified for, and seek employment as, community college employees. The district shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The district will post information on the campus concerning such programs, and make information available on the district's website, course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. On a continuous basis, the district will genuinely make efforts to inform graduate students in local colleges and universities about the benefits of employment at a community college.

**ACTION ITEM**

To: Board of Trustees	Date: April 11, 2017
From: Superintendent/President	
Subject: Placement of Classified Employee on 39-Month Reemployment List	Item Number: 13.H.
	Enclosures: Page 1 of 1

BACKGROUND

A recommendation to approve the placement of Siboney Guardado, grant coordinator, science, technology, engineering, math (STEM) grant, on a reemployment list for a period of 39 months, effective May 1, 2017, in accordance with Education Code 88117.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the placement of Siboney Guardado, grant coordinator, science, technology, engineering, math (STEM) grant, on a reemployment list for a period of 39 months, effective May 1, 2017.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: California Community College Trustees (CCCT) Board of Directors Election	Item Number: 13.I.
Strategic Goal: Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures: Page 1 of 2

BACKGROUND

The election of members to the California Community College Trustees (CCCT) Board of Directors takes place each year between March 10 and April 25. There are nine (9) seats up for re-election on the board.

Each community college district board shall have one vote for each of the nine vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve three-year terms.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees vote for up to nine (9) candidates to serve on the California Community College Trustees Board of Directors.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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ACTION ITEM

To: Board of Trustees	Date: April 11, 2017
From: Superintendent/President	
Subject: Resolution 17-04, Classified School Employees Week	Item Number: 13.J.
Strategic Goal: Goal 12: Employee Integration	Enclosures: Page 1 of 2

BACKGROUND

The California School Employees Association (CSEA) has designated April 24 – 28, 2017 as classified school employee week in California. The board is requested to adopt resolution 17-04 designating the fourth full week of April as classified employee week to honor classified employees at the college.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt resolution 17-04 designating April 24 - 28, 2017 as classified school employee week at Allan Hancock College.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION 17-04
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DESIGNATING APRIL 24 – 28, 2017 CLASSIFIED SCHOOL EMPLOYEE WEEK

Whereas, classified employees provide valuable services to students enrolled at Allan Hancock College; and

Whereas, classified employees contribute to the establishment and promotion of a positive instructional environment at Allan Hancock College; and

Whereas, classified employees serve a vital role in providing for the welfare and safety of students and staff at Allan Hancock College; and

Whereas, classified employees at Allan Hancock College strive for excellence in all areas related to the educational community;

Now, therefore, be it resolved that the Allan Hancock Joint Community College District Board of Trustees recognizes and wishes to honor the significant contribution of classified employees to quality education at Allan Hancock College, and designates the week of April 24 – 28, 2017 as Classified School Employee Week at Allan Hancock College.

Motion to adopt said resolution was made by:

Seconded by:

PASSED and ADOPTED this 11th day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary to the Board of Trustees

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Grant Proposals Submitted	Item Number: 14.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The office of institutional grants has submitted the following grant applications for a total of \$1,561,195 in requested funds:

1. University of California Santa Barbara (UCSB) – U.S. Department of Education: TRIO Upward Bound Math and Science Program (\$257,500)

As a sub recipient under a proposal submitted by UCSB to the U.S. Dept. of Ed., funding has been requested to provide low-income and/or disadvantaged and potentially first-generation college students from local high schools with resources and tools that are essential to access higher education and succeed in pursuing math or science education. The project will educate and support program participants by implementing and promoting services that help participants achieve post-secondary success and better prepare them for a promising future.

There are no matching requirements. The project period is October 1, 2017 – September 30, 2028. (Submitted by Christine Reed; Richard Mahon)

2. Cal Poly, San Luis Obispo - National Science Foundation: Scholarships in Science, Technology, Engineering, and Mathematics (\$1,283,695)

As a sub recipient under a proposal submitted by Cal Poly to the NSF, funding will provide scholarships to academically talented but financially challenged students who are pursuing engineering degrees. Funds will also be used to provide tutoring, skills development workshops, faculty mentors, internships, and activities with Cal Poly students, faculty, and staff.

There are no matching requirements. The project period is May 1, 2018 – April 30, 2023. (Submitted by D. Dal Bello; Richard Mahon)

3. Santa Maria Joint Union High School District: Career Technical Education Incentive Grant (CTEIG) (\$20,000)

The college has submitted an application for funding to allow approximately 1,500 high school students to attend student matinee programs over the next year at no cost. High school students that attend will gain a deeper understanding of the many possible careers in theatre and certificates available at AHC.

No matching funds are required. The project period is April 2017 – December 2017. (Submitted by Jennifer Schwartz)

Administrator Initiating Item: Susan Houghton	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Employee Resignations, Retirements, and Separation from Service	Item Number: 14.B.
	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Separation from Service:

1. Siboney Guardado, grant coordinator, science, technology, engineering, math (STEM) grant, effective May 1, 2017.

Ms. Guardado has been employed by the district since October 1, 2014.

Resignation

2. Sylvia Vargas, academic support specialist, academic affairs, effective April 14, 2017.

Ms. Vargas has been employed by the district since March 3, 2014.

Administrator Initiating Item:

Kelly Underwood

Final Disposition:

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Quarterly Report on Volunteer Aides	Item Number: 14.C.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 1

BACKGROUND

California Education Code 72401 and Board Policy 7500 authorizes the use of volunteer aides to perform nonteaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Jackson, Judy	3/15/17 – 6/30/17	Ceramics studio activity volunteer, fine arts department
Maldonado, Monica	2/10/17 – 6/30/17	Counseling intern, counseling and student success & support program, shadowing counselors on and off campus

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Annual Report on Club Advisors for Student Clubs	Item Number: 14.D.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 3

BACKGROUND

Under California Education Code Section 76060, the Associated Student Body Government (ASBG) has authorized the establishment of various student clubs. In order for any club or organization to have the sponsorship of Allan Hancock College, the club or organization must have approval of Student Activities and ASBG. All student clubs must conform to the California Education Code. Students are required to select a full-time faculty/staff member or part-time faculty member to serve as club advisor.

Club and organization advisors are Allan Hancock College faculty/staff persons who, out of interest and dedication, give their time and talent to the club program. Advisors are not compensated for their participation.

Club Advisors are listed below:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Adams, Kate	2016-2017	Club Advisor, Queers and Allies
Alldredge, Sharon	2016-2017	Club Advisor, Grace Lutheran Club
Becker, David	2016-2017	Club Advisor, Jazz and Pep Club
Becerra, Lynn	2016-2017	Club Advisor, B.I.G.E Club
Bisquera, Bradley	2016-2017	Club Advisor, Music Club
Bisson, Christine	2016-2017	Club Advisor, Nutrition and Wellness Club
Britten, Ben	2016-2017	Club Advisor, Paintball Club
Bradbury, Loron	2016-2017	Club Advisor, Auto Tech Car Club
Boatright, Daphne	2016-2017	Club Advisor, Associated Degree of Nursing
Caminada, Sal	2016-2017	Club Advisor, Student Veterans of America
Chung, Eui	2016-2017	Club Advisor, Asian Pacific International Club
Claverie, Kellie	2016-2017	Club Advisor, GLO Club

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Cridelich, Dyanna	2016-2017	Club Advisor, Anime and Manga Club
Damon, Seth	2016-2017	Club, Advisor, Fellowship of Christian Athletes
Dempsey, Michael	2016-2017	Club Advisor, Drama Club
Fred, Patrick	2016-2017	Club Advisor, Young America's Foundation Club
Friedrich, Bonny	2016-2017	Club Advisor, Nursing Club
George, Kayla	2016-2017	Club Advisor, Students Pursing Athletic Training
Gomez, Petra	2016-2017	Club Advisor, College Achievement Now
Guerrero, Emmanuel	2016-2017	Club Advisor, Science and Engineering Club
Headtke, Kathy	2016-2017	Club Advisor, Alpha Gamma Sigma
Hite, Chris	2016-2017	Club Advisor, Film Club
Koipecky, Susana	2016-2017	Club Advisor, Alpha Gamma Sigma
LeSage, Paul	2016-2017	Club Advisor, Bulldog Re-cing Club
Majoue, Mary Alice	2016-2017	Club Advisor, Alpha Gamma Sigma
Mason, Eric	2016-2017	Club Advisor, AHC Car Club
McGuire, Patrick	2016-2017	Club Advisor, AHC Car Club
McMahon, Michael	2016-2017	Club Advisor, Veg Club
Morales, Mayra	2016-2017	Club Advisor, Dream Club
Pavone, Chris	2016-2017	Club Advisor, Math Club
Perez Diana	2016-2017	Club Advisor, Mujeres in Power
Perez, Liliana	2016-2017	Club Advisor, College Achievement Now
Ramirez, Antonio	2016-2017	Club Advisor, Students Organizing for Advocacy and Retention
Reyes, Benjamin	2016-2017	Club Advisor, New Age Dance Company Club
Sadig, Saad	2016-2017	Club Advisor, American Institute of Architecture Students
Schroeder, Jennifer	2016-2017	Club Advisor, Service Learning Club
Schuetz-Jones, Deborah	2016-2017	Club Advisor, Paintball Club
Schroff, Henry	2016-2017	Club Advisor, Queers and Allies
Serpa, Micheal	2016-2017	Club Advisor, Alpha Gamma Sigma
Silva, Doug	2016-2017	Club Advisor, Cru at Hancock

Solis, Mayte	2016-2017	Club Advisor, Dream Club Advisor
Starowicz, Gerry	2016-2017	Club Advisor, AHC Cheer Club
Sturas, Jonas	2016-2017	Club Advisor, American Institute of Architecture Students
Vargas, Sylvia	2016-2017	Club Advisor, Big Student, Little Student Club
Webb, Tim	2016-2017	Club Advisor, Film Club
Ying, Chellis	2016-2017	Club Advisor, Journalism Club Club Advisor, Climbing Club

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Revised Board Policy and Administrative Procedure 3300, Public Records	Item Number: 14.E.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 4

BACKGROUND

Revised board policy and administrative procedure 3300, Public Records, are legally required. The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**BP 3300**

**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3300 PUBLIC RECORDS

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

References: Government Code Sections 6250 et seq.

Adopted: 7/21/09

Revised:

(Replaces Board Policy 8942)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 3 – General Institution

AP 3300 PUBLIC RECORDS

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Superintendent/President's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Superintendent/President's Office staff may request it be provided in writing.

Any request to inspect and/or receive copy copies of records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Any persons requesting records may be required to pay the actual cost incurred by the District to provide the records for inspection or copies of the records.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, Superintendent/President's Office staff will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)

- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone numbers of employees of a school dDistrict or county office of education (other than to an agent or family member of the employee, to an officer of another school dDistrict when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

References: Government Code Sections 6250 et seq.

Approved: 7/21/09

Revised:

(Replaces Administrative Procedure 8942.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	April 11, 2017	
Subject:	First Reading: Revised Board Policy and Administrative Procedure 3440, Service Animals & Other Animals on District Property	Item Number:	14.F.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 6

BACKGROUND

Revised board policy and administrative procedure 3440, Service Animals & Other Animals on District Property, are legally required. In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

**BP 3440 SERVICE ANIMALS & OTHER ANIMALS ON DISTRICT
PROPERTY**

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

~~It is the policy of the Allan Hancock Joint Community College~~ The District to allows other animals and service animals on campus grounds District-owned or operated property under certain conditions, as specified in Administrative Procedure ~~8925.04~~ 3440.

