
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, June 13, 2017

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

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

| | <u>Page</u> | <u>Tent. Time</u> |
|-------------------------------------|-------------|-----------------------|
| 1. Call to Order | | 5:00 PM |
| 2. Public Comment to Closed Session | | |

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.

| | | |
|--|--|---------|
| 3. Adjourn to Closed Session | | 5:00 PM |
| 3.A. Conference with Labor Negotiator – (Government Code §54957.6) | | |

Employment of Public Employee
Unrepresented Employee: Superintendent/President
Agency Designated Representative: Kelly Underwood

Agency designated representatives: Dr. George Railey, Kelly Underwood
Employee Association: Faculty Association

Agency designated representative: Kelly Underwood
Employee Association: Part-Time Faculty Association

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

Agency designated representative: Dr. Kevin Walthers

Unrepresented Employees: Supervisory/Confidential

Agency designated representative: Felix Hernandez Jr.

Employee Organization: California School Employees Association (CSEA)

Chapter #251

3.B. Closed Session Potential Litigation (2 cases) (Govt. Code §54956.9(b))

There are two potential litigation items related to two construction projects. The district has a claim against an architect and a second claim against a general contractor.

3.C. Discipline/Dismissal/Release of Public Employee (1 case) (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 | |

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

9. Seating of Student Trustee

Administration of the oath of office and seating of Yesenia Beas.

10. Approval of Minutes

10.A. Approval of Minutes from the May 9, 2017 regular board meeting.

11. Presentation

11.A. PCPA Costume Designs

Judy Ryerson, longtime costume designer for PCPA, will share a sampling of professional sketches of costumes she designed for PCPA shows spanning more than 20 years.

11.B. Academic Standards for the Board of Governors Fee Waiver

Dr. Robert Parisi, Dean, Student Services, will provide an update on the Academic Standards for the Board of Governors Fee Waiver.

12. 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 upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.

12.A. Register of Warrants 27
Payroll 4/1/17 through 4/30/17

A recommendation that the board of trustees approve commercial warrants.

12.B. Acceptance of Donations 29

A recommendation that the board of trustees accept the monetary donation of \$1,000 from Swoosh Basketball and the donation of four wheel adaptors for alignment heads from Per Mathiesen.

12.C. Part-time Faculty Appointments, Regular Faculty Overload 30
Assignments and Special Assignments/Stipends

A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.

12.D. Equivalency Certification for Faculty 55

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 and as restricted by the equivalency certification document.

| | <u>Page</u> | <u>Tent. Time</u> |
|--|-------------|-----------------------|
| 12.E. Community Services (Fee-Based) Education Courses | 60 | |
| A recommendation to approve proposed community services (fee-based) classes for summer 2017. | | |
| 12.F. Second Reading: Revised Board Policy 3100, Organizational Structure | 62 | |
| A recommendation that the board of trustees adopt revised Board Policy 3100, Organizational Structure. | | |
| 12.G. Second Reading: Revised Board Policy 3500, Campus Safety | 64 | |
| A recommendation that the board of trustees adopt revised Board Policy 3500, Campus Safety. | | |
| 12.H. Second Reading: New Board Policy 3501, Campus Security and Access | 67 | |
| A recommendation that the board of trustees adopt new Board Policy 3501, Campus Security and Access. | | |
| 12.I. Second Reading: New Board Policy 3505, Emergency Response Plan | 69 | |
| A recommendation that the board of trustees adopt new Board Policy 3505, Emergency Response Plan. | | |
| 12.J. Second Reading: New Board Policy 3518, Child Abuse Reporting | 72 | |
| A recommendation that the board of trustees adopt new Board Policy 3518, Child Abuse Reporting. | | |
| 12.K. Second Reading: Revised Board Policy 3520, Local Law Enforcement | 74 | |
| A recommendation that the board of trustees adopt revised Board Policy 3520, Local Law Enforcement. | | |
| 12.L. Second Reading: Revised Board Policy 3530, Weapons on District Property | 77 | |
| A recommendation that the board of trustees adopt revised Board Policy 3530, Weapons on District Property. | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|--|-------------|-----------------------|
| 12.M. Second Reading: Revised Board Policy 3550, Drug-Free Environment and Drug Prevention Program | 79 | |
| A recommendation that the board of trustees adopt revised Board Policy 3550, Drug-Free Environment and Drug Prevention Program. | | |
| 12.N. Second Reading: Revised Board Policy 3560, Alcoholic Beverages | 82 | |
| A recommendation that the board of trustees adopt revised Board Policy 3560, Alcoholic Beverages. | | |
| 12.O. Second Reading: Retire Board Policy 3920, Memberships in Associations and Organizations | 84 | |
| A recommendation that the board of trustees retire Board Policy 3920, Memberships in Associations and Organizations. | | |
| 12.P. Second Reading: Revised Board Policy 6740, Citizens' Bond Oversight Committee | 86 | |
| A recommendation that the board of trustees adopt revised Board Policy 6740, Citizens' Bond Oversight Committee. | | |
| 12.Q. Second Reading: New Board Policy 6800, Occupational Health and Safety | 88 | |
| A recommendation that the board of trustees adopt new Board Policy 6800, Occupational Health and Safety. | | |
| 12.R. Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service | 90 | |
| A recommendation that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented. | | |
| 12.S. Appointments, Transfers, and Promotions of Classified Service Employees | 93 | |
| A recommendation that the board of trustees approve the reappointment of Linda Reeves, office services technician II (grants), CCCC Deputy Sector Navigator Grant, effective July 1, 2017 through June 30, 2018, or earlier per district need, and contingent upon continued funding; and approve the appointment of Rebecca | | |

Fries, public safety support technician I, public safety department, effective June 14, 2017. A recommendation may be made that the board of trustees approve the appointment of custodial lead worker, plant services. If a recommendation is made, a revised board agenda item will be presented.

12.T. Appointments of Tenure-Track Faculty Members 95

A recommendation that the board of trustees approve the tenure-track appointments of Claudia Diaz, assistant professor, Spanish, languages and communication department, effective August 17, 2017; Chellis Ying, assistant professor, English, English department, effective August 17, 2017; Adrienne Allebe, assistant professor, art, fine arts department, effective August 17, 2017; and Kellye Cohn, assistant professor, librarian, learning resources, effective August 17, 2017. A recommendation may be made that the board of trustees approve the appointment of assistant professor, chemistry, life and physical sciences department. If a recommendation is made, a revised board agenda item will be presented.

12.U. Out-of-Classification Assignments of Classified Service Employees 97

A recommendation that the board of trustees approve the out-of-classification assignments of Espie Valenzuela, administrative secretary V, office of vice president, student services, retroactive to July 1, 2016 through June 30, 2017, or earlier per district need; Alicia Valdiviezo, student success technician, counseling and student success & support program, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding; Raquel Orozco, student success technician, counseling and student success & support program, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding; Sandy Zepeda, administrative assistant III, academic affairs, effective August 1, 2017 through December 31, 2017, or earlier per district need; and Anna Rice, distance learning/academic support technical specialist, learning resources, effective July 1, 2017 through August 3, 2017, or earlier per district need.

12.V. Extra Work Assignments of Classified Service Employees 99

A recommendation that the board of trustees approve the extra work assignments of Yvette Valadez-Andrade, academic support specialist, academic affairs, effective June 12, 2017 through June 30, 2017 and

July 1, 2017 through August 11, 2017, or earlier per district need; Emmanuel Guerrero, instructional assistant – STEM Center, effective June 12, 2017 through June 23, 2017, or earlier per district need, and contingent upon continued funding; Dorine Mathieu, office services technician II (Grants), MESA, effective July 3, 2017 through July 31, 2017, or earlier per district need, and contingent upon continued funding; and Lucy Aquino, office services technician I, health services, effective June 12, 2017 through June 30, 2017 and July 1, 2017 through July 31, 2017, or earlier per district need, and contingent upon continued funding.

12.W. Change of Status of Classified Service Employee 101

A recommendation that the board of trustees approve the change of status of Jon Nichols, heating, ventilation, air conditioning, and controls technician II, plant services, effective July 1, 2017.

12.X. Reclassifications of Classified Bargaining Unit Positions 102

A recommendation that the board of trustees approve the recommended reclassifications and job description revisions, as presented, for the following: Alex Brown, shipping & receiving clerk; Mary Jean Abatti, laboratory assistant, writing center; Alicia Valdiviezo, student success outreach/retention specialist; Raquel Orozco, student success outreach/retention specialist; Armando Cortez, coordinator, institutional research & planning; Patti Bonner, administrative assistant II (academic affairs); Kristine Brickey, administrative assistant II (academic affairs); Loretta Coulter, administrative assistant II (academic affairs); Yvette Dorado, administrative assistant II (academic affairs); Storm Hogan, administrative assistant II (academic affairs); Kara Mushegan, administrative assistant II (student services); Cynthia Nunn, administrative assistant II (academic affairs); Helen Payne, administrative assistant II (academic affairs); Yvette Valadez-Andrade, administrative assistant II (academic affairs); Cynthia Wheeler, administrative assistant summer & evening; Gloria Landeros, administrative assistant III (academic affairs); Odette Pinheiro, learning assistance program technician; Ann Cardona, administrative assistant III (academic affairs); Florentina Lopez-Perea, administrative assistant III (academic affairs); Cintia Mendoza, administrative assistant III (student services); Sandy Zepeda, administrative assistant III (academic affairs); Dana Avila, administrative assistant III (academic affairs); Aimee Camacho, administrative assistant V; Holly Costello, administrative assistant V;

| | <u>Page</u> | <u>Tent. Time</u> |
|--|--|-----------------------|
| <p>Espie Valenzuela, coordinator, student services/administrative assistant V; Christine Capelle Lopez, coordinator, academic affairs/administrative assistant V. The revisions to the job descriptions will also be applied to incumbents as follows: Gemma Garcia Bautista, student success outreach/retention specialist; and Jorge Camacho, student success outreach/retention specialist.</p> | | |
| 12.Y. | New and/or Revised Classified Bargaining Unit Job Descriptions | 145 |
| <p>A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions as follows: maintenance lead worker; maintenance specialist-carpenter; admissions and records technician III; and student services technician; and approve the new classified bargaining unit job description heating, ventilation, air conditioning, and controls technician II, as presented, effective July 1, 2017.</p> | | |
| 12.Z. | Reappointment of Interim Classified Management Position | 161 |
| <p>A recommendation that the board of trustees approve the reappointment of Holly Nolan Chavez, interim project director, South Coast Environmental, Health, Safety and Homeland Security Environmental Training Center, effective July 1, 2017 through December 31, 2017, or earlier per district need, and contingent upon continued funding.</p> | | |
| 13. | Oral Reports | 6:35 PM |
| 13.A. | Superintendent/President's Report | |
| 13.B. | Board Member Reports | |
| 13.C. | Association Reports | 6:45 PM |
| | 1) Associated Student Body Government | |
| | 2) AHC Foundation | |
| | 3) Management Association | |
| | 4) Part-Time Faculty Association | |
| | 5) Faculty Association | |
| | 6) Academic Senate | |
| | 7) California School Employees Association | |
| 14. | Action Items | 7:15 PM |
| 14.A. | Campus Law Enforcement Services | 162 |
| <p>Staff recommends that the board of trustees direct the development of a proposal to thoroughly address persistent safety concerns in the delivery of campus law enforcement services.</p> | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|---|-------------|-----------------------|
| 14.B. Adoption of the 2017-2018 Tentative Budget | 163 | |
| <p>A recommendation that the board of trustees adopt the 2017-2018 tentative budget and establish the public hearing for the proposed adopted budget on September 12, 2017, at 6 p.m. in the Allan Hancock College Boardroom.</p> | | |
| 14.C. Capital Maintenance and Emergency Fund Reserve | 194 | |
| <p>A recommendation that the board of trustees approve the proposed process for funding and maintaining a capital maintenance and emergency fund reserve.</p> | | |
| 14.D. Change in Dates of Regular Board Meetings | 195 | |
| <p>A recommendation that the board of trustees set the calendar in a way that best meets their needs.</p> | | |
| 14.E. Faculty Sabbatical Leave | 196 | |
| <p>A recommendation to approve sabbatical leave request for Spring 2018.</p> | | |
| 14.F. District Travel Request Outside of the State | 198 | |
| <p>A recommendation to authorize the request for Robert Mabry and five students to travel to Louisville, KY in June 2017 to attend the National Leadership and Skills Conference (NLSC).</p> | | |
| 14.G. Building N Pool Pump Replacement Project, Informal Bid No. 16-202, Notice of Completion | 199 | |
| <p>A recommendation that the board of trustees approve filing a notice of completion for Vernon Edwards Construction, Inc. for the Building N Pool Pump Replacement Project.</p> | | |
| 14.H. Resolution 17-27 Honoring Retiring Employees with Ten or More Years of Service | 200 | |
| <p>Staff recommends that the board of trustees adopt resolution 17-27 honoring retiree Francis (Jerry) Sommer with ten or more years of service.</p> | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|---|-------------|-----------------------|
| 14.I. Appointments of Educational Management Employees | 202 | |
| <p>A recommendation that the board of trustees approve the appointments of Frank Ortiz, director of fire, safety, and EMS education, effective July 1, 2017; and Robert Curry, Ph.D., dean, academic affairs, effective July 24, 2017.</p> | | |
| 14.J. Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees | 214 | |
| <p>A recommendation that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employees Salary Schedule, SS-80, to eliminate the administrative assistant I, II, and III job titles; and to revise the custodial substitute I and II job titles, effective July 1, 2017.</p> | | |
| 14.K. Classified and Educational Management Employment Agreements | 218 | |
| <p>A recommendation that the board of trustees approve these rolling Employment Agreements for management and executive management employees who have met performance evaluation criteria.</p> | | |
| 14.L. Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Revised Timeline of the Classification and Reclassification Process | 229 | |
| <p>A recommendation that the board of trustees approve the memorandum of understanding between the District and the California School Employees Association, Chapter #251, Revised Timeline of the Classification and Reclassification Process for academic year 2017-2018.</p> | | |
| 14.M. Memorandum of Understanding Between the Allan Hancock Joint Community College District “District” and the Faculty Association of Allan Hancock College “FA” on Faculty Evaluations for Distance Education | 232 | |
| <p>A recommendation may be made that the board of trustees approve the memorandum of understanding between the Allan Hancock College Joint Community College District “District” and the Faculty Association of Allan Hancock College “FA” on faculty evaluations for distance education. If a recommendation is made, a revised board agenda item will be presented.</p> | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|--|-------------|-----------------------|
| 14.N. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 Agreement Not to Extend Negotiations (Article 18) | 233 | |
| <p>A recommendation that the board of trustees approve the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185, not to extend negotiations per the memorandum on Article 18.</p> | | |
| 14.O. California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 with the Allan Hancock Joint Community College District Contract Reopener on Article 18, Organizational Security, for Fiscal Years 2017-2018 through 2019-2020 | 235 | |
| <p>A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.</p> | | |
| 14.P. Faculty Association of Allan Hancock College Initial Proposal with the Allan Hancock Joint Community College District on the Entire Agreement for 2018-2021 | 237 | |
| <p>A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.</p> | | |
| 14.Q. Allan Hancock Joint Community College District Initial Proposal with the Faculty Association of Allan Hancock College on the Entire Agreement for 2018-2021 | 241 | |
| <p>A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.</p> | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|--|-------------|-----------------------|
| 14.R. Human Resources Subcommittee Recommendation | 244 | |
| A subcommittee of four trustees may recommend action on Human Resources Case 2017-01. | | |
| 15. Information | | 8:30 PM |
| 15.A. Grant Proposals Submitted | 245 | |
| A report on grant proposals submitted. | | |
| 15.B. Employee Resignations and Retirements | 246 | |
| The superintendent/president has accepted the retirements of Francis G. "Jerry" Sommer, skilled carpenter/maintenance craftsman, plant services, effective July 8, 2017; and Linda Reed, executive secretary III, administrative services, effective August 1, 2017; and the resignation of Nicole Bryant, instructional assistant, learning assistance program, effective May 31, 2017. | | |
| 15.C. A quarterly report on volunteer aides. | 248 | |
| 15.D. Public Safety Training Complex Strategic Operating Plan 2016, Contract Education and Instructional Service Agreement Update | 249 | |
| The vice presidents of academic affairs and operations will give an update on the Public Safety Training Complex Strategic Operating Plan 2016, contract education and instructional service agreements. | | |
| 15.E. First Reading: Revised Board Policy 3570, Smoking on Campus | 253 | |
| A recommendation to review revised Board Policy 3570, Smoking on Campus. | | |
| 15.F. First Reading: Revised Board Policy and Administrative Procedure 3820, Gifts and Contributions to the District | 253 | |
| A recommendation to review revised Board Policy and Administrative Procedure 3820, Gifts and Contributions to the District. | | |

| | <u>Page</u> | <u>Tent. Time</u> |
|---|-------------|-----------------------|
| 15.G. First Reading: Revised Board Policy 5140, Disabled Student Programs and Services and revised Administrative Procedure 5140, Disabled Student Programs and Services | 260 | |
| A recommendation to review revised Board Policy 5140, Disabled Student Programs and Services and revised Administrative Procedure 5140, Disabled Student Programs and Services. | | |
| 15.H. First Reading: New Board Policy and Administrative Procedure 6100, Delegation of Authority | 267 | |
| A recommendation to review new Board Policy and Administrative Procedure 6100, Delegation of Authority. | | |
| 15.I. First Reading: New Board Policy and Administrative Procedure 6150, Designation of Authorized Signatures | 270 | |
| A recommendation to review new Board Policy and Administrative Procedure 6150 Designation of Authorized Signatures. | | |
| 15.J. First Reading: Revised Board Policy 6200, Budget Preparation | 273 | |
| A recommendation to review revised Board Policy 6200, Budget Preparation. | | |
| 15.K. First Reading: New Board Policy and Administrative Procedure 6250, Budget Management | 275 | |
| A recommendation to review new Board Policy and Administrative Procedure 6250, Budget Management. | | |
| 15.L. First Reading: New Board Policy and Administrative Procedure 6340, Contracts | 278 | |
| A recommendation to review new Board Policy and Administrative Procedure 6340, Contracts. | | |
| 15.M. First Reading: New Administrative Procedure 6345, Bids and Contracts - CUPCCAA | 283 | |
| A recommendation to review new Administrative Procedure 6345, Bids and Contracts – CUPCCAA. | | |

| | | <u>Page</u> | <u>Tent. Time</u> |
|-------|---|-------------|-----------------------|
| 15.N. | First Reading: New Administrative Procedure 6350, Contract- Construction | 287 | |
| | A recommendation to review new Administrative Procedure 6350, Contracts – Construction. | | |
| 15.O. | First Reading: New Administrative Procedure 6360, Contracts - Electronic Systems and Materials | 289 | |
| | A recommendation to review new Administrative Procedure 6360, Contracts - Electronic Systems and Materials. | | |
| 15.P. | First Reading: New Administrative Procedure 6370, Contracts - Personal Services | 291 | |
| | A recommendation to review new Administrative Procedure 6370, Contracts - Personal Services. | | |
| 15.Q. | First Reading: Revised Board Policy 6500, Property Management and New Administrative Procedure 6500, Property Management | 295 | |
| | A recommendation to review revised Board Policy 6500, Property Management and new Administrative Procedure 6500, Property Management. | | |
| 15.R. | First Reading: Revised Board Policy and Administrative Procedure 6550, Disposal of Property | 298 | |
| | A recommendation to review revised Board Policy and Administrative Procedure 6550, Disposal of Property. | | |
| 15.S. | First Reading: New Board Policy 6600, Capital Construction and New Administrative Procedure 6600, Capital Construction | 303 | |
| | A recommendation to review new Board Policy 6600, Capital Construction and new Administrative Procedure 6600, Capital Construction. | | |

| | | <u>Page</u> | <u>Tent. Time</u> |
|--------|---|-------------|-----------------------|
| 15.T. | First Reading: Revised Board Policy 6700, Civic Center Facilities Use and Revised Administrative Procedure 6700, Civic Center Facilities Use | 307 | |
| | A recommendation to review revised Board Policy 6700, Civic Center Facilities Use and revised Administrative Procedure 6700, Civic Center Facilities Use. | | |
| 15.U. | First Reading: Revised Board Policy 6950, Drug and Alcohol Testing and Revised Administrative Procedure 6950, Drug and Alcohol Testing | 321 | |
| | A recommendation to review revised Board Policy 6950, Drug and Alcohol Testing and revised Administrative Procedure 6950, Drug and Alcohol Testing. | | |
| 15.V. | First Reading: Revised Administrative Procedure 7211, Minimum Qualifications and Equivalencies | 349 | |
| | A recommendation to review the revised Administrative Procedure 7211, Minimum Qualifications and Equivalencies. | | |
| 15.W. | First Reading: Retire Administrative Procedure 7342, Holidays for Management Staff | 372 | |
| | A recommendation to review Administrative Procedure 7342, Holidays for Management Staff, to be retired. | | |
| 15.X. | First Reading: Revised Board Policy and Administrative Procedure 7400, Travel | 374 | |
| | A recommendation to review revised Board Policy and Administrative Procedure 7400, Travel. | | |
| 15.Y. | Monthly Report, Associate Superintendent/Vice President, Academic Affairs | 383 | |
| 15.Z. | Monthly Report, Associate Superintendent/Vice President, Student Services | 384 | |
| 15.AA. | Monthly Report, Vice President, Institutional Effectiveness | 385 | |
| 15.BB. | Monthly Report, Executive Director, College Advancement | 388 | |

| | <u>Page</u> | <u>Tent. Time</u> |
|--|-------------|-----------------------|
| 15.CC. Monthly Report, Associate Superintendent/Vice President, Finance and Administration | 389 | |
| 15.DD. A Monthly Report on the Year-to-Date Financial Data for Various Funds. | 390 | |
| 15.EE. Monthly Report, Vice President, Operations | 405 | |
| 15.FF. A Status Report on Bond Measure I Projects | 406 | |
| 16. New Business | | 8:45 PM |
| 17. Calendar | 409 | |
| 18. Adjournment | | |

The next regular meeting of the Board of Trustees will be held on Tuesday, July 11, 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 Regular Board Meeting Tuesday, May 9, 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 5:06 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 announced there are two potential litigation items related to two construction projects. There is a district’s claim with an architect and the second is the general contractor’s claim with the District.

Trustee Pensa adjourned the meeting to closed session at 5:07 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 6:11 p.m.

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

Yesenia Beas, student trustee elect, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Item 13.H. Confidential and Supervisory Salary Schedule was removed from the agenda.

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Patrick McGuire, introduced the college's Skills USA Team. He explained the SkillsUSA championships are competitive events showcasing the best career and technical education students in the nation. He added the students have proved to be the best in their categories in the state and practiced for the competition for eight Saturdays in order to qualify for national competition. He asked the Board to consider sending the students to national competitions.

9. Approval of Minutes

Trustee Pensa noted the approved meeting minutes of March 14, 2017 did not reflect all the names of the faculty in item 13.G. Reappointment of Tenure-Track Faculty. The board did approve the revised action item 13.G. as presented.

9.A. Approval of Minutes from the April 5, 2017 special board meeting.

On a motion by Trustee Hilker, seconded by Trustees Hall the board approved the minutes from the April 5, 2017 special 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 April 11, 2017 regular board meeting.

On a motion by Trustee Hilker, seconded by Trustees Hall the board approved the minutes from the April 11, 2017 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

9.C. Approval of Minutes from the April 25, 2017 special board meeting.

On a motion by Trustee Hilker, seconded by Trustees Hall the board approved the minutes from the April 25, 2017 special board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Bond Measure I Citizens' Oversight Committee 2016 Annual Report

Mr. Tim Bennett, chair of the Citizens' Oversight Committee, presented the annual report to the district for the period of January through December 2016.

10.B. Sabbatical Presentation

Christine Reed, MESA coordinator/counselor, presented information on the E3 Plan – Enticing, Engaging, and Empowering Women in Engineering. She explained her sabbatical was inspired by women pursuing male dominated careers. She shared percentages of females in engineering field at the national and local level. She gave an overview of the research she conducted through literature, interviews, conferences, and collaborative meetings. She also shared the top ten best practices to help females succeed in engineering and other male dominated careers and the action plan she created, PA2TqH, to reach that goal.

11. Consent Agenda

Item 11.CC. Revised Classified Bargaining Unit Job Description – The job descriptions for Maintenance Lead Worker and Heating, Ventilation, Air Conditioning, and Controls Technician II were removed from the agenda.

On a motion by Trustee Lahr, seconded by Trustee Hilker, 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 attended a conference and spoke to a representative from the Chancellor's Office regarding our fine arts construction project. He spoke at a Workforce & Literacy Initiative (WALI) event regarding the need to bring the opportunity to earn four-year degrees to north Santa Barbara County.

12.B. Board Member Reports

Trustee Lahr said everyone will miss former Trustee Henry Grennan. Trustee Lahr attended the WALI event and felt there was a support for four-year degrees. He thanked Student Trustee Link for his service to the college. He attended the annual trustee conference and learned about the college's huge upcoming financial liability related to retirement benefits. The presentation suggested looking at the budget in five-year increments and balancing ongoing debt with revenue.

Trustee Hilker did not have a report.

Trustee Zacarías attended the annual trustee conference and attended a workshop on campus safety. She learned that a possible target for the San Bernardino attack was Riverside Community College. She noted that decisions she makes are in the interest of student safety.

Trustee Hall also attended the trustee conference. He learned a lot regarding how well Hancock College is doing and commended Dr. Walthers for his leadership.

Trustee Pensa attended the college's custody graduation and was glad to know all recruits had job offers. He and Trustee Hall met with Congressman Carbajal at the Lompoc Valley Center. He also attended the WALI event and also felt there was support for four-year degrees. He fondly remembered former Trustee Henry Grennan's love of milkshakes.

Student Trustee Link appreciates the help the college's Food Share...Because We Care programs offers students. He said serving as a student trustee has been a great experience and thanked everyone who has supported him throughout the year.

12.C. Association Reports

1) AHC Foundation

Trustee Hall invited everyone to the Scholarships Award Reception.

2) Management Association

No report was given.

3) Part-Time Faculty Association

Rich Baker read a statement regarding the views of the association's executive team in regard to Mr. John Miller's dismissal.

4) Faculty Association

Christine Reed shared warm memories of Henry Grennan and how he made her feel special. She reported the association has a new negotiator and looks forward to start working through the contract.

5) Academic Senate

Marla Allegre shared some of the steps taken to improve the program review process. The Senate also reviewed the process to evaluate petitions for minimum qualifications. She noted there are plans to select other materials so students do not have to purchase textbooks. She said Academic Senate executive board members were re-elected.

6) California School Employees Association

No report was given.

7) Associated Student Body Government

Michael Huggins shared a number of accomplishments for the year. He reviewed the improvements at the Lompoc Valley Center and how they were accomplished. He read a list of projects he would like to continue at the Lompoc Valley Center.

13. Action Items

13.A. Acceptance of Grants Approved

On a motion by Trustee Lahr, seconded by Student Trustee Link, the Board accepted funded proposals as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.B. Faculty Emeritus Status

On a motion by Trustee Zacarías, seconded by Trustee Hilker, the Board approved the list of faculty included in Faculty Emeriti. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.C. Academic Policy and Planning Committee Curriculum Summary

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board adopted the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.D. Bond Measure I Citizens' Oversight Committee Representatives

On a motion by Trustee Zacarías, seconded by Student Trustee Link, the Board of Trustees approved the appointment of Jade Fuller to the Bond Measure I Citizens' Oversight Committee for a one-year term as student representative. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.E. Authorization, Joint Use Agreement with the Santa Ynez Valley Union High School District

On a motion by Trustee Pensa, seconded by Trustee Hall, the Board authorized the superintendent/president to execute a joint use agreement between the district and the Santa Ynez Valley Union High School District. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.F. Capital Project District Order of Priority for the State Five-Year Construction Plan

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board approved the Capital Project District Order of Priority for the 2018-2022 State Five Year Construction Plan. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.G. 2018-2019 Academic Calendar

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board approved the proposed 2018-2019 academic calendar. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.H. Confidential and Supervisors Salary Schedule

This item was removed from the agenda.

13.I. Change of Status of Faculty Members

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board approved the reduced workload (Willie Brown Act) for Linda Metaxas, physics instructor, life and physical sciences department, from 100 percent to 79.4 percent full-time equivalency; and Margaret Shigenaka, counselor, student success & support program, from 100 percent to 80 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.J. Memorandum of Understanding Between Allan Hancock Joint Community College District, Faculty Association, and Department Chairs

On a motion by Trustee Hall, seconded by Trustee Lahr, the Board ratified the Memorandum of Understanding between the Allan Hancock Joint Community College District "District", Faculty Association "FA", and Department Chairs "Chairs", that Department Chairs will be allocated 13 additional days for a total of 198 days in order to evaluate all Pool 2 faculty who are due for evaluation prior to June 30, 2018 per the provision in Article 13 of the Agreement between the District and CFT/PFA, effective upon ratification by the Faculty Association, and approval by the Board of Trustees, through June 30, 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.K. Formation of a Human Resources Subcommittee

On a motion by Student Trustee Link, seconded by Trustee Zacarías, the Board formed a human resources subcommittee to review and recommend action on Human Resources Case 2017-01. (Ayes: Hall, Lahr, Pensa, Zacarías; Noes: Hilker; Absent: None; Student Advisory Vote: Concur)

13.L. Privileges of the Student Trustee

On a motion by Student Trustee Link, seconded by Trustee Zacarías, the Board considered whether to afford the student member privileges as noted in Ed. Code 72023.5. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.M. Resolution 17-04, Classified School Employees Week

On a motion by Trustee Zacarías, seconded by Trustee Hilker, the Board adopted resolution 17-04 designating June 5-9, 2017 Classified School Employees Week. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.N. Resolution 17-26, Honoring the Student Trustee

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board adopted resolution 17-26 honoring the service of Student Trustee Carson Link. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.O. Resolutions 17-05 through 17-25 Honoring Retiring Employees with Ten or More Years of Service.

On a motion by Trustee Hilker, seconded by Trustee Hall, the Board adopted resolutions 17-05 through 17-25 honoring 2016-17 retirees with ten or more years of service. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information

14.A1. Accreditation 2017 Follow-Up Report

Dr. Walthers thanked everyone for the work that went into the Accreditation 2017 Follow-Up Report.

14.A2. Grant Proposals Submitted

Executive Director Houghton shared additional details on the two grants submitted.

14.B. Student Health Fee Increase

Associate Superintendent Black noted a one dollar increase to the student health fee will be effective winter 2017.

14.C. Bond Measure I Citizens' Oversight Committee 2016 Annual Report

Tim Bennett presented the annual report at the beginning of the meeting.

14.D. Employee Resignation and Retirement

The superintendent/president has accepted the retirements of Daphne Boatright, professor/director/registered nursing (RN) instructor, health sciences department, effective January 1, 2018; and Robert Weir, culinary arts and management instructor/coordinator, applied behavioral sciences department, effective June 1, 2017; and the resignation of Louie Alvarez, custodian/athletic equipment attendant, kinesiology, recreation & athletics department, effective May 1, 2017; Karalynn Narvaiz, custodian (evening), plant services, effective June 1, 2017; Daniel Meraz, campus safety officer, campus police/public safety, effective May 13, 2017.

14.E. First Reading: New Board Policy 3100 and Administrative Procedure 3100 Organizational Structure

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

14.F. First Reading: Revised Administrative Procedure 3250 Institutional Planning

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

14.G. First Reading: Revised Board Policy 3500, Campus Safety and Revised Administrative Procedure 3500, Campus Safety

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

14.H. First Reading: New Board Policy 3501, Campus Security and Access and New Administrative Procedure 3501, Campus Security and Access

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

14.I. First Reading: New Board Policy 3505, Emergency Response Plan and New Administrative Procedure 3505, Emergency Response Plan

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

14.J. First Reading: New Board Policy 3518, Child Abuse Reporting and New Administrative Procedure 3518, Child Abuse Reporting

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

14.K. First Reading: Revised Board Policy 3520, Local Law Enforcement and Revised Administrative Procedure 3520, Local Law Enforcement

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

14.L. First Reading: Revised Board Policy 3530, Weapons on District Property and Revised Administrative Procedure 3530, Weapons on District Property

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

- 14.M. First Reading: Revised Board Policy 3550, Drug-Free Environment and Drug Prevention Program and New Administrative Procedure 3550, Drug Free Environment and Drug Prevention Program

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

- 14.N. First Reading: Revised Board Policy 3560, Alcoholic Beverages and Revised Administrative Procedure 3560, Alcoholic Beverages

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

- 14.O. First Reading: Retire Board Policy 3920 Memberships in Associations and Organizations

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

- 14.P. First Reading: Revised Administrative Procedure 4102, Career and Technical Education Programs

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

- 14.Q. First Reading: Revised Board Policy 6740 Citizens' Bond Oversight Committee and New Administrative Procedure 6740 Citizens' Bond Oversight Committee.

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

- 14.R. First Reading: Revised Administrative Procedure 6750, Parking and Traffic Control on College District Properties

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

- 14.S. First Reading: New Board Policy 6800, Occupational Health and Safety and New Administrative Procedure 6800, Occupational Health and Safety

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

- 14.T. First Reading: New Administrative Procedure 6850, Hazardous Materials

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

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

Dr. Walthers invited everyone to read the report at their convenience.

- 14.V. Monthly Report, Associate Superintendent Railey, Student Services

Associate Superintendent Ornelas gave an overview of the health fee increase and invited everyone to Commencement.

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

Dr. Murphy reported his staff attended the annual conference where researchers and planners exchange local approaches to common issues.

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

Executive Director Houghton commended the Public Affairs and Campus Graphics team for winning five awards from the California Community College Public Relations Organization. She invited everyone to the Scholarship award reception.

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

Associate Superintendent Black reported there was a joint facilities and budget meeting to work on an ongoing mechanism for total cost of ownership. He reviewed unrestricted and restricted reserve data.

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

Associate Superintendent Black pointed out January, February, and March are low cash months. The reserve will increase when property taxes are received.

14.AA. Monthly Report, Vice President, Operations

Vice President Hernandez reviewed the initial project proposal and development timeline for the future Fine Arts Complex. He shared the benefits of using Facilitron's facilities use software.

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

Vice President Hernandez shared the report.

15. New Business

No new business was reported.

16. Calendar

Dr. Walthers shared information on former Trustee Henry Grennan's funeral services. He invited everyone to the UCSB Economic Summit.

17. Adjournment

Trustee Pensa adjourned the meeting at 8:31 p.m.



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

CONSENT ITEM

| | |
|--|---|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Register of Warrants | Item Number: 12.A. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 2 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 | \$ 1,084,744.24 | |
| PAYROLL 4/1/17 – 4/30/17 | 4,823,587.56 | |
| TOTAL GENERAL FUND | | \$ 5,908,331.80 |
| CHILD DEVELOPMENT FUND 9433 | | |
| INVOICE WARRANTS | 7,484.66 | |
| PAYROLL 4/1/17 – 4/30/17 | 62,661.51 | |
| TOTAL CHILD DEVELOPMENT FUND | | 70,146.17 |
| GO BOND CLEARING FUND 9446 | | |
| INVOICE WARRANTS | 280,945.60 | |
| TOTAL GO BOND CLEARING FUND | | 280,945.60 |
| GO BOND BUILDING FUND 9447 | | |
| INVOICE WARRANTS | 107,463.31 | |
| TOTAL GO BOND BUILDING FUND | | 107,463.31 |
| CAPITAL OUTLAY PROJECTS FUND 9441 | | |
| INVOICE WARRANTS | 15,703.65 | |
| TOTAL CAPITAL OUTLAY PROJECTS FUND | | 15,703.65 |
| 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 | 3,283.62 | |
| TOTAL SELF INSURANCE HEALTH FUND | | 3,283.62 |
| SELF INSURANCE PROPERTY/LIABILITY FUND 9463 | | |
| INVOICE WARRANTS | .00 | |
| TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND | | .00 |
| <u>GRAND TOTAL ALL FUNDS</u> | | <u>\$ 6,449,485.15</u> |

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 1855520 through 1856187 for a subtotal of \$1,563,236.08, and payroll warrants in the amount of \$4,886,249.07, for a grand total of \$6,449,485.15.