References: The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

Adopted: 2/16/10
Revised: 11/20/12
Revised:

(Replaces Board Policy 8925)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3440 SERVICE ANIMALS & OTHER ANIMALS ON DISTRICT PROPERTY

SERVICE ANIMALS

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his/ or her service animal.

OTHER ANIMALS ON DISTRICT PROPERTY

Pets and other animals not native to the natural fauna of ~~the campus~~ District-owned or operated property are allowed on ~~Allan Hancock College~~ District-owned or operated grounds with the following restrictions for the health and safety of the District campuses ~~at large~~ in order to comply with local animal ordinances and to ensure public safety. These procedures apply to all animals on campus not related to instructional activity or considered as part of our campus habitat wildlife.

RESTRICTIONS

In addition to the following restrictions, all animal handlers and their animals are subject to all federal, state, and municipal statutes.

1. Proof of vaccinations and/or license tags must be displayed on all animals.
2. Animals must be well-behaved. Animals may not invade the space of others, bark excessively, growl, wander about, or engage in other unruly behavior.
3. Animals must be under the control of the handler at all times.
4. The animal handler is responsible for promptly cleaning up after the animal has relieved itself.
5. The animal handler is responsible for any property damage caused by the animal.
6. All animals on campus must be on a leash (six foot or less) or some similar method of restraint (except as specified for service animals).
7. Animal training classes approved or sponsored by AHG the District may be exempt from some of these restrictions.
8. Animals, other than service animals, are not allowed in any ~~college~~ District-owned or operated building property governed building at any time.

EXEMPTIONS

In special circumstances, approval may be obtained from the Vice President, Student Services, or designee for animals to be brought on campus for events involving the display or demonstration of specialized skills or natural behaviors.

ENFORCEMENT

All members of the campus community are required to comply with all aspects of this procedure and the related Board policy. Individuals who fail to comply or who interfere with the implementation of this procedure and the related Board policy, including relocation of animals, will be subject to corrective or disciplinary action as determined by the Director of Public Safety/Police Department and/or the Vice President, Student Services.

References: Civil Code Sections 54 et seq.:

Penal Code Section 365.5;

42 United States Code Sections 12101 et seq. (The Americans with Disabilities Act of 1990);

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44(b)

Approved: 2/16/10

Revised: 10/16/12

Revised:

(Replaces Administrative Procedure 8925.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	First Reading: New Board Policy and Administrative Procedure 3710, Securing of Copyright	Item Number:	14.G.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 3

BACKGROUND

Board Policy and Administrative Procedure 3710, Securing of Copyright, are legally required. The Superintendent/President shall develop appropriate administrative procedures to implement the provisions of the Education Code, which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services. The new board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3710 SECURING OF COPYRIGHT

The Superintendent/President shall develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding participation in local decision making.

References: Education Code Sections 72207 and 81459;
17 U.S. Code Section 201

Adopted:

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 3 – General Institution

AP 3710 SECURING OF COPYRIGHT

Material subject to copyright in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees shall be the property of the author unless the material is a work for hire, prepared by means of a District grant or an externally-funded grant or contract to the District. Prior to securing a copyright for the materials, the employee shall reimburse the District for all direct costs. Provisions of any external funding agency regarding copyright shall be followed. Materials produced during sabbatical leave do not constitute an exception and shall be the property of the author unless special funding provisions described above are applicable.

Performance Rights

The District shall pay a licensing fee to the appropriate performing rights agency as required. Public performances that require a license from a performing rights agency will follow the guidelines established by the District. ~~Performing Arts Department at the college. Performing Arts Department at the college.~~

A recording of a copyrighted work performed at the District may be made for classroom instructional use. Any public performance of this recording requires written authorization by the performing rights agency.

The District shall comply with all current federal and state laws and regulations regarding the use of copyrighted material.

The Superintendent/President or designee, through legal counsel, shall initiate the process for securing copyright for any materials the District is entitled to ownership and for which the District wishes to obtain copyright protection to safeguard its rights of using, selling, giving or exchanging and licensing of those materials. Through legal counsel, the Superintendent/President shall initiate action to protect the District's copyrights against infringement.

References: Education Code Sections 72207 and 81459;
17 United States Code 201

Approved:

(This is a new procedure)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	April 11, 2017	
Subject:	First Reading: Revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development	Item Number:	14.H.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 8

BACKGROUND

Revised board policy and administrative procedure 4020, Program, Curriculum, and Course Development, are legally required. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

**BP 4020 ~~CURRICULUM DEVELOPMENT PROGRAM, CURRICULUM, AND
COURSE DEVELOPMENT~~**

~~Curriculum development is the responsibility of the faculty under the guidance and leadership of the Vice President, Academic Affairs.~~

~~Revision of the curriculum shall be based upon evaluation studies, changing educational needs of the students and employment opportunities. New course proposals may be originated by any of the following: (1) departments acting as a body; (2) any individual faculty member, full-time or associate; (3) student council; (4) requests from community organizations; (5) requests from governmental agencies; and (6) instructional administrators. These proposals must be developed in collaboration with college departments and presented to the Academic Policy and Planning Committee for approval. The overall program of the college will be continually appraised to assure that the courses offered meet the needs of the community and the ambitions and desires of the students.~~

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance. Academic freedom and standards, catalogs, college brochures, class schedules, student probation, testing, academic placement, library, audio-visual services, as well as course offerings may be areas of consideration.

Consistent with federal regulations applicable to deferral financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The District shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 510224, 55100, 55130, and 55150;
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 Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.
Legal Reference: ~~California Administrative Code - Title 5, Section 55002~~

Adopted: 4/17/01

Revised:

(Replaces Board Policy 7900)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4020 CURRICULUM DEVELOPMENT PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

All policies and procedures for the development and review, modification, and/or discontinuance of courses and programs are stated in the Academic Policy and Planning's Curriculum Development Handbook, and aligned with approved Board policies. Furthermore, these policies and procedures include:

- Appropriate involvement of faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in all aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

The Board of Trustees shall approve:

- All new programs and program deletions;
- Individual degree-applicable credit courses offered as part of a permitted educational program;
- Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program, and that satisfy all conditions authorized by Title 5 regulations.

All new programs shall be submitted to the California Community College's Chancellor's Office for approval as required.

The District College complies with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions.

An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.

Credit Hour:

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Approval Criteria:

The District must document that a proposed program meets all of the below criteria before it will be approved by the Chancellor's Office. These criteria also broadly apply to the review of new courses.

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community colleges as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program. The proposed new program would not cause harmful competition with any existing program at another college.
3. Quality: Outlines of Record for each course meet all the requirements of Title 5, especially Sections 55002 and 55805.5. The program is designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.
5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, and both statutes and regulations.

Process and Timelines for Program Development and/or Modification:

1. The Academic Policy and Planning (AP & P) Committee offers regular training on the development and review of course outlines, use of templates, submission, and approval procedures.
2. All curriculum, new or modified, is submitted via the college's curriculum management system.
3. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and College Mission.
4. The Articulation Officer determines transferability of a course.
5. Completed course outlines and course proposal forms are submitted to the Academic Policy and Planning Committee for review, discussion, modification, and approval.
6. Curriculum approved by the Academic Policy and Planning Committee is reviewed

by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.

7. After Board approval, new courses and programs requiring approval are sent to the Chancellor's Office for such approval.
8. After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Reports of the AP & P Committee

Actions of the Academic Planning and Policy (AP&P) Committee are reported to academic departments and student services by faculty representatives serving on the committee. Periodically, a formal report of committee actions is directed to the Academic Ssenate for review. ~~Simultaneously, the report is forwarded to the Office of the superintendent/president of the college.~~

If the Academic Ssenate does not concur with any aspect of the report, finds that the AP & P committee has not followed established policies and procedures in its development of policies and review and approval of curriculum, the Academic Senate, in accordance with approved senate procedures, may do any either of the following:

1. Request additional information and/or clarification from the committee; and
2. Recommend that AP & P forward the report to the Office of the Superintendent/President with senate comment, and with or without AP & P Committee response.
3. Return the report to the committee for possible amendment and reconsideration by Academic Senate.

- 1) ~~the committee may request return of the report for reconsideration and possible amendment,~~
- 2) ~~the committee may forward the report to the superintendent/president with senate recommendation, with or without Academic Policy and Planning Committee comment.~~

After Academic Senate approval, the report is forwarded to the Office of the Superintendent/President of the college.

The Office of the Ssuperintendent/Ppresident reviews the final report for inclusion in and makes recommendations to the Bboard of Ttrustees for their approval action. The ~~academic senate may make its recommendation to the superintendent/president and/or to the board of trustees as desired.~~ Implementation of all Board approved curriculum starts upon state approval via the California Community College's Chancellor's Office, when applicable.

Approved: 4/17/01
Revised:

(Replaces Administrative Procedure 7900.01)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Renumber Administrative Procedure 4022 Procedure for Canceling Classes	Item Number: 14.I.
Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures: Page 1 of 2

BACKGROUND

In April 2015, the board of trustees approved the renumbering of its board policies to match the Community College League of California (League) numbering system. On January 10, 2017, the board approved renumbering board policy 4022 Minimum Class Size to 4922. Administrative procedure 4022 Procedure for Canceling Classes supports board policy 4922 and should be renumbered to match.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP-4022 4922 PROCEDURE OF CANCELING CLASSES

The decision to cancel classes with fewer than 15 students is made by the Vice President, Academic Affairs upon recommendation of the academic deans. If the class to be canceled is assigned to a full-time contract instructor, input from the instructor and department chair is sought whenever possible.

Full-time contract instructors will be given appropriate assignments to fulfill their contractual obligations.

Approved: No date
Revised:

(Replaces Administrative Procedure 7920.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	April 11, 2017	
Subject:	First Reading: New Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements	Item Number:	14.J.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 3

BACKGROUND

Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements, are legally required. Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval. The new board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

References: Education Code Sections 8535 and 8536

Adopted:

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.

The Chief Instructional Officer will forward the proposal to the Academic Senate or its designee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Academic Senate or its designee will present the proposal to the Chief Instructional Officer for review with a recommendation about whether or not the proposed transfer should be accepted.

If approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed and submitted for implementation.

References: Education Code Sections 8535 and 8536

Approved:

(This is a new procedure)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	April 11, 2017	
Subject:	First Reading: Revised Board Policy and Administrative Procedure 4222, Remedial Coursework	Item Number:	14.K.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 4

BACKGROUND

Revised board policy and administrative procedure 4222, Remedial Coursework, are legally required. No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this policy are students enrolled in English as a Second Language (ESL) courses and students identified by the district as having a verified learning disability. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4222 REMEDIAL COURSEWORK

It is the policy of the Allan Hancock Joint Community College District that ~~No~~ student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this policy are students enrolled in English as a Second Language (ESL) courses and students identified by the district as having a verified learning disability.

References: ~~California Code of Regulations Title 5 Section 55035, 55756.5, (repealed)~~
55502, and 56014

Adopted: 6/16/92

Revised:

(Replaces Board Policy 6904)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4222 REMEDIAL COURSEWORK

~~No student shall complete more than 30 semester units of credit remedial course work. Remedial courses are those credit courses in reading, writing, math, English, learning skills, study skills, and English as a Second Language, which have been designated as non-degree applicable courses designed to assist the underprepared student to develop the academic skills necessary for college level work.~~

~~Exemptions to the 30-unit limit are:~~

- ~~1. Students enrolled in one or more courses of English as a Second Language;~~

~~Students identified by the district as having a verified learning disability.~~

~~Students who have reached this 30-unit limit and do not elect to advance to the college level program will be referred to our non-credit basic education program. Students wishing to continue in the credit remedial program may petition for a waiver of the limitations of this policy.~~

~~Petition forms are located in the office of the Dean of Student Services, Counseling and Matriculation.~~

~~Petition forms should be completed and filed with the office of the Dean of Student Services, Counseling and Matriculation.~~

Remedial coursework consists of pre-collegiate basic skills courses. Remedial courses are those credit courses in reading, writing, math, English, learning skills, study skills, and English as a Second Language, which have been designated as non-degree applicable courses designed to assist the underprepared student to develop the academic skills necessary for college level work.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified by the District as having a verifiable learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure. Petitions will be evaluated by the Dean of Student Services. ~~Counseling and Matriculation on the basis of the student's measurable progress toward the development of skills appropriate to enrollment in college level classes.~~ Documentation of measurable progress may be reflected in instructor/counselor evaluations, pre- and post-test, or progress as stated in the individual's Student Educational Plan (SEP).

If a waiver is approved by the Dean of Student Services, ~~Counseling and Matriculation~~, it should not exceed two semesters.

The catalog shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

References: Title 5 Section 55035

Approved: 6/16/92

Revised: 9/15/09

Revised

*(Replaces Administrative Procedure
6904.01)*

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: New Administrative Procedure 4228, Course Repetition – Significant Lapse of Time	Item Number: 14.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

Administrative Procedure 4228, Course Repetition – Significant Lapse of Time, is legally required. Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained. The new administrative 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: George A. Railey	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined “significant lapse of time” as not less than 36 months
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits.

When a course is repeated due to a significant lapse of time, the District disregards the most recent grade and credit when computing a student’s grade point average.

Reference: Title 5 Section 55043

Approved:

(This is a new procedure)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	First Reading: Revised Board Policy and Administrative Procedure 4400, Community Education Programs	Item Number:	14.M.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 9

BACKGROUND

Revised board policy and administrative procedure 4400, Community Education Programs, are legally required. The District shall maintain noncredit education and community services programs under Community Education. These community education programs shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it. Further community services (fee-based) courses and programs will complement and expand the activities of the district to meet the dynamic educational, cultural, economic, and life enrichment needs of the community. The district will offer a comprehensive, diversified, and well-balanced program of educational courses and cultural events that will be flexible and change as the needs and interests of the community change. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: George A. Railey	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

**BP 4400 ~~NONCREDIT EDUCATION & COMMUNITY~~
PROGRAMS ~~COMMUNITY EDUCATION PROGRAMS~~**

~~The District shall maintain Noncredit Education and Community Services programs under Community Education. a Community Education program that offers classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These Community Education shall offer programs in noncredit and community services. The Community Education programs shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it. Further, Noncredit education is an essential and important function of the college's mission.—Community Sservices (fee-based) courses and programs will complements and expands the activities of the district college to meet the dynamic educational, cultural, economic, and life enrichment needs of the community. The district college will offer a comprehensive, diversified, and well-balanced program of educational courses and cultural events that . This program will be flexible and change as the needs and interests of the community change.~~

~~The objectives of Community Education Noncredit Education & Community Programs at the collegedistrict include the following:~~

- ~~1. To collaborate with community groups and the community at large to identify needs and develop educational programs consistent with the collegedistrict's mission.~~
- ~~2. To offer an avenue of entry to individuals wishing to continue their education or occupational training, but who do not qualify for or find the types of classes they require in the collegedistrict's credit program.~~
- ~~3. To enrich the cultural, economic, intellectual, recreational, and social life of the community.~~
- ~~4. To provide programs and activities as a form of college outreach.~~
- ~~5. To establish the collegedistrict as a center of community life through the use of its facilities by community groups.~~

6. ~~To participate with community groups and agencies in an effort to address community issues.~~

Noncredit Education:

~~The California Education Code provides the district with the power to establish and maintain noncredit classes for adults. Classes for adults shall be open for the admission of adults and of any minors who, in the judgment of the Board of Trustees governing board, may be qualified for admission. Noncredit classes are authorized in the following nine categories: adult basic education, English as a second language, home economics, parenting, health and safety, short-term career and technical education vocational, programs for the disabled, citizenship, and programs for older adults. In addition to the nine categories, colleges may claim apportionment for supervised tutoring and for learning assistance under noncredit education.~~

Community Services (fee-based):

~~Community colleges are authorized to offer community services (fee-based) classes that may include arts and lecture series, cultural events, and seminars. Community services (fee-based) programs are an authorized function of the community colleges as long as their provision is compatible with an institution's ability to meet its obligation in its primary missions. The community services program is intended to be self-supporting. Community service classes shall be open for the admission of adults and of those minors as in the judgment of the governing board may profit from the class or activity.~~

No General Fund monies may be expended to establish or maintain community services (fee-based) courses. Students involved in community services (fee-based) courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Legal References: Education Code Sections 66010.4, 78300, 78401, 84711, *(no longer exists)* and 84757;

Title 5, Sections 58168, and 58170(d)

~~Education Code Sections 66010.4, 78300, 78401, 84711, 84757~~

~~Title 5, Sections 58168, 58170 (d)~~

Adopted: 5/20/97

Revised: 8/16/05

Revised:

(Replaces Board Policy 7910)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4400 COMMUNITY EDUCATION PROGRAMS

NOTE: ~~This procedure is **optional**, but is legally advised if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:~~

The objectives of Community Education Noncredit Education & Community Services (fee-based) Programs at the District include the following:

1. To collaborate with community groups and the community at large to identify needs and develop educational programs consistent with the college's mission.
2. To offer an avenue of entry to individuals wishing to continue their education or occupational training, but who do not qualify for or find the types of classes they require in the college's credit program.
3. To enrich the cultural, economic, intellectual, recreational, and social life of the community.
4. To provide programs and activities as a form of college outreach.
5. To establish the District as a center of community life through the use of its facilities by community groups.
6. To participate with community groups and agencies in an effort to address community issues.

~~Offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.~~

~~Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.~~

~~Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.~~

~~General fund moneys are not expended to establish and maintain community service offerings.~~

~~Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.~~

~~❖ From current AHC AP 4400 titled Noncredit Education & Community Programs (renumbered from AP 7910.01)~~

Noncredit Education

The California Education Code provides the District with the power to establish and maintain noncredit classes for adults. Classes for adults shall be open for the admission of adults and of any minors who, in the judgment of the governing Board of Trustees, may be qualified for admission. Noncredit classes are authorized in the following nine categories: adult basic education, English as a second language, home economics, parenting, health and safety, short-term vocational career and technical education, programs for the disabled, citizenship, and programs for older adults. In addition to the nine categories, colleges may claim apportionment for supervised tutoring and for learning assistance under noncredit education.

1. Course Development and Approval Process

Noncredit course and program development procedures are delineated in board policy and administrative procedure 4020. *Curriculum Development and Approval*, and in administrative procedure 4022. *Course Approval*. Proposals for new and/or modified noncredit courses may be initiated as the need is identified by economic forecasts, community needs assessments, demographic trends, and other pertinent data.

The dean, Academic Affairs, ~~of Noncredit Education & Community Programs~~ will evaluate the need for a proposals~~proposed~~ course using the following criteria:

- a. The course or program is consistent with the community college mission and falls under one of the ~~nine~~ noncredit categories as authorized by Title 5.
- b. The course or program meets conditions outlined in the Program & Course Approval Handbook (PCAH), and the Reporting Procedures Handbook published by the State Chancellor's Office.

- c. The course or program will not compete with an existing credit course.
- d. The course or program does not duplicate a previously approved noncredit course.
- e. The facilities and equipment of the college are adequate to support the course or program.
- f. The enrollment will be sufficient to justify allocation of college District resources.

~~Course outlines may be initiated by Noncredit Education & Community Programs faculty in consultation with the dean or by faculty in the noncredit and credit areas. Course outlines will be routed for approval to the following staff:~~

- ~~a. Dean of noncredit education and community programs.~~
- ~~b. department chair(s).~~
- ~~c. academic dean.~~
- ~~d. the college's curriculum committee Academic Policy and Planning Committee (AP&P or AP&P chair).~~
- ~~e. associate superintendent/vice president of academic affairs Chief Instructional Officer.~~

~~All Noncredit course proposals are submitted to the board of trustees and to the Chancellor's Office for approval. Approved noncredit course outlines will be maintained in the Noncredit Education & Community Programs~~

~~2. Instructor and Course Evaluations~~

~~Noncredit instructors are evaluated regularly. Course and instructor evaluation questionnaires are administered to students every semester. The instructor and course evaluation process includes classroom observations conducted by the dean of Noncredit Education & Community Programs or designee at least once every two years. More frequent evaluations may be initiated by the dean of Noncredit Education & Community Programs. Student evaluations are kept on file in the Noncredit Education & Community Programs Office.~~

3.2. Fees

Districts are not permitted to charge fees for noncredit classes eligible for state apportionment. Materials fees may apply to certain courses. Most classes are free of charge, but some require additional materials fees consistent with Title 5 regulations. These additional fees are identified in the noncredit schedule of classes. Nonresident students taking noncredit classes will be exempt from tuition for these courses.

4.3. Delineation of Functions Agreements (See BP/AP 4060, titled Delineation of Functions Agreements)

Allan Hancock College will seek a delineation of functions agreement with high school districts in the college's service area. These agreements authorize Allan Hancock College to be the provider of noncredit courses. The associate superintendent/vice president of academic affairs is responsible for the maintenance of these agreements. As the primary provider of education for adults, the college is authorized to offer classes in all the authorized categories.

Community Services (fee-based) Program

Community Services (fee-based) offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics.

Community Services (fee-based) offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Community Services (fee-based) offerings are open for the admission of adults and of minors as approved by the Board of Trustees.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

The dean, Academic Affairs, will evaluate fee-based course proposals using the following criteria:

- a. The course or program is consistent with the community college.

- b. The course or program will not compete with an existing credit course.
- c. The course or program does not duplicate a previously approved noncredit course.
- d. The facilities and equipment of the college are adequate to support the course or program.

1. Class Approval Process

Working closely with instructors, the dean, academic affairs, will review proposals for ~~develop~~ community services (fee-based) classes that meet the educational, avocational, vocational, and cultural needs of the community. The dean, academic affairs, ~~of Noncredit Education & Community Programs~~ may conduct needs assessments to identify the demand for these community services (fee-based) proposals ~~classes and activities~~. ~~Working closely with instructors, the dean will develop community services fee-based classes that meet the educational, avocational, vocational, and cultural needs of the community.~~

Any college entity that offers fee-based courses or programs open to the general public, including auxiliary programs, must follow the same approval processes.

To ensure there is no conflict with the institution's ability to meet its obligations in its primary missions, ~~the~~ dean will recommend classes and activities to the Academic Senate or its designee and the associate superintendent/vice president, academic affairs. A list of community services (fee-based) classes will be submitted to the board of trustees for approval prior to the start of each semester.

2. Evaluation

Community services (fee-based) classes and activities are evaluated regularly. It is the responsibility of the dean, academic affairs, ~~of Noncredit Education & Community Programs~~ or a designee to administer course evaluations to students attending community services classes and/or events.

3. Fees

The community services (fee-based) program shall be self-supporting. The college will charge students taking community services classes a fee not to exceed the cost of maintaining community service classes. The admission fee for activities and events will be determined on an event-by-event basis. Fees will be developed by the ~~Noncredit Education & Community Programs~~ Community Education office

in collaboration with the instructor, producer of the event, or presenter, whichever applies.