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

4/1/17-4/30/17
PAYROLL
FUND 9410**CERTIFICATED:**

| | | |
|------|---|------------------------------|
| 1100 | Academic Salaries, regular schedule, instructional time | \$895,894.41 |
| 1200 | Academic Salaries, regular schedule, non-instructional time | 586,368.26 |
| 1300 | Certificated Salaries other than regular schedule teaching | 722,555.31 |
| 1400 | Certificated Salaries other than contract non-teaching | 127,148.69 |
| 3100 | State Teachers Retirement | 216,912.40 |
| 3300 | Medicare | 37,445.26 |
| 3400 | Health and Welfare Benefits | 153,976.12 |
| 3500 | State Unemployment Insurance | 1172.96 |
| 3600 | Worker's Compensation Insurance | 55,137.51 |
| 3700 | State Teachers Retirement/Cash Balance Plan/PARS | 16,293.58 |
| 3911 | Academic Retirement Incentive | 0.00 |
| | SUB TOTAL | <u>\$2,812,904.50</u> |

CLASSIFIED:

| | | |
|------|--|------------------------------|
| 2100 | Classified Salaries, regular schedule | \$1,146,493.13 |
| 2200 | Classified Instructional Aide Salaries, regular schedule | 81,833.47 |
| 2300 | Classified Salaries, hourly | 96,754.93 |
| 2300 | Student Workers, regular | 102,382.58 |
| 2400 | Instructional Aides, hourly | 45,061.37 |
| 2400 | Student Workers, Tutors, Peer Counselors | 63,509.27 |
| 3200 | Public Employees Retirement | 167,610.34 |
| 3300 | Social Security/Medicare | 86,794.01 |
| 3400 | Health and Welfare Benefits | 190,897.35 |
| 3500 | State Unemployment Insurance | 576.53 |
| 3600 | Worker's Compensation Insurance | 28,770.08 |
| 3700 | PARS | 0.00 |
| 4512 | Uniform Allowance | 0.00 |
| 5113 | Externships (Grants Only) | 0.00 |
| 8890 | Income released for stale dated warrant | 0.00 |
| | SUB TOTAL | <u>\$2,010,683.06</u> |
| | TOTAL FUND 9410 | <u>\$4,823,587.56</u> |

FUND 9433

| | | |
|------|---|---------------------------|
| 1200 | Academic Salaries, regular schedule, non-instructional time | \$17,455.20 |
| 1300 | Academic Salaries: non-regular schedule instructional time | 0.00 |
| 1400 | Academic Salaries, non-regular schedule, non-instructional time | 4,559.70 |
| 2100 | Classified Salaries, regular schedule | 5,465.72 |
| 2300 | Classified Salaries, hourly | 0.00 |
| 2300 | Student Workers, regular | 27,506.47 |
| 2400 | Classified Salaries, non-regular schedule instructional aides | 0.00 |
| 3100 | State Teachers' Retirement System | 1,943.87 |
| 3200 | Public Employees Retirement System (PERS) | 423.31 |
| 3300 | Social Security/Medicare | 548.71 |
| 3400 | Health and Welfare Benefits | 3,277.75 |
| 3500 | State Unemployment Insurance | 11.35 |
| 3600 | Workers' Compensation Insurance | 1,206.92 |
| 3700 | State Teachers' Retirement/Cash Balance Plan | 262.51 |
| | SUB TOTAL | <u>\$62,661.51</u> |
| | TOTAL FUND 9433 | <u>\$62,661.51</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 Teachers' 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 | Workers' 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>\$4,886,249.07</u> |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|--------------------------------|---------------|----------|--------|-------------|
| AC SUPPLY | Basswood Bridge Kit 25 pack | 09011017 4310 | 147.90 | | |
| | Easy Cutter | 09011017 4310 | 53.85 | | |
| | Midwest Grip Pins 15pk | 09011017 4310 | 35.22 | | |
| | Shipping | 09011017 4310 | 23.70 | | |
| | | | 260.67 | | WA 00855520 |
| AMAZON | GE FQSLF WATER FILTER SET | 22000000 4520 | 32.99 | | |
| | Shipping | 22000000 4520 | 3.95 | | |
| | ProCase 11-12 inch Surface Pro | 49306026 4520 | 249.75 | | |
| | Panasonic On-ear Stereo | 49306026 4520 | 84.99 | | |
| | Panasonic On-ear Stereo | 49306026 4520 | 374.99 | | |
| | Samsonite Luggage Winfield 2 | 49306026 4520 | 593.94 | | |
| | ProCase 12-12.9 inch | 49306026 4520 | 371.69 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 77.16 | | |
| | | | 1,789.46 | | WA 00855521 |
| AMERICAN BUSINESS | COLOR CLICK CHARGES FOR | 67760000 5640 | 92.42 | | |
| | BLACK CLICK CHARGES FOR | 67760000 5640 | 57.61 | | |
| | | | 150.03 | | WA 00855522 |
| AMERICAN STAR TOURS | Charter Bus Service | 60100707 4640 | 2,194.00 | | |
| | Charter Bus Service | 60200321 4640 | 1,072.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,265.00 | | |
| | CHARTER BUS SERVICE TO LA | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | | | 8,763.00 | | WA 00855523 |
| AMERIPRIDE VALLEY | LAUNDRY SERVICE FOR | 67760000 5550 | 35.00 | | |
| | LAUNDRY SERVICE FOR | 67760000 5550 | 35.00 | | |
| | | | 70.00 | | WA 00855524 |
| APPLE COMPUTER | 87W USB-C POWER ADAPTER | 10300007 4315 | 85.32 | | |
| | MOSHI MINI DISPLAY PORT TO | 10300007 4315 | 150.98 | | |
| | APPLE 60W MAGSAFE POWER | 10300007 4315 | 85.32 | | |
| | | | 321.62 | | WA 00855525 |
| AQUA SERV ENGINEERS | MONTHLY WATER TREATMENT | 5110000 5640 | 212.00 | | |
| | | | 212.00 | | WA 00855526 |
| B & B STEEL & SUPPLY | SQUARE STEEL TUBING 1 X 1 X | 10060007 4310 | 280.80 | | |
| | REC STEEL TUBING 2 X 1 X .065 | 10060007 4310 | 97.20 | | |
| | FLAT STEEL 1/4 X 2" H.R. 20' | 10060007 4310 | 106.03 | | |
| | BLACK PIPE SCH 40 3/8" P.E. | 10060007 4310 | 36.29 | | |
| | BLACK PIPE SCH 40 1/2" P.E. | 10060007 4310 | 22.68 | | |
| | BLACK PIPE SCH 40 1" P.E. 21' | 10060007 4310 | 52.16 | | |
| | BLACK PIPE SCH 40 1-1/2" P.E. | 10060007 4310 | 209.79 | | |
| | ANGLE IRON 2 X 2 X 1/4" H.R. | 10060007 4310 | 191.38 | | |
| | BLACK PIPE SCH 40 3/4" P.E. | 10060007 4310 | 31.75 | | |
| | | | 1,028.08 | | WA 00855527 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------|---------------|-----------------|--------|-------------|
| B & H PHOTO-VIDEO | NEC REPLACEMENT LAMP FOR | 66240000 4520 | 1,345.40 | | |
| | SHIPPING FEE | 66240000 4520 | 15.71 | | |
| | | | <u>1,361.11</u> | | WA 00855528 |
| BLICK ART MATERIALS | ART SUPPLIES PER ATTACHED | 10021007 4310 | 1,972.72 | | |
| | | | <u>1,972.72</u> | | WA 00855529 |
| BURNS, DARREN | REIMBURSEMENT FOR TRAVEL | 59902000 5221 | 300.00 | | |
| | | | <u>300.00</u> | | WA 00855530 |
| CA ELECTRIC SUPPLY | CIRCUIT BREAKER, SIEME B 120 | 5110400 4520 | 113.40 | | |
| | | | <u>113.40</u> | | WA 00855531 |
| CAL COAST MACHINERY | BOOT, M79858 | 65510000 4520 | 1.92 | | |
| | MODULE, AM102890 | 65510000 4520 | 297.23 | | |
| | SWITCH, AM128925 | 65510000 4520 | 15.42 | | |
| | | | <u>314.57</u> | | WA 00855532 |
| CAL OES | 29 FRO CERTIFICATES FROM | 03030000 4311 | 160.00 | | |
| | | | <u>160.00</u> | | WA 00855533 |
| CAL OES | 29 FRO-WMD CERTIFICATES | 03030000 4311 | 160.00 | | |
| | | | <u>160.00</u> | | WA 00855534 |
| CAL OES | 29 FRO DECON CERTIFICATES | 03030000 4311 | 160.00 | | |
| | | | <u>160.00</u> | | WA 00855535 |
| CAL POLY CORPORATION | YR 8 Sub Recipient Agreement | 04010019 5112 | 1,488.72 | | |
| | | | <u>1,488.72</u> | | WA 00855536 |
| Camacho, Carmen | REIMBURSEMENT FOR NEW | 66100000 4520 | 47.47 | | |
| | | | <u>47.47</u> | | WA 00855537 |
| CAROLINA BIOLOGICAL | Microstructure of Artery & | 04010001 6410 | 320.76 | | |
| | Meiosis Model, #561613 | 04010001 6410 | 630.99 | | |
| | Instructional supplies for | 04011007 4310 | 48.90 | | |
| | | | <u>1,000.65</u> | | WA 00855538 |
| CENTRAL CITY LEASING | CHEVROLET PICKUP, 2016 | 67772000 5680 | 472.75 | | |
| | CHEVROLET PICKUP, 2016 | 67772000 5680 | 472.75 | | |
| | | | <u>945.50</u> | | WA 00855539 |
| CITY OF LOMPOC | FALSE ALARMS CHARGES FOR | 67775000 5590 | 170.00 | | |
| | FALSE ALARMS CHARGES FOR | 67775000 5590 | 340.00 | | |
| | | | <u>510.00</u> | | WA 00855540 |
| CITY OF SANTA MARIA | WATER SERVICES AND | 65700000 5530 | 331.56 | | |
| | WATER SERVICES AND | 65700000 5530 | 343.17 | | |
| | WATER SERVICES AND | 65700000 5530 | 2,951.00 | | |
| | WATER SERVICES AND | 65700000 5530 | 432.18 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|-------------------------------|---------------|-----------|--------|-------------|
| | WATER SERVICES AND | 65700000 5530 | 201.61 | | |
| | WATER SERVICES AND | 65700000 5530 | 95.42 | | |
| | WATER SERVICES AND | 65700000 5530 | 2,628.09 | | |
| | WATER SERVICES AND | 65700000 5530 | 196.92 | | |
| | WATER SERVICES AND | 65700000 5530 | 69.26 | | |
| | WATER SERVICES AND | 65700000 5530 | 69.67 | | |
| | WATER SERVICES AND | 65700000 5530 | 69.67 | | |
| | WATER SERVICES AND | 68103000 5530 | 82.89 | | |
| | WATER SERVICES AND | 68103000 5530 | 85.79 | | |
| | WATER SERVICES AND | 68103000 5530 | 737.75 | | |
| | WATER SERVICES AND | 68103000 5530 | 108.04 | | |
| | WATER SERVICES AND | 68103000 5530 | 50.40 | | |
| | WATER SERVICES AND | 68103000 5530 | 23.86 | | |
| | WATER SERVICES AND | 68103000 5530 | 657.02 | | |
| | WATER SERVICES AND | 68103000 5530 | 49.23 | | |
| | WATER SERVICES AND | 68103000 5530 | 17.32 | | |
| | WATER SERVICES AND | 68103000 5530 | 17.42 | | |
| | WATER SERVICES AND | 68103000 5530 | 17.42 | | |
| | WATER SERVICES AND | 65700000 5530 | 658.80 | | |
| | WATER SERVICES AND | 68103000 5530 | 164.70 | | |
| | | | 10,059.19 | | WA 00855541 |
| CLAY'S SEPTIC & JETTING | SERVICE CALL - JETTED AND | 65110000 5650 | 650.00 | | |
| | | | 650.00 | | WA 00855542 |
| CLEANTECH | PARTS WASHERS RENTAL AND | 67710000 5690 | 172.80 | | |
| | | | 172.80 | | WA 00855543 |
| DELL MARKETING LP INC | VLA RED HAT RENEWAL FOR | 67873100 5322 | 3,313.72 | | |
| | | | 3,313.72 | | WA 00855544 |
| DEX MEDIA | PHONE DIRECTORY LISTING | 65700000 5540 | 25.50 | | |
| | | | 25.50 | | WA 00855545 |
| Dickson, Eve H | REIMB FOR INSTRUCTIONAL | 01092020 4311 | 48.50 | | |
| | | | 48.50 | | WA 00855546 |
| ELECTRONIC GOLDMINE | 12 V Car Accessory Plug five | 09560001 4310 | 30.00 | | |
| | Heavy Duty 3.5 W Solar Panel | 09560001 4310 | 300.00 | | |
| | HP Power Adapter 120 to 30 | 09560001 4310 | 44.70 | | |
| | Power Resistor 11 ohm ten per | 09560001 4310 | 15.00 | | |
| | Oval Blue Lens Bright Blue | 09560001 4310 | 5.00 | | |
| | Shipping & Handling | 09560001 4310 | 99.20 | | |
| | | | 493.90 | | WA 00855547 |
| ENARTIS USA INC | Winemaking Supplies & Chem | 01120000 4311 | 425.00 | | |
| | | | 425.00 | | WA 00855548 |
| FEDERAL EXPRESS CORP | STUDENT EQUITY OVERNIGHT | 63220014 5870 | 9.08 | | |
| | MAILINGS FOR ACCT #1104-8488 | 7710300 5870 | 58.18 | | |
| | Mailings for Spring 2017 | 60100707 5870 | 5.10 | | |
| | STUDENT EQUITY OVERNIGHT | 63220014 5870 | 46.15 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------|---------------|-----------------|--------|-------------|
| | STUDENT EQUITY OVERNIGHT | 63220014 5870 | 168.41 | | |
| | | | <u>286.92</u> | | WA 00855549 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 18.38 | | |
| | | | <u>18.38</u> | | WA 00855550 |
| FISHER SCIENTIFIC CO | 125 mL Separatory Funnel, | 19050000 4311 | 230.08 | | |
| | | | <u>230.08</u> | | WA 00855551 |
| FLINN SCIENTIFIC INC | Supplies for the Chemistry | 19050007 4310 | 164.71 | | |
| | | | <u>164.71</u> | | WA 00855552 |
| FOLLETT HEG - AHC | BOOK GRANTS (VOUCHERS) | 64300008 7620 | 2,287.93 | | |
| | | | <u>2,287.93</u> | | WA 00855553 |
| GREAT SCOTTS PIZZA | FOOD FOR NONCREDIT PD | 63220003 4710 | 209.61 | | |
| | | | <u>209.61</u> | | WA 00855554 |
| HARBOR FREIGHT TOOLS | Instructional supplies for | 09560001 4310 | 156.20 | | |
| | | | <u>156.20</u> | | WA 00855555 |
| HARDY DIAGNOSTICS | Culture Tube, PS, 12 x 75mm | 04011007 4310 | 210.51 | | |
| | Instructional Supplies | 04011007 4310 | 9.37 | | |
| | Credit for Freight inv1759564 | 04011007 4310 | -28.37 | | |
| | B.CEREUS, MBL ATCC 11778, | 04010100 4311 | 51.89 | | |
| | SHIPPING | 04010100 4311 | 1.90 | | |
| | BACTERIAL SHIPPING HAZARD | 04010100 4311 | 59.40 | | |
| | UREA AGAR SLANT HDX, | 04010100 4311 | 70.16 | | |
| | THIO W/INDICATOR, 10ML HDX | 04010100 4311 | 72.66 | | |
| | TRYPTIC SOY AGAR HDX | 04010100 4311 | 78.94 | | |
| | NUTRIENT AGAR HDX | 04010100 4311 | 66.91 | | |
| | SWAB, COTTON, STERILE, 1/EN | 04010100 4311 | 68.42 | | |
| | SHIPPING | 04010100 4311 | 13.10 | | |
| | Instructional supplies for | 04011007 4310 | 556.74 | | |
| | Instructional supplies for | 04011007 4310 | 97.52 | | |
| | | | <u>1,329.15</u> | | WA 00855556 |
| Heredia, Adrian E | REIMBURSEMENT HEAT GUN- | 21055005 4520 | 15.32 | | |
| | | | <u>15.32</u> | | WA 00855557 |
| HIGH-TECH ELECTRIC | HDMI PRO SERIES CABLE | 10021000 4315 | 169.13 | | |
| | SHIPPING | 10021000 4315 | 9.99 | | |
| | | | <u>179.12</u> | | WA 00855558 |
| HILL, MICHAEL | BUDGET FORECASTING | 67210600 5110 | 4,956.08 | | |
| | | | <u>4,956.08</u> | | WA 00855559 |
| HOME MOTORS | SENSOR , 19209808 | 67772000 4520 | 69.01 | | |
| | SENSOR, 19209805 | 67772000 4520 | 91.45 | | |
| | | | <u>160.46</u> | | WA 00855560 |

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|------------------------------|---------------|-----------------|--------|-------------|
| INSTITUTE OF BEAUTY | AGREEMENT FOR | 30070000 5130 | 693.60 | | |
| | DSL LINE FEES REQUIRED TO | 30070000 5560 | 123.20 | | |
| | AGREEMENT FOR | 30070000 5630 | 462.40 | | |
| | | | <u>1,279.20</u> | | WA 00855561 |
| INTERMOUNTAIN LOCK | KEYLOCK SUPPLIES | 65110000 4520 | 172.25 | | |
| | | | <u>172.25</u> | | WA 00855562 |
| KELLY PAPER CO | PAPER CONSUMABLES FOR | 67760000 4520 | 2,481.28 | | |
| | | | <u>2,481.28</u> | | WA 00855563 |
| KINCARES INC | PROVIDE COORDINATION, | 13051021 5112 | 1,000.00 | | |
| | | | <u>1,000.00</u> | | WA 00855564 |
| KNN PUBLIC FINANCE LLC | MEASURE I BONDS DISCLOSURE | 67710300 5892 | 4,400.00 | | |
| | | | <u>4,400.00</u> | | WA 00855565 |
| KOEHLER PLUMBING INC | RELOCATE WATER METER | 65110000 5650 | 475.00 | | |
| | | | <u>475.00</u> | | WA 00855566 |
| LATHEM TIME SYSTEMS | PURPLE RIBBON P/N VIS6008 | 15011207 4310 | 30.00 | | |
| | SHIPPING | 15011207 4310 | 9.26 | | |
| | | | <u>39.26</u> | | WA 00855567 |
| LEE CENTRAL COAST | MONTHLY ONLINE | 49306021 5880 | 400.00 | | |
| | MONTHLY ONLINE | 49308038 5880 | 100.00 | | |
| | | | <u>500.00</u> | | WA 00855568 |
| LOMPOC UNIFIED SCHOOL | BUS TRANSP LOMPOC HS-AHC | 63220001 4640 | 51.20 | | |
| | | | <u>51.20</u> | | WA 00855569 |
| MARIPOSAS PROJECT INC | PROVIDE ATTACHMENT | 13051021 5112 | 2,000.00 | | |
| | | | <u>2,000.00</u> | | WA 00855570 |
| MATHESON TRI-GAS INC | INSTRUCTIONAL SUPPLIES FOR | 09565020 4311 | 96.69 | | |
| | Instructional supplies to be | 09565009 4310 | 25.77 | | |
| | Instructional supplies to be | 09565009 4310 | 74.52 | | |
| | Instructional supplies to be | 09565009 4310 | 71.28 | | |
| | | | <u>268.26</u> | | WA 00855571 |
| MEDICAL BILLING | FPACT BILLING SERVICES FOR | 64400012 5112 | 5.40 | | |
| | | | <u>5.40</u> | | WA 00855572 |
| Mendoza, Cintia Noemi | REIMB FOR ART SUPPLIES | 63220014 4520 | 529.59 | | |
| | | | <u>529.59</u> | | WA 00855573 |
| MF ATHLETIC CO | ALUMINUM CONVERSION RING | 69610003 6410 | 1,024.92 | | |
| | | | <u>1,024.92</u> | | WA 00855574 |
| MISSION LINEN & | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-----------------------------|---------------|-----------|--------|-------------|
| | | | 30.56 | | WA 00855575 |
| MOORE MEDICAL LLC | MED NITRILE GLOVES | 12080007 4310 | 75.06 | | |
| | SMALL NITRILE GLOVES | 12080007 4310 | 75.06 | | |
| | LARGE NITRILE GLOVES | 12080007 4310 | 15.01 | | |
| | GAUZE SPONGE 2X2 8PLY | 12080007 4310 | 47.20 | | |
| | COTTON BALL MED BAG | 12080007 4310 | 39.20 | | |
| | PRESSURE SAFETY LANCET 26G | 2080007 4310 | 172.48 | | |
| | COBAN 3X5 YD ADHESIVE | 12080007 4310 | 32.18 | | |
| | GOWN PROTECT OPN BACK | 12080007 4310 | 25.56 | | |
| | GOWN PERSONAL PROTECTION | 2080007 4310 | 52.23 | | |
| | PURELL 8OZ | 12080007 4310 | 114.05 | | |
| | DISTILLED WATER | 12080007 4310 | 4.34 | | |
| | SPEED CLEAN 16 OZ | 12080007 4310 | 11.88 | | |
| | TAPE/AUTOCLAVE1X60 | 12080007 4310 | 20.35 | | |
| | INSTANT COLD PACK KIT | 12080007 4310 | 29.97 | | |
| | WET SKIN SCRUB TRAY | 12080007 4310 | 142.09 | | |
| | Fuel Surcharge | 12080007 4310 | 0.76 | | |
| | PO173151 WET SKIN SCRUB | 12080007 4310 | 142.08 | | |
| | | | 999.50 | | WA 00855576 |
| OFFICE DEPOT INC | OFFICE SUPPLIES THROUGH | 60100100 4520 | 171.62 | | |
| | PAPER & TONER SUPPLIES | 61100014 4310 | 48.59 | | |
| | HP 26X High-Yield Black Ink | 61130017 4310 | 447.10 | | |
| | PO172444 Credit | 64300008 4520 | -15.15 | | |
| | | | 652.16 | | WA 00855577 |
| ORCHARD | ART INSTRUCTIONAL SUPPLIES | 0021007 4310 | 44.63 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 41.47 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 7.34 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 19.79 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 7.16 | | |
| | CUSTODIAL SUPPLIES | 65311000 4520 | 35.33 | | |
| | CUSTODIAL SUPPLIES | 65311000 4520 | 165.13 | | |
| | Supplies for the Chemistry | 19050007 4310 | 59.44 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 12.30 | | |
| | | | 392.59 | | WA 00855578 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 22,353.85 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 5,588.46 | | |
| | | | 27,942.31 | | WA 00855579 |
| POWERSTRIDE BATTERY | BATTERY, 86-650-CCA DELCO | 67772000 4520 | 125.47 | | |
| | | | 125.47 | | WA 00855580 |
| PRAXAIR DISTRIBUTION | CYLINDER RENTAL FOR | 10091020 4311 | 26.59 | | |
| | CYLINDER DEMURRAGE | 65110000 4520 | 129.35 | | |
| | | | 155.94 | | WA 00855581 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,649.42 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 304.95 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,990.74 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------------|----------------------------|---------------|----------|--------|-------------|
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 61.53 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 312.34 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 452.77 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 348.28 | | |
| | | | 7,120.03 | | WA 00855582 |
| PROQUEST LLC | LIBRARY BOOKS | 61201000 6310 | 777.29 | | |
| | LIBRARY BOOKS | 61201000 6310 | 481.16 | | |
| | LIBRARY BOOKS | 61201000 6310 | 266.29 | | |
| | LIBRARY BOOKS | 61201000 6310 | 862.05 | | |
| | | | 2,386.79 | | WA 00855583 |
| Quaid-Maltagliati, Marian | Reimbursement for supplies | 67520003 5210 | 67.31 | | |
| | | | 67.31 | | WA 00855584 |
| QUALTRICS LLC | RESEARCH SUITE LICENSE - | 66201005 5322 | 1,270.00 | | |
| | | | 1,270.00 | | WA 00855585 |
| Ramirez, Antonio | REIMB FOR FOOD | 63220014 4710 | 158.19 | | |
| | REIMB FOR FOOD | 63220014 4710 | 390.08 | | |
| | | | 548.27 | | WA 00855586 |
| RAYS AUTO PARTS | PARTS/SUPPLIES | 67772000 4520 | 9.77 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 18.07 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 50.76 | | |
| | | | 78.60 | | WA 00855587 |
| READYREFRESH BY | WATER DELIVERY SERVICE | 65510000 4710 | 59.86 | | |
| | | | 59.86 | | WA 00855588 |
| Reed, Kenneth B | REIMBURSEMENT-STEP FOR | 21055014 4310 | 21.54 | | |
| | | | 21.54 | | WA 00855589 |
| Reeves, Linda L | FOOD REIMB FOR OSHA | 09567001 4710 | 97.12 | | |
| | | | 97.12 | | WA 00855590 |
| REGENTS OF UC SAN | COURSE DELIVERY OF 3 OSHA | 09567001 5112 | 9,000.00 | | |
| | | | 9,000.00 | | WA 00855591 |
| ROBERTSON GOMEZ | SMOG TESTING FOR VEHICLES | 67772000 5650 | 19.95 | | |
| | | | 19.95 | | WA 00855592 |
| SAFEWAY INC - VONS | SCIENCE LAB SUPPLIES | 60100407 4310 | 18.65 | | |
| | Instructional supplies for | 04011007 4310 | 33.17 | | |
| | | | 51.82 | | WA 00855593 |
| SANTA BARBARA CO | WRC PARTNER CHARGES | 10000020 5630 | 1,472.92 | | |
| | | | 1,472.92 | | WA 00855594 |
| SANTA BARBARA CO | CO-SPONSORSHIP OF SANTA | 68400308 5112 | 5,233.32 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|-------------------------------|---------------|------------------|--------|-------------|
| | | | 5,233.32 | | WA 00855595 |
| SANTA MARIA FORD | WIRE ASY, 3U2Z14S411NUB | 67772000 4520 | 38.69 | | |
| | SWITCH ASY, 5L1Z9341A | 67772000 4520 | 50.41 | | |
| | | | <u>89.10</u> | | WA 00855596 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | 121.00 | | |
| | | | <u>121.00</u> | | WA 00855597 |
| SMART & FINAL | Food for Participants at FCKE | 13051021 4710 | 7.40 | | |
| | Instructional Supplies | 13063000 4311 | 33.80 | | |
| | Instructional Supplies | 13063000 4311 | 259.92 | | |
| | Supplies for use by students | 19020007 4310 | 34.95 | | |
| | Food purchase for special | 63300000 4710 | 122.88 | | |
| | Instructional Supplies | 13063000 4311 | 17.92 | | |
| | | | <u>476.87</u> | | WA 00855598 |
| SMITH PIPE & SUPPLY INC | IRRIGATION/GROUNDS | 65510000 4520 | 179.37 | | |
| | IRRIGATION/GROUNDS | 65510000 4520 | 30.82 | | |
| | | | <u>210.19</u> | | WA 00855599 |
| STANTEC CONSULTING | AMENDMENT THREE FOR | 69500004 6230 | 3,831.63 | | |
| | | | <u>3,831.63</u> | | WA 00855600 |
| STATA CORP LLC | STATA/SE PERPETUAL LICENSE | 66201005 5322 | 895.00 | | |
| | STATA DVD 14 | 66201005 5322 | 25.00 | | |
| | SHIPPING AND HANDLING | 66201005 5322 | 11.90 | | |
| | STATA/SE MAINTENANCE (2 | 66201005 5660 | 483.00 | | |
| | | | <u>1,414.90</u> | | WA 00855601 |
| STC-QST LLC | 320 60"WHITE PAPER | 10021007 4310 | 228.00 | | |
| | SHIPPING | 10021007 4310 | 49.99 | | |
| | | | <u>277.99</u> | | WA 00855602 |
| TESTA'S CAMPUS CUISINE | FOOD PROVIDED FOR | 60100707 4710 | 89.77 | | |
| | | | <u>89.77</u> | | WA 00855603 |
| TIERRA LUNA | SERVICE CONTRACT | 63220014 5112 | 10,750.00 | | |
| | | | <u>10,750.00</u> | | WA 00855604 |
| Turner, James Daniel | REIMBURSEMENT FOR SHAVIN | 2502000 4311 | 10.78 | | |
| | | | <u>10.78</u> | | WA 00855605 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 42.25 | | |
| | UPS CHARGES | 67700000 5870 | 89.47 | | |
| | | | <u>131.72</u> | | WA 00855606 |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 204.66 | | |
| | HVAC SUPPLIES PER INVOICES | 65110400 4520 | 567.12 | | |
| | HVAC SUPPLIES PER INVOICES | 65110400 4520 | 47.49 | | |
| | HVAC SUPPLIES PER INVOICES | 65110400 4520 | 59.64 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|-------------------------------|---------------|------------------|--------|-------------|
| | SUPPLIES PER | 69491000 4520 | 123.44 | | |
| | | | <u>1,002.35</u> | | WA 00855607 |
| UNITED SITE SERVICES OF | SERVICE MONTHLY, THREE | 68102000 5570 | 324.00 | | |
| | | | <u>324.00</u> | | WA 00855608 |
| V & V MANUFACTURING | AHC POLICE CHIEF BADGE | 67775000 4520 | 115.50 | | |
| | FREIGHT CHARGE | 67775000 4520 | 9.00 | | |
| | | | <u>124.50</u> | | WA 00855609 |
| VERIZON WIRELESS | CELLULAR SERVICE FROM NOV | 67775000 5540 | 51.46 | | |
| | | | <u>51.46</u> | | WA 00855610 |
| WALMART STORES | GROCERY VOUCHERS STUDENT | 63220014 7614 | 2,500.00 | | |
| | | | <u>2,500.00</u> | | WA 00855611 |
| WARD'S SCIENCE INC | Instructional supplies for | 04011007 4310 | 123.20 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 336.67 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 12.47 | | |
| | | | <u>472.34</u> | | WA 00855612 |
| Aldredge, Sharon M | Classified Health and Welfare | 67900009 3420 | 300.00 | | |
| | | | <u>300.00</u> | | WC 00855613 |
| Reed, Linda A | Classified Health and Welfare | 67900009 3420 | 81.19 | | |
| | | | <u>81.19</u> | | WC 00855614 |
| Spire, Paul A | Classified Health and Welfare | 67900009 3420 | 457.00 | | |
| | | | <u>457.00</u> | | WC 00855615 |
| SAMY'S CAMERA | GRAPHICS SUPPLIES | 10300007 4310 | 427.64 | | |
| | PO171850 Rebate Tax | 71730002 6411 | -383.04 | | |
| | | | <u>44.60</u> | | WH 00855616 |
| AMERICAN ARBITRATION | ARBITRATION/LEGAL SERVICES | 61710117 5730 | 7,000.00 | | |
| | | | <u>7,000.00</u> | | WI 00855617 |
| SEHI COMPUTER | FREIGHT | 71730003 6411 | 6.00 | | |
| | 952XL BLACK | 71730003 6411 | 40.40 | | |
| | 952XL CYAN | 71730003 6411 | 30.69 | | |
| | 952XL MAGENTA | 71730003 6411 | 30.69 | | |
| | 952XL YELLOW | 71730003 6411 | 30.69 | | |
| | HP AIO 8720 CLR PTR Q#86206 | 71730003 6411 | 234.36 | | |
| | | | <u>372.83</u> | | WI 00855618 |
| AHC-RCF | Due to Other Funds/RCF | 00000010 9521 | 12,292.27 | | |
| | | | <u>12,292.27</u> | | WA 00855619 |
| AMAZON | BOOKS FOR SM LIBRARY | 60106093 6310 | 556.95 | | |
| | BOOKS FOR SANTA MARIA | 61201009 6310 | -25.28 | | |
| | BOOKS FOR SANTA MARIA | 61201009 6310 | 25.28 | | |

**Allan Hancock College
Warrant Register**
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------------|---------------|----------|--------|-------------|
| | | | 556.95 | | WA 00855620 |
| ASSESSMENT | ATI SERVICES AGREEMENT TO 12301002 | 5112 | 545.00 | | |
| | | | 545.00 | | WA 00855621 |
| Ayala, Luis Antonio | REIMBURSEMENT FOR FOOD | 60100112 4710 | 14.76 | | |
| | | | 14.76 | | WA 00855622 |
| BLICK ART MATERIALS | PRESS BLANKETS 1/16x10.5x19 | 10020001 6410 | 7.69 | | |
| | PRESS BLANKETS 1/4x10.5x19GY | 0020001 6410 | 11.93 | | |
| | PRESS BLANKETS | 10020001 6410 | 26.60 | | |
| | ECONO ETCH MODEL II !N | 10020001 6410 | 687.95 | | |
| | | | 734.17 | | WA 00855623 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 125.19 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 59.67 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 93.09 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 149.27 | | |
| | | | 427.22 | | WA 00855624 |
| COLUMBIA DENTOFORM | SET OF UPPER AND LOWER GUM | 12401007 4310 | 326.16 | | |
| | SHIPPING AND HANDLING | 12401007 4310 | 15.00 | | |
| | | | 341.16 | | WA 00855625 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 6.96 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 27.83 | | |
| | | | 34.79 | | WA 00855626 |
| DUMMIES UNLIMITED | NUMB JOHN XT' DUMMY ON | 21055011 6410 | 3,990.60 | | |
| | CONTROL HANDLE FOR MOBILE | 21055011 6410 | 243.00 | | |
| | VEST/STUN GUN TRAINING | 21055011 6410 | 398.52 | | |
| | SHIPPING AND HANDLING | 21055011 6410 | 231.06 | | |
| | | | 4,863.18 | | WA 00855627 |
| EFREN'S 2 | FOOD FOR CAFYES ADVISORY | 64300008 4710 | 259.20 | | |
| | | | 259.20 | | WA 00855628 |
| EWING IRRIGATION | GRO-POWER, SNAIL AND SLUG | 65510000 4520 | 27.60 | | |
| | D.O.T. REACHER, 32 IN ALUM | 65510000 4520 | 11.34 | | |
| | | | 38.94 | | WA 00855629 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 2.53 | | |
| | | | 2.53 | | WA 00855630 |
| FIRE SERVICE | SR20PC2 POWER UNIT | 21330000 6410 | 4,568.40 | | |
| | SP5240 SPREADER | 21330000 6410 | 4,092.12 | | |
| | CU5050I CUTTER | 21330000 6410 | 3,634.74 | | |
| | TR4350 TELESCOPIC RAM | 21330000 6410 | 2,748.06 | | |
| | RA4322 RAM | 21330000 6410 | 2,185.38 | | |
| | CT4150 COMBI-TOOL | 21330000 6410 | 2,864.16 | | |
| | 32' CORE HOSE (ORANGE) | 21330000 6410 | 1,004.40 | | |

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|--------------------------------|---------------|------------------|--------|-------------|
| | 32' CORE HOSE (BLUE) | 21330000 6410 | 1,004.40 | | |
| | HRS RAM SUPPORT SET | 21330000 6410 | 454.68 | | |
| | V-STRUT | 21330000 6410 | 1,078.92 | | |
| | | | <u>23,635.26</u> | | WA 00855631 |
| Garcia, Laura A | Accr Salaries and Wages Payabl | 00000010 9532 | 547.02 | | |
| | | | <u>547.02</u> | | WA 00855632 |
| Gomez Saucedo, Juan | LIVE SCAN REIMB FOR | 64700000 5820 | 7.00 | | |
| | | | <u>7.00</u> | | WA 00855633 |
| MISSION LINEN & | Laundry Services for Auto | 09480000 5550 | 29.28 | | |
| | Laundry Services for Auto | 09482000 5550 | 7.87 | | |
| | | | <u>37.15</u> | | WA 00855634 |
| ROSE BRAND WIPERS INC | CASTER ROTACASTER TRIPLE | 10060007 4310 | 466.56 | | |
| | CASTER PNEUMATIC LIFT | 10071001 6410 | 3,564.00 | | |
| | ESTIMATED SHIPPING | 10071001 6410 | 217.61 | | |
| | | | <u>4,248.17</u> | | WA 00855635 |
| SOUTHERN CALIFORNIA | GAS SUPPLY 7/1/16-6/30/17 | 65700000 5510 | 2,223.74 | | |
| | GAS SUPPLY 7/1/16-6/30/17 | 68103000 5510 | 555.93 | | |
| | | | <u>2,779.67</u> | | WA 00855636 |
| UNITED HEALTH CARE | AARP HEALTH INSURANCE | 59900000 3440 | 1,282.54 | | |
| | AARP HEALTH INSURANCE | 59900000 3440 | 1,282.54 | | |
| | | | <u>2,565.08</u> | | WA 00855637 |
| VIKING FENCE CO INC | CHAIN LINK FENCING ALONG | 65110000 6211 | 650.00 | | |
| | LABOR CHARGES | 65110000 6212 | 1,200.00 | | |
| | | | <u>1,850.00</u> | | WA 00855638 |
| WARD'S SCIENCE INC | SCIENCE LAB SUPPLIES | 60100407 4310 | 67.55 | | |
| | | | <u>67.55</u> | | WA 00855639 |
| Blazer, Jessica A | Classified Health and Welfare | 67900009 3420 | 300.00 | | |
| | | | <u>300.00</u> | | WC 00855640 |
| Cabanas, Josephine S | Classified Health and Welfare | 67900009 3420 | 80.02 | | |
| | | | <u>80.02</u> | | WC 00855641 |
| Olmedo, Rosa M | Classified Health and Welfare | 67900009 3420 | 99.00 | | |
| | | | <u>99.00</u> | | WC 00855642 |
| Solano, Cathaleen G | Classified Health and Welfare | 67900009 3420 | 61.86 | | |
| | | | <u>61.86</u> | | WC 00855643 |
| DYNAMISM INC | 3D PRINTER ULTIMAKER 3 | 71730002 6411 | 4,037.30 | | |
| | | | <u>4,037.30</u> | | WI 00855644 |
| EARTH SYSTEMS PACIFIC | AMENDMENT FIVE FOR | 71710005 6240 | 4,383.50 | | |

**Allan Hancock College
Warrant Register**
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------------|------------------------------|---------------|-------------------------------|--------|-------------|
| | AMENDMENT FIVE FOR | 71710005 6240 | 16,459.45 <u>20,842.95</u> | | WI 00855645 |
| Alvarez, Hector | Western State Conference | 63230018 5210 | 165.56 <u>165.56</u> | | WA 00855646 |
| Armijo-Staugaard, Catalina | Ellucian Updates | 67520002 5210 | 50.00 <u>50.00</u> | | WA 00855647 |
| Blazer, Jessica A | ACBO Institute training | 67220000 5210 | 111.30 | | |
| | Payroll training | 67220000 5210 | 250.00 | | |
| | ACBO Institute training | 67220000 5210 | 521.79 | | |
| | ACBO Institute training | 67220003 5210 | 447.49 | | |
| | | | <u>1,330.58</u> | | WA 00855648 |
| Brackett, Ashley R | Study of Transfer Students | 63230018 5210 | 206.12 <u>206.12</u> | | WA 00855649 |
| Brooks, Amanda H | CAP Training | 49306011 5210 | 195.94 | | |
| | CAP Training | 63220001 5210 | 195.94 | | |
| | | | <u>391.88</u> | | WA 00855650 |
| Bruce, William B | EOPS/CARE training | 64300105 5210 | 247.30 <u>247.30</u> | | WA 00855651 |
| Cabanas, Josephine S | CISOA/3CGb meeting | 62100000 5210 | 40.00 <u>40.00</u> | | WA 00855652 |
| CASAS | Rebeca Schwartz 6.13-15.17 | 49306026 5210 | 595.00 <u>595.00</u> | | WA 00855653 |
| CASAS | Marianela Campisi 6.12-15.17 | 49306026 5210 | 645.00 <u>645.00</u> | | WA 00855654 |
| CHABOT-LAS POSITAS | Joan Bergstrom 5.3-5.17 | 49306021 5210 | 75.00 <u>75.00</u> | | WA 00855655 |
| CHABOT-LAS POSITAS | SofiaRamirezGelpi 5.3-5.17 | 49306021 5210 | 75.00 <u>75.00</u> | | WA 00855656 |
| CHABOT-LAS POSITAS | Andria Keiser 5.3-5.17 | 49306021 5210 | 75.00 <u>75.00</u> | | WA 00855657 |
| CHABOT-LAS POSITAS | Kat Beckelhymer 5.3-5.17 | 49306021 5210 | 75.00 <u>75.00</u> | | WA 00855658 |
| Chapman, Annette M | NCURA Conference | 60106082 5210 | 243.09 <u>243.09</u> | | WA 00855659 |
| CHEERS TO THE | SofiaRamirezGelpi 3.23.17 | 68101000 5210 | 1,001.00 | | |