A contract will be developed with each community service instructor or presenter outlining the terms of the agreement and the rate of remuneration for his/ or her services.

Legal References: Education Code Sections 8531, 8532, 8533, 8534, 66010.4, 76141 (Is 76141 applicable?), 76300, 76365, 76380, 78300 et seq., 81458, and 84757;
Title 5 Sections 55002 and 55160(b)

Approved: 5/20/97

Revised: 8/16/05

Revised:

(Replaces Administrative Procedure 7910.01)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Revised Board Policy and Administrative Procedure 6330, Purchasing	Item Number: 14.N.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 4

BACKGROUND

Revised board policy 6330 is legally required, and administrative procedure 6330 is suggested as good practice. The updates address procedures for purchasing supplies, materials, equipment and services in compliance with Education Code and Public Contract Code. The policy and procedure align with the recommendations from the California Community College League and have been vetted through the shared governance process.

Administrator Initiating Item:

Michael R. Black

Final Disposition:



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6330 PURCHASING

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

The Board of Trustees shall approve payment for all such transactions.

References: Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

Adopted: 5/21/02

Revised:

(Replaces Board Policy 8200)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6330 PURCHASING

Purchases of services and materials shall be made to the best economic advantage of the District. To ensure sound purchasing, quality of material as well as immediate and long range costs are to be considered.

All purchases will be made by system generated pre-numbered purchase orders issued by the Business Services Office. The District will not be responsible for payment of orders made in any other way. Procedures related to procurement are outlined in the District's Purchasing Procedures manual.

The Vice President, administrative services Finance and Administration shall establish procedures by which District personnel may request materials and services. The Vice President shall notify personnel of current purchasing thresholds that require the District to solicit quotations and competitive bids and shall inform personnel of the status of their requests to purchase.

The Vice President, administrative services Finance and Administration shall make all purchases in accordance with Public Contract Code, Section 20650, Education Code, Section 81656, and District Purchasing Procedures. Splitting of work orders or purchase orders for the purpose of evading these procedures is not allowed.

The Vice President, administrative services Finance and Administration shall establish receiving shipping and receiving procedures guidelines to confirm receipt of materials and verify conformity with related purchase orders, the speedy and accurate payment of vendors on properly received orders, and rapid filing of claims on improperly received orders.

Also see AP 6340 titled Bids and Contracts as well as AP 6345 titled Bids and Contracts-UPCCAA.

References: Education Code Section 81656;
 Public Contract Code Sections 20650 and 20651

Approved: 5/21/02

Revised:

(Replaces Administrative Procedure 8200.01)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Revised Board Policy and Administrative Procedure 6540, Insurance	Item Number: 14.O.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 5

BACKGROUND

Revised board policy and administrative procedure 6540 are legally required. The updates outline the requirement to provide for specific forms of insurance coverage and include the recommendations from the California Community College League. The policy and procedure have been vetted through the shared governance process.

Administrator Initiating Item:

Michael R. Black

Final Disposition:



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6540 INSURANCE

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment. The Superintendent-President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

~~From current AHC BP 6540 titled Risk Management (renumbered from BP 8950)~~

Risk Management

~~It is the policy of the district to minimize the impacts of the fluctuating business cycles of the commercial insurance market by maintaining membership, whenever possible, appropriate, and fiscally prudent, in joint powers agencies established to provide self-insured, pooled protection for educational entities.~~

~~Further, it is the policy of Allan Hancock Joint Community College District that liability insurance coverage will be secured to protect the district, its employees, officers, and Bboard members against legal claims for damage filed against the district, its employees, officers and board members for actions and decisions taken in the performance of their employment and/or duties.~~

~~It is also the policy of the District to insure to a reasonable and prudent level the assets of the district against property loss due to fire, theft, and vandalism of District-owned or~~

~~leased buildings and their contents, including exhibits on loan. Property coverage will also be secured for District vehicles and the vehicles of others left for repair.~~

~~Additional coverage will be carried to avoid unanticipated losses due to employee work-related injuries within the scope of California Workers Compensation statutes.~~

~~From current AHC BP 6541 titled Reporting Injuries (renumbered from BP 8980)~~

Reporting Injuries

~~All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse. The report will be turned in to the Administrative Services Office or the Health Office immediately.~~

~~All injuries to District employees while in a duty status will be reported immediately to the Administrative Services Office.~~

~~Also see BP/AP 5200 titled Student Health Services, BP/AP 3810 titled Claims Against the District, BP/AP 6800 titled Health and Occupational Safety, and AP 7343 titled Industrial Accident and Illness Leave.~~

References: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

Adopted: 4/26/94

Revised:

(Replaces Board Policies 8950 and 8980)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6540 INSURANCE

The District's risk management program shall be administered through joint powers agencies, whenever possible, appropriate, and fiscally prudent. The following risk coverage will be maintained in effect for the District and related entities:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for District vehicles
- Insurance against "other perils" (Education Code Section 81601)
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits
- Cybersecurity insurance to protect the District and related entities from damages due to breaches in information systems containing personal information of students, employees and Board members, theft of intellectual property or damages due to ransomware and loss of data.

Risk Management

~~The District's risk management program shall be administered through joint powers agencies, whenever possible, appropriate, and fiscally prudent. The following risk coverage will be maintained in effect:~~

General Liability

~~Appropriate levels of liability insurance will be secured to protect the District, the Allan Hancock College Foundation, ASB, college employees, and board members from claims filed against the District, employees, and elected board members while acting within the scope of their employment or responsibilities. Other risk coverage will be considered when social and legal climate changes increase the district's exposure to losses.~~

Workers Compensation

~~Coverage will be secured through the Self Insurance Program for Employees (SIPE), a joint powers agency of Santa Barbara County School Districts, which covers all District employees and volunteers to the limits of the workers compensation statutes of the state of California.~~

District Property

~~Fire, boiler, and mechanical malfunctions, vandalism, and malicious mischief coverage will be secured on all District-owned buildings and their contents. Equipment and building inventories will be maintained, and periodic appraisals conducted to establish risk coverage levels and support claims for losses.~~

Automobile

~~District-owned and/or leased vehicles will be covered under the general comprehensive liability policy. Additional coverage is to be carried to protect against loss by fire, theft, collision, property damage and uninsured motorist and damage to vehicles of others left with the college for repair.~~

Employee's Bond

~~A public employees blanket bond policy will be carried for all employees. Excess fidelity coverage is to be secured if and when deemed appropriate due to changing exposure to risk.~~

References: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

Approved: No date

Revised:

(Replaces Administrative Procedure 8950.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	April 11, 2017	
Subject:	First Reading: New Board Policy and Administrative Procedure 7100, Commitment to Diversity	Item Number:	14.P.
Strategic Goal:	Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures:	Page 1 of 3

BACKGROUND

New board policy and administrative procedure 7100, Commitment to Diversity are legally required and are recommended by the California Community College League's Policy and Procedure Services. The new board policy and administrative procedure have been vetted through the shared governance process. The policy addresses the hiring and staff development processes that supports equal consideration for all candidates.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7100 COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

References: Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

Adopted:

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7100 COMMITMENT TO DIVERSITY

The District demonstrates its commitment to diversity by complying with all federal, state, and local laws and regulations regarding equal employment and nondiscrimination in employment, and by maintaining an Equal Employment Opportunity Plan. It also maintains a Student Equity Plan that addresses issues related to the recruitment of students (access to educational opportunities) and their academic environment.

Procedures for recruitment of administrators, faculty, and staff are described in Board Policies 3420, Equal Employment Opportunity and Staff Diversity, and 7120, Faculty Hiring.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, BP/AP 7120 titled Faculty Hiring, and AP 3435 titled Discrimination and Harassment Investigations

References: Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

Approved:

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Revised Board Policy and Administrative Procedure 7160, Professional Development	Item Number: 14.Q.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 6

BACKGROUND

Revised board policy and administrative procedure 7160, Professional Development are recommended by the California Community College League's Policy and Procedure Services. The revised board policy and administrative procedure have been vetted through the shared governance process. The board policy addresses the professional development activities supported by the District.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7160 PROFESSIONAL DEVELOPMENT

~~The Allan Hancock College Joint Community College Districts supports professional development for all employees of the District. The District supports robust professional development offerings for all personnel consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs and evaluates those offerings annually. The goal of professional development is to improve employee performance and service to students and to assist employees to meet changing needs in the workplace. Provide resources, training, and opportunities that support the professional development needs of the college employees; creates a cohesive and supportive environment that recognizes and celebrates achievement; and improves institutional effectiveness with the ultimate goal of supporting student success.~~

Professional development activities are intended to achieve one or more of the following:

- ~~• increase skills and expectations in meeting the needs of special populations~~
- ~~• improve interpersonal relations and customer service~~
- improve teaching and learning
- maintain current academic and technical knowledge and skills
- support training for ~~vocational~~ career and technical education and employment preparation programs.
- support retraining to meet institutional needs
- ~~• improve health and safety on the job~~
- ~~• support intersegmental exchange programs job shadowing, mentoring, and coaching~~
- develop innovations in instructional and administrative techniques and programs effectiveness
- increase computer and technological proficiency
- support equal opportunity employment, ~~affirmative action and nondiscrimination,~~ and upward mobility.
- ~~• increase opportunities for upward mobility~~
- ~~• develop leadership skills~~
- support other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors.

including, but not necessarily limited to, programs designed to develop self-esteem.

- ~~orient college employees to operations, procedures and missions of the District.~~

Through the shared governance process, the Human Resource Development Committee coordinates annual professional development programming. The District uses the flexible calendar to support faculty participation in professional development.

~~Note: This policy replaces board policy 4900 Professional Improvement and board policy 7000 and administrative procedure 7000.01 Professional Development Plan.~~

Legal References: Education Code Sections 84890, and 87150-87154;
WASC/ACCJC Accreditation Standard III.A.14
Title 5

Adopted: 8/18/97

Revised: 9/13/05

Revised:

(Replaces Board Policy 3500)



**Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources**

AP 7160 PROFESSIONAL DEVELOPMENT

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT COMMITTEE

The Human Resources District's Professional Development Committee assists with coordination of professional development activities in accord with Education Code legal requirements. The committee reviews the District's strategic plan initiatives and information gathered from employee training needs surveys and recommends professional development activities. The committee also recommends distribution of funds allocated to it for professional development. The college's constituent groups (faculty, classified staff, supervisory/confidential administrators) each have a program planning professional development committee responsible for developing appropriate activities. The director professional development and training assists the committees by preparing the annual program for publication and distribution and by coordinating additional programming.

Each constituency group has its own committee to organize and maintain the professional development offerings and allocation of funds for the group. Representatives from each group constitute the membership of the District's Professional Development Committee.

PROFESSIONAL DEVELOPMENT PLAN

The District's Professional Development Committee shall recommend a professional development plan consistent with the District Strategic Plan and Educational Master Plan.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional development activities will be evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met. Professional development activities, guidelines and processes including information about the Flex Program are published on myHancock.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students
- Training in institutional effectiveness, including analysis and use of data
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities

- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
 - Training in health and safety
 - Development of leadership skills
 - Training as a Diversity Resource Specialist
 - Improvement of interpersonal skills and customer service
 - Job shadowing, mentoring, and coaching
- Use of instructional technology
- Training that is required by laws, codes, and regulations

See appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff.

FACULTY PROFESSIONAL DEVELOPMENT

The Academic Senate is responsible for establishing policies regarding faculty professional development activities. The faculty's professional development committee, a subcommittee of the Academic Senate, implements these policies and has developed basic guidelines regarding participation, credit for attendance, and other matters. These guidelines are published on the portal and distributed with the annual program.

Faculty professional development is linked to the flexible calendar which allows colleges to reclassify instructional days for professional development purposes. Faculty members also establish annual professional development plans through as part of the ongoing the annual evaluation process.

~~The Education Code requires that eColleges certify their flexible calendar schedules annually. The college maintains records that track faculty participation in flex activities in lieu of classroom instruction and affirms that the number of flex hours is equivalent to the number of classroom hours from which the instructor is released.~~

~~In addition, the college:~~

- ~~• reports attendance data from which the flex adjustment is calculated;~~
- ~~• completes a needs assessment and a plan of appropriate professional development activities;~~
- ~~• maintains a record of faculty participation;~~
- ~~• evaluates professional development activities; and~~
- ~~• convenes the Human Resources Development Committee to make program recommendations.~~

~~The faculty's professional development committee has developed basic guidelines regarding participation, credit for attendance, and other matters. These guidelines are distributed with the annual program.~~

ADMINISTRATIVE PROFESSIONAL DEVELOPMENT

Administrator participation in professional development is generally voluntary unless the District requires attendance based on the topic of the workshop or program. Each administrator establishes professional development goals through the annual evaluation process. Since participation by administrators is not linked to the flexible calendar, there are no required reports.

CLASSIFIED PROFESSIONAL DEVELOPMENT

Classified staff participation in professional development is encouraged in order to improve performance and/or reach career goals. Classified employees establish professional development goals through the annual evaluation process. Since participation by classified staff is not linked to the flexible calendar, there are no state-mandated reporting requirements.

Classified staff shall request permission, in advance, from the immediate supervisor, to attend professional development programming. Supervising administrators will encourage participation in professional development related to the staff member's job as long as it does not interfere with or prevent the satisfactory performance of college business.

Legal References: Title 5, Sections 53200; 55726, 55728, and 55730;
WASC/ACCJC Accreditation Standard III.A.14

Approved: 9/13/05

Revised:

(Replaces Administrative Procedure 3500.01)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: New Administrative Procedure 7337, Fingerprinting	Item Number: 14.R.
Strategic Goal: Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures: Page 1 of 3

BACKGROUND

New administrative procedure 7337, Fingerprinting is legally required and is recommended by the California Community College League's Policy and Procedure Services. The new administrative procedure has been vetted through the shared governance process. The administrative procedure addresses the process of fingerprinting District employees.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7337 FINGERPRINTING

The Chief Human Resources Officer will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

The Chief Human Resources Officer will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

Classified Employees

The District, within 10 working days of date of employment, shall require each person to be employed in a nonacademic position to have Live Scan or fingerprint cards bearing the legible rolled and flat impressions of that person's fingerprints together with a personal description of the applicant or employee, as the case may be, prepared by a local law enforcement agency or certificated provider.

The fee for the service is \$32.00 or as determined by the state Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application.

The fee is forwarded to the Department of Justice with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2). The additional fees are to be transmitted to the appropriate city or county treasury.

The fee is reimbursed to an applicant who submits fingerprints in accordance with these procedures and who is subsequently hired by the District within 30 days of the application. Funds not reimbursed to applicants are credited to the general fund of the District.

If the fingerprint cards forwarded to the Department of Justice are those of a person already in the employ of the Governing Board, the District pays the fee required by this section. The fee shall be a proper charge against the general fund of the District, and no fee shall be charged the employee.

Volunteer, substitute and temporary employees employed for less than a school year are not exempted from these procedures.

Academic Employees

Whenever the District employs a person in an academic position and that person has not previously been employed by a school or community college district in this state, the District, within 10 working days of the person's date of employment, requires the individual to have duplicate personal identification cards upon which shall appear the legible fingerprints and a personal description of the employee prepared by a local law enforcement agency having jurisdiction in the area of the District. The law enforcement agency transmits the cards, together with any applicable fee, to the Department of Justice.

The local law enforcement agency, upon receipt of information from the Department of Justice, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

The District may provide the means whereby the identification cards may be completed and may charge a fee determined by the Department of Justice to be sufficient to reimburse the Department for the costs incurred in processing the application. The amount of the fee shall be forwarded to the Department of Justice, with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the local public law enforcement agency taking the fingerprints and completing the data on the fingerprint cards.

Also see BP/AP 7120 titled Recruitment and Hiring

References: Education Code Sections 87013 and 88024;
Penal Code Sections 11102.2 and 11077.1

Approved:

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: Revised Board Policy 7342, Holidays	Item Number: 14.S.
Strategic Goal: Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 7342, Holidays is unique to Allan Hancock College. The revised board policy has been vetted through the shared governance process. The board policy addresses paid holidays provided by the District.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7342 HOLIDAYS

***NOTE:** This policy is unique to Hancock College.*

❖ **From current AHC Board Policy 2050 titled Holidays**

Paid holidays for bargaining unit employees are established in the contract-collective bargaining agreement between the bargaining unit and the District.

The Board of Trustees agrees to provide 15 paid holidays to management employees as follows: recognizes the following holidays, unless otherwise established in a collective bargaining agreement:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Lincoln's Day
- Washington's Day
- Spring holiday
- Memorial Day
- Birthday holiday (in lieu of California Admissions Day)

Also see BP/AP 4010 titled Academic Calendar as well as the collective bargaining agreements for applicable employee groups

References: Education Code Section 79020, and 79021

Adopted: 8/79
Revised: 12/85
Revised: 7/15/97
Revised:

(Replaces Board Policy 2050)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: First Reading: New Board Policy 7510, Domestic Partners	Item Number: 14.T.
Strategic Goal: Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures: Page 1 of 2

BACKGROUND

New board policy 7510, Domestic Partners is legally required and is recommended by the California Community College League's Policy and Procedure Services. The new board policy has been vetted through the shared governance process. The policy addresses the rights, protections, and benefits of domestic partners as permitted by California law.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7510 DOMESTIC PARTNERS

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.

References: Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3

Adopted:

(This is a new policy)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 14.U.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Academic Affairs will report on the items listed below in regards to academic affairs:

Law Enforcement Academy (*Goal SLS2: To support student access, achievement, and success.*)

On February 15, 2017, Santa Maria Police Department hosted the annual Police Awards Luncheon. During the Presentation of Awards, all of the officers receiving an award attended the Allan Hancock College Law Enforcement Academy. The former academy students who were recognized for outstanding service were:

Officer of the Year:

Officer Andy Brice, Academy Class 91, spring 2007

Employee of the Quarter:

Third Quarter: Officer Jesse Garcia, Academy Class 76, fall 2001

Fourth Quarter: Officer Brian Santiago, Academy Class 108, spring 2015

Certificate of Commendation:

Officer Rafael Carrasco, Academy Class 107, fall 2014

Officer Nicholas Giese, Academy Class 107, fall 2014

Officer Erik Hesch, Academy Class 107, fall 2014

1. Captured four gang members who kidnapped a juvenile; after a pursuit, suspects were apprehended, juvenile was unharmed and five handguns and drugs were recovered.

Life Saving Award:

Officer Andy Brice, Academy Class 91, spring 2007, received two Life Saving Awards

1. Female overdose in a bathtub; pulled her to safety and performed CPR saving her life.
2. Elderly male face down on a sidewalk; performed CPR saving his life.

Officer Sofia Marques, Academy Class 106, spring 2014

Officer Roberto Ruiz, Academy Class 94, spring 2008

Officer Monique Sandoval, Academy Class 107, fall 2014

Officer Evan Stradley, Academy Class 108, spring 2015

1. Officers responded to a domestic violence call and located the suspect hanging himself in the bathroom; officers acted quickly in bringing the suspect to safety and performing CPR saving his life.

Administrator Initiating Item: George A. Railey	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 11, 2017
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number:	14.V.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Student Services will report on the items listed below in regards to student support services and special programs, and/or other matters affecting student success:

Career Fair (*Goal SLS2: To support student access, achievement, and success.*) This year's Career Fair has been expanded to include Engineering, Helping Professions, Business/Hospitality, and Industrial Technology. Students are encouraged to attend the workshops to learn how to approach employers, create a resume, and communicate effectively.

“No More” Campaign (*Goal SLS2: To support student access, achievement, and success.*) During March 5-11, 2017, AHC staff and students participated in a “No More” campaign themed: Louder Together. No More is a unifying symbol and campaign to raise public awareness and engage bystanders around ending domestic violence and sexual assault. On April 6, 2017, Allan Hancock College will collaborate with the North County Rape Crisis and Child Protection Center to create awareness to the campus community.

CAFYES Advisory Committee (*Goal SLS2: To support student access, achievement, and success.*) The CAFYES Advisory Committee approve a Direct Services Subcommittee. The Direct Services Subcommittee is designed to provide more in-depth collaboration among Allan Hancock College and community partners to better serve our CAFYES student population in all aspects of their lives to ensure successful educational outcomes.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 14.W.
Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures: Page 1 of 2

BACKGROUND

Institutional Learning Outcomes and Assessment (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) The Office of Institutional Effectiveness is assisting the Learning Outcomes and Assessment Committee with the first survey of students to specifically assess institutional learning outcomes (ILOs). We are assessing two ILOs: Critical Thinking & Problem Solving and Personal Development & Responsibility. ILO assessment to date has included an analysis of course outcomes among courses mapped to each ILO as well as effort by faculty to gather evidence and artifacts related to each ILO. The intent of the student survey is to ask students to assess their level of knowledge, skills and ability related to prompts tied to the ILOs. As an example, students are asked to indicate if they strongly agree, agree, disagree, or strongly disagree with the statement, "I am able to apply a variety of strategies for solving complex problems or tasks." Student responses will be compared between students with limited units completed to those who have differing levels of units completed to determine if their time at AHC improved perceptions of growth in these global measures of institutional impact.

Survey Administration (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) The Office of Institutional Effectiveness has ramped up survey support this past year with the addition of Erica Biely to the IE office. Erica is the primary researcher supporting survey administration. Listed below are the surveys administered with over 4,600 respondents.

Counseling Department

Righetti High Reach Higher Academy – Evaluation
Mentee Program – Pretest
Growing Roses in Concrete – Evaluation
YELL – Boys - evaluation
YELL – Girls – evaluation (coming up)
AB 540 Survey
Estudiantes Unidos - Evaluation

CCPD and Governance Survey

Spring CCPD

Professional Development

PD Confidential/Supervisor
CSEA
Faculty
Management

Transfer Center

UTC Trip surveys (X 4)
Workshop survey

Community Ed

Fall and spring Faculty Orientation Survey
Professional Development
Faculty input survey

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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Curriculum/Program Review
(Program review rubrics, evaluation)

173
Nursing - Online
Nursing –Associate Degree - Online
Nursing – evaluation of clinical agency
Nursing – program curriculum evaluation
Computer Science - Online
Film – Online
Applied Graphics – Online
Counseling program review
Dental program review
LAP program review
Dance program review
Non-credit counseling program review
Human Resources program review
Public Affair program review

Career Job Placement

Career Exploration Day – Student Survey
Career Exploration Day – Exhibitors

CAN

Spring orientation and academic resources evaluation

ASBG

Food Survey (students and staff)
SOAR Recruitment (coming up)

EOPS

Exit survey

ILO Survey

ILO 2 and 7, Spring 2017 (coming up)

Board of Trustees

Community Survey

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.X.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 1

BACKGROUND

The Executive Director of College Advancement will report on the items listed below in regards to college advancement:

Allan Hancock College Foundation 40th Anniversary – City of Santa Maria Recognizing AHC Foundation – April 18, 2017 (*Goal II: Community Integration.*) April 26, 1977, was the inaugural date for the Allan Hancock College Foundation. To mark the occasion, the Santa Maria City Council will declare April 26, 2017, as Allan Hancock College Foundation Day in the city. A proclamation will be given to the foundation and college representatives at the April 18 city council meeting.