**Allan Hancock College
Warrant Register**
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|--------------------------------|---------------|----------|--------|-------------|
| | | | 1,001.00 | | WA 00855660 |
| Ensing, Kim J | WSC Meeting | 69610000 5210 | 25.00 | | |
| | | | 25.00 | | WA 00855661 |
| ENTERPRISE RENT-A-CAR | VEHICLE RENTAL 3.19-3.22.17 | 64300105 5210 | 416.00 | | |
| | VEHICLE RENTAL 3.19-3.21.17 | 64300202 5210 | 215.55 | | |
| | | | 631.55 | | WA 00855662 |
| FOUNDATION FOR CA | Shelda Reyes 2.9-10.17 | 66240000 5210 | 250.00 | | |
| | | | 250.00 | | WA 00855663 |
| Gomez, Petra C | WESTOP Conference | 64900108 5210 | 387.82 | | |
| | WESTOP CenCal Prof Dev | 64900108 5210 | 28.08 | | |
| | | | 415.90 | | WA 00855664 |
| GREAT AMERICAN | Petra Gomez 4.28.17-80 tickets | 63220014 4640 | 1,680.00 | | |
| | | | 1,680.00 | | WA 00855665 |
| Harlan, Nahid | InstructionDesign/Innovation | 63220014 5210 | 1,099.94 | | |
| | | | 1,099.94 | | WA 00855666 |
| Harris, Laura Elaine | CAP Conference | 49306007 5210 | 521.11 | | |
| | | | 521.11 | | WA 00855667 |
| HYATT | Rebeca Schwartz 6.13-15.17 | 49306026 5210 | 398.62 | | |
| | | | 398.62 | | WA 00855668 |
| HYATT | Marianela Campisi 6.12-15.17 | 49306026 5210 | 703.23 | | |
| | | | 703.23 | | WA 00855669 |
| Kelly, Chad Michael | Composition/CommunicationConf | 67520001 5210 | 700.00 | | |
| | | | 700.00 | | WA 00855670 |
| Leon, Laura | 4.11-12.17 | 68101000 5210 | 325.92 | | |
| | | | 325.92 | | WA 00855671 |
| Mabry, Robert D | 21st Century Skills Training | 68400381 5210 | 553.54 | | |
| | | | 553.54 | | WA 00855672 |
| Machado, Michelle | EOPS/CARE Conference | 64300202 5210 | 118.00 | | |
| | | | 118.00 | | WA 00855673 |
| Millan, Jose A | WESTOP Conference | 63230018 5210 | 351.25 | | |
| | WESTOP CenCal Prof Dev | 64900108 5210 | 28.08 | | |
| | | | 379.33 | | WA 00855674 |
| Millan, Jose A | 4.21-22.17 FIELD TRIP | 63220014 4640 | 3,000.00 | | |
| | | | 3,000.00 | | WA 00855675 |

**Allan Hancock College
Warrant Register**
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|--|--------------------------------|---------------------------------------|--------|-------------|
| Morales, Mayra M | Estudiantes Unidos Event | 63230008 5210 | 26.75 <u>26.75</u> | | WA 00855676 |
| MOXIE CAFE | SofiaRamirezGelpi 3.23.17Event | 68101000 5210 | 492.18 <u>492.18</u> | | WA 00855677 |
| Passage, Trevor F | CouncilOfChiefLibrariansMtg USFLN Symposium | 67520001 5210 68400381 5210 | 362.44 1,756.57 <u>2,119.01</u> | | WA 00855678 |
| Perez, Diana M | UCSB EAOP Conference | 64900006 5210 | 71.26 <u>71.26</u> | | WA 00855679 |
| Perez, Eduardo | Mileage reimbursement | 64900006 5210 | 139.10 <u>139.10</u> | | WA 00855680 |
| Perez, Liliana Mayte | WESTOP Conference | 64900108 5210 | 387.30 <u>387.30</u> | | WA 00855681 |
| Pollon, Joseph L | FKCE Curriculum Institute | 13051021 5210 | 457.07 <u>457.07</u> | | WA 00855682 |
| PORTOLA | JoseMillan 4.21-22.17FieldTrip | 63220014 4640 | 4,643.82 <u>4,643.82</u> | | WA 00855683 |
| RADISSON HOTEL SANTA | BANQUET ROOM RENTAL FOR | 63220001 5630 | 1,623.76 <u>1,623.76</u> | | WA 00855684 |
| Reyes, Griselda | FUSION Training | 66240000 5210 | 383.66 <u>383.66</u> | | WA 00855685 |
| Rivera, Gordon A | EDU PrintshopProUserConference | 67761001 5210 | 365.37 <u>365.37</u> | | WA 00855686 |
| SACRAMENTO MARRIOTT | Joan Gergstrom 5.3-5.17 | 49306021 5210 | 359.96 <u>359.96</u> | | WA 00855687 |
| SACRAMENTO MARRIOTT | SofiaRamirezGelpi 5.3-5.17 | 49306021 5210 | 359.96 <u>359.96</u> | | WA 00855688 |
| SACRAMENTO MARRIOTT | Andria Keiser 5.3-5.17 | 49306021 5210 | 359.96 <u>359.96</u> | | WA 00855689 |
| SACRAMENTO MARRIOTT | Kathy Beckelhymer 5.3-5.17 | 49306021 5210 | 359.96 <u>359.96</u> | | WA 00855690 |
| Scally, Brian J | StimulatingSimulationScenarios | 60100201 5210 | 390.04 <u>390.04</u> | | WA 00855691 |
| Smith, Regina M | NCURA Conference | 60106082 5210 | 222.88 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|-------------------------------|---------------|------------|--------|-------------|
| | | | 222.88 | | WA 00855692 |
| Specht, Andrew F | 3CBG/CISOA Conference | 67873000 5210 | 620.49 | | |
| | | | 620.49 | | WA 00855693 |
| Tate, Bridget L | Project Management Workshop | 65110000 5210 | 52.82 | | |
| | | | 52.82 | | WA 00855694 |
| Vidaurri, Irene Perez | Estudiantes Unbidos Event | 63220003 5210 | 26.75 | | |
| | | | 26.75 | | WA 00855695 |
| Walthers, Kevin Glen | Regional Consortium Mtg | 66200000 5210 | 109.14 | | |
| | | | 109.14 | | WA 00855696 |
| West, Veronica D | CCC Veterans Summit | 63220014 5210 | 438.10 | | |
| | | | 438.10 | | WA 00855697 |
| ACCURATE FIRST AID | SUPPLIES TO STOCK FIRST AID | 71130000 4520 | 641.90 | | |
| | | | 641.90 | | WA 00855698 |
| Aguirre, Gabriela | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00855699 |
| AHC - AUXILIARY | GENERAL FUND ALLOCATION | 10070000 7394 | 225,000.00 | | |
| | | | 225,000.00 | | WA 00855700 |
| Alvarez, Sydney A | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00855701 |
| AMAZON | Supplies for Physics labs, | 19020007 4310 | -6.44 | | |
| | Supplies for Physics labs, | 19020007 4310 | 6.44 | | |
| | INTRO TO ENVIRONMENTAL | 03030000 4311 | 117.19 | | |
| | INTRO TO ENVIRONMENTAL | 03030000 4311 | 117.19 | | |
| | Akashiya Sai Watercolor Brush | 13050000 4310 | 52.00 | | |
| | Chalk Markers 10 Pk | 13050000 4310 | 26.04 | | |
| | Jacquard Ink Jet Fabric | 13050000 4310 | 40.11 | | |
| | Hemp Sketch Paper Pack | 13050000 4310 | 22.00 | | |
| | Teagas Chinese Calligraphy | 13050000 4310 | 13.98 | | |
| | Teagas Chinese Calligraphy | 13050000 4310 | 103.96 | | |
| | Shipping | 13050000 4310 | 3.21 | | |
| | Set Bamboo Reed Pens | 13050000 4310 | 6.99 | | |
| | Shipping | 13050000 4310 | 6.89 | | |
| | Nitrile Gloves, medium | 19050000 4311 | 126.36 | | |
| | Nitrile Gloves, xlarge | 19050000 4311 | 64.71 | | |
| | Nitrile Gloves, small | 19050000 4311 | 59.99 | | |
| | Nitrile Gloves, large | 19050000 4311 | 59.20 | | |
| | SOLAR BATTERY | 21055005 4520 | 919.38 | | |
| | MOUSE ERGO WIRELESS | 22000017 4315 | 116.38 | | |
| | PRESENTATION REMOTE | 22000017 4315 | 41.74 | | |
| | Textbook and Instructional | 60100707 4310 | 38.77 | | |
| | Textbook and Instructional | 60100707 4310 | 18.53 | | |
| | Textbook and Instructional | 60100707 4310 | 29.16 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------------|---------------|-----------------|--------|-------------|
| | INTRO TO ENVIRONMENTAL | 0303000 4311 | 1,523.47 | | |
| | | | <u>3,507.25</u> | | WA 00855702 |
| AMERICAN BUSINESS | MAINTENANCE FOR MODEL: IR63220001 | 5640 | 37.72 | | |
| | MAINTENANCE TO COVER ALL64300002 | 5640 | 10.80 | | |
| | MAINTENANCE TO COVER ALL64300008 | 5640 | 47.70 | | |
| | MAINTENANCE & SUPPLIES 64300202 | 5640 | 61.97 | | |
| | MAINTENANCE FOR ALL 64642002 | 5640 | 93.16 | | |
| | MAINTENANCE & SUPPLIES 64710003 | 5640 | 8.06 | | |
| | Maintenance for all except 64900006 | 5640 | 123.91 | | |
| | Maintenance for IR4225 64900108 | 5640 | 76.52 | | |
| | | | <u>459.84</u> | | WA 00855703 |
| AMERICAN HOST | Mgmt Retreat 3/17/17 catering | 67520003 5210 | 530.28 | | |
| | | | <u>530.28</u> | | WA 00855704 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,265.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | | | <u>4,439.00</u> | | WA 00855705 |
| ANNENBERG LEARNER | DISCOVERING PSYCHOLOGY | 61201400 6320 | 252.07 | | |
| | WORLD OF ABNORMAL | 61201400 6320 | 252.07 | | |
| | SHIPPING | 61201400 6320 | 12.00 | | |
| | | | <u>516.14</u> | | WA 00855706 |
| ARAMARK UNIFORM | Monthly Towel Rental for | 21055000 5550 | 17.00 | | |
| | Monthly Towel Rental for | 21335000 5550 | 17.00 | | |
| | | | <u>34.00</u> | | WA 00855707 |
| ART & JENNYS SEWING | SERVICE/REPAIR | 13030021 5650 | 74.25 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 13030021 4311 | 27.00 | | |
| | | | <u>101.25</u> | | WA 00855708 |
| Aye, Stefanie Nicole | Reimbursement for embroidery | 67300100 4520 | 21.60 | | |
| | | | <u>21.60</u> | | WA 00855709 |
| B & H PHOTO-VIDEO | WIRE PRO 16-GUAGE SPEAKER | 10080001 6410 | 728.20 | | |
| | SHIPPING | 10080001 6410 | 34.60 | | |
| | SPEAKERS JBL CNTRL 67 HC | 10080001 6410 | 2,083.20 | | |
| | Shipping | 10080001 6410 | 40.74 | | |
| | | | <u>2,886.74</u> | | WA 00855710 |
| BERRY MAN INC, THE | Instructional Supplies | 13063000 4311 | 313.10 | | |
| | | | <u>313.10</u> | | WA 00855711 |
| BLICK ART MATERIALS | ART SUPPLIES PER ATTACHED | 10021007 4310 | 22.40 | | |
| | | | <u>22.40</u> | | WA 00855712 |
| BLUE ROSE STUDIO | CLAY SUPPLIES | 10021000 4311 | 1,590.09 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|------------------------------|---------------|----------|--------|-------------|
| | | | 1,590.09 | | WA 00855713 |
| BREMER AUTO PARTS | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 25.87 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 128.00 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 2.97 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 1.24 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 2.45 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 46.78 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 17.36 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 3.15 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 83.93 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 2.98 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 1.24 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 2.45 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 46.78 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 17.35 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 3.14 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 83.93 | | |
| | | | 469.62 | | WA 00855714 |
| Bronkowski, Charity A | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00855715 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 188.05 | | |
| | | | 188.05 | | WA 00855716 |
| CAL STATE AUTO PARTS | Batteries part no. DE 75DTPG | 09481107 4310 | 1,776.17 | | |
| | Core charge. | 09481107 4310 | 237.60 | | |
| | | | 2,013.77 | | WA 00855717 |
| CAROLINA BIOLOGICAL | Human Neuron, #567420, | 04010001 6410 | 713.07 | | |
| | Instructional supplies for | 04011007 4310 | 24.45 | | |
| | | | 737.52 | | WA 00855718 |
| CHANNING BETE | BLS COURSE CARD 24-PACK | 12502000 4311 | 59.40 | | |
| | SHIPPING & HANDLING CHARGE | 2502000 4311 | 10.58 | | |
| | | | 69.98 | | WA 00855719 |
| Chastain, Sherrie L | LIVE SCAN REIMB FOR | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00855720 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 24.73 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 98.91 | | |
| | | | 123.64 | | WA 00855721 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 564.51 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 2,258.05 | | |
| | | | 2,822.56 | | WA 00855722 |
| CULLIGAN OF LOMPOC | Monthly Rental for Reverse | 04011100 5690 | 23.50 | | |
| | | | 23.50 | | WA 00855723 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------|---------------|----------|--------|-------------|
| CULLIGAN/CENTRAL | Monthly rental for 9" Mixed | 04011100 5690 | 24.00 | | |
| | DEIONIZED WATER FOR BLDG | 65700000 5530 | 90.00 | | |
| | | | 114.00 | | WA 00855724 |
| Delgado, Anabell | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00855725 |
| ELECTRONIC PARTS | Instructional supplies for | 09340017 4310 | 200.86 | | |
| | Instructional supplies for | 09340017 4310 | 26.31 | | |
| | | | 227.17 | | WA 00855726 |
| EMPLOYMENT | UNEMPLOYMENT INSURANCE | 67710300 3520 | 5,409.21 | | |
| | | | 5,409.21 | | WA 00855727 |
| EWING IRRIGATION | 5GL CONC WHITE PAINT | 69610007 4310 | 488.65 | | |
| | | | 488.65 | | WA 00855728 |
| FABRIC DIRECT | ESSENCE MUSLIN MED WEIGHT | 10060007 4310 | 1,674.00 | | |
| | | | 1,674.00 | | WA 00855729 |
| FEDERAL EXPRESS CORP | MAILINGS FOR ACCT #1104-8488 | 67710300 5870 | 6.07 | | |
| | | | 6.07 | | WA 00855730 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 110.83 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 54.48 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 84.39 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 7.14 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 72.94 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 9.12 | | |
| | | | 338.90 | | WA 00855731 |
| FINS AND CRITTERS | 25 GALLONS WATER CHANGE | 04011100 4520 | 31.25 | | |
| | 25 GALLONS WATER CHANGE | 04011100 4520 | 18.75 | | |
| | MONTHLY SERVICE FOR LVC | 04011100 5650 | 75.00 | | |
| | MONTHLY SERVICE FOR LVC | 04011100 5650 | 75.00 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 20.99 | | |
| | Instructional supplies for | 04011007 4310 | 27.15 | | |
| | Instructional supplies for | 04011007 4310 | 7.18 | | |
| | | | 255.32 | | WA 00855732 |
| FISHER FLOORS INC | VINYL FLOORING, ARMSTRONG | 65110000 6211 | 535.60 | | |
| | LABOR CHARGES | 65110000 6212 | 960.00 | | |
| | | | 1,495.60 | | WA 00855733 |
| FISHER SCIENTIFIC CO | Methanol, 4L, #S25426A | 19000006 4310 | 39.26 | | |
| | Cupric Sulfate, 100g, #S25286 | 19000006 4310 | 14.62 | | |
| | 25 mL erlenmeyers, 12 per | 19050000 4311 | 57.69 | | |
| | Acetone, 4L, #S25120A | 19050000 4311 | 132.25 | | |
| | Filter Paper, 11cm, #09-795D | 19050000 4311 | 14.62 | | |
| | Weighing Dishes, medium, | 19050000 4311 | 92.97 | | |
| | Kimwipes, #S47299 | 19050000 4311 | 86.40 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------|--------------------------------|---------------|-----------------|--------|-------------|
| | Filter Paper, 7.0 cm, #09-805C | 19050000 4311 | 19.14 | | |
| | Sparkleen, #S701101, Quote# | 19050007 4310 | 65.69 | | |
| | Methanol, 4L, #S25426A | 19050007 4310 | 39.27 | | |
| | 50 mL graduated cylinders, | 19050007 4310 | 176.30 | | |
| | WEIGH DISH PS MEDIUM 500/CSL | 19050100 4311 | 121.80 | | |
| | 99% Isopropyl Alcohol, 4L, | 19000006 4310 | 138.62 | | |
| | CRUCIBLE HIGH FORM 30 ML | 19050100 4311 | 283.69 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | -230.87 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 215.01 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 145.61 | | |
| | | | <u>1,412.07</u> | | WA 00855734 |
| FOLLETT HEG - AHC | PURCHASE TEXTBOOKS FOR | 64300301 7620 | 200.88 | | |
| | | | <u>200.88</u> | | WA 00855735 |
| FOLLETT HEG - AHC | PASSTHROUGH TO PROCESS | 00000010 9516 | 829.44 | | |
| | | | <u>829.44</u> | | WA 00855736 |
| FOLLETT HEG - AHC | BOOKS AND SUPPLIES FOR THE | 00000010 9542 | 51.16 | | |
| | | | <u>51.16</u> | | WA 00855737 |
| FOLLETT HEG - AHC | Engineering Paper, 8.5 x 11, | 09011017 4310 | 690.34 | | |
| | | | <u>690.34</u> | | WA 00855738 |
| FOLLETT HEG - AHC | Office Supplies: | 64900108 4520 | 32.75 | | |
| | | | <u>32.75</u> | | WA 00855739 |
| FOLLETT HEG - AHC | ART SUPPLIES | 10021007 4310 | 62.75 | | |
| | | | <u>62.75</u> | | WA 00855740 |
| FOLLETT HEG - AHC | INSTRUCTIONAL SUPPLIES | 10021007 4310 | 24.04 | | |
| | | | <u>24.04</u> | | WA 00855741 |
| FOLLETT HEG - AHC | INSTRUCTIONAL SUPPLIES | 10090007 4310 | 202.94 | | |
| | | | <u>202.94</u> | | WA 00855742 |
| FOLLETT HEG - AHC | PURCHASE TEXTBOOKS USING | 49306011 4310 | 1,310.85 | | |
| | | | <u>1,310.85</u> | | WA 00855743 |
| FOLLETT HEG - AHC | PURCHASE BOOKS FOR THE | 49306007 4310 | 2,688.20 | | |
| | PURCHASE BOOKS FOR THE | 49306011 4310 | 1,000.00 | | |
| | | | <u>3,688.20</u> | | WA 00855744 |
| FOLLETT HEG - AHC | Exploring Microsoft Word 16 | 05140004 4520 | 334.26 | | |
| | Exploring Microsoft | 05140004 4520 | 334.26 | | |
| | | | <u>668.52</u> | | WA 00855745 |
| FOLLETT HEG - AHC | BOOKS FOR THE EOPS LENDING | 3220014 4520 | 1,284.93 | | |
| | BOOKS FOR THE EOPS LENDING | 3220014 4520 | 371.25 | | |
| | BOOKS FOR THE EOPS LENDING | 3220014 4520 | 483.30 | | |
| | BOOKS FOR THE EOPS LENDING | 3220014 4520 | 3,383.80 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|----------------------------|---------------|------------------|--------|-------------|
| | BOOKS FOR THE EOPS LENDING | 63220014 4520 | 4,912.92 | | |
| | | | <u>10,436.20</u> | | WA 00855746 |
| FOLLETT HEG - AHC | EMERGENCY SCHOOL SUPPLIE | 63220014 4520 | 2,952.29 | | |
| | | | <u>2,952.29</u> | | WA 00855747 |
| FREESTYLE | EPSON P800 PHOTO BLACK INK | 10000017 4310 | 58.93 | | |
| | EPSON P800 CYAN INK | 10000017 4310 | 58.93 | | |
| | EPSON P800 VIVID MAGENTA | 10000017 4310 | 58.93 | | |
| | EPSON P800 LIGHT CYAN INK | 10000017 4310 | 58.93 | | |
| | EPSON P800 LIGHT MAGENTA | 10000017 4310 | 58.93 | | |
| | EPSON P800 LIGHT BLACK INK | 10000017 4310 | 58.93 | | |
| | EPSON P800 MATTE BLACK INK | 10000017 4310 | 58.97 | | |
| | SHIPPING | 10000017 4310 | 49.99 | | |
| | EPSON P800 PHOTO BLACK INK | 10110007 4310 | 58.93 | | |
| | EPSON P800 LIGHT CYAN INK | 10110007 4310 | 58.93 | | |
| | EPSON P800 LIGHT MAGENTA | 10110007 4310 | 58.93 | | |
| | EPSON P800 LIGHT BLACK INK | 10110007 4310 | 58.94 | | |
| | EPSON P800 MATTE BLACK INK | 10110007 4310 | 58.93 | | |
| | EPSON P800 LIGHT LIGHT | 10110007 4310 | 117.87 | | |
| | EPSON P800 CYAN INK | 10000017 4310 | 28.03 | | |
| | EPSON P800 VIVID MAGENTA | 10000017 4310 | 29.68 | | |
| | EPSON P800 YELLOW INK | 10000017 4310 | 59.35 | | |
| | EPSON P800 CYAN INK | 10110007 4310 | 29.67 | | |
| | EPSON P800 VIVID MAGENTA | 10110007 4310 | 29.67 | | |
| | EPSON P800 YELLOW INK | 10110007 4310 | 59.34 | | |
| | | | <u>1,110.81</u> | | WA 00855748 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 21.97 | | |
| | | | <u>21.97</u> | | WA 00855749 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 32.90 | | |
| | | | <u>32.90</u> | | WA 00855750 |
| FRONTIER | TELEPHONE SERVICE | 65700400 5540 | 143.82 | | |
| | | | <u>143.82</u> | | WA 00855751 |
| GALLS LLC | MEDICAL BAG/DYNA MED BLS | 21055011 6410 | 604.80 | | |
| | SHIPPING AND HANDLING | 21055011 6410 | 24.18 | | |
| | DYNA MED COMPLETE O2 | 21055011 6410 | 645.73 | | |
| | SHIPPING AND HANDLING | 21055011 6410 | 25.82 | | |
| | | | <u>1,300.53</u> | | WA 00855752 |
| GARDA CL WEST INC | MONTHLY ARMORED CAR | 67211000 5112 | 362.29 | | |
| | | | <u>362.29</u> | | WA 00855753 |
| Garza, Deborah L | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00855754 |
| GM FINANCIAL LEASING | LEASE PAYMENT FOR 2016 | 64945000 5680 | 762.81 | | |
| | LEASE PAYMENT FOR 2016 | 64945000 5680 | 762.81 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|----------|--------|-------------|
| | | | 1,525.62 | | WA 00855755 |
| Gomez, Petra C | Reimbursement - books for the | 67520003 4520 | 29.47 | | |
| | | | 29.47 | | WA 00855756 |
| GRIEGO POOL SERVICE | POOL SERVICE | 65110000 5640 | 700.00 | | |
| | | | 700.00 | | WA 00855757 |
| Grohowski, Paul | Police Chief Training Course | 67775000 5210 | 1,324.80 | | |
| | | | 1,324.80 | | WA 00855758 |
| HARTFORD, THE | AHC GROUP LIFE INSURANCE | 00000010 9537 | 5,077.26 | | |
| | | | 5,077.26 | | WA 00855759 |
| HENRY SCHEIN INC | TRIPLE TRAY EXTENDED QUAD | 2401000 4310 | 83.57 | | |
| | UNITEK CROWNS GOLD | 12401000 4310 | 70.74 | | |
| | ABSORBENT POINTS MEDIUM | 12401000 4310 | 14.32 | | |
| | FINGER RULER RT HAND | 12401000 4310 | 14.14 | | |
| | AH 26 COMPLETE KIT | 12401000 4310 | 103.93 | | |
| | EXCAVATOR | 12401000 4310 | 90.67 | | |
| | FLEXIBLE MIXING BOWL MED | 12401000 4310 | 7.98 | | |
| | PLASTIC MIXING BOWL LARGE | 12401000 4310 | 7.98 | | |
| | HAND SANITIZER | 12401000 4310 | 82.81 | | |
| | SHIPPING AND HANDLING | 12401000 4310 | 2.96 | | |
| | PERI-PRO DEVELOPER AND FIX | 12401000 4310 | 36.60 | | |
| | CROWN REMOVER TRIAL UPPER | 12401000 4310 | 169.64 | | |
| | CROWN ADAPTER PLIER WITH | 12401000 4310 | 351.97 | | |
| | CROWN REMOVER RUBBER | 12401000 4310 | 22.22 | | |
| | DISCOID AND CLEOID DE | 12401000 4310 | 64.74 | | |
| | CROWN REMOVER INSERT | 12401000 4310 | 11.15 | | |
| | AMALGAM CARRIER METAL | 12401000 4310 | 76.18 | | |
| | CARBIDE BUR RA 6 | 12401000 4310 | 28.06 | | |
| | EDGE EASE WHITE #2 SHORT | 12401000 4310 | 90.70 | | |
| | | | 1,330.36 | | WA 00855760 |
| Hess-Cavazos, Connor R | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00855761 |
| Hite, Christopher E | REIMBURSEMENT FOR DVDs | 06122000 4310 | 92.80 | | |
| | | | 92.80 | | WA 00855762 |
| Holford, Hailey E | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00855763 |
| J B DEWAR | OPERATIONAL SUPPLIES FOR LEI | 055003 4520 | -13.14 | | |
| | OPERATIONAL SUPPLIES FOR LEI | 055003 4520 | 23.09 | | |
| | OPERATIONAL SUPPLIES FOR LEI | 055005 4520 | -13.14 | | |
| | OPERATIONAL SUPPLIES FOR LEI | 055005 4520 | 23.08 | | |
| | | | 19.89 | | WA 00855764 |
| JOBELEPHANT.COM INC | Advertising for recruitment | 59902000 5880 | 280.00 | | |
| | UNLIMITED POSTING | 67610001 5880 | 1,575.00 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|----------|--------|-------------|
| | UNLIMITED POSTING | 67610001 5880 | 1,575.00 | | |
| | UNLIMITED POSTING | 67610001 5880 | 1,575.00 | | |
| | | | 5,005.00 | | WA 00855765 |
| Jorstad, Robert J | REIMB FOR SCIENCE NIGHT | 63220014 4520 | 2,058.66 | | |
| | REIMB FOR SCIENCE NIGHT | 63220014 6410 | 1,792.42 | | |
| | | | 3,851.08 | | WA 00855766 |
| JOSEPH T RYERSON & SON | Instructional supplies for | 09563000 4311 | 23.07 | | |
| | Instructional Supplies for | 09563000 4311 | 336.11 | | |
| | | | 359.18 | | WA 00855767 |
| K & A CONSULTING CORP | Technical Consulting Services | 67873000 5112 | 3,275.00 | | |
| | | | 3,275.00 | | WA 00855768 |
| KELLY PAPER CO | PAPER CONSUMABLES FOR | 67760000 4520 | 1,106.67 | | |
| | | | 1,106.67 | | WA 00855769 |
| KELVIN LP | Kelvin Molding & Casting with | 09011017 4310 | 125.00 | | |
| | Blue polystyrene crystals | 09011017 4310 | 39.95 | | |
| | Yellow Polystyrene crystals | 09011017 4310 | 39.95 | | |
| | Screwdriver Blade Phillips | 09011017 4310 | 59.95 | | |
| | Shipping | 09011017 4310 | 18.54 | | |
| | | | 283.39 | | WA 00855770 |
| LABORATORY DEVICES | Tensile, Flat C1010, Sheared, | 09011017 4310 | 77.22 | | |
| | Tensile, Flat 4130 HR, | 09011017 4310 | 79.37 | | |
| | Tensile, Flat AL 2024-T351, | 09011017 4310 | 79.37 | | |
| | Tensile, Flat AL 6061-T6, | 09011017 4310 | 81.50 | | |
| | Tensile, Flat AL 7075-T6, | 09011017 4310 | 107.24 | | |
| | Tensile, Flat Free Cutting | 09011017 4310 | 81.51 | | |
| | Tensile, Flat, POL-HI, Part# | 09011017 4310 | 70.79 | | |
| | PVC, Part# TPVF013 | 09011017 4310 | 70.79 | | |
| | Shipping | 09011017 4310 | 28.00 | | |
| | | | 675.79 | | WA 00855771 |
| Leggett, Thomas S | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00855772 |
| LEISURE TIMES GAMES | COPIES AMERICA #1 | 63220014 4520 | 1,723.68 | | |
| | BOARDS/BAGS | 63220014 4520 | 108.00 | | |
| | | | 1,831.68 | | WA 00855773 |
| LINCOLN ELECTRIC | Viking Black Helmet 1740 part | 09565008 4310 | 2,558.30 | | |
| | Viking Black Helmet 1840 part | 09565008 4310 | 153.12 | | |
| | Heavy Duty Leather Welding | 09565008 4310 | 651.67 | | |
| | Traditional Split Leather | 09565008 4310 | 166.49 | | |
| | Traditonal Split Leather | 09565008 4310 | 166.49 | | |
| | Heavy Duty Leather Welding | 09565008 4310 | 651.67 | | |
| | Traditional Split Leather | 09565008 4310 | 166.49 | | |
| | Traditional Split Leather | 09565008 4310 | 33.30 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|-----------------------------------|---------------|----------|--------|-------------|
| | | | 4,547.53 | | WA 00855774 |
| LOMPOC HIGH SCHOOL | FULL-PAGE DISPLAY AD IN | 67111000 5880 | 100.00 | | |
| | | | 100.00 | | WA 00855775 |
| MAILFINANCE INC | LEASE PAYMENT ON IM5000 | 67700000 5680 | 1,949.18 | | |
| | | | 1,949.18 | | WA 00855776 |
| Marquez, Thomas J | LIVE SCAN REIMB FOR | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00855777 |
| Mathieu, Dorine M | Reimbursement for supplies | 60100707 4552 | 92.13 | | |
| | | | 92.13 | | WA 00855778 |
| Mcman, Shay A | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00855779 |
| METROPOLITAN LIFE | AHC LTD/INCOME PROTECTION00000010 | 9544 | 5,960.09 | | |
| | | | 5,960.09 | | WA 00855780 |
| MF ATHLETIC CO | HURDLE DOLLY W/HANDLE | 69610003 6410 | 1,205.28 | | |
| | SEIKO S149 | 69610003 6410 | 398.52 | | |
| | FREIGHT | 69610003 6410 | 325.00 | | |
| | | | 1,928.80 | | WA 00855781 |
| MID STATE CONTAINER | CONTAINER RENTAL, | 65110400 5690 | 134.69 | | |
| | | | 134.69 | | WA 00855782 |
| MISSION LINEN & | Laundry Services for Auto | 09480000 5550 | 29.28 | | |
| | Laundry Services for Auto | 09482000 5550 | 7.87 | | |
| | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |
| | | | 67.71 | | WA 00855783 |
| MOORE MEDICAL LLC | FREIGHT | 64400002 6410 | 385.12 | | |
| | MOORE BRAND EXAM TABLE | 64400009 6410 | 1,418.79 | | |
| | | | 1,803.91 | | WA 00855784 |
| Nolan-Chavez, Holly | REIMB FOR CONFERENCE / | 68400307 5210 | 139.07 | | |
| | | | 139.07 | | WA 00855785 |
| Oakes, Kyle R | LIVE SCAN REIMB FOR | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00855786 |
| | | | 0.00 | | |
| | | | 0.00 | V VD | WA 00855787 |
| OFFICE DEPOT INC | Office supplies to support | 09480000 4520 | 23.94 | | |
| | Office supplies needed for | 09480000 4520 | 108.97 | | |
| | Instructional supplies to be | 09560001 4310 | 164.38 | | |
| | STOOL FLASH FURNITURE | 10300007 4310 | 151.18 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------|--------------------------------|---------------|---------|--------|---------|
| | HP 05A Ink | 13050000 4310 | 61.26 | | |
| | HP 80A Ink | 13050000 4310 | 90.77 | | |
| | Office Supplies | 17010000 4520 | 92.61 | | |
| | Staedtler Bond Paper | 17010007 4310 | 124.09 | | |
| | Office & Operational | 19000000 4520 | 132.76 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 10.54 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 13.82 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 4.63 | | |
| | Office Supplies | 49306021 4520 | 70.19 | | |
| | PO171569 Credit | 49308007 4310 | -130.67 | | |
| | Office supplies for MESA/STEM | 60100707 4520 | 127.40 | | |
| | Office Supplies | 60106092 4520 | 72.59 | | |
| | Office Supplies | 60106093 4520 | 64.76 | | |
| | HP 80X/CF280X Black Toner | 61130017 4310 | 425.80 | | |
| | Misc. office supplies as | 61201400 4520 | 129.36 | | |
| | Duracell Batteries AA pack of | 62100000 4520 | 12.73 | | |
| | Clorox Disinfecting Wipes box | 62100000 4520 | 36.17 | | |
| | uni-ball Jetstream | 62100000 4520 | 19.75 | | |
| | FORAY Retractable Pens Blue | 62100000 4520 | 6.05 | | |
| | FORAY Retractable Pens Black | 62100000 4520 | 6.05 | | |
| | Office Depot Correction Tape | 62100000 4520 | 10.68 | | |
| | Texas Instrument TI-1795SV | 62100000 4520 | 24.30 | | |
| | uni-ball Signo Gel 207 | 62100000 4520 | 9.17 | | |
| | HP 55X Black Toner | 62100000 4520 | 281.48 | | |
| | Brother TZ Flexible Label Tape | 62100000 4520 | 21.59 | | |
| | Post-it 3 x 3 14 pads | 62100000 4520 | 23.24 | | |
| | Office Depot Pre-Inked Copy | 62100000 4520 | 6.79 | | |
| | Cosco Self-Inking Date Stamp | 62100000 4520 | 17.92 | | |
| | Stanley Bostitch Staple | 62100000 4520 | 9.27 | | |
| | Office Depot Cubicle Clips | 62100000 4520 | 4.09 | | |
| | DISCOUNT | 62100000 4520 | -2.45 | | |
| | Just Basics 2" D-ring Binders | 62100000 4520 | 11.88 | | |
| | HP 97 Tricolor Ink Cartridge | 62100000 4520 | 37.79 | | |
| | Clorox Disinfecting Wipes box | 62100100 4520 | 36.16 | | |
| | HP 27X Black Toner | 62100100 4520 | 41.54 | | |
| | HP 78A Black Toner | 62100100 4520 | 56.38 | | |
| | Post-it 3 x 3 pack of 12 pads | 62100100 4520 | 11.63 | | |
| | Purell Instant Hand Sanitizer | 62100100 4520 | 9.36 | | |
| | Scotch Tape | 62100100 4520 | 12.11 | | |
| | GearHead Black Shredder | 62100100 4520 | 91.57 | | |
| | Clorox Disinfecting Wipes 2 | 62100100 4520 | 14.24 | | |
| | Post-It Pop-up notes 3x3 | 62100100 4520 | 12.26 | | |
| | Microsoft Wireless Mobile | 62110000 4514 | 25.90 | | |
| | OFFICE SUPPLIES 3/22/17 - | 66240000 4520 | 797.46 | | |
| | OFFICE SUPPLIES | 67111000 4520 | 63.93 | | |
| | OPERATIONAL SUPPLIES | 67211000 4520 | 5.53 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 68101000 4520 | -15.11 | | |
| | OFFICE SUPPLIES FOR ETC | 68400307 4520 | 11.93 | | |
| | AURORA 20-SHEET CROSS-CUT | 67211000 6410 | 323.99 | | |
| | Operational Supplies | 69600000 4520 | 30.47 | | |
| | OFFICE SUPPLIES | 22000000 4520 | 67.51 | | |
| | OFFICE SUPPLIES | 22000000 4520 | 11.72 | | |
| | INSTRUCTIONAL SUPPLIES | 22000017 4310 | 98.83 | | |
| | OFFICE SUPPLIES 7/1/16-5/31/17 | 67210600 4520 | 379.23 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------|---------------|------------------|--------|-------------|
| | OFFICE SUPPLIES | 05000000 4520 | 18.72 | | |
| | | | <u>4,380.24</u> | | WA 00855788 |
| OFFICE DEPOT INC | OFFICE/OPERATIONAL SUPPLIES | 88101000 4520 | 72.03 | | |
| | | | <u>72.03</u> | | WA 00855789 |
| ORACLE AMERICA INC | Oracle Linux Basic Limited | 67873100 5660 | 592.56 | | |
| | Five Year Order Document | 67873100 5322 | 554.51 | | |
| | Configuration Management Pack | 67873100 5322 | 554.51 | | |
| | Oracle Database Enterprise | 67873100 5322 | 7,393.43 | | |
| | Internet Application Server | 67873100 5322 | 5,545.07 | | |
| | Internet Developer Suite - | 67873100 5322 | 843.23 | | |
| | Programmer - Named User Plus | 67873100 5322 | 168.65 | | |
| | Diagnostics Pack - | 67873100 5322 | 554.51 | | |
| | Internet Application Server | 67873100 5322 | 1,818.24 | | |
| | Tuning Pack - Named User Plus | 67873100 5322 | 181.83 | | |
| | Configuration Management Pack | 67873100 5322 | 181.83 | | |
| | Diagnostics Pack - Named User | 67873100 5322 | 181.83 | | |
| | Oracle Database Enterprise | 67873100 5322 | 2,467.62 | | |
| | Configuration Management Pack | 67873100 5322 | 289.34 | | |
| | Diagnostics Pack - Named User | 67873100 5322 | 413.35 | | |
| | Oracle Database Enterprise | 67873100 5322 | 3,926.78 | | |
| | Internet Application Server | 67873100 5322 | 2,893.42 | | |
| | Tuning Pack - Named User Plus | 67873100 5322 | 413.33 | | |
| | | | <u>28,974.04</u> | | WA 00855790 |
| ORCHARD | HARDWARE SUPPLIES | 65110000 4520 | 17.43 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 11.28 | | |
| | | | <u>28.71</u> | | WA 00855791 |
| OTTO FREI | Sand for Casting 5-Lb Can | 09011017 4310 | 93.96 | | |
| | Pro-Craft Mold Parting | 09011017 4310 | 19.01 | | |
| | Shipping | 09011017 4310 | 11.75 | | |
| | Pro-Craft Mold Parting | 09011017 4310 | 9.50 | | |
| | | | <u>134.22</u> | | WA 00855792 |
| Pinon Sosa, Jorge J | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00855793 |
| PLATINUM VISUAL | UNFRAMED PANELS | 10020001 6410 | 980.53 | | |
| | DTS CHALKBOARD 6501U | 10020001 6410 | 285.88 | | |
| | | | <u>1,266.41</u> | | WA 00855794 |
| POWERSTRIDE BATTERY | BATTERY, US12VXC PER | 67772000 4520 | 777.62 | | |
| | GOLF CART CABLE, 205754 PER | 67772000 4520 | 7.04 | | |
| | BATTERY, 31S-9 MF RAMCAR | 67772000 4520 | 247.92 | | |
| | | | <u>1,032.58</u> | | WA 00855795 |
| PPG ARCHITECTURAL | PAINT SUPPLIES | 65110000 4520 | 20.60 | | |
| | | | <u>20.60</u> | | WA 00855796 |
| PRAXAIR DISTRIBUTION | Liquid nitrogen for | 60100707 4310 | 13.39 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------|---------------|----------|--------|-------------|
| | Instructional supplies to be | 09565009 4310 | 326.56 | | |
| | Instructional supplies to be | 09565009 4310 | 81.00 | | |
| | | | 420.95 | | WA 00855797 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,997.83 | | |
| | | | 2,997.83 | | WA 00855798 |
| PROQUEST LLC | LIBRARY BOOKS | 61201000 6310 | 604.31 | | |
| | LIBRARY BOOKS | 61201000 6310 | 294.78 | | |
| | LIBRARY BOOKS | 61201000 6310 | 193.74 | | |
| | LIBRARY BOOKS | 61201000 6310 | 1,116.18 | | |
| | LIBRARY BOOKS | 61201000 6310 | 523.29 | | |
| | LIBRARY BOOKS | 61201000 6310 | 639.87 | | |
| | LIBRARY BOOKS | 61201000 6310 | 699.10 | | |
| | LIBRARY BOOKS | 61201000 6310 | 91.80 | | |
| | LIBRARY BOOKS | 61201000 6310 | 22.92 | | |
| | LIBRARY BOOKS | 61201000 6310 | 300.13 | | |
| | | | 4,486.12 | | WA 00855799 |
| QUINN COMPANY | CONCRETE GRINDER (RENTAL) | 65110000 5690 | 118.80 | | |
| | DIAMOND STONE CHARGES, SE | 65110000 5690 | 129.60 | | |
| | ENV REC FEE | 65110000 5690 | 2.48 | | |
| | | | 250.88 | | WA 00855800 |
| RAYNE WATER | REVERSE OSMOSIS FOR | 65700000 5690 | 220.90 | | |
| | REVERSE OSMOSIS: BLDG B 20 | 67220002 5690 | 25.95 | | |
| | | | 246.85 | | WA 00855801 |
| RAYS AUTO PARTS | PARTS/SUPPLIES | 67772000 4520 | 29.11 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 164.93 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 29.08 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 19.22 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 91.93 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 20.33 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 1.97 | | |
| | | | 356.57 | | WA 00855802 |
| Reed, Kenneth B | REIMBURSEMENT FOR FINGER | 21055000 5820 | 49.00 | | |
| | REIMBURSEMENT FOR DOOR | 21055005 6410 | 242.44 | | |
| | REIMBURSEMENT FOR PARTS | 21055014 4310 | 8.33 | | |
| | REIMBURSEMENT FOR LATEX | 21055014 4310 | 75.30 | | |
| | | | 375.07 | | WA 00855803 |
| Riddick, John T | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00855804 |
| Sanders, Andrea | Reimb for Miscommunication | 67300100 5821 | 1,000.00 | | |
| | | | 1,000.00 | | WA 00855805 |
| SLO PEST AND TERMITE | PEST CONTROL SERVICES FOR | 65511400 5640 | 120.00 | | |
| | | | 120.00 | | WA 00855806 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|-----------------------------|---------------|----------|--------|-------------|
| SMART & FINAL | Instructional Supplies | 13063000 4311 | 80.88 | | |
| | Instructional Supplies | 13063000 4311 | 149.88 | | |
| | Instructional Supplies | 13063000 4311 | 75.44 | | |
| | FOOD SUPPLIES FOR | 13060020 4311 | 103.39 | | |
| | FOOD SUPPLIES FOR | 13060020 4311 | 74.76 | | |
| | FOOD SUPPLIES FOR | 13060020 4311 | 61.62 | | |
| | | | 545.97 | | WA 00855807 |
| SMITH PIPE & SUPPLY INC | IRRIGATION/GROUNDS | 65510000 4520 | 149.98 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 113.75 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 135.53 | | |
| | | | 399.26 | | WA 00855808 |
| SP MAINTENANCE | SWEEPING SERVICES AT EVOC | 65510000 5650 | 300.00 | | |
| | | | 300.00 | | WA 00855809 |
| SPARTAN SPORTS | 2" X 12" BANNER AD ON SANTA | 67111000 5880 | 900.00 | | |
| | | | 900.00 | | WA 00855810 |
| SPORT & CYCLE TEAM | CALIF DIAMOND SOFTBALLS | 69610007 4310 | 700.27 | | |
| | OFF CALIF JC WATERPOLO | 69610007 4310 | 213.28 | | |
| | PRACTICE WATER POLO BALLS | 69610007 4310 | 323.12 | | |
| | OFF CCCAA SOCCER BALLS | 69610007 4310 | 853.25 | | |
| | FREE SOCCERBALLS WHEN YOU | 69610007 4310 | 0.00 | | |
| | WO'S EVOLUTION | 69610007 4310 | 646.37 | | |
| | FREE BASKETBALLS WHEN YOU | 69610007 4310 | 0.00 | | |
| | SHIPPING | 69610007 4310 | 95.50 | | |
| | | | 2,831.79 | | WA 00855811 |
| SPRINGER CUSTOMER | MITIGATION OF NATURAL | 03030007 4310 | 189.00 | | |
| | ENVIRONMENTALLY-FRIENDLY | 03030007 4310 | 279.00 | | |
| | SUSTAINABILITY IN | 03030007 4310 | 219.00 | | |
| | DELIVERY CHARGES | 03030007 4310 | 7.44 | | |
| | | | 694.44 | | WA 00855812 |
| Suchan, Corrin | Reimb Postage | 60106082 5870 | 5.39 | | |
| | | | 5.39 | | WA 00855813 |
| Suniga, Naomi | REIMBURSEMENT SUBWAY FOR | 4900012 4710 | 50.00 | | |
| | REIMBURSEMENT SUBWAY FOR | 4900012 4710 | 50.00 | | |
| | | | 100.00 | | WA 00855814 |
| SUPPLY DOC INC | EARLOOP FACE MASK | 70101241 4310 | 29.70 | | |
| | TRANSFORM NITRILE POWDER | 70101241 4310 | 77.67 | | |
| | SALIVA EJECTOR | 70101241 4310 | 2.97 | | |
| | VENTED ORAL EVACUATION | 70101241 4310 | 2.97 | | |
| | OPTIM DISINFECTING SOLUTION | 70101241 4310 | 100.97 | | |
| | STERILIZATION POUCHES | 70101241 4310 | 8.19 | | |
| | COTTON TIP APPLICATOR 6INCH | 70101241 4310 | 11.02 | | |
| | TOP GEL CHERRY | 70101241 4310 | 6.20 | | |
| | NON WOVEN SPONGES | 70101241 4310 | 21.59 | | |
| | STERILIZATION POUCHES | 70101241 4310 | 19.42 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|----------|--------|-------------|
| | STERILIZATION POUCHES | 70101241 4310 | 23.76 | | |
| | CROSSTEX PROBACK BIBS | 70101241 4310 | 18.90 | | |
| | | | 323.36 | | WA 00855815 |
| TANKS A LOT HYDRO | TANK HYDRO'S | 12502000 4310 | 100.00 | | |
| | TANK HYDRO'S (ALUMINUM) | 12502000 4310 | 60.00 | | |
| | TEFLON O-RINGS | 12502000 4310 | 12.96 | | |
| | | | 172.96 | | WA 00855816 |
| TECH EDU | DESKTOP VISUALIZER | 10020001 6410 | 3,600.50 | | |
| | SHIPPING | 10020001 6410 | 43.19 | | |
| | | | 3,643.69 | | WA 00855817 |
| THOMSON REUTERS-WEST | CALIFORNIA EDUCATION CODE | 60100300 4520 | 74.35 | | |
| | | | 74.35 | | WA 00855818 |
| Torres, Clarissa X | LIVE SCAN REIMB FOR | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00855819 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 88.15 | | |
| | | | 88.15 | | WA 00855820 |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 12.24 | | |
| | | | 12.24 | | WA 00855821 |
| US BANK CORPORATE | VARIDESK SOHO SMALL | 67343000 4520 | 189.01 | | |
| | RIFLE SIGHTS SQUARE .072 | 67775000 4520 | 54.00 | | |
| | SHIPPING | 67775000 4520 | 7.50 | | |
| | Ultimate Hold Hair Spray 10oz | 10060007 4310 | 306.61 | | |
| | | | 557.12 | | WA 00855822 |
| US BANK CORPORATE | COLLEGE ACHIEVEMENT | 64900108 4520 | 77.92 | | |
| | STRENGTHQUEST ACCESS | 64900108 5670 | 999.00 | | |
| | | | 1,076.92 | | WA 00855823 |
| VERIZON SELECT SVC INC | LONG DISTANCE AND TOLL | 65700000 5540 | 184.30 | | |
| | | | 184.30 | | WA 00855824 |
| WALMART STORES | GROCERY VOUCHERS FOR | 64300008 7611 | 6,250.00 | | |
| | | | 6,250.00 | | WA 00855825 |
| WARD'S SCIENCE INC | 10 glass hardness plates, | 19140000 4310 | 138.35 | | |
| | shipping charges | 19140000 4310 | 25.23 | | |
| | | | 163.58 | | WA 00855826 |
| Weiner, Betsy Jane | REIMBURSEMENT FOR PHOTO | 10110007 4310 | 326.41 | | |
| | | | 326.41 | | WA 00855827 |
| WEST COAST WATER | MONTHLY WATER TREATMENT | 65110400 5640 | 576.00 | | |
| | MONTHLY WATER TREATMENT | 65110400 5640 | 490.00 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|--------------------------------|---------------|------------------|--------|-------------|
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | LAT 5480 14" Q#3000011859497.1 | 71730002 6411 | 998.13 | | |
| | SERVICE & WARRANTY | 71730002 6411 | 4,970.14 | | |
| | ENVIRONMENTAL FEE | 71730002 6411 | 70.00 | | |
| | OPTP MT 7050 Q#3000012060496.7 | 71730003 6411 | 1,407.76 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 258.98 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 6.00 | | |
| | DELL 24" MON | 71730003 6411 | 276.23 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 3.22 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 6.00 | | |
| | OPTP MT 7050 Q#3000012060496.7 | 71730003 6411 | 1,407.77 | | |
| | OPTP MT 7050 Q#3000012060496.7 | 71730003 6411 | 1,407.77 | | |
| | OPTP MT 7050 Q#3000012060496.7 | 71730003 6411 | 1,407.77 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 776.94 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 18.00 | | |
| | OPTP 7050 Q#3000011854997.1 | 71730003 6411 | 1,162.97 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 259.14 | | |
| | OPTP MT 7050 Q#3000012060496.7 | 71730003 6411 | 1,407.76 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 6.00 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 258.98 | | |
| | AIO 7450 Q#3000012059336.1 | 71730003 6411 | 1,385.92 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 202.05 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 6.00 | | |
| | | | <u>30,679.14</u> | | WI 00855837 |
| US BANK CORPORATE | LIVESCAN FINGERPRINT | 71730003 6411 | 3,765.87 | | |
| | | | <u>3,765.87</u> | | WI 00855838 |
| CCCEOPSA | Beverly Garcia 3.19-21.17 | 64300008 5210 | 150.00 | | |
| | | | <u>150.00</u> | | WA 00855839 |
| Diaz, Cynthia R | CCC 2017 Veterans Summit | 63220014 5210 | 438.10 | | |
| | | | <u>438.10</u> | | WA 00855840 |
| Doty, Lori A | CCCSFAAA Conference | 64642002 5210 | 149.53 | | |
| | | | <u>149.53</u> | | WA 00855841 |
| ENTERPRISE RENT-A-CAR | VEHICLE RENTAL 3.27-3.30 | 60100112 5210 | 272.04 | | |
| | VEHICLE RENTAL FOR CAFYES | 64300008 5210 | 137.70 | | |
| | Vehicle rental for R Parisi | 64642002 5210 | 320.87 | | |
| | Vehicle Rental For L. Doty, | 64642002 5210 | 270.81 | | |
| | | | <u>1,001.42</u> | | WA 00855842 |
| Garcia, Beverly A | Technical Assistance Training | 64300008 5210 | 178.25 | | |
| | | | <u>178.25</u> | | WA 00855843 |
| Henretta, Joan K | 3CBG 2017 | 64642002 5210 | 48.00 | | |
| | | | <u>48.00</u> | | WA 00855844 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|--------------------------------|---------------|-----------------------------|--------|-------------|
| Kopecky, Susannah I | USFLN Symposium | 68400381 5210 | 1,548.20 <u>1,548.20</u> | | WA 00855845 |
| Lau, Margaret S | Mileage reimbursement | 60100201 5210 | 142.15 | | |
| | Mileage reimbursement | 60100300 5210 | 79.34 <u>221.49</u> | | WA 00855846 |
| Mabry, Robert D | CCC maker regional meetup | 68400381 5210 | 702.59 <u>702.59</u> | | WA 00855847 |
| Mcguire, Patrick H | STEM Tour at Lawrence Lab | 60100201 5210 | 682.58 <u>682.58</u> | | WA 00855848 |
| Nolan-Chavez, Holly | TourLawrenceLivermoreNat'ILab | 68400307 5210 | 24.57 <u>24.57</u> | | WA 00855849 |
| PORTOLA | Jose Millan 4.21-22.17 | 63220014 4640 | 480.25 <u>480.25</u> | | WA 00855850 |
| Spieß, Alexandra | TechnicalAssistanceTraining | 64300008 5210 | 51.00 <u>51.00</u> | | WA 00855851 |
| TABLEAU SOFTWARE INC | Erica Biely 10.9-12.17 | 66201005 5210 | 1,095.00 | | |
| | Armando Cortez 10.9-12.17 | 66201005 5210 | 1,095.00 | | |
| | Paul Murphy 10.9-12.17 | 66201005 5210 | 1,095.00 <u>3,285.00</u> | | WA 00855852 |
| Tuan, Juanita C | UC Davis Pre Health Conference | 63220014 5210 | 1,088.14 <u>1,088.14</u> | | WA 00855853 |
| Valdiviezo, Alicia | UTC University Tour | 63220014 4640 | 100.00 <u>100.00</u> | | WA 00855854 |
| Wheeler, Cynthia L | Mileage reimbursement | 30070000 5210 | 26.78 <u>26.78</u> | | WA 00855855 |
| Ying, Chellis S | CAP Conference | 63220001 5210 | 863.53 <u>863.53</u> | | WA 00855856 |
| AD EMBROIDERY & | GARMENT AND EMBROIDERY | 64300008 4520 | 89.64 | | |
| | EMBROIDERY POLO | 64300008 4520 | 97.20 | | |
| | GARMENT AND EMBROIDERY | 64300008 4520 | 45.90 | | |
| | GARMENT AND EMBROIDERY | 64300202 4520 | 167.29 | | |
| | EMBROIDERY POLO | 64300202 4520 | 90.72 | | |
| | EMBROIDERY POLO | 64300202 4520 | 45.36 <u>536.11</u> | | WA 00855857 |
| ADVANCED EXERCISE | VERTICAL KNEE RAISE/DIP | 08350001 6410 | 571.08 | | |
| | FREIGHT | 08350001 6410 | 151.00 <u>722.08</u> | | WA 00855858 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|-------------------------------|---------------|-------------------------------|--------|-------------|
| AFFORDABLE LIBRARY | LIBRARY SUPPLIES | 61201000 4520 | 220.00 <u>220.00</u> | | WA 00855859 |
| AHC - FOUNDATION | Advancement Specialist | 60106103 5851 | 4,754.86 <u>4,754.86</u> | | WA 00855860 |
| ALL AMERICAN SCREEN | COUNSELING SHIRTS | 63220014 4520 | 1,317.60 <u>1,317.60</u> | | WA 00855861 |
| Allredge, Sharon M | Local Mileage | 63102001 5210 | 95.98 <u>95.98</u> | | WA 00855862 |
| ALMEIDA, DANIEL | CONDUCT A 2 HOUR | 60100112 5110 | 165.00 | | |
| | CONDUCT A 2 HOUR | 64300008 5110 | 165.00 | | |
| | CONDUCT A 2 HOUR | 64300202 5110 | 170.00 | | |
| | | | <u>500.00</u> | | WA 00855863 |
| ALPHA FIRE | FIRE SPRINKLER SYSTEM | 65110000 4520 | 825.12 | | |
| | LABOR CHARGES | 65110000 5650 | 1,400.00 | | |
| | | | <u>2,225.12</u> | | WA 00855864 |
| AMAZON | BOOKS FOR SM LIBRARY | 60106093 6310 | -17.70 | | |
| | BOOKS FOR SM LIBRARY | 60106093 6310 | 440.78 | | |
| | BOOKS FOR SM LIBRARY | 60106093 6310 | 117.93 | | |
| | BOOKS FOR SM LIBRARY | 60106093 6310 | 180.29 | | |
| | MEDIA FOR SM LIBRARY | 61201000 6320 | 383.26 | | |
| | MEDIA FOR SM LIBRARY | 61201000 6320 | 327.42 | | |
| | MEDIA FOR SM LIBRARY | 61201000 6320 | 309.49 | | |
| | | | <u>1,741.47</u> | | WA 00855865 |
| AMERICAN HOST | FOOD FOR BRIDGES TO | 63220001 4710 | 258.30 <u>258.30</u> | | WA 00855866 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 2,100.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | | | <u>6,332.00</u> | | WA 00855867 |
| AMERIPRIDE VALLEY | LAUNDRY SERVICE FOR | 67760000 5550 | 35.00 <u>35.00</u> | | WA 00855868 |
| ATECH TRAINING INC | Shipping total | 09000000 4310 | 13.38 | | |
| | AC control circuit Board part | 09480000 4310 | 48.73 | | |
| | | | <u>62.11</u> | | WA 00855869 |
| ATKINSON ANDELSON | LEGAL MATTERS | 67342000 5730 | 11,672.07 <u>11,672.07</u> | | WA 00855870 |