Campus Graphic Works with Solvang Chamber of Commerce - (*Goal II: Community Integration.*) The Campus Graphics team designed, printed, and delivered a brand-new, 16-page business directory for the Solvang Chamber of Commerce. The Chamber distributed them to members during their annual State of the City event. The Campus Graphics team completed the job in only four working days after receiving all the materials from the client. The chamber also plans to work with Campus Graphics to create new business and tourist maps for the City of Solvang.

Mission Accomplished - (*Goal II: Community Integration.*) (*Goal SLS2: To support student access, achievement, and success.*) At least 600 high school and junior high school students visited campus on March 28 to attend the Launching the Next Generation event. Retired NASA astronaut Jose Hernandez shared his inspirational story of working in the fields with his family to orbiting the Earth. His mission was to empower area youth to follow their dreams, no matter how out of this world they seem. The Public Affairs office organized the event with the office of the VP of Student Services. The event received media coverage from Univision, KSBY, KCOY, KEYT, *The Santa Maria Times* and *Noozhawk*. The College Advancement team also hosted a reception for President's Circle members prior to the event where they had the opportunity to meet and speak with Mr. Hernandez.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 14.Y.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President, Finance and Administration will report on the items listed below in regards to administrative services.

Viticulture and Enology Foundation Process Accounting (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) Michael Black is in discussion with Erin Nagle of Glenn Burdette (CPA firm) to provide consulting on development of a process accounting system for the Viticulture and Enology Foundation. Glenn Burdette specializes in accounting for wine growing and processing operations.

Fiscal Agency Agreement with Chancellor's Office to Provide Digital Course Content (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) At the February 14, 2017 board meeting, the board authorized the district to serve as the fiscal agent to subcontract with the Department of Corrections and Rehabilitation to provide reimbursements for purchases related to digital course content. The approval was contingent upon the district reaching satisfactory terms, in particular, management of cash flow. The Chancellor's Office agreed to fund reimbursements in advance to minimize the impact on the district's cash flow. The first installment will be \$822,349 for invoices already approved for payment. Thereafter, the Chancellor's Office will provide advances of \$500,000, as needed, to fund reimbursements to the Department of Corrections. AHC will receive a total of \$120,000 for acting as fiscal agent.

External Audit (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) The external auditors will begin the 2016-2017 fiscal year audit with a preliminary visit the week of May 15, 2017. This visit will focus on Business Services, Auxiliary Programs, and federal and state compliance. More details will follow regarding information requirements from specific departments.

Food Service Task Force (*Goal SLS2: To support student access, achievement, and success.*) As a valued community partner, Testa's Campus Cuisine has been providing food service to Allan Hancock College for 15 years. As we approach the end of the current food service contract and in response to a recent survey of students and staff conducted by Institutional Research, the college has assembled a Food Service Task Force to provide a comprehensive review of AHC's food service needs. Jessica Blazer is leading the group, consisting of representatives from ASBG, CSEA, faculty, management, supervisory/confidential, and the AHC Foundation. The first meeting of the task force will be on April 7, 2017.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.Z.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 15

BACKGROUND

Attached are copies of financial statements for the following funds:

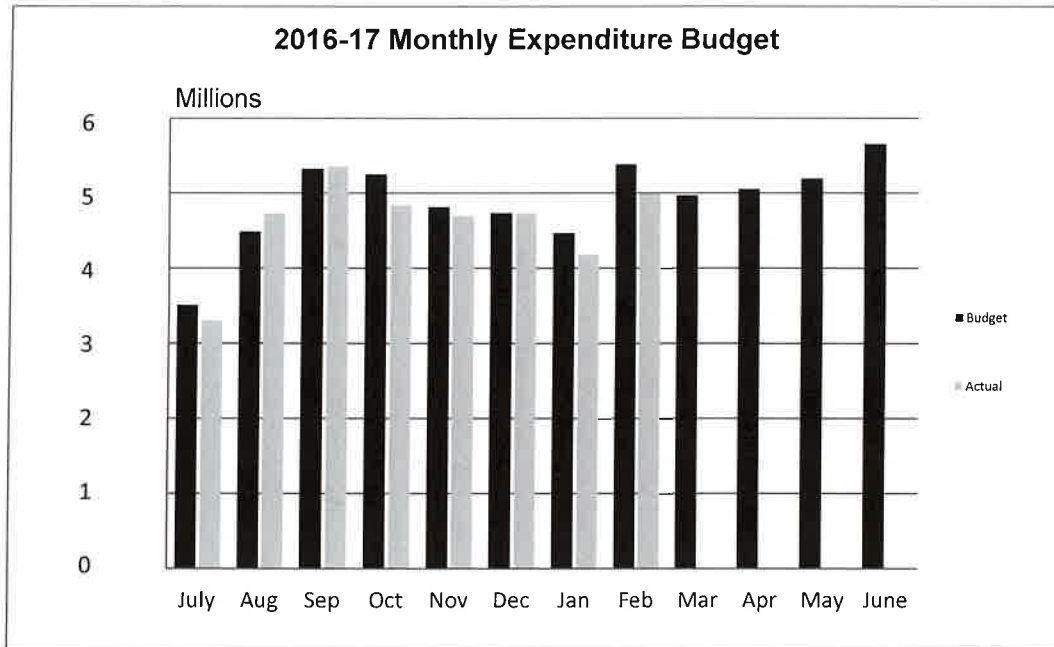
General Fund Unrestricted - Monthly Budget Report
 General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB) Trust Summary
 Student Financial Aid Trust Fund
 Scholarship and Loan Trust Fund
 Associated Students Trust Fund
 Student Representation Fee Trust Fund
 Student Body Center Fee Trust Fund
 District Trust Fund
 Student Clubs Agency Fund
 Foundation Agency Fund
 AHC Viticulture & Enology Foundation Agency Fund

The statements reflect year-to-date data and the resulting impact on fund balances.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,297,494	2,184,022	95.06%
Classified Salaries	1,123,310	1,087,968	96.85%
Employee Benefits	982,173	926,671	94.35%
Supplies and Materials	102,483	60,479	59.01%
Other Operating Expenses	481,377	369,849	76.83%
Capital Outlay	26,543	13,395	50.47%
Other Outgo/Transfers	<u>373,267</u>	<u>343,200</u>	91.94%
	5,386,647	4,985,584	92.55%

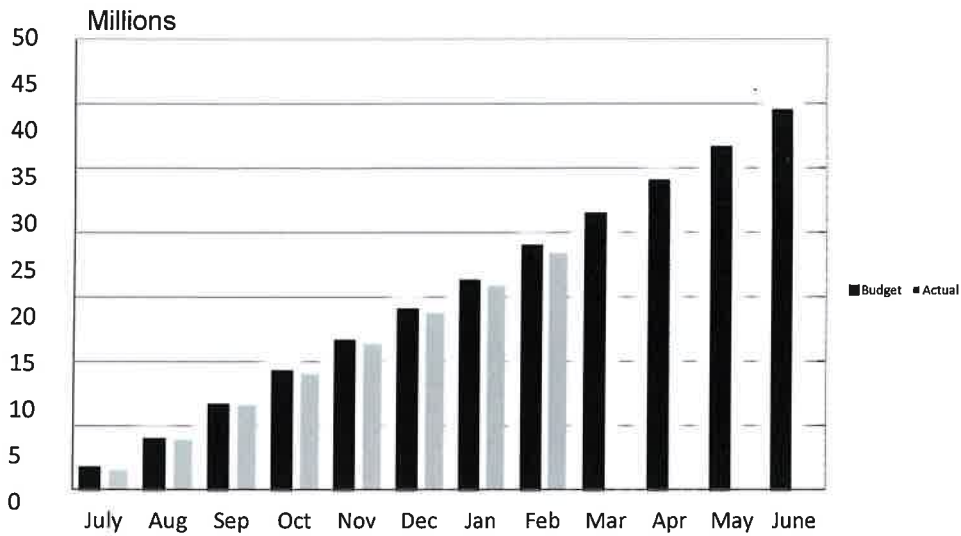


GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

Year to Date Expenditures

	July-February Budget	July-February Year to Date	Percentage Variance
Academic Salaries	15,926,467	15,616,366	98.05%
Classified Salaries	8,703,422	8,664,998	99.56%
Employee Benefits	7,018,054	6,650,766	94.77%
Supplies and Materials	841,306	715,070	85.00%
Other Operating Expenses	4,230,835	3,995,208	94.43%
Capital Outlay	349,392	331,743	94.95%
Other Outgo/Transfers	<u>916,463</u>	<u>891,307</u>	97.26%
	37,985,939	36,865,458	97.05%

2016-17 YTD Expenditure Budget



Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 02/28/2017

	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	34,200	16,559	48.41	3,038,082	948,335	31.21
State Revenues	37,378,567	23,768,101	63.58	14,435,678	10,651,752	73.78
Local Revenues	20,206,506	12,075,086	59.75	2,060,757	1,601,081	77.69
Total REVENUES	<u>57,619,273</u>	<u>35,859,746</u>	<u>62.23</u>	<u>19,534,518</u>	<u>13,201,169</u>	<u>67.57</u>
EXPENDITURES						
Academic Salaries	23,844,029	15,616,366	65.49	3,303,092	1,879,824	56.91
Classified Salaries	13,124,010	8,664,998	66.02	4,685,477	2,499,865	53.35
Employee Benefits	11,331,288	6,650,766	58.69	2,118,649	1,050,908	49.60
Supplies and Materials	1,479,002	715,070	48.34	2,283,767	776,539	34.00
Other Operating Expenses	6,798,941	3,995,208	58.76	4,033,222	1,297,042	32.15
Capital Outlay	532,936	331,743	62.24	2,707,438	936,771	34.59
Total EXPENDITURES	<u>57,110,210</u>	<u>35,974,155</u>	<u>62.99</u>	<u>19,131,648</u>	<u>8,440,951</u>	<u>44.12</u>
Excess of Revenues over (Under) Expenditures	509,063	(114,408)		402,869	4,760,218	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	1,306,623	132,592	10.14	55,484	60,520	109.07
Total OTHER FINANCING	<u>1,306,623</u>	<u>132,592</u>	<u>10.14</u>	<u>55,484</u>	<u>60,520</u>	<u>109.07</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,746,596	891,307	51.03	2,141,275	629,843	29.41
Total OPERATING TRANSFERS OUT	<u>1,746,596</u>	<u>891,307</u>	<u>51.03</u>	<u>2,141,275</u>	<u>629,843</u>	<u>29.41</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>69,090</u>	<u>(873,123)</u>		<u>(1,682,921)</u>	<u>4,190,895</u>	
FUND BALANCE:						
Fund balance, July 1	8,698,135	8,698,135		12,806,883	12,806,881	
Current balance	<u>8,767,225</u>	<u>7,825,012</u>		<u>11,123,961</u>	<u>16,997,776</u>	