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|--|---|-----------------|--------|-------------|
| ATLAS PERFORMANCE | OFFICE TRAILER W/RR | 68102000 5690 | 650.00 | | |
| | RAMP-UNDER 30" STRAIGHT | 68102000 5690 | 435.00 | | |
| | | | <u>1,085.00</u> | | WA 00855871 |
| ATMF INC | Instructional supplies for | 09563000 4311 | 74.00 | | |
| | | | <u>74.00</u> | | WA 00855872 |
| BURNHAM INSURANCE | CONSULTING AGREEMENT FOR | 67300100 5112 | 3,250.00 | | |
| | | | <u>3,250.00</u> | | WA 00855873 |
| CA DEPT OF PUBLIC | ANNUAL GENERATOR FEE | 67710000 5320 | 25.00 | | |
| | | | <u>25.00</u> | | WA 00855874 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 463.32 | | |
| | | | 92.42 | | |
| | | | 88.13 | | |
| | | | <u>643.87</u> | | WA 00855875 |
| CAL COAST MACHINERY | NUT, 14M7276 CAP SCREW, 19M8723 TIRE VALVE, AM30795 TIRE, DMU210362 RIM, DMU210484 | 65510000 4520 | 4.43 | | |
| | | | 24.00 | | |
| | | | 5.23 | | |
| | | | 180.08 | | |
| | | | 323.76 | | |
| | | | <u>537.50</u> | | WA 00855876 |
| CAL OES | GENERAL SITE WORKER | 03030000 4311 | 160.00 | | |
| | | | <u>160.00</u> | | WA 00855877 |
| CAMPBELL UNION HIGH | SUPPORT OF WESTMONT HIGH | 68400307 5112 | 4,000.00 | | |
| | | | <u>4,000.00</u> | | WA 00855878 |
| CAREER AMERICA LLC | FINANCIAL AID TV BASIC | 64642002 5670 | 6,500.00 | | |
| | | | <u>6,500.00</u> | | WA 00855879 |
| CAROLINA BIOLOGICAL | Instructional supplies for | 04011007 4310 | 17.44 | | |
| | | | 8.97 | | |
| | | | 255.44 | | |
| | | | 145.67 | | |
| | | | <u>427.52</u> | | WA 00855880 |
| CARQUEST AUTO PARTS | Instructional supplies for | 09481107 4310 | 4.31 | | |
| | | | <u>4.31</u> | | WA 00855881 |
| CARR'S BOOT SHOP | UNIFORM SUPPLIES FOR FIRE, SAFETY BOOTS FOR SAFETY BOOTS FOR | 21335000 4512 67343000 3920 67343000 3920 | 97.19 | | |
| | | | 125.00 | | |
| | | | 125.00 | | |
| | | | <u>347.19</u> | | WA 00855882 |
| CENTRAL COAST | PRINTING OF 2ND LOOK BULK MAIL PREPARATION OF POSTAGE ON 98 PIECES SENT | 67111000 4540 67111000 4540 67111000 4540 | 2,616.15 | | |
| | | | 368.87 | | |
| | | | 48.02 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|-------------------------------|---------------|-----------|--------|-------------|
| | | | 3,033.04 | | WA 00855883 |
| CENTRAL COAST | Health & Physicals, x-rays, | 67300100 5821 | 589.00 | | |
| | | | 589.00 | | WA 00855884 |
| CITY OF LOMPOC | COMMERCIAL LIGHT ELECTRIC | 65700400 5520 | 15,344.20 | | |
| | WATER SERVICES | 65700400 5530 | 7,084.47 | | |
| | WASTE DISPOSAL/SEWER FEES | 65700400 5570 | 1,709.55 | | |
| | | | 24,138.22 | | WA 00855885 |
| CITY OF SANTA MARIA | PCPA DISPOSAL SITE LANDFILL | 10071300 5570 | 188.16 | | |
| | | | 188.16 | | WA 00855886 |
| COAST AIR BRUSH | Oriental Blue paint, 2 oz. | 09482007 4310 | 17.76 | | |
| | Cobalt Blue paint, 2 oz. | 09482007 4310 | 18.31 | | |
| | Root Beer paint, 2 oz. | 09482007 4310 | 18.31 | | |
| | Tangerine paint, 2 oz. | 09482007 4310 | 18.31 | | |
| | Apple Red, 2 oz. | 09482007 4310 | 18.31 | | |
| | Voo Doo Violette Paint, 2 oz. | 09482007 4310 | 18.31 | | |
| | Intercoast Klear, 1 quart can | 09482007 4310 | 37.36 | | |
| | Solid Base Bright White 8 oz. | 09482007 4310 | 22.63 | | |
| | Solid Base Jet Black 8 oz. | 09482007 4310 | 22.63 | | |
| | Fine Orion Silver, 4 oz. | 09482007 4310 | 13.99 | | |
| | Orion Silver, 4 oz. | 09482007 4310 | 13.99 | | |
| | Shipping Estimate | 09482007 4310 | 18.37 | | |
| | | | 238.28 | | WA 00855887 |
| COLLEGE BOARD | Accuplacer Test Units for | 63101000 5322 | 2,739.00 | | |
| | | | 2,739.00 | | WA 00855888 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 47.21 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 188.84 | | |
| | | | 236.05 | | WA 00855889 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 25.22 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 100.88 | | |
| | | | 126.10 | | WA 00855890 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 60100800 5560 | 43.22 | | |
| | MONTHLY RECURRING COSTS | 65700000 5560 | 172.88 | | |
| | | | 216.10 | | WA 00855891 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 0.02 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 0.01 | | |
| | | | 0.03 | | WA 00855892 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 18.06 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 4.52 | | |
| | | | 22.58 | | WA 00855893 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 18,848.74 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|--|---------------|------------------|--------|-------------|
| | ELECTRICITY SERVICES | 68103000 5520 | 4,712.18 | | |
| | | | <u>23,560.92</u> | | WA 00855894 |
| CUSTOM SHEET & STEEL | Spraywasher/Hot Tank for | 09481002 6410 | 14,500.00 | | |
| | Shipping and handling | 09481002 6410 | 850.00 | | |
| | | | <u>15,350.00</u> | | WA 00855895 |
| DELL MARKETING LP INC | ENVIRONMENTAL FEE | 60106081 5571 | 5.00 | | |
| | LAT E5480 14 Q#3000011859497.160106081 | 60106081 6411 | 998.11 | | |
| | SERVICE & WARRANTY | 60106081 6411 | 355.01 | | |
| | ENVIRONMENTAL FEE | 60106092 5571 | 6.00 | | |
| | AIO 7450 Q#3000012059336.1 | 60106092 6411 | 1,385.92 | | |
| | SERVICE & WARRANTY | 60106092 6411 | 202.05 | | |
| | | | <u>2,952.09</u> | | WA 00855896 |
| DEPARTMENT OF JUSTICE | Department of Justice | 64700000 5820 | 671.00 | | |
| | Department of Justice | 67300100 5820 | 448.00 | | |
| | | | <u>1,119.00</u> | | WA 00855897 |
| DEPT OF FORESTRY & | FSTEP COURSE FIRE ACADEMY | 21335000 4311 | 580.00 | | |
| | SHIPPING | 21335000 4311 | 8.00 | | |
| | | | <u>588.00</u> | | WA 00855898 |
| DIGI-KEY CORPORATION | 20 Position Housing Connector | 09340000 4310 | 25.23 | | |
| | Contact Crimp Socket 18-24 | 09340000 4310 | 188.51 | | |
| | Keying Plug part no. | 09340000 4310 | 5.21 | | |
| | Shipping | 09340000 4310 | 9.99 | | |
| | | | <u>228.94</u> | | WA 00855899 |
| DOCUTEAM | CONFIDENTIAL SHREDDING BIK | 67220000 5571 | 25.00 | | |
| | DESTRUCTION OF OLD | 67300100 5571 | 25.00 | | |
| | | | <u>50.00</u> | | WA 00855900 |
| DOI/BLM | TRAINING COURSE | 21335000 4311 | 13.56 | | |
| | SHIPPING | 21335000 4311 | 3.58 | | |
| | | | <u>17.14</u> | | WA 00855901 |
| EDWARD JAMES | FACILITATOR FOR TEAM | 68101000 5112 | 500.00 | | |
| | | | <u>500.00</u> | | WA 00855902 |
| EFREN'S 2 | FOOD FOR STUD NIGHT OUT | 63220014 4710 | 388.80 | | |
| | | | <u>388.80</u> | | WA 00855903 |
| EFREN'S 2 | FOOD FOR RIGH HS FAST TRACK | 63220001 4710 | 674.80 | | |
| | | | <u>674.80</u> | | WA 00855904 |
| EFREN'S 2 | FOOD FOR FIN AID INFO EVENT | 63220014 4710 | 324.00 | | |
| | | | <u>324.00</u> | | WA 00855905 |
| EFREN'S 2 | FOOD FOR FIN AID INFO EVENT | 63220014 4710 | 324.00 | | |
| | | | <u>324.00</u> | | WA 00855906 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------------|--|---|---|--------|-------------|
| EFREN'S 2 | FOOD FOR FIN AID INFO EVENT | 63220014 4710 | 324.00 <u>324.00</u> | | WA 00855907 |
| EFREN'S 2 | FOOD FOR FIN AID INFO EVENT | 63220014 4710 | 324.00 <u>324.00</u> | | WA 00855908 |
| ELECTRONIC PARTS | Instructional supplies to be MOLDED NYLON PER MIL | 09481107 4310 09560001 4310 | 32.45 56.07 <u>88.52</u> | | WA 00855909 |
| ENARTIS USA INC | Winemaking Supplies & Chem | 01120000 4311 | 425.00 <u>425.00</u> | | WA 00855910 |
| EYEMED VISION CARE | AHC VISION INSURANCE | 00000010 9538 | 2,384.30 <u>2,384.30</u> | | WA 00855911 |
| FAIL SAFE TESTING | GROUND LADDER TESTING 3 RUNGS RE-WELDED | 21330003 5650 21330003 5650 | 1,200.85 100.00 <u>1,300.85</u> | | WA 00855912 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 32.46 <u>32.46</u> | | WA 00855913 |
| FISHER SCIENTIFIC CO | ETHYL ALCHL ABSOLU 200 P Beakers, 150 mL, #S307305 | 119050100 4311 19050000 4311 | 79.75 253.23 <u>332.98</u> | | WA 00855914 |
| FREESTYLE | DELKIN 32GB CF 500X UDMA 6 ARISTA LQD PAPER DEV 64 OZ SHIPPING | 10000017 4310 10000017 4310 10000017 4310 | 34.09 192.93 19.99 <u>247.01</u> | | WA 00855915 |
| Garcia-Villanueva, Ricardo | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 <u>15.00</u> | | WA 00855916 |
| GAYLORD BROS | LIBRARY SUPPLIES | 61201000 4520 | 63.53 <u>63.53</u> | | WA 00855917 |
| George, Kenneth E | REIMBURSEMENT-POSTAGE TO | 21055000 5870 | 11.55 <u>11.55</u> | | WA 00855918 |
| GM FINANCIAL LEASING | LEASE PAYMENT FOR 2017 LEASE PAYMENT FOR 2017 | 64945000 5680 64945000 5680 | 769.79 769.79 <u>1,539.58</u> | | WA 00855919 |
| Gomez, Petra C | REIMB FOR FOOD FOR | 63220014 4710 | 85.49 <u>85.49</u> | | WA 00855920 |
| GRAND PERFORMANCE | AUDIO AND VIDEO SYSTEM | 63220014 5690 | 2,675.00 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|----------------------------|---------------|----------|--------|-------------|
| | | | 2,675.00 | | WA 00855921 |
| GRAYBAR ELECTRIC | OPERATIONAL SUPPLIES | 67873000 4520 | 823.69 | | |
| | OPERATIONAL SUPPLIES | 67873000 4520 | 147.57 | | |
| | | | 971.26 | | WA 00855922 |
| GREAT SCOTTS PIZZA | FOOD FOR NSO/AAW/TESTING | 63220001 4710 | 115.72 | | |
| | Tip for Driver | 63220001 4710 | 7.00 | | |
| | | | 122.72 | | WA 00855923 |
| GREAT SCOTTS PIZZA | FOOD FOR NSO/AAW/TESTING | 63220001 4710 | 117.71 | | |
| | | | 117.71 | | WA 00855924 |
| Guardado, Siboney M | Reimb for FedEx | 60106082 5870 | 44.25 | | |
| | | | 44.25 | | WA 00855925 |
| HALL, JEFFERY | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | Local Mileage | 66100000 5210 | 46.33 | | |
| | | | 286.33 | | WA 00855926 |
| HEALTH FIRST CORP | EMERGENCY MEDICINE IN THE | 12401000 4310 | 295.00 | | |
| | SHIPPING | 12401000 4310 | 15.50 | | |
| | | | 310.50 | | WA 00855927 |
| HENRY SCHEIN INC | CROWN REMOVER TRIAL | 12401000 4310 | 169.64 | | |
| | | | 169.64 | | WA 00855928 |
| HILKER, DANIEL | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | Local Mileage | 66100000 5210 | 37.66 | | |
| | | | 277.66 | | WA 00855929 |
| HOME DEPOT | OPERATIONAL SUPPLIES FOR | 12502000 4520 | 80.47 | | |
| | Supplies for Physics labs. | 19020007 4310 | 60.98 | | |
| | SUPPLIES FOR LE TRAINING | 21055000 4520 | 57.01 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 56.37 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 21335007 4310 | 29.30 | | |
| | MAINTENANCE SUPPLIES, | 65110000 4520 | 108.83 | | |
| | MAINTENANCE SUPPLIES, | 65110000 4520 | 47.51 | | |
| | MAINTENANCE SUPPLIES, | 65110000 4520 | 25.82 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 35.12 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 0.77 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 17.92 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 8.48 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 17.21 | | |
| | MAINTENANCE SUPPLIES, | 65110400 4520 | 6.22 | | |
| | GROUNDS SUPPLIES, LOMPOC | 65511400 4520 | 8.09 | | |
| | OPERATIONAL SUPPLIES FOR | 12502000 4520 | 96.78 | | |
| | OPERATIONAL SUPPLIES FOR | 12502000 4520 | 43.10 | | |
| | Rewards Credit | 65110400 4520 | -2.00 | | |
| | Rewards Credit | 65110400 4520 | -24.00 | | |
| | | | 673.98 | | WA 00855930 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|-----------------------------|---------------|----------|----------|-------------|
| HOME MOTORS | PARTS PER INVOICES; | 67772000 4520 | 102.88 | | |
| | PARTS PER INVOICES; | 67772000 4520 | 162.67 | | |
| | | | 265.55 | | WA 00855931 |
| HOUSE SANITARY SUPPLY | CUSTODIAL SUPPLIES | 65311000 4520 | 145.48 | | |
| | | | 145.48 | | WA 00855932 |
| INKHEAD PROMOTIONAL | INSTRUCTIONAL SUPPLIES FOR | 68400381 4310 | 399.16 | | |
| | | | 399.16 | | WA 00855933 |
| INTELECOM | 2017-2018 ENROLLMENT | 61100300 5670 | 3,943.17 | | |
| | | | 3,943.17 | | WA 00855934 |
| IWORX SYSTEMS INC | Disposable Electrodes, | 04010000 4311 | 790.00 | | |
| | Bacterial Filters, A-BF-304 | 04010000 4311 | 335.00 | | |
| | Shipping | 04010000 4311 | 52.91 | | |
| | | | 1,177.91 | | WA 00855935 |
| J B DEWAR | OPERATIONAL SUPPLIES FOR | 21055003 4520 | 223.59 | | |
| | OPERATIONAL SUPPLIES FOR | 21055005 4520 | 223.59 | | |
| | POSTING CORRECTION | 21055003 4520 | -23.08 | | |
| | POSTING CORRECTION | 21055003 4520 | 23.08 | | |
| | POSTING CORRECTION | 21055003 4520 | 13.14 | | |
| | POSTING CORRECTION | 21055003 4520 | -13.14 | | |
| | POSTING CORRECTION | 21055003 4520 | -223.59 | | |
| | POSTING CORRECTION | 21055003 4520 | 223.59 | | |
| | OPERATIONAL SUPPLIES FOR | 21055003 4520 | 146.59 | | |
| | OPERATIONAL SUPPLIES FOR | 21055003 4520 | 140.07 | | |
| | OPERATIONAL SUPPLIES FOR | 21055003 4520 | 90.37 | | |
| | POSTING CORRECTION | 21055005 4520 | -23.09 | | |
| | POSTING CORRECTION | 21055005 4520 | 23.09 | | |
| | POSTING CORRECTION | 21055005 4520 | 13.14 | | |
| | POSTING CORRECTION | 21055005 4520 | -13.14 | | |
| | POSTING CORRECTION | 21055005 4520 | -223.59 | | |
| | POSTING CORRECTION | 21055005 4520 | 223.59 | | |
| | OPERATIONAL SUPPLIES FOR | 21055005 4520 | 146.59 | | |
| | OPERATIONAL SUPPLIES FOR | 21055005 4520 | 140.08 | | |
| | OPERATIONAL SUPPLIES FOR | 21055005 4520 | 90.38 | | |
| | | | | 1,201.26 | |
| JACK'S REPAIR & SALES | IGNITION MODULE, | 65510000 4520 | 73.43 | | |
| | | | 73.43 | | WA 00855937 |
| JOBEPHANT.COM INC | Advertising for recruitment | 67610001 5880 | 50.00 | | |
| | | | 50.00 | | WA 00855938 |
| JONES & MAYER | PROFESSIONAL SERVICES | 67342000 5730 | 3,908.75 | | |
| | | | 3,908.75 | | WA 00855939 |
| KELLY PAPER CO | PAPER CONSUMABLES FOR | 67760000 4520 | 613.65 | | |
| | | | 613.65 | | WA 00855940 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|------------------------------|---------------|-----------------|--------|-------------|
| KONE INC | MAINTENANCE AGREEMENT | 65110000 5640 | 4,227.60 | | |
| | | | <u>4,227.60</u> | | WA 00855941 |
| KUBOTA LEASING | LEASE PURCHASE OF KUBOTA | 65511400 5680 | 806.02 | | |
| | | | <u>806.02</u> | | WA 00855942 |
| LA TAPATIA BAKERY | FOOD FOR BRIDGES TO | 63220001 4710 | 207.00 | | |
| | | | <u>207.00</u> | | WA 00855943 |
| LAHR, LARRY | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | Local Mileage | 66100000 5210 | 33.28 | | |
| | | | <u>273.28</u> | | WA 00855944 |
| Link, Carson T | Local Mileage | 66100000 5210 | 46.22 | | |
| | | | <u>46.22</u> | | WA 00855945 |
| LOMPOC UNIFIED SCHOOL | BUS TRANSP CABRILLO HS | 63220001 4640 | 53.50 | | |
| | BUS TRANSP LOMPOC HS | 63220001 4640 | 51.20 | | |
| | | | <u>104.70</u> | | WA 00855946 |
| LYNN MUSIC | BASS CLARINET | 10040009 5650 | 75.00 | | |
| | ALTO SAX MAINTENANCE | 10040009 5650 | 85.00 | | |
| | TUBA, YAMAHA MAINTENANCE | 10040009 5650 | 45.00 | | |
| | BARITONE HOLTON REPAIR | 10040009 5650 | 135.00 | | |
| | | | <u>340.00</u> | | WA 00855947 |
| MALDONADO RAMIREZ, | REIMBURSEMENT FOR | 67300100 5820 | 31.00 | | |
| | | | <u>31.00</u> | | WA 00855948 |
| MATH TUTOR DVD.COM | Calculus Tutor: Calculus 1 & | 17010007 4310 | 55.98 | | |
| | Calculus 1 Tutor - Limits | 17010007 4310 | 24.99 | | |
| | Calculus 1: Extra Practice | 17010007 4310 | 24.99 | | |
| | Calculus 1: Extra Practice | 17010007 4310 | 14.99 | | |
| | Calculus 1: Extra Practice | 17010007 4310 | 49.98 | | |
| | Shipping | 17010007 4310 | 7.99 | | |
| | Discount | 17010007 4310 | -34.19 | | |
| | | | <u>144.73</u> | | WA 00855949 |
| MATHESON TRI-GAS INC | Instructional supplies to be | 09565009 4310 | 99.28 | | |
| | | | <u>99.28</u> | | WA 00855950 |
| MATRANGA FLORAL | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | 191.00 | | |
| | | | <u>191.00</u> | | WA 00855951 |
| Mcguire, Patrick H | Reimb for instructional | 09480000 4310 | 29.80 | | |
| | | | <u>29.80</u> | | WA 00855952 |
| MCMASTER-CARR SUPPLY | Instructional supplies for | 09563007 4310 | 95.36 | | |
| | | | <u>95.36</u> | | WA 00855953 |
| MISSION LINEN & | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------|--------------------------------|---------------|-----------------|--------|-------------|
| | Laundry Services for Auto | 09480000 5550 | 29.28 | | |
| | Laundry Services for Auto | 09482000 5550 | 7.87 | | |
| | | | <u>67.71</u> | | WA 00855954 |
| Montano, Maria E | REISSUE WA1847645 | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00855955 |
| MOXIE CAFE | FOOD FOR BRIDGES TO | 63220001 4710 | 648.00 | | |
| | | | <u>648.00</u> | | WA 00855956 |
| NAACP | DR. WALTHERS' ATTENDANCE | 66200000 5222 | 25.00 | | |
| | | | <u>25.00</u> | | WA 00855957 |
| NASCO MODESTO | muscovite bag of ten, stock | 19140000 4310 | 45.36 | | |
| | ground shipping charges | 19140000 4310 | 4.51 | | |
| | halite bag of ten, | 19140000 4310 | 62.64 | | |
| | ground shipping charges | 19140000 4310 | 6.45 | | |
| | | | <u>118.96</u> | | WA 00855958 |
| NOBLE POWER | WHEEL PER INVOICE 327855 | 65510000 4520 | 29.98 | | |
| | CHAINS, LO PROFILE 3/8 | 65511400 4520 | 57.24 | | |
| | | | <u>87.22</u> | | WA 00855959 |
| NORTH STATE | HAZARDOUS WASTE REMOVAL | 67710000 5570 | 3,527.00 | | |
| | | | <u>3,527.00</u> | | WA 00855960 |
| OCEAN DESIGN AND | Service Agreement for Web | 67873000 5112 | 1,500.00 | | |
| | | | <u>1,500.00</u> | | WA 00855961 |
| OFFICE DEPOT INC | GENERAL OFFICE SUPPLIES: | 64300002 4520 | 153.80 | | |
| | GENERAL OFFICE SUPPLIES: | 64300002 4520 | 15.11 | | |
| | GENERAL OFFICE SUPPLIES: | 64300202 4520 | 87.80 | | |
| | OPERATING SUPPLIES 1/17/17 | 67220000 4520 | 10.26 | | |
| | OFFICE SUPPLIES 7/1/2016 - | 64900006 4520 | 9.86 | | |
| | OFFICE SUPPLIES 7/1/2016 - | 64900006 4520 | 206.91 | | |
| | OFFICE SUPPLIES 7/1/2016 - | 64900006 4520 | 3.17 | | |
| | Color toner for office | 15011207 4310 | 32.13 | | |
| | Black toner for office printer | 15011207 4310 | 28.03 | | |
| | 10 pack tape | 15011207 4310 | 6.53 | | |
| | P-Touch tape refill | 15011207 4310 | 9.71 | | |
| | Adhesive putty | 15011207 4310 | 1.05 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 487.85 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 937.75 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 1,553.56 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 289.49 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 90.69 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 254.65 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 16.83 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 96.06 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 63220001 4520 | 6.25 | | |
| | | | <u>4,297.49</u> | | WA 00855962 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|----------------------------|---------------|-----------------|--------|-------------|
| OFFICE DEPOT INC | HAMMERMIL COPY PLUS PAPER | 0042000 4520 | 39.32 | | |
| | | | <u>39.32</u> | | WA 00855963 |
| OLD TOWN SHIRT | STUDENT AMBASSADOR SHIRTS | 63220014 4520 | 526.54 | | |
| | | | <u>526.54</u> | | WA 00855964 |
| ORCHARD | HARDWARE SUPPLIES | 65110000 4520 | 28.76 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 22.55 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 30.76 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 14.34 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 15.85 | | |
| | SUPPLIES PER RECEIPT | 65111000 4520 | 667.80 | | |
| | Supplies for Biology Labs. | 04011007 4310 | 36.53 | | |
| | ART INSTRUCTIONAL SUPPLIES | 0021007 4310 | 35.79 | | |
| | | | <u>852.38</u> | | WA 00855965 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 256.22 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 64.06 | | |
| | | | <u>320.28</u> | | WA 00855966 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 42.43 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 10.61 | | |
| | | | <u>53.04</u> | | WA 00855967 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 15.30 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 3.82 | | |
| | | | <u>19.12</u> | | WA 00855968 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 12.02 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 3.00 | | |
| | | | <u>15.02</u> | | WA 00855969 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 2,627.22 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 656.80 | | |
| | | | <u>3,284.02</u> | | WA 00855970 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 1,203.70 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 300.93 | | |
| | | | <u>1,504.63</u> | | WA 00855971 |
| PANERA BREAD CAFE 3180 | FOOD FOR 4/7/17 SUMMIT | 63220014 4710 | 936.39 | | |
| | | | <u>936.39</u> | | WA 00855972 |
| PAPERCLIP | WEBINAR: HATE CRIMES ON | 63220014 5220 | 389.00 | | |
| | | | <u>389.00</u> | | WA 00855973 |
| PENSA, GREG | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | Local Mileage | 66100000 5210 | 76.82 | | |
| | Local Mileage | 66100000 5210 | 38.52 | | |
| | | | <u>355.34</u> | | WA 00855974 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|--------------------------------|---------------|-----------------|--------|-------------|
| PORTABLE JOHNS INC | RENTAL/SERVICING CHARGES | 68102000 5690 | 617.23 | | |
| | | | <u>617.23</u> | | WA 00855975 |
| POWERSTRIDE BATTERY | BATTERY, US2200 R/W 232 AH, | 67772000 4520 | 717.01 | | |
| | | | <u>717.01</u> | | WA 00855976 |
| PPG ARCHITECTURAL | PAINT SUPPLIES | 65110000 4520 | 8.20 | | |
| | PAINT SUPPLIES | 65110000 4520 | 19.43 | | |
| | EXTENSION POLE, SHERLOCK | 65111000 4520 | 20.52 | | |
| | | | <u>48.15</u> | | WA 00855977 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES | 65311400 4520 | 361.47 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 1,952.68 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 62.32 | | |
| | | | <u>2,376.47</u> | | WA 00855978 |
| PROQUEST LLC | LIBRARY BOOKS | 61201000 6310 | 212.80 | | |
| | LIBRARY BOOKS | 61201000 6310 | 67.96 | | |
| | LIBRARY BOOKS | 61201000 6310 | 224.68 | | |
| | LIBRARY BOOKS | 61201000 6310 | 194.16 | | |
| | LIBRARY BOOKS | 61201000 6310 | 140.52 | | |
| | LIBRARY BOOKS | 61201000 6310 | 184.47 | | |
| | LIBRARY BOOKS | 61201000 6310 | 428.33 | | |
| | | | <u>1,452.92</u> | | WA 00855979 |
| PUBLIC GROUP, THE | AUCTION SERVICES FOR | 67710310 5790 | 32.00 | | |
| | AUCTION SERVICES FOR | 67710310 5790 | 79.88 | | |
| | | | <u>111.88</u> | | WA 00855980 |
| QUINN COMPANY | Propane for forklift use in | 09565000 4520 | 43.99 | | |
| | | | <u>43.99</u> | | WA 00855981 |
| Raine, Luccas Taylor | Accr Salaries and Wages Payabl | 00000010 9532 | 211.41 | | |
| | | | <u>211.41</u> | | WA 00855982 |
| RECORDED BOOKS LLC | MEDIA FOR SM LIBRARY | 49306007 6320 | 37.80 | | |
| | | | <u>37.80</u> | | WA 00855983 |
| ROBOTSHOP INC | SCANNER IIIDSCAN | 10300001 6411 | 1,441.49 | | |
| | | | <u>1,441.49</u> | M RV | WA 00855984 |
| Romberger, Amy L | Local Mileage | 60100400 5210 | 139.10 | | |
| | | | <u>139.10</u> | | WA 00855985 |
| Rosas, Maria | Accr Salaries and Wages Payabl | 00000010 9532 | 540.54 | | |
| | | | <u>540.54</u> | | WA 00855986 |
| ROTARY CLUB OF SANTA | 2'X7' BANNER FOR SANTA | 66200000 5880 | 200.00 | | |
| | | | <u>200.00</u> | | WA 00855987 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------------|------------------------------------|---------------|------------------------------|--------|-------------|
| Rothanzl, Jessica A | REISSUE WA1843201 | 64700000 5820 | 7.00 <u>7.00</u> | | WA 00855988 |
| Sanchez Martinez, Gabriela | Accr Salaries and Wages Payabl | 00000010 9532 | 363.00 <u>363.00</u> | | WA 00855989 |
| Sandoval, Lucero | REISSUE WA1847680 | 64900019 5820 | 7.00 <u>7.00</u> | | WA 00855990 |
| SANTA BARBARA CO ED | SBCSBA ANNUAL DUES 2016-1766200000 | 5310 | 350.00 <u>350.00</u> | | WA 00855991 |
| SAVE MART | Instructional Supplies | 13063000 4311 | 84.93 | | |
| | Instructional Supplies | 13063000 4311 | 66.10 | | |
| | Instructional Supplies | 13063000 4311 | 82.42 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 24.79 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 40.41 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 18.09 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 37.76 <u>354.50</u> | | WA 00855992 |
| Sims, Nathan W | Local Mileage | 63102001 5210 | 111.28 <u>111.28</u> | | WA 00855993 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | 127.00 <u>127.00</u> | | WA 00855994 |
| SMART & FINAL | Instructional Supplies | 13063000 4311 | 146.91 | | |
| | Instructional Supplies | 13063000 4311 | 169.60 | | |
| | Instructional Supplies | 13063000 4311 | 111.34 <u>427.85</u> | | WA 00855995 |
| SOLVANG PROPERTIES | Monthly lease for the rooms | 60100800 5630 | 2,000.00 <u>2,000.00</u> | | WA 00855996 |
| STANTEC CONSULTING | AMENDMENT THREE FOR | 69500004 6230 | 445.05 <u>445.05</u> | | WA 00855997 |
| STRATA INFORMATION | FUNCTIONAL & TECHNICAL | 63220001 5112 | 310.00 | | |
| | CCCApply Technical Support | 63220001 5112 | 4,960.00 | | |
| | PROFESSIONAL SERVICES | 67220000 5112 | 310.00 | | |
| | Banner Oracle DBA | 67873100 5112 | 7,207.50 <u>12,787.50</u> | | WA 00855998 |
| TEQUIPMENT.NET | Rigol 20 MHz Arbitrary | 09340004 6410 | 2,840.50 | | |
| | 50 MHz Digital Oscilloscope | 09011001 6410 | 3,750.60 | | |
| | 60 MHz, 2 ch, 200MS/s | 09011001 6410 | 8,084.00 | | |
| | Power supply with 2 | 09011001 6410 | 4,230.00 | | |
| | 5 1/2 digit benchtop digital | 09011001 6410 | 1,336.65 | | |
| | 5 1/2 digit benchtop digital | 09011001 6410 | 3,118.85 <u>23,360.60</u> | | WA 00855999 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-----------------------------|---------------|-----------|--------|-------------|
| TESTA CATERING | FOOD FOR NC WELLNESS | 63220003 4710 | 168.34 | | |
| | FOOD FOR YELL PLNG MTG | 63220014 4710 | 121.73 | | |
| | FOOD FOR STU SUCCESS | 63220014 4710 | 1,009.05 | | |
| | | | 1,299.12 | | WA 00856000 |
| TESTA'S CAMPUS CUISINE | TESTA'S FOOD CARDS FOR | 63220014 7614 | 5,000.00 | | |
| | | | 5,000.00 | | WA 00856001 |
| TROJAN PETROLEUM INC | INSTRUCTIONAL SUPPLIES | 60100900 4310 | 6,920.10 | | |
| | FEDERAL GAS EXCISE, FEDERAL | 60100900 4310 | 1,756.82 | | |
| | INSTRUCTIONAL SUPPLIES | 60100900 4310 | 2,123.00 | | |
| | FEDERAL DIESEL EXCISE, | 60100900 4310 | 671.59 | | |
| | | | 11,471.51 | | WA 00856002 |
| Turner, James Daniel | REIMB FOR OFFICE SUPPLIES | 12502000 4520 | 28.02 | | |
| | | | 28.02 | | WA 00856003 |
| UNIFORMS AND MORE | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 38.23 | | |
| | | | 38.23 | M RV | WA 00856004 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 99.90 | | |
| | | | 99.90 | | WA 00856005 |
| UNITED REFRIGERATION | R/T DEFENDER COIL COATING, | 65110400 4520 | 23.58 | | |
| | J/B GAUGE LENS COVER | 65111000 4520 | 5.34 | | |
| | NRP CHARGING HOSE SET, | 65111000 4520 | 82.87 | | |
| | | | 111.79 | | WA 00856006 |
| US BANK CORPORATE | Balloons purchased at Party | 04010000 4310 | 17.24 | | |
| | ORCHARD SUPPLY-Tape | 65110000 4520 | 30.22 | | |
| | PUTTERMAN & CO-Gym Floor | 65110000 4520 | 500.00 | | |
| | AB SUPPLY.NET-Door Glides | 65110000 4520 | 213.48 | | |
| | PUTTERMAN & CO-Freight | 65110000 4520 | 99.00 | | |
| | AB SUPPLY.NET-Freight | 65110000 4520 | 8.62 | | |
| | HOME DEPOT-Blower Battery | 65311000 4520 | 106.92 | | |
| | PAPA SEMINAR - MATT | 65510000 5210 | 100.00 | | |
| | PAPA SEMINAR - STAN | 65510000 5210 | 100.00 | | |
| | LINEX-Bed Liner | 67772000 4520 | 213.25 | | |
| | ELECTRONIC PARTS STORE-Elec | 67772000 4520 | 7.17 | | |
| | LINEX-Bed Liner | 67772000 5650 | 321.75 | | |
| | | | 1,717.65 | | WA 00856007 |
| Valdiviezo, Alicia | Local Mileage | 63220001 5210 | 130.54 | | |
| | Local Mileage | 63220001 5210 | 88.81 | | |
| | | | 219.35 | | WA 00856008 |
| VENTURA CO OFFICE OF | SPONSORSHIP FOR | 68400307 5210 | 2,735.28 | | |
| | | | 2,735.28 | | WA 00856009 |
| VERIZON CALIFORNIA | LONG DISTANCE TELEPHONE | 65700000 5540 | 59.88 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------|---------------|--------|--------|-------------|
| | | | 59.88 | | WA 00856010 |
| VERIZON CALIFORNIA | LONG DISTANCE TELEPHONE | 65700000 5540 | 40.01 | | |
| | | | 40.01 | | WA 00856011 |
| Villalobos, Ross K | REISSUE WA1847700 | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00856012 |
| VTC ENTERPRISES | COLLECTION OF RECYCLING | 65700000 5570 | 825.00 | | |
| | | | 825.00 | | WA 00856013 |
| WARD'S SCIENCE INC | Instructional supplies for | 04011007 4310 | 47.66 | | |
| | Instructional supplies for | 04011007 4310 | 42.02 | | |
| | | | 89.68 | | WA 00856014 |
| WESTERN | PEST CONTROL SERVICES | 65510000 5640 | 114.00 | | |
| | | | 114.00 | | WA 00856015 |
| ZACARIAS, HILDA | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | Local Mileage | 66100000 5210 | 36.59 | | |
| | | | 276.59 | | WA 00856016 |
| Aye, Stefanie Nicole | Classified Health and Welfare | 67900009 3420 | 65.00 | | |
| | Classified Health and Welfare | 67900009 3420 | 16.82 | | |
| | | | 81.82 | | WC 00856017 |
| Lopez, Steven | Classified Health and Welfare | 67900009 3420 | 104.70 | | |
| | | | 104.70 | | WC 00856018 |
| Newton, Rose | Classified Health and Welfare | 67900009 3420 | 139.52 | | |
| | | | 139.52 | | WC 00856019 |
| Nichols, Jon Anthony | Classified Health and Welfare | 67900009 3420 | 300.00 | | |
| | | | 300.00 | | WC 00856020 |
| Partida, Richard A | Classified Health and Welfare | 67900009 3420 | 63.48 | | |
| | | | 63.48 | | WC 00856021 |
| Phillips, Lizabeth A | Classified Health and Welfare | 67900009 3420 | 134.53 | | |
| | | | 134.53 | | WC 00856022 |
| Robb, Stephanie | Classified Health and Welfare | 67900009 3420 | 156.80 | | |
| | Classified Health and Welfare | 67900009 3420 | 41.05 | | |
| | | | 197.85 | M RV | WC 00856023 |
| Solano, Cathaleen G | Classified Health and Welfare | 67900009 3420 | 35.92 | | |
| | | | 35.92 | | WC 00856024 |
| COAST LINE | Food Supplies for Children's | 33697017 4710 | 320.04 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|------------------|--------|-------------|
| | ENVIRONMENTAL FEE | 71730002 6411 | 70.00 | | |
| | SERVICE & WARRANTY | 71730002 6411 | 4,970.14 | | |
| | LAT E5580 15"Q#3000011870022. | 71730003 6411 | 1,487.64 | | |
| | SERVICE & WARRANTY | 71730003 6411 | 427.85 | | |
| | ENVIRONMENTAL FEE | 71730003 6411 | 6.00 | | |
| | | | <u>23,962.75</u> | | WI 00856032 |
| OMNIUPDATE INC | Emergency Alerts Module; One | 71730003 5112 | 1,500.00 | | |
| | Emergency Alerts Module | 71730003 5322 | 3,000.00 | | |
| | | | <u>4,500.00</u> | | WI 00856033 |
| PUBLIC AGENCY LAW | LEGAL ARBITRATION SERVICES | 71710046 5730 | 6,239.38 | | |
| | LEGAL MEDIATION SERVICES | 71710117 5730 | 1,842.80 | | |
| | | | <u>8,082.18</u> | | WI 00856034 |
| WALTERS VENTURES INC | AMENDMENT NINE FOR | 71710005 6240 | 3,182.50 | | |
| | | | <u>3,182.50</u> | | WI 00856035 |
| CA SCHOOLS DENTAL | DENTAL PREMIUMS FOR 2016- | 67100061 5430 | 63,611.00 | | |
| | | | <u>63,611.00</u> | | WL 00856036 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE | 63220014 4640 | 2,742.00 | | |
| | | | <u>2,742.00</u> | | WA 00856037 |
| Beckelhymer, Kathy | Consult on COR's/Instruction | 49306022 5210 | 87.76 | | |
| | Consult on COR's/Instruction | 49306022 5210 | 121.36 | | |
| | | | <u>209.12</u> | | WA 00856038 |
| Camacho, Aimee Melissa | Mileage reimbursement | 66240000 5210 | 47.40 | | |
| | | | <u>47.40</u> | | WA 00856039 |
| COLLEGE BOARD | Sharon Alldredge 6.19-23.17 | 63102001 5210 | 350.00 | | |
| | | | <u>350.00</u> | | WA 00856040 |
| COLLEGE BOARD | Monique Fernandez 6.19-23.17 | 63101000 5210 | 350.00 | | |
| | | | <u>350.00</u> | | WA 00856041 |
| Dendo, Joyce M | CCCSFAA conference | 64642002 5210 | 73.00 | | |
| | | | <u>73.00</u> | | WA 00856042 |
| ENTERPRISE RENT-A-CAR | VEHICLE RENTAL 2012490623 | 63220014 5210 | 312.00 | | |
| | | | <u>312.00</u> | | WA 00856043 |
| Evangelista, Sherry D | CCCSFAAA conference | 64642002 5210 | 54.99 | | |
| | | | <u>54.99</u> | | WA 00856044 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 2,273.96 | | |
| | TELEPHONE SERVICE | 65700400 5540 | 907.51 | | |
| | TELEPHONE SERVICE | 65700500 5540 | 99.19 | | |
| | TELEPHONE SERVICE | 68103000 5540 | 537.98 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------------|------------------------------|---------------|----------|--------|-------------|
| | | | 3,818.64 | | WA 00856045 |
| George, Kayla Danielle | 4.27-29.17 | 67520002 5210 | 523.80 | | |
| | | | 523.80 | | WA 00856046 |
| Hernandez, Felix O | Mileage reimbursement | 66240000 5210 | 198.27 | | |
| | | | 198.27 | | WA 00856047 |
| Hidinger, Matthew C | CAP conference | 49306007 5210 | 567.07 | | |
| | | | 567.07 | | WA 00856048 |
| INTERCONTINENTAL | Monique Fernandez 6.19-23.17 | 63101000 5210 | 836.77 | | |
| | | | 836.77 | | WA 00856049 |
| Krelle, Stacy G | CalWORKS AssocTraining | 60100112 5210 | 200.35 | | |
| | | | 200.35 | | WA 00856050 |
| Mccomas, Megan J | ElsevierNursingEdConference | 60100201 5210 | 1,549.63 | | |
| | | | 1,549.63 | | WA 00856051 |
| PAD CLIMBING, THE | Seth Damron 3.10.17 | 08361002 4640 | 252.00 | | |
| | | | 252.00 | | WA 00856052 |
| Parisi, Robert | CCCSFAA conference | 64642002 5210 | 137.59 | | |
| | | | 137.59 | | WA 00856053 |
| Quaid-Maltagliati, Marian | Banner Group Meeting | 62100000 5210 | 232.60 | | |
| | Mileage reimbursement | 62100100 5210 | 36.38 | | |
| | | | 268.98 | | WA 00856054 |
| Rantz, Ricky L | Mileage reimbursement | 60100400 5210 | 81.32 | | |
| | | | 81.32 | | WA 00856055 |
| RENAISSANCE | Eliseo Munoz 6.1-4.17 | 67520002 5210 | 866.65 | | |
| | | | 866.65 | | WA 00856056 |
| Rivera, Griselda J | Consult on COR/Instruction | 49306022 5210 | 15.00 | | |
| | | | 15.00 | | WA 00856057 |
| Smith, Emily A | 4.27-28.17 | 60200141 5210 | 290.29 | | |
| | | | 290.29 | | WA 00856058 |
| Spieß, Alexandra | Mileage reimbursement | 64300008 5210 | 110.85 | | |
| | | | 110.85 | | WA 00856059 |
| SPORT FOUNDATION, THE | Eliseo Munoz 6.1-4.17 | 67520002 5210 | 280.00 | | |
| | | | 280.00 | | WA 00856060 |
| Villa, Kiri | Mileage reimbursement | 64300008 5210 | 117.91 | | |
| | | | 117.91 | | WA 00856061 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|--------------------------|--------------------------------|-----------------|------------------|--------|-------------|
| Wambolt, Lilia I | Consult on COR/Instruction | 49306022 5210 | 15.00 | | WA 00856062 |
| | | | <u>15.00</u> | | |
| Wright-Morgan, Christina | Mileage reimbursement | 64300202 5210 | 55.64 | | WA 00856063 |
| | | | <u>55.64</u> | | |
| ADVANCED DESIGN IN | MATERIALS | 69500003 4520 | 650.00 | | WA 00856064 |
| | LABOR CHARGES TO REPAIR | 69500003 5650 | 950.00 | | |
| | | | <u>1,600.00</u> | | |
| AHC - PART-TIME | REIMBURSEMENT FOR OFFICE | 49420000 4520 | 94.87 | | WA 00856065 |
| | REIMBURSEMENT FOR | 49420000 4540 | 26.40 | | |
| | REIMBURSEMENT FOR | 49420000 5110 | 150.00 | | |
| | REIMBURSEMENT FOR GAS | 49420000 5510 | 134.91 | | |
| | REIMBURSEMENT FOR | 49420000 5520 | 72.15 | | |
| | REIMBURSEMENT FOR | 49420000 5540 | 211.78 | | |
| | REIMBURSEMENT FOR RENT PER | 49420000 5630 | 1,466.91 | | |
| | REIMBURSEMENT FOR | 49420000 5870 | 32.25 | | |
| | | <u>2,189.27</u> | | | |
| AHC-RCF | Due to Other Funds/RCF | 00000010 9521 | 28,242.45 | | WA 00856066 |
| | | | <u>28,242.45</u> | | |
| AMAZON | Small Nitrile Exam gloves | 04010000 4311 | 168.43 | | |
| | Medium Nitrile Exam gloves | 04010000 4311 | 184.25 | | |
| | Large Nitrile Exam gloves | 04010000 4311 | 184.48 | | |
| | One Touch Ultra Test Strips | 04010000 4311 | 75.01 | | |
| | CaviWipes Disinfecting Wipes | 04010000 4311 | 112.32 | | |
| | New Star Cafeteria Tray, 10 x | 04011007 4310 | 63.44 | | |
| | Lab Coat, Dickies Everyday | 04011007 4310 | 42.38 | | |
| | Cheese Cloth, 45 sq ft | 04011007 4310 | 19.93 | | |
| | Gauze, D&H Medical Gauze | 04011007 4310 | 15.99 | | |
| | Plastic Rectangular Storage | 04011007 4310 | 21.58 | | |
| | 50 pack Maxell LR44 AG13357 | 04011007 4310 | 11.75 | | |
| | Twin Flat Sheet, White | 04011007 4310 | 63.54 | | |
| | Plastic cups, 2 ounce | 04011007 4310 | 8.59 | | |
| | Utility Box, Rubbermaid | 04011007 4310 | 129.49 | | |
| | Cheese Cloth, 45 sq ft | 04011007 4310 | 38.80 | | |
| | Plastic Rectangular Storage | 04011007 4310 | 64.74 | | |
| | SHAKESPEARE UGLY STIK | 08361002 4310 | 75.16 | | |
| | Vests shipped late | 08361002 4310 | -97.20 | | |
| | Refund | 10300008 4310 | -53.00 | | |
| | Refund | 10300008 4310 | -40.00 | | |
| | Refund | 10300008 4310 | -29.96 | | |
| | DVD-Closer to Truth | 21040000 4310 | 39.95 | | |
| | Shipping | 21040000 4310 | 3.99 | | |
| | COMMERCIAL BATTERY | 21055005 6410 | 450.25 | | |
| | Instructional Supplies for | 21335000 4310 | -489.59 | | |
| | Instructional Supplies for | 21335000 4310 | 489.59 | | |
| | RAISED RELIEF 3D MAP OF | 22000017 4310 | 21.74 | | |
| | Cyber Acoustics Stereo Headset | 49306021 4310 | 209.58 | | |
| | ProCase 11-12 inch Surface Pro | 49306026 4520 | -29.97 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------------|---------------|------------------|--------|-------------|
| | ProCase 11-12 inch Surface Pro | 49306026 4520 | 29.97 | | |
| | ProCase 11-12 inch Surface Pro | 49306026 4520 | 41.35 | | |
| | CORPCO-CP2025 FULL ROLLER SHIPPING | 67220000 4520 | 18.89 | | |
| | | | 6.01 | | |
| | | | <u>1,851.48</u> | | WA 00856067 |
| AMERICAN BUSINESS | CAMPUSWIDE COPIER | 67710300 5640 | 4,725.90 | | |
| | | | <u>4,725.90</u> | | WA 00856068 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE | 63220014 4640 | 1,261.00 | | |
| | CHARTER BUS SERVICE | 63220014 4640 | 1,227.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 2,100.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE FOR | 64945000 4640 | 5,625.00 | | |
| | | | <u>12,329.00</u> | | WA 00856069 |
| Annibali, Deborah A | REIMBURSEMENT-POSTAGE | 21055000 5870 | 6.65 | | |
| | | | <u>6.65</u> | | WA 00856070 |
| ARCHIVAL METHODS LLC | SUPPLIES FOR SM LIBRARY | 61201000 4520 | 51.70 | | |
| | | | <u>51.70</u> | | WA 00856071 |
| B & B STEEL & SUPPLY | Instructional supplies to be | 09560001 4310 | 304.82 | | |
| | | | <u>304.82</u> | | WA 00856072 |
| B & H PHOTO-VIDEO | LENS, Sigma 17-70mm f/2.8-4 | 61320000 6412 | 449.00 | | |
| | LENS, Sigma 50-500mm | 61320000 6412 | 1,493.00 | | |
| | VariZoom VZRock | 61320000 6412 | 323.34 | | |
| | EPSON ENHANCED MATTE | 10021007 4310 | 49.95 | | |
| | | | <u>2,315.29</u> | | WA 00856073 |
| BIG SYSTEMS | WIDEFORMAT CONSUMABLES | 67760000 4520 | 1,003.15 | | |
| | | | <u>1,003.15</u> | | WA 00856074 |
| BREMER AUTO PARTS | PARTS/TOOLS FOR LAW | 21055003 4520 | 26.91 | | |
| | PARTS/TOOLS FOR LAW | 21055003 4520 | 28.64 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 26.91 | | |
| | PARTS/TOOLS FOR LAW | 21055005 4520 | 28.63 | | |
| | | | <u>111.09</u> | | WA 00856075 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 350.43 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 75.82 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 167.80 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 67.38 | | |
| | | | <u>661.43</u> | | WA 00856076 |
| CANON FINANCIAL | DUPLO DC-616 PRO | 67760000 5680 | 517.10 | | |
| | | | <u>517.10</u> | | WA 00856077 |
| CAROLINA BIOLOGICAL | Instructional supplies for | 04011007 4310 | 203.75 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------------|--------------------------------|---------------|-----------|--------|-------------|
| | | | 203.75 | | WA 00856078 |
| CARR'S BOOT SHOP | SAFETY BOOTS FOR | 67343000 3920 | 115.55 | | |
| | | | 115.55 | | WA 00856079 |
| Castillo, Lizette | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00856080 |
| CHEMSEARCH | NU-COIL EVAPORATOR COIL | 65110000 4520 | 210.49 | | |
| | | | 210.49 | | WA 00856081 |
| CLARIDGE PRODUCTS & | MARKER BOARD 4x4 | 71100000 6410 | 1,089.45 | | |
| | SHIPPING AND HANDLING | 71100000 6410 | 125.63 | | |
| | | | 1,215.08 | | WA 00856082 |
| COLUMBIA BUSINESS | LEASE OF 890 E STOWELL (CBC) | 67710300 5630 | 23,283.00 | | |
| | | | 23,283.00 | | WA 00856083 |
| COMMUNITY FUNDED | One year subscription to | 60106103 5670 | 1,900.00 | | |
| | | | 1,900.00 | | WA 00856084 |
| COURIER SYSTEMS INC. | Courier Services between the | 60100800 5112 | 130.00 | | |
| | | | 130.00 | | WA 00856085 |
| CUSTOM COLORS & | Instructional Supplies used | 09482000 4310 | 295.23 | | |
| | | | 295.23 | | WA 00856086 |
| DAVISON, DOLORES | ZERO TEXTBOOK COST DEGREE | 67500004 5210 | 186.84 | | |
| | | | 186.84 | | WA 00856087 |
| DEMCO INC | MISC SUPPLIES 4/4/2017-5/30/17 | 61201400 4520 | 52.94 | | |
| | LIBRARY SUPPLIES | 61201000 4520 | 34.35 | | |
| | | | 87.29 | | WA 00856088 |
| DU PLESSIS, ELIZABETH | ZERO TEXTBOOK COST DEGREE | 67500004 5210 | 278.37 | | |
| | | | 278.37 | | WA 00856089 |
| ELECTRONIC PARTS | Instructional supplies for | 09340017 4310 | 62.12 | | |
| | | | 62.12 | | WA 00856090 |
| Eulloqui, Angelica G | REIMBURSEMENT FOR | 67772000 4560 | 71.11 | | |
| | | | 71.11 | | WA 00856091 |
| Espinosa Hernandez, Maria Del | Accr Salaries and Wages Payabl | 00000010 9532 | 180.00 | | |
| | | | 180.00 | | WA 00856092 |
| FEDERAL EXPRESS CORP | FED EX POSTAGE | 64900006 5870 | 6.68 | | |
| | | | 6.68 | | WA 00856093 |
| FISHER SCIENTIFIC CO | 1L Beakers, #10-310-6 | 19000006 4310 | 208.46 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------------|--------------------------------|---------------|-----------|--------|-------------|
| | | | 208.46 | | WA 00856094 |
| FLINN SCIENTIFIC INC | Supplies for the Chemistry | 19050007 4310 | 108.86 | | |
| | | | 108.86 | | WA 00856095 |
| FOUNDATION FOR CA | ESRI SITE LICENSE EFFECTIVE | 68400308 5322 | 2,000.00 | | |
| | | | 2,000.00 | | WA 00856096 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 15.98 | | |
| | | | 15.98 | | WA 00856097 |
| FRONTIER | TELEPHONE SERVICE | 65700400 5540 | 802.48 | | |
| | | | 802.48 | | WA 00856098 |
| Garcia Hernandez, Jessica | Accr Salaries and Wages Payabl | 00000010 9532 | 951.60 | | |
| | | | 951.60 | | WA 00856099 |
| GAYLORD BROS | LIBRARY SUPPLIES | 61201000 4520 | 29.39 | | |
| | | | 29.39 | | WA 00856100 |
| GRAINGER | SPRAY ADHESIVE, FOAM | 65110000 4520 | 120.78 | | |
| | BATTERY, AA, ALKALINE, PK24 | 65110000 4520 | 48.47 | | |
| | | | 169.25 | | WA 00856101 |
| Guardado, Siboney M | Reimb for Supplies for AIM | 60106093 4520 | 24.84 | | |
| | | | 24.84 | | WA 00856102 |
| GWS AUTOMOTIVE | Install 9000 lb. two post | 09000000 5650 | 650.00 | | |
| | | | 650.00 | | WA 00856103 |
| HARBOR FREIGHT TOOLS | Instructional supplies used | 09481107 4310 | 20.50 | | |
| | Instructional supplies for | 09560001 4310 | 34.40 | | |
| | Instructional supplies for | 09565000 4311 | 131.93 | | |
| | | | 186.83 | | WA 00856104 |
| HINES, SUSAN | ZERO TEXTBOOK COST DEGREE | 7500004 5210 | 302.33 | | |
| | | | 302.33 | | WA 00856105 |
| HOME DEPOT | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 38.23 | | |
| | | | 38.23 | | WA 00856106 |
| J GLAU INVESTIGATIONS | Investigation Internal | 67342000 5112 | 18,326.00 | | |
| | | | 18,326.00 | | WA 00856107 |
| JOBELEPHANT.COM INC | Advertising for recruitment | 59902000 5880 | 350.00 | | |
| | Advertising for recruitment | 59902000 5880 | 180.00 | | |
| | | | 530.00 | | WA 00856108 |
| JUDICIAL DATA SYSTEMS | PROCESSING PARKING | 69500001 5112 | 239.76 | | |
| | | | 239.76 | | WA 00856109 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-----------------------|--------------------------------|---------------|----------|--------|-------------|
| JULIUS, JAMES | ZERO TEXTBOOK COST DEGREE | 7500004 5210 | 758.43 | | |
| | | | 758.43 | | WA 00856110 |
| Koob, Christina M | Reimb for Biology lab supplies | 04010000 4310 | 4.49 | | |
| | Reimb for Chemistry Lab | 19050000 4310 | 1.99 | | |
| | | | 6.48 | | WA 00856111 |
| Mabry, Robert D | REIMB FOR INSTRUCTIONAL | 68400381 4310 | 1,098.05 | | |
| | REIMBURSEMENT FOR | 68400381 4310 | 580.00 | | |
| | REIMB FOR INSTRUCTIONAL | 68400381 6410 | 280.99 | | |
| | | | 1,959.04 | | WA 00856112 |
| MATHESON TRI-GAS INC | NITROGEN IND SZ 250 | 65110400 4520 | 26.40 | | |
| | HAZARDOUS MATERIALS CHG | 65110400 4520 | 2.91 | | |
| | | | 29.31 | | WA 00856113 |
| Mcmahon, Dianne G | REIMBURSEMENT FOR | 10080001 6410 | 377.98 | | |
| | | | 377.98 | | WA 00856114 |
| MCMMASTER-CARR SUPPLY | Instructional supplies for | 09563007 4310 | 62.84 | | |
| | | | 62.84 | | WA 00856115 |
| MISSION LINEN & | UNIFORM SERVICES/TOWELS | 67772000 5550 | 33.64 | | |
| | Laundry Services for Auto | 09480000 5550 | 24.80 | | |
| | Laundry services for the Auto | 09480000 5550 | 4.48 | | |
| | Laundry Services for Auto | 09482000 5550 | 7.87 | | |
| | | | 70.79 | | WA 00856116 |
| OFFICE DEPOT INC | INSTRUCTIONAL SUPPLIES | 06122007 4310 | 353.94 | | |
| | Instructional supplies to be | 09560001 4310 | 131.34 | | |
| | INSTRUCTIONAL SUPPLIES | 10000017 4310 | 15.11 | | |
| | INSTRUCTIONAL SUPPLIES | 10000017 4310 | 6.63 | | |
| | SIIG SUPERSPEED USB 3.0 | 10021000 4315 | 34.55 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 15000017 4310 | 438.23 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 15000017 4310 | 154.42 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 15000017 4310 | 232.66 | | |
| | Laser toner for student | 15011200 4311 | 319.15 | | |
| | Office Supplies | 17010000 4520 | 203.69 | | |
| | Office Supplies | 17010000 4520 | 338.40 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 16.99 | | |
| | SUPPLIES FOR LE TRAINING | 21055014 4520 | 134.14 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 20.83 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 13.99 | | |
| | DRY ERASE TRAY | 60100112 4520 | 4.63 | | |
| | DRY-ERASE SURFACE 24" X 36" | 60100112 4520 | 70.55 | | |
| | 12 PACK ASSORTED COLORS | 60100112 4520 | 9.78 | | |
| | ELECTRIC STAPLER | 60100112 4520 | 44.38 | | |
| | ASSORTED COLORS FILE | 60100112 4520 | 8.26 | | |
| | BLACK MESH SORTER | 60100112 4520 | 5.39 | | |
| | 2' X 15' BOOK TAPE | 60100112 4520 | 11.43 | | |
| | 1.5" X 15' BOOK TAPE | 60100112 4520 | 8.09 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|------------------|--------|-------------|
| | PROJECT FOLDER ASSORTED | 60100112 4520 | 9.08 | | |
| | STANDARD FULL STRIP | 60100112 4520 | 0.80 | | |
| | DISCOUNT | 60100112 4520 | -0.95 | | |
| | Office supplies for MESA/STEM | 60100707 4520 | 43.30 | | |
| | OFFICE SUPPLIES FOR PUBLIC | 60100900 4520 | 71.80 | | |
| | Misc. office supplies as | 61201400 4520 | 41.20 | | |
| | OFFICE SUPPLIES - BOARD OF | 66100000 4520 | 20.44 | | |
| | OFFICE SUPPLIES 3/22/17 - | 66240000 4520 | 90.77 | | |
| | INSTRUCTIONAL SUPPLIES | 10080007 4310 | 146.71 | | |
| | INSTRUCTIONAL SUPPLIES | 22000017 4310 | 124.74 | | |
| | | | <u>3,124.47</u> | | WA 00856117 |
| OFFICE DEPOT INC | Office supplies 2/27-5/31/17 | 63300000 4520 | 472.50 | | |
| | | | <u>472.50</u> | | WA 00856118 |
| ORCHARD | SUPPLIES FOR MULTIMEDIA | 61320000 4520 | 53.28 | | |
| | | | <u>53.28</u> | | WA 00856119 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 24,039.21 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 6,009.80 | | |
| | | | <u>30,049.01</u> | | WA 00856120 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 233.98 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 58.50 | | |
| | | | <u>292.48</u> | | WA 00856121 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 1,224.42 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 306.11 | | |
| | | | <u>1,530.53</u> | | WA 00856122 |
| POSTAGE ONE | MAIL SORTING FEES | 67700000 5870 | 75.00 | | |
| | | | <u>75.00</u> | | WA 00856123 |
| POWERSTRIDE BATTERY | BATTERY, CELERATOR SERIES | 67772000 4520 | 777.60 | | |
| | LEAD-ACID BATTERY | 67772000 4520 | 4.00 | | |
| | | | <u>781.60</u> | | WA 00856124 |
| PPG ARCHITECTURAL | PAIN T SUPPLIES | 65110000 4520 | 4.31 | | |
| | PAIN T SUPPLIES | 65110000 4520 | 23.75 | | |
| | PAIN T SUPPLIES | 65110000 4520 | 8.63 | | |
| | | | <u>36.69</u> | | WA 00856125 |
| Prather, Martiez | LIVE SCAN REIM FOR STUDENT | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00856126 |
| PRAXAIR DISTRIBUTION | CARBON DIOXIDE LIQUID | 65110000 4520 | 551.65 | | |
| | | | <u>551.65</u> | | WA 00856127 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 124.93 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 981.97 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 13.48 | | |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|-------------------------------|---------------|------------------|--------|-------------|
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 1,630.03 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 188.28 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 358.34 | | |
| | | | <u>3,297.03</u> | | WA 00856128 |
| R&R ROLL-OFF | DISPOSAL FEE, MIXED DEBRIS | 65110000 5570 | 378.32 | | |
| | RENTAL FEE - 40 YARD DROP | 65110000 5690 | 180.00 | | |
| | | | <u>558.32</u> | | WA 00856129 |
| RADIO SHACK | SUPPLIES FOR MULTIMEDIA | 61320000 4520 | 70.88 | | |
| | | | <u>70.88</u> | | WA 00856130 |
| RAYS AUTO PARTS | Instructional Supplies for | 09481107 4310 | 213.30 | | |
| | | | <u>213.30</u> | | WA 00856131 |
| SAVE MART | Instructional Supplies 4/12 - | 13063000 4311 | 38.16 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 50.07 | | |
| | Instructional Supplies 4/12 - | 13063000 4311 | 41.13 | | |
| | | | <u>129.36</u> | | WA 00856132 |
| SCANTRON CORPORATION | Scantron 882-E package of 500 | 09000017 4310 | 146.88 | | |
| | Shipping and handling | 09000017 4310 | 15.47 | | |
| | | | <u>162.35</u> | | WA 00856133 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 01092020 4311 | 72.00 | | |
| | | | <u>72.00</u> | | WA 00856134 |
| SMART & FINAL | Instructional Supplies | 13063000 4311 | 109.81 | | |
| | Instructional Supplies | 13063000 4311 | 92.12 | | |
| | | | <u>201.93</u> | | WA 00856135 |
| SMARTSIGN | VALUE TAG CUSTOM PARKING | 66200000 4520 | 270.00 | | |
| | | | <u>270.00</u> | | WA 00856136 |
| SMITH PIPE & SUPPLY INC | IRRIGATION/GROUNDS | 65510000 4520 | 75.58 | | |
| | | | <u>75.58</u> | | WA 00856137 |
| STRINGER, JANET | ZERO TEXTBOOK COST DEGREE | 7500004 5210 | 304.83 | | |
| | | | <u>304.83</u> | | WA 00856138 |
| SWEETWATER SOUND INC | CONTROLLER NEKTAR 25-KEY | 10040009 4310 | 2,850.00 | | |
| | STEINBERG 24-BIT/192 KHZ USB | 10040009 4310 | 2,370.00 | | |
| | MIC / AUDIO-TECHNICA | 10040009 4310 | 2,550.00 | | |
| | PRO CO CABLE | 10040009 4310 | 360.00 | | |
| | HEADPHONES AUDIO- | 10040009 4310 | 1,260.00 | | |
| | GATOR DUAL POP FILTER | 10040009 4310 | 480.00 | | |
| | ON-STAGE STANDS MS7701B | 10040009 4310 | 450.00 | | |
| | NOVATION 25 KEY KEYBOARD | 10040009 4310 | 1,860.00 | | |
| | SHIPPING | 10040009 4310 | 500.00 | | |
| | | | <u>12,680.00</u> | | WA 00856139 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-----------------------------|---------------|-----------------|--------|-------------|
| TESTA CATERING | Food for AIM Ceremony | 60106093 4710 | 226.42 | | |
| | | | <u>226.42</u> | | WA 00856140 |
| TROJAN PETROLEUM INC | GASOLINE CHARGES | 67772000 4560 | 5,027.82 | | |
| | | | <u>5,027.82</u> | | WA 00856141 |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 20.23 | | |
| | | | <u>20.23</u> | | WA 00856142 |
| US BANK CORPORATE | FACEBOOK ADVERTISING | 49306021 5880 | 3.47 | | |
| | PAPA NAPOLI ITALIAN | 66100000 4710 | 36.69 | | |
| | VONS - BOARD REFRESHMENTS | 66100000 4710 | 7.00 | | |
| | NORTH CHINA - BOARD DINNER | 66100000 4710 | 178.98 | | |
| | SMART & FINAL - FOOD | 66100000 4710 | 23.74 | | |
| | WAL-MART - BOARDROOM | 66200000 4520 | 5.90 | | |
| | HOME DEPOT | 66200000 4520 | 6.99 | | |
| | MICHAEL'S - CUSTOM FRAMING | 66200000 4520 | 169.81 | | |
| | REGISTRATION FOR ANNUAL | 67111000 5210 | 475.00 | | |
| | OLD TOWN SHIRT FACTORY | 67169800 4520 | 6.00 | | |
| | FACEBOOK ADVERTISING | 68101000 5880 | 50.00 | | |
| | CASE 2017 CONFERENCE | 60106093 5210 | 800.00 | | |
| | AMERICAN ASSOCIATION OF | 66200000 5210 | 855.00 | | |
| | COMMUNITY COLLEGE LEAGUE | 66200000 5310 | 150.00 | | |
| | ACCREDITATION VISIT | 67169800 4515 | 79.99 | | |
| | Surface Pro power adapter | 67873000 4514 | 129.95 | | |
| | Apple Thunderbolt 3 (USB-C) | 67873000 4514 | 62.64 | | |
| | Surface Pro power adapter | 67873000 4514 | 99.32 | | |
| | Insulation Foam Sealant; | 67873000 4520 | 22.40 | | |
| | Resume' search; Indeed.com; | 67873000 5880 | 6.00 | | |
| | | | <u>3,168.88</u> | | WA 00856143 |
| VERIZON CALIFORNIA | LONG DISTANCE TELEPHONE | 65700000 5540 | 46.25 | | |
| | | | <u>46.25</u> | | WA 00856144 |
| VIRTUAL VRI | TYPEWELL SERVICES FOR DEAF | 61142000 5112 | 270.00 | | |
| | TYPEWELL SERVICES FOR DEAF | 61142000 5112 | 810.00 | | |
| | TYPEWELL SERVICES FOR DEAF | 61142000 5112 | 753.75 | | |
| | | | <u>1,833.75</u> | | WA 00856145 |
| WAWAK SEWING | Instructional supplies per | 13030007 4310 | 313.25 | | |
| | | | <u>313.25</u> | | WA 00856146 |
| WESTERN WAYS | Custodial Services at the | 60100800 5112 | 750.00 | | |
| | | | <u>750.00</u> | | WA 00856147 |
| WESTON, BRIAN | ZERO TEXTBOOK COST DEGREE | 7500004 5210 | 906.26 | | |
| | | | <u>906.26</u> | | WA 00856148 |
| WHITAKER, TAMARA | ZERO TEXTBOOK COST DEGREE | 7500004 5210 | 750.22 | | |
| | | | <u>750.22</u> | | WA 00856149 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|-------------------------|--|--------------------------------|--|--------|-------------|
| BRUMMEL MYRICK & | AMENDMENT TWO FOR | 71820049 6230 | 1,402.50 <u>1,402.50</u> | | WB 00856150 |
| SMITH ELECTRIC SERVICE | BID #16-206 BUILDING 1 | 71820059 6212 | 3,795.91 <u>3,795.91</u> | | WB 00856151 |
| SMITH ELECTRIC SERVICE | BID #16-207 BUILDING 2 | 71820060 6212 | 4,126.32 <u>4,126.32</u> | | WB 00856152 |
| SMITH ELECTRIC SERVICE | BID #16-208 BUILDING 3 | 71820061 6212 | 6,378.92 <u>6,378.92</u> | | WB 00856153 |
| Costello, Holly | Classified Health and Welfare | 67900009 3420 | 98.40 <u>98.40</u> | | WC 00856154 |
| Cottam, Michael Allen | Classified Health and Welfare | 67900009 3420 | 100.00 <u>100.00</u> | | WC 00856155 |
| Phillips, Lizabeth A | Classified Health and Welfare | 67900009 3420 | 66.47 <u>66.47</u> | | WC 00856156 |
| Pozos, Adelina | Classified Health and Welfare | 67900009 3420 | 341.06 <u>341.06</u> | | WC 00856157 |
| OFFICE DEPOT INC | Office Supplies for | 69297113 4520 | 715.82 <u>715.82</u> | | WE 00856158 |
| A GOOD SIGN AND | BID #16-02 VEHICLE & BID #16-02 VEHICLE & | 69500004 6212 71800011 6212 | 265,664.97 14,675.84 <u>280,340.81</u> | | WH 00856159 |
| Allegre, Marla R | InstructionDesign/Innovation | 63220014 5210 | 347.94 <u>347.94</u> | | WA 00856160 |
| BAKERSFIELD MARRIOTT | Ashley Brackett 5.8-9.17 | 63230018 5210 | 141.37 <u>141.37</u> | | WA 00856161 |
| BOARD OF GOVERNORS | Kiri Villa 5.11-12.17 | 63220001 5210 | 110.00 <u>110.00</u> | | WA 00856162 |
| BOARD OF GOVERNORS | Ashley Brackett 5.8-9.17 | 63230018 5210 | 110.00 <u>110.00</u> | | WA 00856163 |
| Brackett, Ashley R | UTC university tours | 63220014 5210 | 1,130.16 <u>1,130.16</u> | | WA 00856164 |
| Britten, Benjamin Grady | Ellucian Live 2017 | 63230001 5210 | 425.35 <u>425.35</u> | | WA 00856165 |
| CA COMMUNITY | George Railey 4.11-14.17 | 60100100 5210 | 400.00 | | |

**Allan Hancock College
Warrant Register**
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------|---------------|----------|--------|-------------|
| | | | 400.00 | | WA 00856166 |
| Diaz, Cynthia R | LatinaLeadershipNetworkConf | 63230018 5210 | 65.00 | | |
| | | | 65.00 | | WA 00856167 |
| Ensing, Kim J | CCCAA Legislative Conference | 69610000 5210 | 694.40 | | |
| | | | 694.40 | | WA 00856168 |
| Fernandez, Monique | Mileage reimbursement | 63102001 5210 | 52.86 | | |
| | | | 52.86 | | WA 00856169 |
| Gardner, Christian L | CISOA & 3CBG Conference | 63220001 5210 | 261.18 | | |
| | | | 261.18 | | WA 00856170 |
| Grohowski, Paul | PoliceChiefAssocTraining | 67775000 5210 | 1,412.97 | | |
| | | | 1,412.97 | | WA 00856171 |
| Hernandez, Felix O | SenateBudgetHearing | 66240000 5210 | 390.36 | | |
| | | | 390.36 | | WA 00856172 |
| Hernandez, Lisa M | Mileage reimbursement | 21055000 5210 | 27.82 | | |
| | | | 27.82 | | WA 00856173 |
| HOLIDAY INN | Kiri Villa 5.11-12.17 | 63220001 5210 | 144.25 | | |
| | | | 144.25 | | WA 00856174 |
| HOSHIZAKI WESTERN | JonNicols/JuanArciniega | 65110000 5210 | 70.00 | | |
| | | | 70.00 | | WA 00856175 |
| Mcgill, Myra | InstructionDesign/Innovation | 63220014 5210 | 350.69 | | |
| | | | 350.69 | | WA 00856176 |
| Mcguire, Patrick H | 5.10-12.17 | 60100201 5210 | 359.63 | | |
| | | | 359.63 | | WA 00856177 |
| Nolan-Chavez, Holly | 5.9-12.17 | 68400308 5210 | 388.00 | | |
| | | | 388.00 | | WA 00856178 |
| Parisi, Robert | Mileage reimbursement | 64642002 5210 | 40.13 | | |
| | | | 40.13 | | WA 00856179 |
| Passage, Trevor F | CCC Maker Meet-up | 60200141 5210 | 202.99 | | |
| | | | 202.99 | | WA 00856180 |
| Perez, Diana M | Mileage reimbursement | 64900006 5210 | 197.95 | | |
| | | | 197.95 | | WA 00856181 |
| Phillips, Lizabeth A | ACHRO Leadership training | 67610004 5210 | 415.40 | | |
| | | | 415.40 | | WA 00856182 |