Allan Hancock College Governmental Funds Group

Child Development Fund

Income Statement by Fund

For Period Ending 02/28/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal revenues	243,990	124,430	50.99
State Revenues	379,755	245,522	64.65
Local Revenues	895,700	85,950	9.59
Total REVENUES	<u>1,519,445</u>	<u>455,903</u>	<u>30.00</u>
EXPENDITURES			
Academic Salaries	262,995	151,839	57.73
Classified Salaries	90,550	220,153	243.12
Employee Benefits	107,542	53,280	49.54
Supplies and Materials	436,022	13,772	3.15
Other Operating Expenses	174,578	8,200	4.69
Capital Outlay	200,000	0	0.00
Total EXPENDITURES	<u>1,271,690</u>	<u>447,245</u>	<u>35.16</u>
Excess of Revenues over (Under) Expenditures	247,755	8,657	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	37,000	7,301	19.73
Total OTHER FINANCING SOURCES(USES)	<u>37,000</u>	<u>7,301</u>	<u>19.73</u>
OPERATING TRANSFERS OUT			
Other Outgo	28,815	0	0.00
Total OPERATING TRANSFERS OUT	<u>28,815</u>	<u>0</u>	<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>255,939</u>	<u>15,959</u>	
FUND BALANCE:			
Fund balance, July 1	226,171	226,171	
Current balance	<u>482,110</u>	<u>242,130</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 02/28/2017

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
REVENUES:			
Earned income			
Ticket Revenue	1,680,681	1,557,392	92.66%
Handling	59,000	48,188	81.68%
Concessions	31,000	39,064	126.01%
Advertising	45,000	23,260	51.69%
Touring	40,540	21,039	51.90%
Other	46,000	8,683	18.88%
Total Earned Income	1,902,221	1,697,626	89.24%
Contributed Income			
Individual sources	70,000	199,387	284.84%
Fundraisers	100,000	74,403	74.40%
Corporations	45,000	16,100	35.78%
Foundations	662,250	140,395	21.20%
Total contributed income	877,250	430,285	49.05%
Allan Hancock College	1,426,949	600,000	42.05%
Total revenues	4,206,420	2,727,911	64.85%
EXPENSES:			
Production	2,161,955	1,606,098	74.29%
Conservatory	73,423	50,536	68.83%
Scholarships	709,545	518,194	73.03%
Administration	229,418	166,646	72.64%
Development	231,053	66,924	28.96%
Marketing	471,828	280,669	59.49%
Box office	296,512	199,868	67.41%
Concessions	20,200	14,959	74.06%
Outreach/YPP	11,670	43,524	372.95%
Total expenses	4,205,604	2,947,418	70.08%
EXCESS OF REVENUES OVER EXPENSES	816	-219,508	
Outside events (net)	0	6,744	
FUND BALANCE			
Balance, July 1	206,844	206,845	
Current balance	207,660	-5,919	

Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 02/28/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	276,091	1,228,248	444.87
Local Revenues	259,810	103,847	39.97
Total REVENUES	<u>535,901</u>	<u>1,332,095</u>	<u>248.57</u>
EXPENDITURES			
Supplies and Materials	26,119	(449)	(1.72)
Other Operating Expenses	43,284	4,182	9.66
Capital Outlay	1,900,536	526,863	27.72
Total EXPENDITURES	<u>1,969,940</u>	<u>530,596</u>	<u>26.93</u>
Excess of Revenues over (Under) Expenditures	(1,434,038)	801,499	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	15,481	15,000	96.88
Total OTHER FINANCING SOURCES(USES)	<u>15,481</u>	<u>15,000</u>	<u>96.88</u>
OPERATING TRANSFERS OUT			
Other Outgo	0	27,292	0.00
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>27,292</u>	<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(1,418,556)</u>	<u>789,207</u>	
FUND BALANCE:			
Fund balance, July 1	6,058,563	6,058,563	
Current balance	<u>4,640,006</u>	<u>6,847,771</u>	

Allan Hancock College Governmental Funds Group

Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 02/28/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	25,000	19,031	76.12
Total REVENUES	<u>25,000</u>	<u>19,031</u>	<u>76.12</u>
EXPENDITURES			
Supplies and Materials	5,344	2,098	39.26
Other Operating Expenses	167,350	142,078	84.89
Capital Outlay	1,532,782	638,956	41.68
Total EXPENDITURES	<u>1,705,477</u>	<u>783,133</u>	<u>45.91</u>
Excess of Revenues over (Under) Expenditures	(1,680,477)	(764,101)	
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(1,680,477)</u>	<u>(764,101)</u>	
FUND BALANCE:			
Fund balance, July 1	2,949,823	2,949,824	
Current balance	<u>1,269,345</u>	<u>2,185,722</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 02/28/2017

	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	752,000	532,605	1,600	1,354	4,000	3,708	151,000	103,654
Total Revenues	<u>752,000</u>	<u>532,605</u>	<u>1,600</u>	<u>1,354</u>	<u>4,000</u>	<u>3,708</u>	<u>151,000</u>	<u>103,654</u>
EXPENDITURES:								
Classified salaries	0	0	0	0	0	0	0	0
Employee benefits	0	0	139,031	30,117	0	0	1,039,567	1,039,567
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	750,000	504,260	0	0	263,000	701	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>750,000</u>	<u>504,260</u>	<u>139,031</u>	<u>30,117</u>	<u>263,000</u>	<u>701</u>	<u>1,039,567</u>	<u>1,039,567</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,000	28,345	-137,431	-28,762	-259,000	3,007	-888,567	-935,913
OTH FIN SRCES (USES):								
Operating Transfers IN	0	0	0	0	0	0	0	0
Operating Transfers OUT	0	0	0	0	0	0	0	0
Total Oth Fin Srces	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>2,000</u>	<u>28,345</u>	<u>-137,431</u>	<u>-28,762</u>	<u>-259,000</u>	<u>3,007</u>	<u>-888,567</u>	<u>-935,913</u>
FUND BALANCE:								
Fund balance, July 1	1,359,985	1,359,986	449,814	449,813	1,133,417	1,133,418	1,039,567	1,039,567
Current balance	<u>1,361,985</u>	<u>1,388,331</u>	<u>312,383</u>	<u>421,051</u>	<u>874,417</u>	<u>1,136,424</u>	<u>151,000</u>	<u>103,654</u>

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number

02/01/2017 through 02/28/2017
115150007100

Summary Of Fund

MARKET VALUE AS OF 02/01/2017

8,575,488.20

EARNINGS

NET INCOME CASH RECEIPTS

9,979.88

FEES AND OTHER EXPENSES

6,367.50-

REALIZED GAIN OR LOSS

32.88

UNREALIZED GAIN OR LOSS

124,927.09

TOTAL EARNINGS

128,572.35

TOTAL MARKET VALUE AS OF 02/28/2017

8,704,060.55

TRUST EB FORMAT

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

Statement Period
Account Number

02/01/2017 through 02/28/2017
115150007100

Asset Summary As Of 02/28/2017

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	4,631,242.94	4,676,905.37	53
MUTUAL FUND - DOMESTIC EQUITY	2,168,830.37	2,012,494.81	25
MUTUAL FUND - INTERNATIONAL EQUITY	1,292,329.92	1,228,427.10	15
MUTUAL FUND - REAL ESTATE	611,657.32	624,832.33	7
TOTAL INVESTMENTS	8,704,060.55	8,542,659.61	
CASH	9,979.88		
DUE FROM BROKER	0.00		
DUE TO BROKER	9,979.88		
TOTAL MARKET VALUE	8,704,060.55		

Ending Asset Allocation



ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 02/28/2017

Rounded to the Nearest Dollar
TRUST FUNDS

	STUDENT FIN AID	ASB	STUDENT REP FEES	DISTRICT TRUST	STUDENT CENTER FEE TRUST	AGENCY STUDENT CLUBS
REVENUES:						
Sales	0	27,082	0	97,795	0	15,435
Gifts and contributions	0	5	0	11,955	0	7,578
Other local revenue	0	3	0	10,627	0	400
Interest	2	24	6	270	421	18
Miscellaneous revenue	8,457,594	0	18,783	6,631	23,568	1,066
Total Revenues	8,457,596	27,114	18,789	127,279	23,989	24,496
EXPENDITURES:						
Salaries	0	0	0	10,578	0	0
Employee benefits	0	0	0	237	0	0
Supplies and materials	0	96,165	482	59,835	0	11,461
Contracted services	0	51,537	1,825	25,943	0	9,148
Capital outlay	0	0	0	0	0	0
Total Expenditures	0	147,703	2,307	96,594	0	20,609
EXCESS REVENUES OVER (UNDER) EXPENDITURES	8,457,596	-120,589	16,481	30,684	23,989	3,887
OTH FIN SRCS (USES):						
Operating Transfers IN	183,427	149,539	0	157,165	0	3,100
Operating Transfers OUT	8,693,046	5,100	0	167,879	0	3,253
Total Oth Fin Srces (Uses)	-8,509,619	144,439	0	-10,715	0	-153
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	-52,023	23,850	16,481	19,970	23,989	3,734
FUND BALANCE:						
Fund balance, July 1	21,600	67,336	9,688	842,970	117,537	53,664
Current balance	-30,423	91,185	26,169	862,940	141,526	57,398

Allan Hancock College Governmental Funds Group

Scholarship and Loan Trust Fnd

Income Statement by Fund

For Period Ending 02/28/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	0	0.00
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00</u>
EXPENDITURES			
Supplies and Materials	0	0	0.00
Other Operating Expenses	0	0	0.00
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>0.00</u>
Excess of Revenues over (Under) Expenditures	1,000	0	
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>0</u>	<u>0</u>	
FUND BALANCE:			
Fund balance, July 1	8,708	8,707	
Current balance	<u>8,708</u>	<u>8,707</u>	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 02/28/2017

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	19,421	236,045	282,821	336,457	0	874,744
Contributions non-cash	0	0	0	0	0	0	0
District Grant Contributions	0	35,036	0	0	0	0	35,036
Interest and dividends	0	17,912	1	0	0	409,344	427,257
Gain/Loss on sale of investments	0	-3,347	0	0	0	95,374	92,027
Change in asset portfolio	0	32,672	0	0	0	1,277,206	1,309,879
Royal/Other/Bad Debt Recov.	0	67	1,636	0	0	0	1,703
Total revenue	0	101,761	237,682	282,821	336,457	1,781,924	2,740,645
EXPENDITURES:							
Scholarships	0	0	1,175	500,502	0	0	501,677
Student Assistance	0	0	16,694	0	0	0	16,694
District/College Support	0	0	48,649	0	0	0	48,649
Salaries	0	117,916	0	0	0	0	117,916
Employee benefits	0	13,077	0	0	0	0	13,077
Supplies and materials	0	14,761	40,055	0	0	0	54,816
Contracted personal services	0	6,695	2,590	0	0	0	9,285
Travel and conference	0	5,677	682	0	0	0	6,359
Memberships and permits	0	2,634	310	0	0	0	2,944
Technology Services	0	0	0	0	0	0	0
Telephone	0	552	0	0	0	0	552
Contracts and leases	0	8,134	4,800	0	0	0	12,934
Postage and advertising	0	10,233	27,350	0	0	0	37,583
Bank/brokerage charges	0	9,181	32	0	0	107,996	117,209
Miscellaneous expense	0	0	71,616	0	0	0	71,616
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	1	0	0	0	0	1
Total expenditures	0	188,862	213,953	500,502	0	107,996	1,011,312
Net income(loss)	0	-87,101	23,729	-217,681	336,457	1,673,929	1,729,333
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	167,173	5,263	11,000	104,737	11,227	299,400
Transfers out	0	0	48,250	37,824	107,500	143,150	336,724
Net transfers	0	167,173	-42,987	-26,824	-2,763	-131,923	-37,324
Net inc/dec in fund bal	0	80,072	-19,258	-244,505	333,694	1,542,006	1,692,009
FUND BALANCE:							
Fund equity, July 1	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144
Current balance	0	369,838	1,607,754	414,018	18,915,830	2,538,715	23,846,154