Allan Hancock College
Warrant Register
Check Dates from 4/1/2017 to 4/30/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|----------------------------|---------------|---------------|--------|-------------|
| Reed, Christine L | SWE Meeting | 60100707 4640 | 24.26 | | |
| | | | <u>24.26</u> | | WA 00856183 |
| Rivera-Rojas, Arcly | Mileage reimbursement | 64642002 5210 | 55.43 | | |
| | | | <u>55.43</u> | | WA 00856184 |
| Shelby, Linda | FCCC Purchasing Conference | 67220000 5210 | 122.11 | | |
| | FCCC Purchasing Conference | 67520004 5210 | 600.00 | | |
| | | | <u>722.11</u> | | WA 00856185 |
| Vannest, Patty J | Mileage reimbursement | 67220000 5210 | 22.47 | | |
| | | | <u>22.47</u> | | WA 00856186 |
| Walthers, Kevin Glen | ACCJC Conference | 66200000 5210 | 403.05 | | |
| | | | <u>403.05</u> | | WA 00856187 |

Warrant Register

Check Dates from 4/1/2017 to 4/30/2017

Fund and Reversal Summary

Totals By Fund:

| | |
|---------------------|--------------|
| Total for Fund 9410 | 1,084,744.24 |
| Total for Fund 9421 | 0.00 |
| Total for Fund 9433 | 7,484.66 |
| Total for Fund 9441 | 15,703.65 |
| Total for Fund 9446 | 280,945.60 |
| Total for Fund 9447 | 107,463.31 |
| Total for Fund 9461 | 63,611.00 |
| Total for Fund 9462 | 3,283.62 |
| Total for Fund 9463 | 0.00 |
| Total for Fund 9473 | 0.00 |
| Total for Fund 9476 | 0.00 |

Reversals:

| | |
|---------------------|----------|
| Total for Fund 9410 | 1,479.72 |
| 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 | 197.85 |
| Total for Fund 9463 | 0.00 |
| Total for Fund 9473 | 0.00 |
| Total for Fund 9476 | 0.00 |

**Allan Hancock College
RCF Check Register**

Checks dated: 4/1/2017 - 4/30/2017

| Check Date | Ck ID | Check # | Payee ID | Payee Name | Type | Status | Amount |
|---------------------|--------------|----------------|-----------------|---|-------------|---------------|------------------|
| 04/10/2017 | RC | 00014692 | V05527 | ACADEMIC SENATE | MW | IS | 530.00 |
| 04/10/2017 | RC | 00014693 | V24758 | CHILD AND FAMILY POLICY INSTITUTE OF CA | MW | IS | 1,410.00 |
| 04/10/2017 | RC | 00014694 | V19276 | HYATT REGENCY SACRAMENTO | MW | IS | 435.60 |
| 04/10/2017 | RC | 00014695 | V16309 | SHERATON GRAND SACRAMENTO HOTEL | MW | IS | 496.22 |
| 04/10/2017 | RC | 00014696 | V23890 | SKILLS USA CALIFORNIA | MW | IS | 2,720.00 |
| 04/10/2017 | RC | 00014697 | E1009607 | Alexandra Spiess | MW | IS | 415.00 |
| 04/20/2017 | RC | 00014698 | V23177 | FIGURE 53 LLC | MW | IS | 948.00 |
| 04/28/2017 | RC | 00014699 | VOID.CONT | Void - Continued Stub | VM | VD | 0.00 |
| 04/28/2017 | RC | 00014700 | V13599 | AMAZON | MW | IS | 6,181.88 |
| 04/28/2017 | RC | 00014701 | V24644 | FOSTERING CHANGE NETWORK LLC | MW | IS | 308.49 |
| 04/28/2017 | RC | 00014702 | V21229 | HILTON | MW | IS | 693.21 |
| 04/28/2017 | RC | 00014703 | V23885 | MOXIE CAFE | MW | IS | 405.00 |
| Total | | | | | | | 14,543.40 |
| Reversals: | | | | | | | 0.00 |
| Grand Total: | | | | | | | 14,543.40 |

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

June 13, 2017

ACRONYMS

| | |
|--------------------------------|---|
| AC SUPPLY | Air Conditioning Supply |
| AHC-AUXILIARY | Allan Hancock College - Auxiliary |
| AHC - PART - TIME | Allan Hancock College - Part Time Faculty |
| AHC-RCF | Allan Hancock College - Revolving Cash Fund |
| ATECH TRAINING INC | Automotive Technology Training Inc |
| ATMF INC | Ano-Tech Metal Finishing Inc |
| CAL-OES | California Office of Emergency Services |
| CASAS | California Adult Student Assessment System |
| CCCEOPSA | Calif Community College Extended Opportunity Programs & Services Assn |
| CHEMSEARCH FE | Chemsearch Facility Engineers |
| DOCUTEAM | Document Team |
| DOI/BLM | Department of the Interior/Bureau of Land Management |
| 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 |
| GWS AUTOMOTIVE EQUIP | Greater Western Sydney Automotive Equipment |
| INTELECOM | Intelligent Telecommunications |
| NAACP | National Association of the Advancement of Colored People |
| NASCO MODESTO | National Agricultural Science Company-Modesto |
| ORCHARD BUSINESS/SYNCB | Orchard Business/Synchrony Bank |
| PPG ARCHITECTURAL FINISHES INC | Pittsburgh Paints & Glass Architectural Finishes |
| SLO PEST AND TERMITE | San Luis Obispo Pest and Termite |
| STC-QST LLC | Security Textile Corporation-Quick Service Textile |
| TECH EDU | Technical Education |
| VIRTUAL VRI | Virtual Video Remote Interpreting |
| VTC Enterprises | Vocational Training Center Enterprises |

CONSENT ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Acceptance of Donations | Item Number: 12.B. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 1 |

BACKGROUND

Swoosh Basketball has donated \$1,000 to the athletics department for the women's basketball program. The funds were raised by a tournament held in the AHC gym on May 20-21, 2017, and will be used to purchase shoes and travel gear for the team during the upcoming basketball season.

Russel Sechler of Santa Maria has donated \$500 to Student Activities for the Young America's Foundation (YAF) Club to help pay for Star Parker, an American syndicated columnist, to speak on the Santa Maria campus. The YAF Club hosted a speaking event for students and the community on the evening of May 16, 2017. Ms. Parker addressed issues of culture, race, poverty, and welfare reform. The event was well received with approximately 100 attendees. The YAF Club received several smaller donations from various individuals and businesses to assist with the speaking fees, as well as travel and lodging expenses.

Per Mathiesen has donated four wheel adaptors for alignment heads on the Hunter Rack to the industrial technology department for the automotive technology program. The wheel adaptors will allow students to attach to the heads of the alignment rack to service and learn on a wider variety of vehicles. This donation has expanded the options in the AT 314 Suspension and Alignment course.

PCPA costume designer, Judy Ryerson, has donated a collection of professional sketches and renderings of costumes that she designed for about 70 PCPA productions, spanning 22 years. The collection will be preserved and displayed at the Santa Maria campus library. The librarians are excited to receive these sketches to share with our students and the public.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees accept the monetary donations of \$1,000 from Swoosh Basketball and \$500 from Russel Sechler, the donation of four wheel adaptors for alignment heads from Per Mathiesen, and the donation of a collection of professional sketches and renderings of PCPA costumes from Judy Ryerson.

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

CONSENT ITEM

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends | Item Number: 12.C. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 25 |

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 and 2017-2018 fiscal years.

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: |
|--|--------------------|

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-----------------------------------|------------|---------------|-------------------------------|------------|
| COUNSELING | | | | |
| Clardy, Daniel | Assigned | Counselor | Adult Ed Block Grant | .015 |
| West, Veronica | Assigned | Counselor | Student Equity | .022 |
| EMERGENCY MEDICAL SERVICES | | | | |
| Martinez, Christopher | 40304 | EMS 301 | EMS Academy – 1A (EMT) | .033 |
| FIRE TECHNOLOGY | | | | |
| Baker, David | 40444 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Burch, William | 40444 | FT 308 | Firefighter 1 Academy 1B | .233 |
| Camacho, Jeremy | 40444 | FT 308 | Firefighter 1 Academy 1B | .088 |
| Cocks, Arthur | 40444 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Crotty, John | 40444 | FT 308 | Firefighter 1 Academy 1B | .096 |
| Dodds, Kyle | 40444 | FT 308 | Firefighter 1 Academy 1B | .029 |
| Gonzales, Richard | 40444 | FT 308 | Firefighter 1 Academy 1B | .140 |
| Hart, Stanley | 40444 | FT 308 | Firefighter 1 Academy 1B | .306 |
| Harwick, Phillip | 40444 | FT 308 | Firefighter 1 Academy 1B | .360 |
| Janatsch, Bruce | 40444 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Markley, John | 40444 | FT 308 | Firefighter 1 Academy 1B | .029 |
| Martinez, Christopher | 40444 | FT 308 | Firefighter 1 Academy 1B | .118 |
| Martinez, Essex | 40444 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Mcmann, Scott | 40444 | FT 308 | Firefighter 1 Academy 1B | .059 |
| Senior, David | 40444 | FT 308 | Firefighter 1 Academy 1B | .059 |
| Shay, Kevin | 40444 | FT 308 | Firefighter 1 Academy 1B | .074 |
| LAW ENFORCEMENT | | | | |
| Abbas, Hussein | 42388 | LE 320 | Basic Law Enforcement Academy | .050 |
| Altavilla, Alex | 40826 | LE 351 | Field Training Officer | .033 |
| Camarena, Juan | 41694 | LE 426 | Patrol Rifle Course | .059 |
| Cox, Corey | 41694 | LE 426 | Patrol Rifle Course | .029 |
| Cox, Corey | 42388 | LE 320 | Basic Law Enforcement Academy | .151 |
| Day, Alan | 42388 | LE 320 | Basic Law Enforcement Academy | .096 |
| Dickel, Jason | 40697 | LE 329 | State Hospital Peace Officer | .067 |
| Dickel, Jason | 40826 | LE 351 | Field Training Officer | .033 |
| Dickel, Jason | 41694 | LE 426 | Patrol Rifle Course | .029 |
| Dickel, Jason | 42388 | LE 320 | Basic Law Enforcement Academy | .096 |
| Dillard, Bryan | 42388 | LE 320 | Basic Law Enforcement Academy | .163 |
| Douglas, Jeremy | 40962 | LE 357 | Instructor Development | .167 |
| Foley, Stephen | 42388 | LE 320 | Basic Law Enforcement Academy | .033 |
| Gerber, Sonny | 42388 | LE 320 | Basic Law Enforcement Academy | .092 |
| Gotschall, Christopher | 42388 | LE 320 | Basic Law Enforcement Academy | .099 |
| Hammill, Marc | 42388 | LE 320 | Basic Law Enforcement Academy | .037 |
| Hollis, Michael | 42388 | LE 320 | Basic Law Enforcement Academy | .084 |
| Huddle, Kevin | 42388 | LE 320 | Basic Law Enforcement Academy | .033 |
| Huddle, Kevin | 40826 | LE 351 | Field Training Officer | .067 |
| Hutton, Trevor | 41694 | LE 426 | Patrol Rifle Course | .059 |
| Hutton, Trevor | 42388 | LE 320 | Basic Law Enforcement Academy | .092 |
| Klapakis, Jeffery | 42388 | LE 320 | Basic Law Enforcement Academy | .066 |
| Linver, Solomon | 42388 | LE 320 | Basic Law Enforcement Academy | .044 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|---------------------|------------|---------------|-------------------------------|------------|
| Lopez, Joe | 42388 | LE 320 | Basic Law Enforcement Academy | .029 |
| Lovato, Chris | 42388 | LE 320 | Basic Law Enforcement Academy | .107 |
| Martinez, Michael | 42388 | LE 320 | Basic Law Enforcement Academy | .059 |
| McBeth, Jerald | 42388 | LE 320 | Basic Law Enforcement Academy | .066 |
| Millard, Bryan | 40826 | LE 351 | Field Training Officer | .033 |
| Miller, Cristofer | 42388 | LE 320 | Basic Law Enforcement Academy | .017 |
| Miller, Steven | 42388 | LE 320 | Basic Law Enforcement Academy | .158 |
| Miller, Steven | 40697 | LE 329 | State Hospital Peace Officer | .067 |
| Neumann, Timothy | 42388 | LE 320 | Basic Law Enforcement Academy | .183 |
| Norling, Mark | 42388 | LE 320 | Basic Law Enforcement Academy | .033 |
| Olmstead, Brian | 42388 | LE 320 | Basic Law Enforcement Academy | .108 |
| Perkins, Michael | 42388 | LE 320 | Basic Law Enforcement Academy | .110 |
| Perkins, Michael | 40697 | LE 329 | State Hospital Peace Officer | .033 |
| Purcell, Mark | 42388 | LE 320 | Basic Law Enforcement Academy | .063 |
| Rauchhaus, Kristina | 42388 | LE 320 | Basic Law Enforcement Academy | .050 |
| Reid, Robert | 42388 | LE 320 | Basic Law Enforcement Academy | .142 |
| Reid, Robert | 40697 | LE 329 | State Hospital Peace Officer | .067 |
| Ruth, Ross | 42388 | LE 320 | Basic Law Enforcement Academy | .070 |
| Rylant, Chuck | 42388 | LE 320 | Basic Law Enforcement Academy | .058 |
| Smith, Ryan | 42388 | LE 320 | Basic Law Enforcement Academy | .033 |
| Vasquez, Frank | 42388 | LE 320 | Basic Law Enforcement Academy | .066 |
| Vega, Woodrow | 42388 | LE 320 | Basic Law Enforcement Academy | .033 |
| LIBRARY | | | | |
| Cohn, Kellye | Assigned | Librarian | SM | .002 |
| Cohn, Kellye | Assigned | Librarian | Student Equity (Study-a-Thon) | .008 |
| Mosson, Leslie | Assigned | Librarian | Student Equity (Study-a-Thon) | .005 |
| Pendleton, Kim | Assigned | Librarian | LVC | .008 |
| Wynyard, Michele | Assigned | Librarian | SM | .008 |
| Wynyard, Michele | Assigned | Librarian | Student Equity (Study-a-Thon) | .010 |
| Yurasek, James | Assigned | Librarian | Student Equity (Study-a-Thon) | .012 |

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-----------------------------------|------------|---------------|----------------------------------|------------|
| ACCOUNTING | | | | |
| Darwin, Brent | 10090 | ACCT 130 | Financial Accounting | .212 |
| Darwin, Brent | 10091 | ACCT 140 | Managerial Accounting | .212 |
| Darwin, Brent | 10168 | ACCT 130 | Financial Accounting | .212 |
| AGRIBUSINESS | | | | |
| Koch, Alfredo | 10249 | AG 101 | Intro to Winemaking/Enology | .212 |
| ADMINISTRATION OF JUSTICE | | | | |
| Avila, Al | 10085 | AJ 101 | Intro to Criminal Justice | .211 |
| Avila, Al | 10267 | AJ 111 | Criminal Investigation | .211 |
| ANTHROPOLOGY | | | | |
| Stokes, Brian | 10054 | ANTH 101 | Intro to Biological Anthropology | .212 |
| Stokes, Brian | 10130 | ANTH 102 | Intro to Cultural Anthropology | .212 |
| ART | | | | |
| Hood, John | 10029 | ART 101 | Art Appreciation | .212 |
| Hood, John | 10030 | ART 101 | Art Appreciation | .212 |
| Hood, John | 10033 | ART 120 | Drawing 1 | .394 |
| ASTRONOMY | | | | |
| Tobin, Vincent | 10005 | ASTR 100 | Elementary Astronomy | .212 |
| BIOLOGY | | | | |
| Fox, Alicia | 10007 | BIOL 100 | Introductory Biology | .408 |
| BUSINESS | | | | |
| Bryant, Robert | 10092 | BUS 106 | Small Business Management | .212 |
| Bryant, Robert | 10165 | BUS 102 | Marketing | .212 |
| Bryant, Robert | 10603 | BUS 386 | Business Resume Writing | .067 |
| Comstock, Marie | 10093 | BUS 107 | Human Relations in Business | .212 |
| Comstock, Marie | 10094 | BUS 110 | Business Law | .212 |
| Comstock, Marie | 10255 | BUS 101 | Introduction to Business | .212 |
| Comstock, Marie | 10578 | BUS 110 | Business Law | .212 |
| BUSINESS OFFICE TECHNOLOGY | | | | |
| Derry, Jody | 10096 | CBOT 131 | Intro to Word Processing | .212 |
| Derry, Jody | 10171 | CBOT 100 | Keyboarding | .075 |
| Derry, Jody | 10230 | CBOT 337 | Presentation Design-PowerPoint | .212 |
| CHEMISTRY | | | | |
| Nouri, Dustin | 10169 | CHEM 120 | Introductory Chemistry | .392 |
| O'Neill, Stephen | 10010 | CHEM 120 | Introductory Chemistry | .392 |
| O'Neill, Stephen | 10834 | CHEM 120 | Introductory Chemistry | .195 |

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|--|------------|---------------|---------------------------------|------------|
| COMPUTER SCIENCE | | | | |
| Wagner, Michael | 10013 | CS 102 | Intro to Computing with HTML | .212 |
| Wagner, Michael | 10163 | CS 111 | Fundamentals of Programming 1 | .283 |
| Wagner, Michael | 10617 | CS 102 | Intro to Computing with HTML | .205 |
| DENTAL ASSISTING | | | | |
| Johnson, Kathleen | 10167 | DA 310 | Exploring Career Opportunities | .066 |
| ECONOMICS | | | | |
| Elliott, Herbert | 10056 | ECON 101 | Principles of Macro-Economics | .212 |
| Elliott, Herbert | 10057 | ECON 102 | Principles of Micro-Economics | .212 |
| Elliott, Herbert | 10185 | ECON 121 | Business Economics | .212 |
| Elliott, Herbert | 10897 | ECON 101 | Principles of Macro-Economics | .212 |
| EARLY CHILDHOOD STUDIES | | | | |
| Caddell, Alice | 10767 | ECS 116 | Teaching in a Diverse Society | .212 |
| Caddell, Alice | 10768 | ECS 106 | Intro to EC Curriculum | .212 |
| Demchak, Karan | 10087 | ECS 101 | Child, Family and Community | .211 |
| Demchak, Karan | 10233 | ECS 101 | Child, Family and Community | .212 |
| Roepke, Thesa | 10835 | ECS 118 | Practicum: Preschool | .365 |
| Roepke, Thesa | 10953 | ECS 118 | Practicum: Preschool | .365 |
| EMERGENCY MEDICAL SERVICES | | | | |
| Messina, Michael | 10254 | EMS 306 | CPR for Healthcare Providers | .033 |
| Messina, Michael | 10274 | EMS 306 | CPR for Healthcare Providers | .034 |
| Messina, Michael | 10574 | EMS 306 | CPR for Healthcare Providers | .033 |
| Messina, Michael | 10906 | EMS 306 | CPR for Healthcare Providers | .033 |
| ENGLISH | | | | |
| Adams, Kathryn | 10104 | ENGL 102 | Freshman Comp: Literature | .234 |
| Adams, Kathryn | 10108 | ENGL 131 | American Lit 1865 to Present | .212 |
| Dimick, Janae | 10258 | ENGL 106 | Creative Writing | .234 |
| Farley, Susan | 10198 | ENGL 133 | Modern Fiction | .212 |
| Jozwiak, Jennifer | 10160 | ENGL 110 | Grammar for College and Career | .212 |
| Kopecky, Susannah | 10941 | ENGL 137 | Children's Literature | .233 |
| Nunez, Christina | 10158 | ENGL 103 | Critical Thinking & Composition | .234 |
| Nunez, Christina | 10227 | ENGL 101 | Freshman Comp: Exposition | .306 |
| Raybould-Rodgers, Julia | 10105 | ENGL 103 | Critical Thinking & Composition | .234 |
| Raybould-Rodgers, Julia | 10277 | ENGL 103 | Critical Thinking & Composition | .234 |
| Read, James | 10097 | ENGL 101 | Freshman Comp: Exposition | .306 |
| Read, James | 10099 | ENGL 101 | Freshman Comp: Exposition | .306 |
| ENVIRONMENTAL HEALTH & SAFETY | | | | |
| Treur, Kristy | 10965 | ENVT 450 | HAZWOPER – Refresher 8 hr. | .034 |
| Treur, Kristy | 10966 | ENVT 150 | HazMat General Site Worker | .156 |

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-------------------------|------------|---------------|----------------------------------|------------|
| FILM | | | | |
| Hite, Christopher | 10039 | FILM 105 | Film and Television Writing I | .212 |
| Webb, Timothy | 10837 | FILM 101 | Film Art & Communication | .272 |
| Webb, Timothy | 10838 | FILM 102 | Hollywood & the American Film | .272 |
| Webb, Timothy | 10839 | FILM 103 | Contemporary Latin American Film | .272 |
| GEOGRAPHY | | | | |
| Straub, Christopher | 10216 | GEOG 102 | Human Geography | .212 |
| Straub, Christopher | 10241 | GEOG 101 | Physical Geography | .208 |
| Straub, Christopher | 10289 | GEOG 102 | Human Geography | .208 |
| HEALTH EDUCATION | | | | |
| Aye, Tyson | 10191 | HED 100 | Health and Wellness | .212 |
| Bates, Sheri | 10042 | HED 100 | Health and Wellness | .212 |
| Bates, Sheri | 10043 | HED 100 | Health and Wellness | .212 |
| Bates, Sheri | 10581 | HED 100 | Health and Wellness | .212 |
| Maumausolo, Scia | 10461 | HED 100 | Health and Wellness | .212 |
| HISTORY | | | | |
| Bierly, Gary | 10061 | HIST 101 | World Civilizations to 1600 | .212 |
| Bierly, Gary | 10063 | HIST 102 | World Civilizations Since 1500 | .212 |
| Bierly, Gary | 10179 | HIST 105 | Western Civilization Since 1650 | .212 |
| Hall, Roger | 10064 | HIST 107 | US History to 1877 | .212 |
| Hall, Roger | 10066 | HIST 108 | US History 1877 to Present | .212 |
| Hall, Roger | 10069 | HIST 119 | History of California | .212 |
| Hall, Roger | 10180 | HIST 118 | US History | .212 |
| MATHEMATICS | | | | |
| Chung, Eui | 10018 | MATH 141 | Precalculus | .444 |
| Chung, Eui | 10462 | MATH 141 | Precalculus | .444 |
| Mitchim, Jon | 10014 | MATH 123 | Elementary Statistics | .378 |
| Mitchem, Jon | 10019 | MATH 311 | Algebra 1 | .306 |
| Pavone, Christopher | 10121 | MATH 181 | Calculus 1 | .378 |
| Strance, Deborah | 10855 | MATH 309 | Algebra and Math Literacy | .189 |
| West, Elizabeth | 10855 | MATH 309 | Algebra and Math Literacy | .189 |
| Yavari, Mina | 10017 | MATH 131 | College Algebra | .306 |
| Yavari, Mina | 10022 | MATH 331 | Algebra 2 | .378 |
| MUSIC | | | | |
| Diaz, Christopher | 10409 | MUS 160 | Music Business | .139 |
| NURSING | | | | |
| Bellrose, Joann | 10820 | NURS 320 | Gerontology | .113 |
| Bellrose, Joann | 10830 | NURS 416 | Certified Home Health Aide | .188 |
| Bellrose, Joann | 10831 | NURS 416 | Certified Home Health Aide | .088 |
| Donnelly, Jane | 10819 | NURS 328 | Clinical Lab 2 | .099 |
| Mccomas, Megan | 10028 | NURS 335 | Skin & Musculoskeletal System | .178 |

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|----------------------------------|------------|---------------|-------------------------------|------------|
| Mccomas, Megan | 10819 | NURS 328 | Clinical Lab 2 | .396 |
| Nelson, Mary | 10026 | NURS 327 | Digestive and Urinary Systems | .167 |
| PERSONAL EDEVELOPMENT | | | | |
| English, Blake | 10619 | PD 100 | Personal & Career Exploration | .212 |
| Morales, Mayra | 10823 | PD 110 | College Success Seminar | .069 |
| Perales, Carissa | 10621 | PD 110 | College Success Seminar | .069 |
| Tuan, Juanita | 10260 | PD 110 | College Success Seminar | .069 |
| Zepeda de Rosas, Maria | 10824 | PD 110 | College Success Seminar | .069 |
| Zepeda de Rosas, Maria | 10825 | PD 110 | College Success Seminar | .069 |
| PHYSICAL EDUCATION | | | | |
| Aye, Tyson | 10262 | PE 100 | Introduction to Kinesiology | .212 |
| Aye, Tyson | 10821 | PE 140 | Physical Fitness Laboratory | .177 |
| Damron, Seth | 10814 | PE 146 | Strength and Flexibility | .135 |
| Damron, Seth | 10821 | PE 140 | Physical Fitness Laboratory | .147 |
| Dutra, Kristopher | 10821 | PE 140 | Physical Fitness Laboratory | .370 |
| Maumausolo, Scia | 10821 | PE 140 | Physical Fitness Laboratory | .148 |
| Stevens, Christopher | 10822 | PE 121 | Swim Fitness Lab | .352 |
| INTERCOLLEGIATE ATHLETICS | | | | |
| Aye, Tyson | 10829 | PEIA 195 | Intercollegiate Conditioning | .151 |
| Damron, Seth | 10832 | PEIA 195 | Intercollegiate Conditioning | .108 |
| Damron, Seth | 10871 | PEIA 195 | Intercollegiate Conditioning | .067 |
| Dutra, Kristopher | 10832 | PEIA 195 | Intercollegiate Conditioning | .134 |
| Maumausolo, Scia | 10833 | PEIA 195 | Intercollegiate Conditioning | .075 |
| Stevens, Christopher | 10836 | PEIA 195 | Intercollegiate Conditioning | .072 |
| PHILOSOPHY | | | | |
| Bierly, Gary | 10072 | PHIL 101 | Survey of Philosophy | .212 |
| POLITICAL SCIENCE | | | | |
| Patrick, Frederic | 10149 | POLS 103 | American Government | .212 |
| Patrick, Frederic | 10162 | POLS 103 | American Government | .212 |
| PSYCHOLOGY | | | | |
| Haddad, Lubna | 10077 | PSY 101 | General Psychology | .212 |
| Haddad, Lubna | 10082 | PSY 118 | Lifespan Development | .212 |
| Haddad, Lubna | 10271 | PSY 118 | Lifespan Development | .212 |
| Haddad, Lubna | 10640 | PSY 101 | General Psychology | .212 |
| Vandermolen, Thomas | 10076 | PSY 101 | General Psychology | .212 |
| Vandermolen, Thomas | 10079 | PSY 112 | Human Sexuality | .212 |
| Vandermolen, Thomas | 10150 | PSY 117 | Child Psychology | .212 |
| Vandermolen, Thomas | 10311 | PSY 101 | General Psychology | .212 |
| SOCIOLOGY | | | | |
| McNeil, Daniel | 10083 | SOC 101 | Intro to Sociology | .212 |
| McNeil, Daniel | 10131 | SOC 101 | Intro to Sociology | .212 |
| McNeil, Daniel | 10402 | SOC 110 | Intro to Marriage and Family | .212 |