Allan Hancock College Governmental Funds Group

Other Agency Fund

Income Statement by Fund

For Period Ending 02/28/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	60,000	96,743	161.23
Total REVENUES	<u>60,000</u>	<u>96,743</u>	<u>161.23</u>
EXPENDITURES			
Classified Salaries	15,000	0	0.00
Supplies and Materials	20,000	15,050	75.25
Other Operating Expenses	10,000	30,424	304.24
Capital Outlay	10,000	1,434	14.34
Total EXPENDITURES	<u>55,000</u>	<u>46,908</u>	<u>85.28</u>
Excess of Revenues over (Under) Expenditures	5,000	40,457	
OPERATING TRANSFERS OUT			
Other Outgo	5,000	0	0.00
Total OPERATING TRANSFERS OUT	<u>5,000</u>	<u>0</u>	<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>0</u>	<u>40,457</u>	
FUND BALANCE:			
Fund balance, July 1	54,711	54,711	
Current balance	<u>54,711</u>	<u>95,168</u>	

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: Monthly Report, Vice President, Operations	Item Number: 14.AA.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

BACKGROUND

Accreditation Visit to El Camino College - Compton Community Educational Center (*Goal II: Community Integration*) Vice President Hernandez served on the accreditation visiting team for El Camino College-Compton Community Educational Center, from March 5 through March 9, 2017, for the purpose of evaluating the Center's request for candidacy. The team's evaluation included an assessment of the Center's performance as related to the accreditation standards and the compliance with the eligibility requirements and Accrediting Commission for Junior and Community Colleges (ACJCC) policies.

State Senate's Budget Subcommittee – Fine Arts Complex (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) On Thursday, March 23, Vice President Hernandez spoke to the State Senate's Budget Subcommittee to urge the Legislature to preserve the existing community college capital outlay program by funding all 29 projects on the Board of Governors 2017-18 Spending Plan. This would provide funding for Allan Hancock College's Fine Arts Complex project.

Solvang Center Relocation (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) The 2014-2024 Facilities Master Plan recommends an alternative location for the existing Solvang Center at or near Santa Ynez High School to better support dual-enrollment and concurrent-enrollment programs with high school students. Negotiations are underway with the Santa Ynez Valley Union High School District for a joint use agreement to relocate the Solvang Center to the Santa Ynez High School in time for the fall 2017 semester. On Friday, March 31, 2017, members of the Allan Hancock College administration team visited the high school to view the facilities and discuss the logistics of the move.

Sustainability Committee - Brush Goats for Hire (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) This year plant services choose to contract with Brush Goats Co. for the annual weed abatement at the retention basin on the corner of South College and Park street. Goat browsing is a sustainable approach that eliminates the need for controlling herbaceous weeds with biological suppression. Properly managed 'target browsing' has shown the benefits of the goat's hoof action to enhance landscapes by removing and/or working in decadent materials to help prevent erosion due to less soil disturbance. This style of sustainable clearance continues to uncover additional benefits.

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 11, 2017
Subject: A Status Report on Bond Measure I Projects	Item Number: 14.BB.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 3

STATUS

Capital Construction							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Public Safety Complex (C)	\$37,930,509	\$5,000 Priv. Donation	\$392,492	\$38,214,245	(\$671,228)	98%	TBD
Total Capital Projects		\$37,935,509	\$392,492	\$38,214,245	(\$671,228)		

Technology Projects							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Technology and Instructional Equipment Modernization	\$10,966,255	0	\$144,984	\$10,591,939	\$229,332	98%	Summer 2017
Total Information Technology		\$10,966,255	\$144,984	\$10,591,939	\$229,332		

Project Phase Key

C: Construction

WD: Working Drawings

Administrator Initiating Item: Felix Hernandez Jr.	Final Disposition:
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Capital Construction Projects - Completed Phase					
Project Name	BMI Funding	Other Funding	Encumbered	Expended	Balance
One Stop Student Services Center	\$20,560,907	\$16,558,250 State	\$177,666	\$37,812,224	\$-870,733
Childcare Center Addition	8,432,953	150,000 Orfalea Grant	0	8,521,474	61,479
Fine Arts Complex	4,441,759	0	0	4,180,800	260,959
Theatre Arts Complex	362,247	0	0	305,049	57,198
Industrial Technology/ Physical Education and Athletic Fields	25,053,520	250,000 City of SM 250,000 Cap. Restricted	36,564	24,977,762	539,194
Total Capital Projects	\$58,851,386	\$17,208,250	\$214,230	\$75,797,309	\$48,097

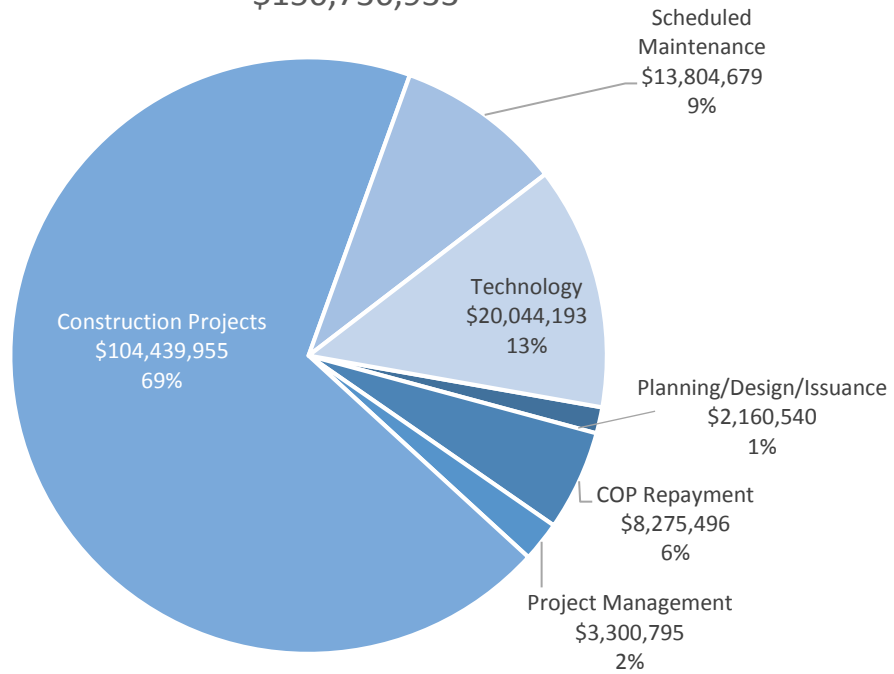
Schedule Maintenance Projects – Completed Phase	
Project Name	Total Expended
Building D Repairs and Upgrades	\$5,711,048
Parking Lot 1 Expansion	1,483,196
Building C, Roof, Paint, and Flooring	1,372,916
LVC EMS Upgrade & HVAC Repair	447,195
Pool Resurfacing	55,499
Building N Roof, Phase III	355,542
M300 HVAC Upgrades Phase I	335,748
Phase I Energy	535,787
Roof Repair and Replacement, Buildings E, F, G & M300	487,916
Underground Fuel/Oil Tank Repair & Replacement	124,204
Campus Upgrade to VOIP & Copper Cabling Project	2,731,970
Total Scheduled Maintenance	\$13,641,021

Project Phase Key

C: Construction

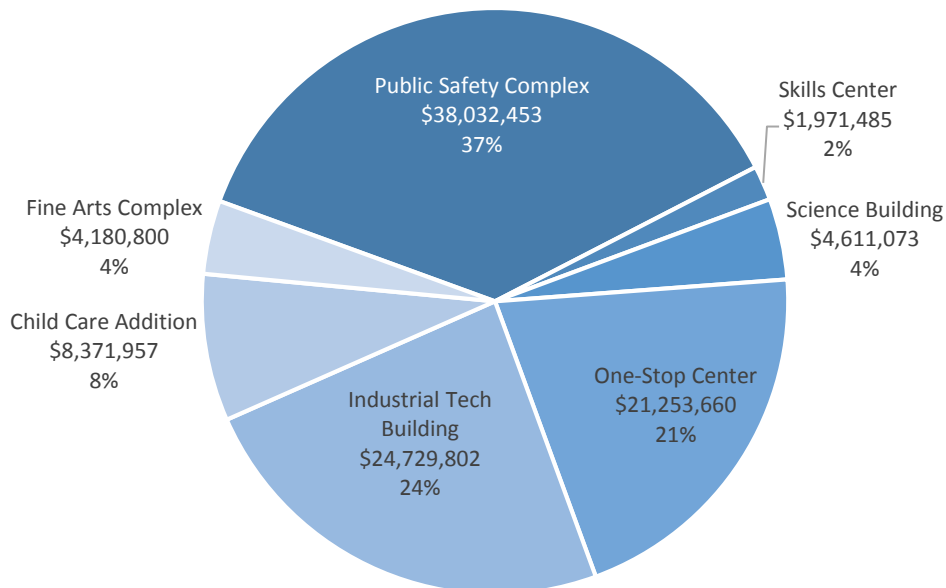
WD: Working Drawings

Measure I Expenditures
Through June 30, 2016
\$150,736,933



Citizens' Oversight Committee Financial Report
August 3, 2016 Meeting

Measure I Construction Projects
Through June 30, 2016
\$104,439,955



Citizens' Oversight Committee Financial Report
August 3, 2016 Meeting

ALLAN HANCOCK COLLEGE



APRIL 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 1:00 & 3:00 p.m. Women's Softball vs. Santa Monica College	5	6 2:30 p.m. Men's Baseball vs. Oxnard College	7 2:30 p.m. Men's Baseball vs. Moorpark College	8
9	10	11 11:00 a.m. & 1:00 p.m. Women's Softball vs. Oxnard College 2:30 p.m. Men's Baseball vs. East Los Angeles College 6:00 p.m. Board of Trustees Meeting Santa Ynez	12 1:00 p.m. Men's Baseball vs. Fresno City College	13 12:00 p.m. Men's Baseball vs. Cerritos College	14	15
16	17	18	19	20 10:00 a.m. Women's Swimming WSC Championships 1:00 p.m. Women's Softball vs. Cuesta College 2:30 p.m. Men's Baseball vs. Ventura <i>Lend Me a Tenor</i> Marian Theatre through May 14th.	21 10:00 a.m. Women's Swimming WSC Championships	22 10:00 a.m. Women's Swimming WSC Championships
23	24	25 1:00 p.m. & 3:00 p.m. Women's Softball vs. Moorpark College	26	27 2:30 p.m. Men's Baseball vs. Cuesta College	28	29
30						

ALLAN HANCOCK COLLEGE



MAY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Priority Registration for Summer & Fall Term	2	3	4	5 6:00 p.m. Friday Night Science Building M	6
7	8	9 6:00 p.m. Board of Trustees Meeting	10	11	12	13
14 1:30 p.m. Last Showing of <i>Lend Me a Tenor</i> Marian Theatre	15	16	17 1:00 p.m. Retirement Celebration A/B Courtyard	18 Final Exams Begin	19 10:00 a.m. Fire Academy Graduation PSTC @ LVC	20
21	22	23	24	25 2:00 p.m. Scholarship Awards Ceremony Gym	26 1:00 p.m. Commencement Commons	27
28	29 Memorial Day College Closed	30	31			