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-----------------------------|------------|---------------|--------------------------------|------------|
| Restrepo, Alberto | 10084 | SOC 102 | Social Problems | .212 |
| Restrepo, Alberto | 10116 | SOC 120 | Race and Ethnic Relations | .212 |
| SPANISH | | | | |
| Gomez De Torres, Ana | 10154 | SPAN 101 | Elementary Spanish I | .350 |
| Gomez De Torres, Ana | 10769 | SPAN 105 | Advanced Composition & Grammar | .350 |
| SPEECH COMMUNICATION | | | | |
| Auten, Diane | 10173 | SPCH 103 | Interpersonal Communication | .212 |
| Auten, Diane | 10245 | SPCH 110 | Intercultural Communication | .212 |
| WELDING TECHNOLOGY | | | | |
| Marquez, Gabriel | 10630 | WLDT 309 | Mini MIG (GMAW) | .122 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|----------------------------------|------------|---------------|-----------------------------------|------------|
| ACCOUNTING | | | | |
| Mcgill, Myra | 10601 | ACCT 317 | Bookkeeping 1 | .211 |
| ADMINISTRATION OF JUSTICE | | | | |
| Fuss, Glenn | 10293 | AJ 130 | Intro to Corrections | .211 |
| Kruse, Kurt | 10763 | AJ 102 | Criminal Procedures | .211 |
| Lupo, Edward | 10292 | AJ 101 | Intro to Criminal Justice | .211 |
| Lupo, Edward | 10433 | AJ 130 | Intro to Corrections | .211 |
| Vaughan, Chris | 10459 | AJ 103 | Concepts of Criminal Law | .212 |
| AGRIBUSINESS | | | | |
| Fuller, Richard | 10003 | AG 122 | Viticulture Operations 3 | .161 |
| Vonheckler, Michael | 10457 | AG 301 | Pairing Wine and Food | .061 |
| AMERICAN SIGN LANGUAGE | | | | |
| Rivera, Maria | 10151 | ASL 120 | American Sign Language 1 | .211 |
| Rivera, Maria | 10152 | ASL 130 | Conversational ASL | .211 |
| Rivera, Maria | 10631 | ASL 121 | American Sign Language 2 | .211 |
| ANTHROPOLOGY | | | | |
| Bishop, Amanda | 10147 | ANTH 103 | Intro to Archaeology | .212 |
| Kinsella, Michael | 10804 | ANTH 102 | Intro to Cultural Anthropology | .211 |
| Roberts, Paul | 10053 | ANTH 101 | Intro to Biological Anthropology | .212 |
| Scott, Linda | 10055 | ANTH 102 | Intro to Cultural Anthropology | .212 |
| ART | | | | |
| Doe, Kristopher | 10032 | ART 101 | Art Appreciation | .211 |
| Doe, Kristopher | 10146 | ART 101 | Art Appreciation | .211 |
| Durham, William | 10031 | ART 101 | Art Appreciation | .211 |
| Thayer, Jill | 10272 | ART 101 | Art Appreciation | .212 |
| Tye Talkin, Helen | 10967 | ART 101 | Art Appreciation | .212 |
| Vosburg, Candace | 10034 | ART 160 | Ceramics 1 | .361 |
| Weiss, Cheryl | 10818 | ART 380 | Art Lab 1 (Ceramics) | .587 |
| ATHLETIC TRAINING | | | | |
| George, Kayla | 10858 | ATH 104 | Care/Prevention-Athletic Injuries | .275 |
| AUTOMOTIVE TECHNOLOGY | | | | |
| Mathiesen, Per | 10628 | AT 313 | Automotive Brakes | .392 |
| Rosenthal, Mark | 10235 | AT 100 | Automotive Fundamentals | .368 |
| BIOLOGY | | | | |
| Devine, Domenica | 10140 | BIOL 100 | Introductory Biology | .398 |
| Knowles, Juliet | 10264 | BIOL 120 | Humans & the Environment | .212 |
| Marsh, Jennifer | 10006 | BIOL 100 | Introductory Biology | .400 |
| Mullen, Marcy | 10141 | BIOL 124 | Human Anatomy | .398 |
| Pierce, Kerry | 10008 | BIOL 100 | Introductory Biology | .398 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-------------------------------------|------------|---------------|-----------------------------------|------------|
| BUSINESS INFORMATION SYSTEMS | | | | |
| Reinwald, Eileen | 10138 | CBIS 141 | Microsoft Excel-Comprehensive | .212 |
| Robertus, Paul | 10095 | CBIS 101 | Computer Concepts & Apps | .212 |
| Robertus, Paul | 10172 | CBIS 371 | Intro to Excel | .069 |
| BUSINESS OFFICE TECHNOLOGY | | | | |
| Reinwald, Eileen | 10232 | CBOT 312 | Keyboarding Speed & Development | .075 |
| CHEMISTRY | | | | |
| Ahler, Michael | 10012 | CHEM 120 | Introductory Chemistry | .392 |
| Oakes, Raymond | 10802 | CHEM 120 | Introductory Chemistry | .392 |
| Schroeder, Feride | 10265 | CHEM 120 | Introductory Chemistry | .392 |
| COUNSELING | | | | |
| Clardy, Daniel | Assigned | Counselor | Adult Ed Block Grant | .081 |
| Davis, Henry | Assigned | Counselor | 3SP | .174 |
| Eulloqui, Angelica | Assigned | Counselor | 3SP | .527 |
| Garcia, Beverly | Assigned | Counselor | 3SP | .250 |
| Garcia, Beverly | Assigned | Counselor | EOPS Program | .351 |
| Machado, Michelle | Assigned | Counselor | CARE Program | .084 |
| Machado, Michelle | Assigned | Counselor | EOPS Program | .084 |
| Machado, Michelle | Assigned | Counselor | TANF Program | .171 |
| McKinley, Lisa | Assigned | Counselor | 3SP | .203 |
| Paz, Cynthia | Assigned | Counselor | 3SP | .476 |
| Teniente, Cecelia | Assigned | Counselor | 3SP | .088 |
| Teniente, Cecelia | Assigned | Counselor | EOPS Program | .061 |
| Teniente, Cecelia | Assigned | Counselor | CARE Program | .061 |
| West, Veronica | Assigned | Counselor | Financial Aid/Vets | .084 |
| Wright-Morgan, Christina | Assigned | Counselor | 3SP | .421 |
| Zarate, Chris | Assigned | Counselor | Financial Aid/Vets | .030 |
| CULINARY ARTS | | | | |
| Cardiel, Kathleen | 10166 | CA 124 | Sanitation, Safety & Equipment | .206 |
| Peters, Dawn | 10764 | CA 323 | Specialty & Wedding Cakes | .119 |
| Peters, Dawn | 10765 | CA 324 | Cake Decorating & Decorative Work | .127 |
| Russell, Amber | 10766 | CA 121 | Basic Baking and Pastry | .320 |
| DANCE | | | | |
| Claverie, Kellie | 10625 | DANC 151 | Clinic in Tap | .092 |
| Heredia, Horacio | 10220 | DANC 175 | Clinic in Salsa | .092 |
| Heredia, Horacio | 10239 | DANC 164 | Clinic in Modern Dance | .092 |
| Kim, Young | 10868 | DANC 379B | Dance Improvisation | .294 |
| Mann, Shandy | 10627 | DANC 168 | Clinic in Stretch | .092 |
| Reyes, Benjamin | 10238 | DANC 165 | Clinic in Hip Hop | .092 |
| Segura, Monique | 10285 | DANC 176 | Choreography Field Work | .176 |
| Segura, Monique | 10868 | DANC 379B | Dance Improvisation | .294 |
| Shouse, Sarah | 10599 | DANC 160 | Clinic in Ballet | .092 |
| Shouse, Sarah | 10626 | DANC 161 | Clinic in Intermediate Ballet | .092 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-------------------------------------|------------|---------------|--|------------|
| Solorio, Jesus | 10811 | DANC 163 | Clinic in Intermediate Jazz | .092 |
| Young, Kim | 10285 | DANC 176 | Choreography Field Work | .176 |
| DRAMA | | | | |
| Blanchard Foster, Danielle | 10286 | DRMA 103 | Introduction to Theatre | .212 |
| EARLY CHILDHOOD STUDIES | | | | |
| Graham, Michelle | 10086 | ECS 100 | Child Growth and Development | .211 |
| Graham, Michelle | 10200 | ECS 100 | Child Growth and Development | .211 |
| Graham, Michelle | 10294 | ECS 100 | Child Growth and Development | .211 |
| Viker, Sharol | 10144 | ECS 102 | Child Health, Safety & Nutrition | .211 |
| Viker, Sharol | 10234 | ECS 104 | Principles and Practices | .211 |
| Viker, Sharol | 10600 | ECS 303 | Intro to Early Childhood | .150 |
| EMERGENCY MEDICAL SERVICES | | | | |
| Roehl, Susan | 10203 | EMS 300 | Intro to Emergency Medical Services | .067 |
| ENGINEERING TECHNOLOGY | | | | |
| Breschini, Timothy | 10109 | ET 100 | Computer-Aided Drafting | .309 |
| ENGLISH | | | | |
| Bartley, Kymba | 10256 | ENGL 103 | Critical Thinking & Composition | .225 |
| Carroll, Christopher | 10106 | ENGL 103 | Critical Thinking & Composition | .225 |
| Carroll, Christopher | 10156 | ENGL 101 | Freshman Comp: Exposition | .306 |
| Davis, Jessica | 10136 | ENGL 513 | Writing Skills 3 | .420 |
| Farrell, Tim | 10192 | ENGL 101 | Freshman Comp: Exposition | .309 |
| Halderman, Anthony | 10159 | ENGL 103 | Critical Thinking & Composition | .228 |
| Harris, Laura | 10644 | ENGL 595 | Accelerated Reading and Writing Skills | .378 |
| Hidinger, Matthew | 10107 | ENGL 104 | Technical Writing | .204 |
| Hidinger, Matthew | 10463 | ENGL 101 | Freshman Comp: Exposition | .300 |
| Licoscos, Christine | 10100 | ENGL 101 | Freshman Comp: Exposition | .285 |
| Licoscos, Christine | 10157 | ENGL 101 | Freshman Comp: Exposition | .306 |
| Loomis, Sherry | 10137 | ENGL 514 | Writing Skills 4 | .420 |
| Miller, Mark | 10102 | ENGL 101 | Freshman Comp: Exposition | .285 |
| Miller, Mark | 10103 | ENGL 101 | Freshman Comp: Exposition | .309 |
| Shattuck, Patrick | 10259 | ENGL 103 | Critical Thinking & Composition | .228 |
| Sukrad, Wilma | 10257 | ENGL 511 | Writing Skills 1 | .387 |
| Weyandt, Mary | 10101 | ENGL 101 | Freshman Comp: Exposition | .300 |
| Ying, Chellis | 10098 | ENGL 101 | Freshman Comp: Exposition | .306 |
| ENGLISH AS A SECOND LANGUAGE | | | | |
| Lomp, Adrienne | 10632 | ESL 551 | Grammar 2 | .291 |
| FAMILY AND CONSUMER SCIENCE | | | | |
| Benedict, Patricia | 10295 | FCS 109 | Basic Nutrition for Health | .212 |
| Curtis, Kathleen | 10199 | FCS 131 | Life Management | .211 |
| Gil, Bessy | 10296 | FCS 109 | Basic Nutrition for Health | .205 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-----------------------------------|------------|---------------|---|------------|
| FILM | | | | |
| Simonsen, Michele | 10877 | FILM 101 | Film Art & Communication | .273 |
| Smith, Robin | 10460 | FILM 110 | Intro Motion Picture & Video Production | .398 |
| FOOD SCIENCE AND NUTRITION | | | | |
| Kohlen, Corinne | 10215 | FSN 110 | Nutrition Science | .212 |
| Kohlen, Corinne | 10225 | FSN 110 | Nutrition Science | .212 |
| FRENCH | | | | |
| Lewis, Corin | 10633 | FRCH 101 | Elementary French | .333 |
| GEOGRAPHY | | | | |
| Chaudhari, Rajni | 10117 | GEOG 101 | Physical Geography | .212 |
| Chaudhari, Rajni | 10218 | GEOG 103 | World Regional Geography | .212 |
| Chaudhari, Rajni | 10606 | GEOG 103 | World Regional Geography | .211 |
| Chaudhari, Rajni | 10607 | GEOG 103 | World Regional Geography | .211 |
| GRAPHICS | | | | |
| Tippitt, Brian | 10812 | GRPH 112 | Digital Imagery | .265 |
| Tippitt, Brian | 10813 | GRPH 111 | Digital Imagery Lab | .166 |
| HEALTH EDUCATION | | | | |
| Griego, Clarence | 10142 | HED 100 | Health and Wellness | .208 |
| Griego, Clarence | 10182 | HED 100 | Health and Wellness | .208 |
| Hazard-Mcloughlin, Kelly | 10046 | HED 100 | Health and Wellness | .211 |
| Maltagliati, Frank | 10044 | HED 100 | Health and Wellness | .208 |
| Nickason, Scott | 10247 | HED 100 | Health and Wellness | .211 |
| Weare, Myrna | 10045 | HED 100 | Health and Wellness | .211 |
| HEALTH SERVICES | | | | |
| Brummett, Laurie | Assigned | Health | Health Services | .015 |
| Danell, Kimberly | Assigned | Health | Health Services | .053 |
| Feld, Christine | Assigned | Health | Health Services | .038 |
| Redding-Stewart, Deborah | Assigned | Health | Health Services | .101 |
| SantaCruz, Dalila | Assigned | Health | Health Services | .074 |
| Stagnolia, Beth | Assigned | Health | Health Services | .023 |
| Vonfrausing-Borch, Ole | Assigned | Health | Health Services | .014 |
| HISTORY | | | | |
| Ashbaugh, John | 10065 | HIST 107 | US History to 1877 | .208 |
| Ashbaugh, John | 10067 | HIST 108 | US History 1877 to Present | .208 |
| Ashbaugh, John | 10188 | HIST 118 | US History | .208 |
| Christoferson, Jalaine | 10062 | HIST 101 | World Civilizations to 1600 | .211 |
| Christoferson, Jalaine | 10068 | HIST 118 | US History | .211 |
| Hall, Kari | 10386 | HIST 118 | US History | .211 |
| Jenkins, Basil | 10635 | HIST 104 | Western Civilizations to 1650 | .208 |
| Severn, Joshua | 10961 | HIST 101 | World Civilizations to 1600 | .212 |

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017**

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|---|------------|---------------|------------------------------------|------------|
| HUMAN SERVICES | | | | |
| Connolly, Linda | 10088 | HUSV 103 | Basic Counseling Skills | .211 |
| Connolly, Linda | 10145 | HUSV 101 | Becoming a Helping Professional | .211 |
| Huizar, Jose | 10608 | HUSV 106 | Family Systems, Addiction & Trauma | .211 |
| Rock, Sabrina | 10374 | HUSV 108 | Crisis Intervention Strategies | .211 |
| Rodriguez, Roberto | 10609 | HUSV 132 | Drugs, the Brain and the Body | .211 |
| LIBRARY | | | | |
| Beck, Colleen | Assigned | Librarian | SM | .108 |
| Beck, Colleen | Assigned | Librarian | BSI Grant | .027 |
| Cohn, Kellye | Assigned | Librarian | LVC | .066 |
| Cohn, Kellye | Assigned | Librarian | SM | .135 |
| Mosson, Leslie | Assigned | Librarian | SM | .122 |
| Pendleton, Kim | Assigned | Librarian | LVC | .088 |
| Wyngard, Michele | Assigned | Librarian | SM | .041 |
| Wyngard, Michele | Assigned | Librarian | BSI Grant | .014 |
| Yurasek, James | Assigned | Librarian | LVC | .077 |
| Yurasek, James | Assigned | Librarian | SM | .105 |
| Yurasek, James | Assigned | Librarian | BSI Grant | .014 |
| MACHINING & MANUFACTURING TECHNOLOGY | | | | |
| Wise, Jacob | 10629 | MT 114 | SolidWorks 2 | .211 |
| MATHEMATICS | | | | |
| Burton, Breanna | 10015 | MATH 123 | Elementary Statistics | .350 |
| Crain, Richard | 10020 | MATH 311 | Algebra 1 | .283 |
| Crain, Richard | 10134 | MATH 321 | First Year Geometry | .208 |
| Harlan, Nahid | 10132 | MATH 123 | Elementary Statistics | .344 |
| Harlan, Nahid | 10133 | MATH 331 | Algebra 2 | .344 |
| Mesri, Parivash | 10023 | MATH 331 | Algebra 2 | .350 |
| Silva, Douglas | 10016 | MATH 123 | Elementary Statistics | .350 |
| Underwood, Scott | 10021 | MATH 311 | Algebra 1 | .283 |
| Underwood, Scott | 10183 | MATH 331 | Algebra 2 | .350 |
| Yundt, David | 10126 | MATH 311 | Algebra 1 | .283 |
| MUSIC | | | | |
| Becker, David | 10040 | MUS 100 | Music Appreciation | .212 |
| NURSING | | | | |
| Colon, Benjamin | 10124 | NURS 422 | EKG/Monitor Observer | .100 |
| Conner, Bethany | 10819 | NURS 328 | Clinical Lab 2 | .529 |
| Conner, Bethany | 10820 | NURS 320 | Gerontology | .038 |
| Luz, Deleija | 10819 | NURS 328 | Clinical Lab 2 | .199 |
| Page, Randolph | 10819 | NURS 328 | Clinical Lab 2 | .364 |
| Salazar, Patricia | 10819 | NURS 328 | Clinical Lab 2 | .033 |
| PARALEGAL STUDIES | | | | |
| Barnard, Thomas | 10803 | PLGL 106 | Case Management | .211 |
| Wagner, Stephen | 10610 | PLGL 111 | Tort Law for Paralegals | .211 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|----------------------------------|------------|---------------|-----------------------------------|------------|
| PERSONAL DEVELOPMENT | | | | |
| Machado, Michelle | 10213 | PD 110 | College Success Seminar | .069 |
| Stein, Jeffrey | 10118 | PD 100 | Personal & Career Exploration | .208 |
| Stein, Jeffrey | 10212 | PD 101 | Success in College | .208 |
| PHILOSOPHY | | | | |
| Heiges, Kenneth | 10639 | PHIL 114 | Critical Thinking | .234 |
| Mahon, Richard | 10392 | PHIL 121 | Religions of the Modern World | .212 |
| Nolan, Francis | 10073 | PHIL 105 | Ethics | .204 |
| Nolan, Francis | 10805 | PHIL 112 | Logic | .204 |
| Tennberg, Chris | 10291 | PHIL 102 | Existence & Reality | .212 |
| PHOTOGRAPHY | | | | |
| Jacoby, Richard | 10240 | PHTO 170 | Digital Photography | .320 |
| Weiner, Betsy | 10041 | PHTO 110 | Basic Photography | .320 |
| PHYSICAL EDUCATION | | | | |
| Armendariz, Victor | 10613 | PE 133 | Yoga Fitness | .063 |
| Armendariz, Victor | 10614 | PE 133 | Yoga Fitness | .063 |
| Armendariz, Victor | 10821 | PE 140 | Physical Fitness Laboratory | .176 |
| Clark, Jada | 10611 | PE 133 | Yoga Fitness | .135 |
| Clark, Jada | 10612 | PE 146 | Strength and Flexibility | .135 |
| Claverie, Kellie | 10193 | PE 132 | Cardio Kickboxing | .149 |
| Conde, Vincent | 10613 | PE 133 | Yoga Fitness | .063 |
| Conde, Vincent | 10614 | PE 133 | Yoga Fitness | .063 |
| George, Kayla | 10870 | PE 129 | First Aid-CPR: Educator/Coach | .066 |
| Griego, Clarence | 10821 | PE 140 | Physical Fitness Laboratory | .236 |
| King, Roy | 10047 | PE 120 | Beginning & Intermediate Swimming | .135 |
| King, Roy | 10815 | PE 120 | Beginning & Intermediate Swimming | .135 |
| Koivisto, Patricia | 10214 | PE 133 | Yoga Fitness | .135 |
| Koivisto, Patricia | 10252 | PE 133 | Yoga Fitness | .135 |
| Koivisto, Patricia | 10816 | PE 132 | Cardio Kickboxing | .135 |
| Miller, Leslie | 10261 | PE 154 | Jogging/Walking | .135 |
| Miller, Leslie | 10821 | PE 140 | Physical Fitness Laboratory | .088 |
| Schuetz-Jones, Deborah | 10876 | PE 129 | First Aid-CPR: Educator/Coach | .067 |
| Twitchell, Mary | 10822 | PE 121 | Swim Fitness Lab | .236 |
| Voss, Caitlin | 10143 | PE 132 | Cardio Kickboxing | .151 |
| INTERCOLLEGIATE ATHLETICS | | | | |
| Cantrell, Robert | 10869 | PEIA 195 | Intercollegiate Conditioning | .152 |
| Carnine, Keith | 10873 | PEIA 195 | Intercollegiate Conditioning | .067 |
| George, Kayla | 10872 | PEIA 195 | Intercollegiate Conditioning | .048 |
| Miller, Dominique | 10872 | PEIA 195 | Intercollegiate Conditioning | .239 |
| Molina, Julio | 10873 | PEIA 195 | Intercollegiate Conditioning | .203 |
| Nerelli, Cary | 10874 | PEIA 195 | Intercollegiate Conditioning | .152 |
| Quintana, Louie | 10875 | PEIA 195 | Intercollegiate Conditioning | .152 |
| Vinnedge, Billy | 10878 | PEIA 195 | Intercollegiate Conditioning | .227 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-----------------------------|------------|---------------|--------------------------------|------------|
| PHYSICS | | | | |
| Schmidt, Jason | 10120 | PHYS 110 | Introductory Physics | .208 |
| Tavakkoly, Aundrea | 10801 | PHYS 110 | Introductory Physics | .211 |
| POLITICAL SCIENCE | | | | |
| Den Otter, Ronald | 10217 | POLS 103 | American Government | .208 |
| Mahon, Cynthia | 10221 | POLS 103 | American Government | .208 |
| Weinstock, Rita | 10074 | POLS 101 | Intro to Political Science | .211 |
| PSYCHOLOGY | | | | |
| Collett, Richard | 10810 | PSY 101 | General Psychology | .211 |
| Gaona, Daniel | 10080 | PSY 101 | General Psychology | .211 |
| Gaona, Daniel | 10184 | PSY 101 | General Psychology | .208 |
| Mandziara, Maria | 10081 | PSY 112 | Human Sexuality | .211 |
| Rock, Sabrina | 10078 | PSY 101 | General Psychology | .208 |
| SOCIOLOGY | | | | |
| Soto, Oscar | 10806 | SOC 101 | Intro to Sociology | .211 |
| Soto, Oscar | 10807 | SOC 101 | Intro to Sociology | .211 |
| SPANISH | | | | |
| Diaz, Claudia | 10153 | SPAN 101 | Elementary Spanish I | .350 |
| Diaz, Claudia | 10969 | SPAN 102 | Elementary Spanish II | .350 |
| Leon Merino, Hilda | 10048 | SPAN 101 | Elementary Spanish I | .333 |
| Leon Merino, Hilda | 10049 | SPAN 101 | Elementary Spanish I | .333 |
| SPEECH COMMUNICATION | | | | |
| Byrne, Jean | 10050 | SPCH 101 | Public Speaking | .211 |
| Gerbas, Suzanne | 10051 | SPCH 101 | Public Speaking | .211 |
| Gerbas, Suzanne | 10269 | SPCH 102 | Small Group Communication | .211 |
| Gerbas, Suzanne | 10273 | SPCH 101 | Public Speaking | .211 |
| Greco, Ashley | 10052 | SPCH 102 | Small Group Communication | .211 |
| Greco, Ashley | 10244 | SPCH 102 | Small Group Communication | .211 |
| Greco, Ashley | 10278 | SPCH 101 | Public Speaking | .211 |
| Magruder, Amy | 10155 | SPCH 101 | Public Speaking | .211 |
| Magruder, Amy | 10161 | SPCH 102 | Small Group Communication | .211 |
| Magruder, Amy | 10283 | SPCH 101 | Public Speaking | .211 |
| Ward, Amy | 10190 | SPCH 101 | Public Speaking | .211 |
| Ward, Amy | 10243 | SPCH 101 | Public Speaking | .211 |
| THEATRE | | | | |
| Allen, Jeffery | 10862 | THEA 198I | Rep of Newsies and Fences | .200 |
| Allen, Jeffery | 10863 | THEA 310 | Beg Summer Tour Rep Production | .162 |
| Barrows, Eddy | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Barrows, Eddy | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Bolen, Jason | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Bolen, Jason | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Bueso, Arnold | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Bueso, Arnold | 10863 | THEA 310 | Beg Summer Tour Rep Production | .059 |

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|---------------------------|------------|----------------------|--------------------------------|------------|
| Firestone-Walker, Polly | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Firestone-Walker, Polly | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Hendricks, Karin | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Hendricks, Karin | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Hogan, Abigail | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Hogan, Abigail | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Hogan, Tim | 10861 | THEA 198H | Rep of Beauty and Newsier | .035 |
| Hogan, Tim | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Koenig, Matthew | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Koenig, Matthew | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Marszalkowski, Paul | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Marszalkowski, Paul | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Newell, Robin | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Newell, Robin | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Wackowski, Katie | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Wackowski, Katie | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Walker, George | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Walker, George | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Ware, Lynn | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Ware, Lynn | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Weidner, Elisabeth | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Weidner, Elisabeth | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Wiseman, Zoia | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Wiseman, Zoia | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| Zornow, Jennifer | 10861 | THEA 198H | Rep of Beauty and Newsies | .035 |
| Zornow, Jennifer | 10863 | THEA 310 | Beg Summer Tour Rep Production | .118 |
| WELDING TECHNOLOGY | | | | |
| Sjostedt, Nohl | 10237 | WLDT 335 | Flux Core Arc Welding | .130 |
| WRITING CENTER | | | | |
| Greenelsh, Shawn | Assigned | Writing Center | BSI Grant | .188 |
| Harmon, Colleen | Assigned | Writing Center | BSI Grant | .167 |
| MISCELLANEOUS | | | | |
| Becerra, Lynn | Assigned | Coordinator | Bridges to Success | .142 |
| Bueso, Arnold | Assigned | Director | Technical Theatre | .476 |
| Trigueros, Alicia | Assigned | Preschool Teacher | Twilight Childcare Program | .209 |
| Zarate, Odaliss | Assigned | Preschool Teacher | Twilight Childcare Program | .261 |

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-------------------------------------|------------|---------------|-------------------------------|------------|
| ADULT BASIC SKILLS | | | | |
| Burton, Breanna | 10880 | BASK 7014 | Mathematics Lab | .042 |
| Garcia, Katherine | 10647 | BASK 7003B | Reading, Writing, and Math | .081 |
| Garcia, Katherine | 10645 | BASK 7003B | Reading, Writing, and Math | .081 |
| Garcia, Katherine | 10651 | BASK 7005B | GED Test Preparation | .081 |
| Gonzalez, Carlos | 10657 | BASK 7005B | GED Test Preparation | .081 |
| Majoue, Mary Alice | 10880 | BASK 7014 | Mathematics Lab | .433 |
| Rivera, Griselda | 10658 | BASK 7009A | GED Test Prep: Social Studies | .162 |
| Suarez, Hedy | 10653 | BASK 7005B | GED Test Preparation | .061 |
| Uribe, Armando | 10648 | BASK 7003B | Reading, Writing, and Math | .081 |
| Wambolt, Lilia | 10646 | BASK 7003B | Reading, Writing, and Math | .081 |
| Wambolt, Lilia | 10656 | BASK 7005B | GED Test Preparation | .081 |
| Wambolt, Lilia | 10662 | BASK 7013 | GED Prep: Computer Skills | .041 |
| West, Elizabeth | 10865 | BASK 7011B | Basic Math | .090 |
| CITIZENSHIP | | | | |
| Gonzalez, C | 10674 | CITZ 7000B | Preparation for Citizenship | .081 |
| Lara, Julieta | 10675 | CITZ 7000B | Preparation for Citizenship | .081 |
| Lara, Julieta | 10848 | CITZ 7000B | Preparation for Citizenship | .081 |
| Uribe, Armando | 10849 | CITZ 7000B | Preparation for Citizenship | .081 |
| ENGLISH AS A SECOND LANGUAGE | | | | |
| Aguilera, Virginia | 10744 | NESL 7000 | Intro to English Pre-A | .162 |
| Aguilera, Virginia | 10745 | NESL 7000 | Intro to English Pre-A | .162 |
| Balsiger, Theresa | 10757 | NESL 7003 | Intro to English B1 | .162 |
| Balsiger, Theresa | 10759 | NESL 7003 | Intro to English B1 | .162 |
| Beal, Chandra | 10761 | NESL 7003 | Intro to English B1 | .162 |
| Beckelhymer, Kathy | 10756 | NESL 7003 | Intro to English B1 | .162 |
| Beckelhymer, Kathy | 10781 | NESL 7007 | Intro to English D1 | .162 |
| Beres, Casey | 10777 | NESL 7005 | Intro to English C1 | .162 |
| Beres, Casey | 10780 | NESL 7007 | Intro to English D1 | .162 |
| Colvin, Samuel | 10776 | NESL 7005 | Intro to English C1 | .162 |
| Delker, Natalie | 10750 | NESL 7001 | Intro to English A1 | .162 |
| Dominguez, Aurea | 10784 | NESL 7020A | Spanish Literacy | .162 |
| Dreger, Elliott | 10774 | NESL 7005 | Intro to English C1 | .162 |
| Elliott, Barbara | 10754 | NESL 7001 | Intro to English A1 | .162 |
| Elliott, Barbara | 10947 | NESL 7001 | Intro to English A1 | .162 |
| Elliott, Barbara | 10795 | NESL 7060T | ESL Instructional Lab | .056 |
| Elliott, Barbara | 10951 | NESL 7060T | ESL Instructional Lab | .056 |
| Faries, Martin | 10758 | NESL 7003 | Intro to English B1 | .162 |
| Faries, Martin | 10792 | NESL 7060T | ESL Instructional Lab | .056 |
| Franklin, Suzanne | 10749 | NESL 7001 | Intro to English A1 | .162 |
| Franklin, Suzanne | 10790 | NESL 7060T | ESL Instructional Lab | .108 |
| Gutierrez, Jaime | 10748 | NESL 7001 | Intro to English A1 | .162 |
| Gutierrez, Jaime | 10752 | NESL 7001 | Intro to English A1 | .162 |
| Gutierrez, Jaime | 10791 | NESL 7060T | ESL Instructional Lab | .054 |
| Heredia, Bertha | 10785 | NESL 7020A | Spanish Literacy | .162 |
| LaRosa, Andrea | 10854 | NESL 7060T | ESL Instructional Lab | .082 |

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|--------------------------|------------|---------------|------------------------------|------------|
| Leon, Henry | 10751 | NESL 7001 | Intro to English A1 | .162 |
| Limon, Delia | 10747 | NESL 7001 | Intro to English A1 | .162 |
| Limon, Delia | 10789 | NESL 7060T | ESL Instructional Lab | .056 |
| Limon, Delia | 10793 | NESL 7060T | ESL Instructional Lab | .108 |
| McSparron, Edward | 10775 | NESL 7005 | Intro to English C1 | .162 |
| Mellott, Melissa | 10778 | NESL 7005 | Intro to English C1 | .162 |
| Papworth, Lara | 10755 | NESL 7001 | Intro to English A1 | .162 |
| Papworth, Lara | 10794 | NESL 7060T | ESL Instructional Lab | .056 |
| Rangel, Minerva | 10746 | NESL 7000 | Intro to English: Pre-A | .162 |
| Schwartz, Rebeca | 10779 | NESL 7007 | Intro to English D1 | .162 |
| Schwartz, Rebeca | 10787 | NESL 7060T | ESL Instructional Lab | .056 |
| Torbert, George | 10760 | NESL 7003 | Intro to English B1 | .162 |
| Uitti, Rosalie | 10773 | NESL 7005 | Intro to English C1 | .162 |
| HEALTH AND SAFETY | | | | |
| Griffith, Lisa | 10695 | HEAL 7021 | Balance and Mobility | .041 |
| HOME ECONOMICS | | | | |
| D'Atri, Maria | 10696 | HOEC 7102A | Sewing Studio-Open Lab | .108 |
| Gabel, Mary Jo | 10698 | HOEC 7108A | Serger Sewing | .081 |
| Jaquez, Arcelia | 10697 | HOEC 7102A | Sewing Studio-Open Lab | .108 |
| Missamore, Patricia | 10699 | HOEC 7151B | Quilting | .041 |
| Missamore, Patricia | 10702 | HOEC 7151B | Quilting | .041 |
| Porter, Barbara | 10700 | HOEC 7151B | Quilting | .041 |
| Porter, Barbara | 10701 | HOEC 7151B | Quilting | .041 |
| Porter, Barbara | 10703 | HOEC 7164B | Crochet and Knitting | .041 |
| Porter, Barbara | 10704 | HOEC 7164B | Crochet and Knitting | .041 |
| OLDER ADULTS | | | | |
| Eastey, Karen | 10722 | OLDR 7100B | Sensory Awareness | .027 |
| Eastey, Karen | 10718 | OLDR 7100B | Sensory Awareness | .027 |
| Eastey, Karen | 10720 | OLDR 7100B | Sensory Awareness | .027 |
| Eastey, Karen | 10712 | OLDR 7100B | Sensory Awareness | .027 |
| Eastey, Karen | 10725 | OLDR 7100B | Sensory Awareness | .027 |
| Eastey, Karen | 10708 | OLDR 7100B | Sensory Awareness | .027 |
| Griffith, Lisa | 10726 | OLDR 7100B | Sensory Awareness | .027 |
| Griffith, Lisa | 10719 | OLDR 7100B | Sensory Awareness | .028 |
| Griffith, Lisa | 10709 | OLDR 7100B | Sensory Awareness | .027 |
| Griffith, Lisa | 10705 | OLDR 7100B | Sensory Awareness | .027 |
| Griffith, Lisa | 10713 | OLDR 7100B | Sensory Awareness | .027 |
| Johnson, Sandra | 10729 | OLDR 7212A | Watercolor Painting | .081 |
| Messina, Michael | 10731 | OLDR 7300B | Digital Photography, Level 1 | .080 |
| Ostapiuk, Elizabeth | 10857 | OLDR 7101B | Crafts for Seniors | .020 |
| Parker, Tiana | 10706 | OLDR 7100B | Sensory Awareness | .027 |
| Parker, Tiana | 10710 | OLDR 7100B | Sensory Awareness | .027 |
| Rogers, Ronald | 10852 | OLDR 7212A | Watercolor Painting | .081 |
| Rogers, Ronald | 10730 | OLDR 7212A | Watercolor Painting | .081 |
| Sais, Rebecca | 10715 | OLDR 7100B | Sensory Awareness | .027 |

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2017**

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|------------------------------|------------|---------------|--------------------------------|------------|
| Sais, Rebecca | 10717 | OLDR 7100B | Sensory Awareness | .027 |
| Sais, Rebecca | 10716 | OLDR 7100B | Sensory Awareness | .027 |
| Sais, Rebecca | 10721 | OLDR 7100B | Sensory Awareness | .027 |
| Sais, Rebecca | 10711 | OLDR 7100B | Sensory Awareness | .027 |
| Santa Cruz, Dalila | 10723 | OLDR 7100B | Sensory Awareness | .027 |
| Santa Cruz, Dalila | 10714 | OLDR 7100B | Sensory Awareness | .027 |
| Santa Cruz, Dalila | 10724 | OLDR 7101B | Crafts for Seniors | .027 |
| Santa Cruz, Dalila | 10707 | OLDR 7101B | Crafts for Seniors | .027 |
| Santa Cruz, Dalila | 10727 | OLDR 7101B | Crafts for Seniors | .027 |
| SHORT-TERM VOCATIONAL | | | | |
| Bergstrom Smith, Joan | 10736 | VOCE 7100A | Computers and You: Level 1 | .108 |
| Bergstrom Smith, Joan | 10738 | VOCE 7101A | Computers and You: Level 2 | .108 |
| Gonzalez, Carlos | 10737 | VOCE 7100A | Computers & You - Level 1 | .108 |
| Guzman, Anthony | 10734 | VOCE 7035B | Jewelry Making & Repair | .054 |
| Guzman, Anthony | 10735 | VOCE 7035B | Jewelry Making & Repair | .054 |
| Mercado-Gomez, Ricardo | 42019 | VOCE 7105A | Introduction to Microsoft Word | .054 |
| Mercado-Gomez, Ricardo | 10741 | VOCE 7107A | Introduction to Excel | .054 |
| Stoffers, Joyce | 10732 | VOCE 7031A | Career Lab | .205 |
| Uribe, Armando | 10743 | VOCE 7108A | Business Skills Lab | .081 |
| Wambolt, Lilia | 10739 | VOCE 7101A | Computers & You: Level 2 | .108 |
| Wender, Cleo | 10732 | VOCE 7031A | Career Lab | .205 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-------------------------|---|----------------------|
| Arvizu-Rodriguez, Marai | Coordinate registration, recruitment, agenda development, facilitate workshops for the Ladies YELL event (4/29/17). | \$1,000.00 |
| Auten, Diane | Annual program update for Speech Communication program, spring 2017 semester, split with Andrea Sanders (4/1 – 4/2/17). | \$125.00 |
| Avila, Al | Annual program update for Administration of Justice program, spring 2017 semester (1/23 – 4/14/17). | \$250.00 |
| Aye, Tyson | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Member (6/1 – 6/30/17). | \$700.00 |
| Beckelhymer, Kathy | Support and coordination for the noncredit Basic Skills program (6/12 – 6/30/17). | \$889.44 |
| Beckelhymer, Kathy | Support and coordination for the noncredit Basic Skills program (7/3 – 8/4/17). | \$741.20 |
| Behnke, Ginger | Stipend for Hendey McKee's spring 2017 part-time faculty evaluation per article 13.4.1 of the Part-time Faculty Association Agreement (1/23 – 5/24/17). | \$105.00 |
| Bergstrom-Smith, Joan | Support and coordination for the noncredit Vocational Education program (6/12 – 6/30/17). | \$1,252.80 |
| Bergstrom-Smith, Joan | Support and coordination for the noncredit Vocational Education program (7/3 – 8/4/17). | \$2,088.00 |
| Bierly, Gary | Compensation as an existing co-chair (Budget) for spring 2017 at the daily prorated amount of 3 days based on full-time faculty agreement 16.7.1.b. (1/23 – 5/24/17) | \$1,720.95 |
| Bierly, Gary | Annual program update for Humanities program, spring 2017 semester (4/11/17). | \$250.00 |
| Bracket, Ashley | Complete Student Services program review annual update for the University Transfer Center, spring 2017 (Jan. – Apr. 2017). | \$250.00 |
| Britten, Ben | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Report Writer (6/1 – 6/30/17). | \$1,500.00 |
| Britten, Ben | Complete Student Services program review annual update for Leadership/ASBG, spring 2017 (1/23 – 4/28/17). | \$250.00 |
| Chaudhari, Rajni | Stipend for Charles Barker's spring 2017 part-time faculty evaluation per article 13.4.1 of the Part-time Faculty Association Agreement (1/23 – 5/17/17). | \$105.00 |
| Coffman, Scott | Develop Contract Ed: Advanced Safety Training curriculum (not-for-credit) (5/1 - 5/31/17). | \$7810.00 |
| Cohn, Kellye | Coding for online Library orientation (1/25/17). | \$427.14 |
| Crotty, John | Coordination of state testing for the Fire Academy and coordination of graduation demonstration/ceremony (5/1 – 5/19/17). | \$647.36 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-------------------|--|----------------------|
| Dal Bello, Dom | Annual program update for Mathematics program, spring 2017 semester, split with Derek Mitchem (1/23 – 4/14/17). | \$125.00 |
| Damron, Seth | Contact, meet with, and engage local high school seniors and local entry-level City Park & Rec employees to encourage and facilitate enrollment in AHC Recreation Management program (5/30 – 6/30/17). | \$1,100.00 |
| Darwin, Brent | Annual program update for Accounting program, spring 2017 semester (1/23 – 4/18/17) | \$250.00 |
| Day, Alan | Contract Ed: FOS-EVOC Course (not-for-credit) (5/23/17). | \$476.40 |
| Day, Alan | Contract Ed: FOS-EVOC Course (not-for-credit) (5/25/17). | \$476.40 |
| de Jounge, Alex | Complete Student Services program review annual update for Student Health Services, spring 2017 (3/10 – 3/17/17). | \$250.00 |
| Derry, Jody | Annual program update for CBOT program, spring 2017 semester (4/1/17). | \$250.00 |
| Diaz, Cynthia | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event (2/16/17). | \$200.00 |
| Dickel, Jason | Contract Education: FOS-EVOC Course (not-for-credit) (5/23/17) | \$434.64 |
| Elliott, Herb | Annual program update for Economics program, spring 2017 semester (4/11/17). | \$250.00 |
| English, Blake | Complete Student Services program review annual update for the Job Placement Center, spring 2017 (Jan. – Apr. 2017). | \$250.00 |
| Friedrich, Bonny | Annual program update for HS LVN program, spring 2017 (3/29 – 4/12/17). | \$250.00 |
| George, Ken | Annual program update for Law Enforcement Training program, spring 2017 semester (1/17 – 4/14/17). | \$250.00 |
| Hart, Stanley | Develop Contract Ed: Advanced Safety Training curriculum (not-for-credit) (5/1 - 5/31/17). | \$6,473.60 |
| Headtke, Kathy | Summer librarian, LVC (6/19 – 8/3/17). | \$4,485.84 |
| Howard, Joanne | Serve on AB104 basic skills work group (4/28/17). | \$79.52 |
| Keiser, Andria | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Member (6/1 – 6/30/17). | \$700.00 |
| Knight, Julie | Annual program update for English program, spring 2017 semester (4/1 – 4/14/17). | \$250.00 |
| Knight, Julie | Annual program update for Reading program, spring 2017 semester (4/1 – 4/12/17). | \$250.00 |
| Kriewall, Jaclyn | Choreography for Folklorico 2017 concert (4/25 – 4/28/17). | \$253.05 |
| Lang, Mark | Develop Contract Ed: Advanced Safety Training curriculum (not-for-credit) (5/1 - 5/31/17). | \$3,940.35 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|----------------------------|---|----------------------|
| Lau, Bowman | Develop Contract Ed: Advanced Safety Training curriculum (not-for-credit) (5/1 - 5/31/17). | \$5,848.00 |
| LeSage, Paul | Perform outreach activities and recruit students for enrollment in Recreation program (5/30 – 6/29/17). | \$2,404.00 |
| Lucas, Ann | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Member (6/1 – 6/30/17). | \$700.00 |
| Manalo, Larry | Assist the assessment team for ILO #2 Critical Thinking & Problem Solving and complete and submit an ILO Assessment Report by June 30, 2017, Report Writer (6/1 – 6/30/17). | \$1,500.00 |
| Marsalek, Lisa | Complete Student Services program review annual update for Learning Assistance, spring 2017 (Mar. – Apr. 2017). | \$250.00 |
| Mason, Eric | Annual program update for Auto Collision program, spring 2017 semester (1/23 – 4/14/17). | \$250.00 |
| McMahon, Dianne | Annual program update for Dance program, spring 2017 semester (1/23 – 5/17/17). | \$250.00 |
| McMann, Scott | Fire Control Officer for Diablo Canyon live burn training (3/22 & 3/30/17). | \$578.40 |
| McNeil, Daniel | Annual program update for Sociology program, spring 2017 semester (4/13/17). | \$250.00 |
| Millan, Jose | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event (2/6, 2/9, 2/15, & 2/16/17). | \$1,000.00 |
| Miller, Mark | Stipend for completing PT faculty Dawn Hamilton's evaluation per Article 13.4.1 of the PT Faculty Agreement (4/10/17). | \$105.00 |
| Miller, Steven | Contract Ed: EVOC/Orange County Sheriff's Dept. (not-for-credit) class (4/11 – 4/14 & 4/19 – 4/21/17). | \$2,902.48 |
| Miller, Steven | Contract Ed: FOS-EVOC Course (not-for-credit) (5/3/17). | \$476.40 |
| Miller, Steven | Contract Ed: FOS-EVOC Course (not-for-credit) (5/9/17). | \$476.40 |
| Mitchem, Derek | Annual program update for Mathematics program, spring 2017 semester, split with Dom Dal Bello (1/23 – 4/14/17). | \$125.00 |
| Montanez-Rodriguez, Carmen | Completion of 2015-16 six-year comprehensive program review for CBIS program (1/18 – 5/18/16). | \$1,500.00 |
| Montanez-Rodriguez, Carmen | Annual program update for CBIS program, spring 2017 semester (3/31 – 4/13/17). | \$250.00 |
| Montanez-Rodriguez, Carmen | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Note Taker (6/1 – 6/30/17). | \$800.00 |
| Morales, Mayra | Annual program update for Noncredit Student Success and Support program, spring 2017 (Jan. – Apr. 2017). | \$250.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|---------------------|--|----------------------|
| Morales, Mayra | Coordinate registration, recruitment, agenda development, facilitate workshops for the Ladies YELL event (4/29/17). | \$1,000.00 |
| Morales, Mayra | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Member (6/1 – 6/30/17). | \$700.00 |
| Motenko, Joshua | Perform outreach activities in order to support enrollment in the Recreational Management program (5/30 – 6/29/17). | \$1,017.30 |
| Navarrette, Ricardo | Coordinate registration, recruitment, agenda development, facilitate workshops for the Ladies YELL event (4/29/17). | \$1,000.00 |
| Nelson, Mary Pat | Annual program update for CNA/Acute Care Aide program, spring 2017 (4/14/17). | \$250.00 |
| Nishimori, Melinda | Annual program update for English as a Second Language program, spring 2017 semester to be split with George Phelan (4/1 – 4/2/17). | \$125.00 |
| Nouri, Dustin | Annual program update for Chemistry program, spring 2017 to be split with D.K. Philbin (1/23 – 5/17/17). | \$125.00 |
| Olmstead, Brian | Contract Ed: Perishable Skills – EVOC (not-for-credit) class (4/13/17). | \$455.28 |
| Olmstead, Brian | Contract Ed: FOS-EVOC Course (not-for-credit) (5/31/17). | \$519.44 |
| Passage, Trevor Fox | Annual program update for Library program, spring 2017 semester (4/13 – 4/17/17). | \$250.00 |
| Perkins, Michael | Contract Ed: EVOC/Orange County Sheriff's Dept. (not-for-credit) class. (Revised extra assignment on 4/19/17 – removed 16 hours) (4/11 – 4/14 & 4/18 – 4/21/17). | \$2,487.84 |
| Perkins, Michael | Contract Ed: FOS-EVOC course (not-for-credit) (5/23/17). | \$476.40 |
| Perkins, Michael | Contract Ed: FOS-EVOC course (not-for-credit) (5/31/17). | \$476.40 |
| Perkins, Michael | Contract Ed: Defensive Driving Course (not-for-credit) (4/27/17). | \$476.40 |
| Perkins, Michael | Contract Ed: Defensive Driving Course (not-for-credit) (7/11/17). | \$476.40 |
| Perkins, Michael | Contract Ed: Defensive Driving Course (not-for-credit) (7/13/17). | \$476.40 |
| Phelan, George | Annual program update for English as a Second Language program, spring 2017 semester to be split with Melinda Nishimori (4/1 – 4/2/17). | \$125.00 |
| Philbin, D.K. | Annual program update for Chemistry program, spring 2017 semester to be split with Dustin Nouri (1/23 – 5/17/17). | \$125.00 |
| Ralston, Larry | Stipend for Troy Parker's spring 2017 part-time faculty evaluation per article 13.4.1 of the Part-time Faculty Association Agreement (1/23 – 5/17/17). | \$105.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-------------------|---|----------------------|
| Ramirez, Antonio | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event (2/6 & 2/9/17). | \$600.00 |
| Reardon, Susan | Annual program update for Medical Assisting program, spring 2017 semester (1/23 – 4/18/17). | \$250.00 |
| Reed, Christine | Update each MESA student's Degree Works plan, update MESA website, coordination of MESA/STEM services, provide summer MESA/STEM counseling services (6/19 – 7/12/17). | \$9,098.73 |
| Reid, Robert | Contract Ed: Defensive Driving Course (not-for-credit) (4/27/17). | \$452.32 |
| Reid, Robert | Non Instructional: Coordination and scheduling for Perishable Skills Program for Contract Education for spring 2017 (not-for-credit) (5/23 - 5/24/17). | \$581.92 |
| Reid, Robert | Contract Ed: Defensive Driving Course (not-for-credit) (6/16/17). | \$452.32 |
| Reid, Robert | Contract Ed: Defensive Driving Course (not-for-credit) (6/22/17). | \$452.32 |
| Reid, Robert | Contract Ed: Defensive Driving Course (not-for-credit) (7/11/17). | \$452.32 |
| Reid, Robert | Contract Ed: Defensive Driving Course (not-for-credit) (7/13/17). | \$452.32 |
| Reid, Robert | Contract Ed: FOS-EVOC course (not-for-credit) (5/3/17). | \$452.32 |
| Reid, Robert | Contract Ed: FOS-EVOC course (not-for-credit) (5/9/17). | \$452.32 |
| Reid, Robert | Contract Ed: FOS-EVOC course (not-for-credit) (5/25/17). | \$452.32 |
| Reid, Robert | Contract Ed: FOS-EVOC course (not-for-credit) (5/31/17). | \$452.32 |
| Reid, Robert | Coordination and scheduling for Perishable Skills Program for Contract Ed for Spring 2017 (not-for-credit) classes (5/10 & 5/30/17). | \$581.92 |
| Reyes, Geronimo | Contract Ed: FOS-EVOC Course (not-for-credit) (5/3/17). | \$457.84 |
| Reyes, Geronimo | Contract Ed: FOS-EVOC Course (not-for-credit) (5/9/17). | \$457.84 |
| Reyes, Geronimo | Contract Ed: FOS-EVOC Course (not-for-credit) (5/23/17). | \$457.84 |
| Reyes, Geronimo | Contract Ed: FOS-EVOC Course (not-for-credit) (5/25/17). | \$457.84 |
| Rivera, Griselda | Serve on AB104 basic skills work group (4/28/17). | \$69.60 |
| Roepke, Thesa | Compensation as an existing co-chair (Budget) for fall 2016 at the daily prorated amount of 3 days based on full-time faculty agreement 16.7.1.b. (8/22 – 12/15/16) | \$1,958.80 |
| Sadig, Saad | Annual program update for Architecture program, spring 2017 semester (1/23 – 4/18/17). | \$250.00 |
| Sadig, Saad | Annual program update for Engineering Technology program, spring 2017 (1/23 – 4/14/17) | \$250.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|---------------------|--|----------------------|
| Sanders, Andrea | Annual program update for Speech Communication program, spring 2017 semester, split with Diane Auten (4/1 – 4/2/17). | \$125.00 |
| Scarffe, Jessica | Annual program update for Political Science program, spring 2017 semester (4/7/17). | \$250.00 |
| Schuetz-Jones, Deb | Training Center Coordinator (2/15 – 3/13/17). | \$323.68 |
| Seidenberg, Richard | Annual program update for Veterinary Technology program, spring 2017 semester (4/1 – 4/12/17). | \$250.00 |
| Shay, Kevin | Coordination of demonstration activity for Fire Academy graduation, Battalion 139 on May 19 th (5/1 – 5/19/17). | \$144.60 |
| Solorio, Jesus | Choreography for Folklorico 2017 concert (4/25 – 4/28/17). | \$244.86 |
| Stokes, Brian | Annual program update for Anthropology program, spring 2017 semester (1/23 – 4/14/17). | \$250.00 |
| Straub, Chris | Annual program update for Geography program, spring 2017 semester (1/23 – 4/14/17). | \$250.00 |
| Suarez, Hedy | Serve on AB104 basic skills work group (4/28/17). | \$75.24 |
| Tuan, Juanita | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event (2/9 & 2/15/17). | \$400.00 |
| Tuan, Juanita | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Chair (6/1 – 6/30/17). | \$1,500.00 |
| Villa, Kiri | Complete Student Services program review annual update for EOPS/CARE/CAFYES, spring 2017 (Jan. – Apr. 2017). | \$250.00 |
| Wambolt, Lilia | Serve on AB104 basic skills work group (4/28/17). | \$79.52 |
| Ward, Nancy Jo | Facilitate communications and foster and promote networking and robust collaboration between the South Central Coast Regional Consortium and faculty at AHC in support of regional and local CTE initiatives and projects (3/1 – 6/30/17). | \$1,750.00 |
| Ward, Nancy Jo | Annual program update for Applied Design/Media: Graphic Design program, spring 2017 semester (3/29 – 4/12/17). | \$250.00 |
| West, Liz | Assist the assessment team for ILO #2 Critical Thinking & Problem Solving and complete and submit an ILO Assessment Report by June 30, 2017, Chair (6/1 – 6/30/17). | \$1,500.00 |
| West, Liz | Assist the assessment team for ILO #7 Personal Responsibility & Development and complete and submit an ILO Assessment Report by June 30, 2017, Note Taker (6/1 – 6/30/17). | \$800.00 |
| Zepeda, Dayana | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event (2/6, 2/9, 2/15, & 2/16/17). | \$1,200.00 |

CONSENT ITEM

| | |
|--|----------------------------|
| To: Board of Trustees | Date: June 13, 2017 |
| From: Superintendent/President | |
| Subject: Equivalency Certification for Faculty | Item Number: 12.D. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 5 |

BACKGROUND

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

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

Regular Equivalency Certification

| <u>Name</u> | <u>Discipline</u> |
|-----------------|-------------------|
| Robert Garcia | Film |
| Christiana Naus | 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: |
|--|--------------------|

| | |
|---|---------------------------------------|
| ✓ | Equivalency Approval Date: 5/17/17 |
| | Not Approved Date: |

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

| | |
|------------------------|----------------------------|
| NAME: Robert J. Garcia | DIVISION: Academic Affairs |
| DEPARTMENT: VPA | DISCIPLINE: Filmmaking |

- 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 the discipline or related 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 and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

NOTE: Official copies of transcripts are required for all coursework being submitted for equivalency.

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.

RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

This is in reference to Hancock film classes 111 and 112

I have a BA in Radio and TV Broadcasting and Film and a minor in Photography. I have taught Filmmaking and Broadcasting for the past 21 years here at Righetti High School. During that time, many of my students have continued at the Hancock Film program or have gone on to Universities to continue their film studies. I also have many students that are now working in the industry. We have approximately 19 Emmys earned by my former students and we also have worked on award winning films. I have also worked in the film industry and worked in Television for 8 years before becoming a freelance photographer and video producer. I also worked in Radio for three years.

I also have a CTE credential.

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

| | |
|---|-------------------------------------|
| Signature of Candidate: <i>[Handwritten Signature]</i> | Date: 04-19-2017 <i>04-19-17</i> |
|---|-------------------------------------|

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

| | | | |
|---|-------------------------|--|-------------------------|
| Signature of Department Chair: <i>[Handwritten Signature]</i> | Date: <i>5/15/17</i> | Signature of Dean: <i>[Handwritten Signature]</i> | Date: <i>5/5/17</i> |
| Signature of Appropriate Academic or Student Services Vice President: <i>[Handwritten Signature]</i> | Date: <i>5/18/17</i> | Signature of Committee Chair Professional Standards Committee: <i>[Handwritten Signature]</i> | Date: <i>5/17/17</i> |
| Date of Board Approval: <i>5</i> | | | |

ALLAN HANCOCK COLLEGE
Human Resources

| | | |
|---|---------------------------|---------|
| X | Regular Certification | 4/10/17 |
| | Provisional Certification | |
| | From: | To: |
| | Not Approved | |

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

| | |
|---|----------------------------|
| NAME: CHRISTIANA NAUS | DIVISION: Academic Affairs |
| DEPARTMENT: LANGUAGES & 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:

Master of Arts, Teaching, Lee University, Cleveland, TN, May 2006
Bachelor of Arts, Spanish, Pacific Union College, Angwin, CA, June 2004

48 Units in Spanish, Pacific Union College, Angwin, CA

| | <u>Quarter Units</u> |
|-------------------------------------|----------------------|
| SPAN 152 INTERMEDIATE SPANISH | 4 |
| SPAN 153 INTERMEDIATE SPANISH | 4 |
| SPAN 231 PHONETICS | 2 |
| SPAN 271 INTERMEDIATE CONVERSATION | 2 |
| SPAN 351 ADV SPANISH GRAMMAR I | 4 |
| SPAN 361 ADV SPANISH COMPOSITION I | 2 |
| SPAN 371 ADV SPANISH CONVERSATION I | 2 |
| SPAN 272 INT SPANISH CONVERSATION | 2 |
| SPAN 302 FOLKLORE OF ARGENTINA | 2 |
| SPAN 352 ADV SPANISH GRAMMAR I | 4 |
| SPAN 362 ADV SPANISH COMPOSITION I | 2 |
| SPAN 372 ADV SPANISH CONVERSATION I | 2 |

Date of Board Approval:

QuarterUnits

| | | |
|----------|-------------------------------|---|
| SPAN 273 | INT SPANISH CONVERSATION | 2 |
| SPAN 353 | ADV SPANISH GRAMMAR I | 4 |
| SPAN 363 | ADV SPANISH COMPOSITION I | 2 |
| SPAN 373 | ADV SPANISH CONVERSATION I | 2 |
| SPAN 423 | TRANSLATIONS & INTERPRETATION | 2 |
| SPAN 382 | APPLIED SPANISH LINGUISTICS | 4 |
| SPAN 385 | BUSINESS SPANISH | 4 |
| SPAN 367 | SPAN/LAT AM CULT & CIV | 4 |
| SPAN 443 | RDGS in LAT - AM LIT II | 4 |

Supporting Documentation:

Transcripts from Lee University and Pacific Union College.


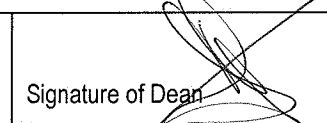
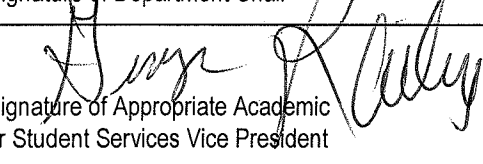

I hereby certify that all information submitted above is true and correct.


Signature of Candidate

Date

8/7/17

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 | 4/7/17 Date |  Signature of Dean | 4/10/17 Date |
|  Signature of Appropriate Academic or Student Services Vice President | 5-18-17 Date |  Signature of Committee Chair Professional Standards Committee | 4/10/17 Date |

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Community Services (Fee-Based) Education Courses | Item Number: 12.E. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

The following page lists the proposed community services and College for Kids fee-based classes for summer 2017.

FISCAL IMPACT

There is no fiscal impact to the district. Fees collected from students support these classes.

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed community services (fee-based) classes for summer 2017.

| | |
|--|--------------------|
| Administrator Initiating Item: George A. Railey | Final Disposition: |
|--|--------------------|

**COMMUNITY SERVICES
(FEE-BASED) EDUCATION CLASSES
SUMMER 2017**

| Date | Class | Instructor | Fee |
|--------------|--|--------------------------|------------|
| 6/12-7/17/17 | Introduction to Hip-Hop Jazz-Funk Ages: 4-5 | Andrade, Cecelia | \$48 |
| 6/12-7/19/17 | Beginning Hip-Hop Jazz Ages: 6-9 | Andrade, Cecelia | \$96 |
| 6/12-7/19/17 | Beginning Hip-Hop Jazz Ages: 10-14 | Andrade, Cecelia | \$96 |
| 6/12-8/3/17 | Physical Fitness Lab | Dutra, Kris | \$46 |
| 6/12-8/3/17 | Football Techniques Ages: 16+ | Dutra, Kris | \$20 |
| 6/12-8/3/17 | Sports Techniques Ages: 16+ | Staff | \$20 |
| 6/12-8/3/17 | Swim Lab | Stevens, Chris | \$46 |
| 6/13-7/20/17 | Beginning Ballet I/Beginning Ballet II Ages: 6-9 | Yolar-Groppetti, Madison | \$88 |
| 6/13-7/20/17 | Intermediate Ballet I/Intermediate Ballet II Ages: 10-18 | Yolar-Groppetti, Madison | \$88 |
| 6/13-7/18/17 | Introduction to Ballet Ages: 4-5 | Yolar-Groppetti, Madison | \$40 |
| 6/14-8/2/17 | American Sign Language (ASL) A | Lippincott, Laura | \$72 |
| 6/19-6/29/17 | Explorations in Math, Engineering, and Computer Science Ages: 9-12 | Gutierrez, Silvia | \$90.75 |
| 6/19-6/29/17 | Explorations in Math, Engineering, and Computer Science Ages: 13-17 | Gazga-Gomez, Ana | \$90.75 |
| 6/19-6/28/17 | Digital Photography for Kids Ages: 10-14 | Garcia, Laura | \$48 |
| 6/20-6/27/17 | Petit Four Creations | Peters, Dawn | \$36 |
| 6/23/17 | The Science of Ice Cream Ages: 11-15 | Machin, Muriel | \$24 |
| 6/30/17 | Chemistry in the Kitchen Ages: 11-15 | Machin, Muriel | \$24 |
| 7/8-7/29/17 | Beekeeping: Summer in an Apiary | Michell, Archie | \$72 |
| 7/10-7/17/17 | Water Bath Canning | Peters, Dawn | \$36 |
| 7/11-7/20/17 | BAR Smog Update Training | Leonard, Richard | \$200 |
| 7/11-7/18/17 | Smartphone Photography 101 | Messina, Michael | \$36 |
| 7/15/17 | Seed to Table Family Cooking Ages: 8-12 | Andrews-Scott, Julie | \$18 |
| 7/17-7/27/17 | Explorations in Math, Engineering, and Computer Science Ages: 9-12 | Gutierrez, Silvia | \$90.75 |
| 7/17-7/27/17 | Explorations in Math, Engineering, and Computer Science Ages: 13-17 | Gazga-Gomez, Ana | \$90.75 |
| 7/17-7/26/17 | Digital Photography for Kids Ages: 10-14 | Garcia, Laura | \$48 |
| 7/20-7/21/17 | Sewing for Kids Ages: 9-12 | D'Atri, Maria | \$66 |
| 7/24-7/27/17 | Math Boot Camp Ages: 10-15 | Machin, Muriel | \$60 |
| 8/1-8/4/17 | Cooking for Kids Ages: 9-12 | Andrews-Scott, Julie | \$54 |

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Second Reading: New Board Policy 3100 Organizational Structure | Item Number: 12.F. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

New board policy 3100 Organizational Structure is legally required. The policy indicates there will be an organizational chart that delineates the lines of responsibilities for district employees. The policy and procedure have been recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

New board policy 3100 Organizational Structure was submitted for the Board's review on May 9, 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 3100 Organizational Structure, as submitted.

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



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

BP 3100 ORGANIZATIONAL STRUCTURE

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

Reference: Education Code Section 72400

Adopted:

(This is a new policy)

**CONSENT ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Second Reading: Revised Board Policy 3500, Campus Safety | Item Number: 12.G. |
| 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 |

BACKGROUND

Revised board policy 3500, Campus Safety, outlines the superintendent/president's role in establishing a Campus Safety Plan for students and employees. The policy has been vetted through the shared governance process.

Revised board policy 3500, Campus Safety, was submitted for the Board's review on May 9, 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 3500, Campus Safety, as submitted

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



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

BP 3500 CAMPUS SAFETY

The Board of Trustees is committed to providing a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students. The Campus Safety Plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

The District is dedicated to assuring that physical resources at all locations where it offers courses, programs, or services are constructed and maintained to assure safety, security, and a healthful learning and working environment. (See BP/AP 3501 titled Campus Security and Access, AP 6350 titled Contracts – Construction, and BP/AP 6600 titled Capital Construction)

State and federal laws provide for the establishment of police and public safety departments on college campuses. In order to ensure a safe and secure environment the Board of Trustees of the Allan Hancock Joint Community College District has established the Allan Hancock College Police Department. (See BP/AP 7600 titled Campus Police)

The District is authorized to employ state-certified peace officers to protect the persons, property, and facilities of the District in accordance with state and federal laws. College police officers shall comply with all applicable state of California peace officer certification and training requirements as established per the California Peace Officer Standards and Training (POST) Commission. Campus Safety Officers shall comply with the requirements set forth in the Education Code. (See BP/AP 7600 titled Campus Police)

The District is committed to developing and maintaining a District emergency/disaster preparedness plan. A copy of the plan and appropriate staff training to carry out the emergency/disaster plan shall be made available to District employees. (See BP/AP 3505 titled Emergency Preparedness Plan)

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

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

Also see BP/AP 3501 titled Campus Security and Access, BP/AP 3505 titled Emergency Preparedness Plan, BP/AP 3520 titled Local Law Enforcement, AP 6350 titled Contracts - Construction, BP/AP 6600 titled Capital Construction, AP 6535 titled Use of District Equipment, and BP/AP 7600 titled Campus Police

References: Education Code Sections 72330, 72330.5, and 67380(a)(4);
Penal Code Sections 830.32 and 11160

Adopted: 9/10/02

Revised: 5/17/11

Revised: 2/20/13

Revised:

(Replaces Board Policy 8992)

CONSENT ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Second Reading: New Board Policy 3501, Campus Security and Access | Item Number: | 12.H. |
| 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 2 |

BACKGROUND

New board policy 3501, Campus Security and Access, outlines the superintendent/president's role in establishing procedures for security and access to district facilities. The policy has been vetted through the shared governance process.

New board policy 3501, Campus Security and Access, was submitted for the Board's review on May 9, 2017. It is presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 3501, Campus Security and Access, as submitted

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



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

BP 3501 CAMPUS SECURITY AND ACCESS

The Superintendent/President shall establish procedures for security and access to District facilities.

Reference: 34 Code of Federal Regulations Part 668.46(b)(3)

Adopted:

(This is a new policy)

CONSENT ITEM

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | Second Reading: New Board Policy 3505, Emergency Response Plan | Item Number: | 12.I. |
| 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 |

BACKGROUND

New board policy 3505, Emergency Response Plan, outlines the superintendent/president's role in establishing safety procedures that ensure that the district implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. The policy has been vetted through the shared governance process.

The revised board policy 3505, Emergency Response Plan, was submitted for the Board's review on May 9, 2017. It is presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 3505, Emergency Response Plan, as submitted.

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



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

BP 3505 EMERGENCY RESPONSE PLAN

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

All employees must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention,

preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

References: Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)

Adopted:

(This is a new policy)

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Second Reading: New Board Policy 3518, Child Abuse Reporting | Item Number: 12.J. |
| 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 2 |

BACKGROUND

New board policy 3518, Child Abuse Reporting, outlines the superintendent/president's role in establishing the procedure, related to the responsibility of employees, to report suspected abuse and neglect of children. The policy has been vetted through the shared governance process.

The revised board policy 3518, Child Abuse Reporting, was submitted for the Board's review on May 9, 2017. It is presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 3518, Child Abuser Reporting, as submitted

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



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

BP 3518 CHILD ABUSE REPORTING

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

References: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

Adopted:

(This is a new policy)

CONSENT ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Second Reading: Revised Board Policy 3520, Local Law Enforcement | Item Number: | 12.K. |
| 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 |

BACKGROUND

Revised board policy 3520, Local Law Enforcement, addresses the district's responsibility to enter into a written agreement with local law enforcement agencies to investigate violent crimes. The policy has been vetted through the shared governance process.

The revised board policy 3520, Local Law Enforcement, was submitted for the Board's review on May 9, 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 3520, Local Law Enforcement, as submitted.

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



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

BP 3520 LOCAL LAW ENFORCEMENT

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to Superintendent/President. Written agreements shall be reviewed and updated if necessary every five years.

The District encourages accurate and prompt reporting of all crimes to the Campus Police and/or the appropriate police agencies. The Superintendent/President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to

report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

References: Education Code 67381;
34 Code of Federal Regulations Section 668.46(b)(4)

Adopted: 8/20/02

Revised:

(Replaces Board Policy 8993)

CONSENT ITEM

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | Second Reading: Revised Board Policy 3530, Weapons on District Property | Item Number: | 12.L. |
| 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 2 |

BACKGROUND

Revised board policy 3530, Weapons on District Property, mandates firearms and other weapons that are prohibited on district property, except for activities under the direction of district officials. The policy has been vetted through the shared governance process.

The revised board policy 3530, Weapons on District Property, was submitted for the Board's review on May 9, 2017. It is presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 3530, Weapons on District Property, as submitted.

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



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

BP 3530 WEAPONS ON DISTRICT PROPERTY

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

References: Penal Code Sections 626.9 and 626.10

Adopted: 8/20/02

Revised:

(Replaces Board Policy 8994)

CONSENT ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Second Reading: Revised Board Policy 3550, Drug-Free Environment and Drug Prevention Program | Item Number: | 12.M. |
| 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 |

BACKGROUND

Revised board policy 3550, Drug-Free Environment and Drug Prevention Program, mandates the district shall be free from unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The policy has been vetted through the shared governance process.

The revised board policy 3550, Drug-Free Environment and Drug Prevention Program, was submitted for the Board's review on May 9, 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 3550, Drug-Free Environment and Drug Prevention Program, as submitted.

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



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

BP 3550 DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District is committed to providing its employees and students with a drug-free workplace and campus environment. The District shall be free from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Allan Hancock College substance abuse program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables the students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lectures, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on Allan Hancock College property, during any college-sponsored field trip, activity or workshop, and in any facility or vehicle operated by the college.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies which require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Adopted: 6/16/87 (8992)

Revised: 6/16/89 (3140)

Revised: 11/21/89

Revised: 8/21/90

Revised: 9/10/96

(Replaces Board Policy 3030)

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Second Reading: Revised Board Policy 3560, Alcoholic Beverages | Item Number: 12.N. |
| 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 2 |

BACKGROUND

Revised board policy 3560, Alcoholic Beverages, outlines the superintendent/president's role in authorizing procedures regarding serving alcohol at district events. The policy has been vetted through the shared governance process.

The revised board policy 3560, Alcoholic Beverages, was submitted for the Board's review on May 9, 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 3560, Alcoholic Beverages, as submitted.

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



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

BP 3560 ALCOHOLIC BEVERAGES

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

References: Business and Professions Code Section 25608;
34 Code of Federal Regulations Part 668.46(b)

Adopted: 2/18/97
Revised: 1/19/99
Revised: 7/15/08
Revised: 12/11/12
Reviewed:
10/05/16

(Replaces Board Policy 3050)

**CONSENT ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Second Reading: Retire Board Policy 3920 Memberships in Associations and Organizations | Item Number: 12.O. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

Board policy 3920 Memberships in Associations and Organizations has not been referred to in many years and is not included in the California Community College League's Policy and Procedure Services library. Staff presented this policy for Board review on May 9, 2017.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees retire board policy 3920 Memberships in Associations and Organizations.

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



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

~~BP 3920 MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS~~

~~The district shall limit its memberships to organizations and associations whose purpose is related to the community college mission(s). Further, it is the policy of the district not to accept unsolicited honorary, paid, or any other kinds of memberships in any organizations or associations.~~

TO BE RETIRED

**Adopted: 5/16/89
Revised: 3/18/02
Revised:**

CONSENT ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Second Reading: New Board Policy 6740 Citizens' Bond Oversight Committee | Item Number: | 12.P. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 2 |

BACKGROUND

New board policy 6740 Citizens' Bond Oversight Committee is legally required. The policy indicates a Citizens' Bond Oversight Committee must be established in accordance to applicable and necessary regulations. The policy and procedure have been recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

New board policy 6740 Citizens' Bond Oversight Committee was submitted for the Board's review on May 9, 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 6740 Citizens' Bond Oversight Committee, as submitted.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

References: Education Code Sections 15278, 15280, 15282; California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

Adopted:

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

CONSENT ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Second Reading: New Board Policy 6800, Occupational Health and Safety | Item Number: | 12.Q. |
| 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 2 |

BACKGROUND

New board policy 6800, Occupational Health and Safety, outlines the superintendent/president's role in establishing procedures to ensure health and safety of students and employees on district property. The policy has been vetted through the shared governance process.

The revised board policy 6800, Occupational Health and Safety, was submitted for the Board's review on May 9, 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 6800, Occupational Health and Safety, as submitted.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6800 OCCUPATIONAL HEALTH AND SAFETY

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including compliance with the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

References: 49 Code of Federal Regulations, Parts 40 and 655;
Title 8 Section 3203;
29 Code of Federal Regulations 1910.101 et seq.;
Health & Safety Code Section 104420

Adopted:

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

CONSENT ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service | Item Number: 12.R. |
| 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:

(See page 2)

(Continued)

FISCAL IMPACT

Assignments for the 2016-2017 fiscal year are included in the 2016-2017 fiscal year budget. Assignments for the 2017-2018 fiscal year will be included in the 2017-2018 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: |
|---|--------------------|

Professional Experts:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|----------------------------|-----------------------|-------------------|---|--------------------|
| Burleson, Sydnie | Lifeguard I | 7/1/17 – 6/30/18 | Lifeguard for credit/noncredit courses | \$12.20 |
| Coleman, Terri Lee | Program Specialist | 7/1/17 – 12/31/17 | Working with foundation and grants to pursue external funding support | \$25.00 |
| Cradduck, Christina Corely | Interpreter I | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$30.00 |
| Epstein, Benjamin | Interpreter I | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$30.00 |
| Gonzalez, Rebecca | Lifeguard I | 7/1/17 – 6/30/18 | Lifeguard for credit/noncredit courses | \$12.20 |
| Lippincott, Laura | Interpreter V | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$53.00 |
| Lynn, Patti | Program Assistant II | 7/1/17 – 6/30/18 | Music Library Assistant – Fine Arts Department | \$14.00 |
| Lyons, Vanessa Roxanne | Interpreter IV | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$50.00 |
| McDaniel, Aaron | Interpreter I | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$30.00 |
| Mast, Katherine | Interpreter V | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$53.00 |
| Morales, Jennie Caldwell | Interpreter IV | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$50.00 |
| Morales, Matthew | Lifeguard I | 7/1/17 – 6/30/18 | Lifeguard for credit/noncredit courses | \$12.20 |
| Schnepple, Elaine | Interpreter IV | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$50.00 |
| Simmons, Elijah | Interpreter II | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$35.00 |
| Sims, Nathan | Test Administrator | 7/1/17 – 6/30/18 | Test Administrator | \$18.81 |
| Stalnaker, Michael | Interpreter I | 7/1/17 – 6/30/18 | Interpreter for deaf and hard of hearing students | \$30.00 |
| Veloz, Sarah | Lifeguard II | 7/1/17 – 6/30/18 | Lifeguard for credit/noncredit courses | \$12.90 |

Substitutes:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|----------------|------------------------|------------------|---|--------------------|
| Alilano, Teddy | Custodial Substitute I | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$10.50 |

(Continued)

Substitutes Continued:

| | | | | |
|----------------------|---------------------------|-------------------|---|---------|
| Bulgin, Joshua | Groundskeeper Substitute | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$12.20 |
| Campisi, Marianela | Assessment Technician | 5/26/17 – 6/30/17 | Substitute during recruitment | \$20.69 |
| Feulner, Kim | Cashier Technician | 7/3/17 – 6/30/18 | Substitute for employee on leave up to 100 days | \$18.40 |
| Flores, Ema | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Gebhart, David | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Hogeland II, James | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Lutz, Mark | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Pacheco, Raymond | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Santillan Jr., Jesse | Groundskeeping Substitute | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$12.20 |
| Torres, Esaul | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |
| Williams, Joseph | Custodial Substitute II | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$11.40 |

REVISIONS/ADDITIONS**Substitutes:**

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|----------------|----------------------------------|------------------|---|--------------------|
| Cofield, Steve | Maintenance Specialist-Carpenter | 7/1/17 – 6/30/18 | On-call substitute for vacation, sick leave, or vacancy | \$21.24 |

Short-Term:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|----------------|-----------------------|------------------|---|--------------------|
| Allcorn, Karen | Maintenance Assistant | 7/1/17 – 6/30/18 | Temporary assistant for building renovations, O-300; M-400, and as needed | \$12.20 |

CONSENT ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Appointments, Transfers, and Promotions of Classified Service Employees | Item Number: 12.S. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 2 |

BACKGROUND

The following personnel actions are recommended:

Reappointment

1. Linda Reeves, office services technician II (grants, CCCCCO Deputy Sector Navigator Grant, full time, 12 months, 37 hours weekly, range 15-E, classified bargaining unit salary schedule, effective July 1, 2017 through June 30, 2018, or earlier per district need, and contingent upon continued funding.

Reason: This is a continuation of Ms. Reeves's assignment as office services technician II (grants), CCCCCO Deputy Sector Navigator Grant, which was approved at the June 14, 2016 Board of Trustees meeting. Ms. Reeves will provide technical/administrative support for the Environmental Training Center's EWP Deputy Sector Navigator – Agriculture, Water, and Environmental Technology grants.

(Continued)

FISCAL IMPACT

1. The cost to the CCCCCO Department Deputy Sector Navigator Grant is approximately \$67,450 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.
2. The cost to the unrestricted general fund is approximately \$16,922 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
3. The cost to the unrestricted general fund is approximately \$58,376 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the reappointment of Linda Reeves, office services technician II (grants), CCCCCO Deputy Sector Navigator Grant, effective July 1, 2017 through June 30, 2018, or earlier per district need, and contingent upon continued funding; approve the appointments of Rebecca Fries, public safety support technician I, public safety department, effective June 14, 2017; and Esaul Torres, custodial lead worker (days), plant services, effective July 1, 2017.

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

Appointments

2. Rebecca Fries, public safety support technician I, public safety department, part time, 12 months, 19.5 hours weekly, range 12-A (pro-rated at .5270), classified bargaining unit salary schedule, effective June 14, 2017.

Reason: Ms. Fries replaces Rhiannon Turnquist, who was promoted to program technician, public safety department, effective April 1, 2017.

3. Esaul Torres, custodial lead worker (days), plant services, full time, 12 months, 37 hours weekly, range 14-A, classified bargaining unit salary schedule, effective July 1, 2017.

Reason: Mr. Torres replaces Ageo Olivera-Angon, who was promoted to operations supervisor, plant services, effective June 1, 2017.

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



CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Appointments of Tenure-Track Faculty Members | Item Number: 12.T. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 2 |

BACKGROUND

The following tenure-track faculty appointments are recommended:

1. Claudia Diaz, assistant professor, Spanish, languages and communication department, full time, 175 days, (10-month annual contract), tenure-track faculty, column II, step 8, full-time faculty salary schedule, effective August 17, 2017.

Reason: Ms. Diaz replaces Dr. Noé Chávez, who retired, effective May 26, 2016.

Ms. Diaz earned a bachelor of arts degree and a master of arts degree from California State University, Fresno, Fresno, California; and she earned an associate of arts degree from Allan Hancock College, Santa Maria, California. Ms. Diaz has been a part-time faculty Spanish instructor at Allan Hancock College from August 2010 to present; and she has been a part-time faculty Spanish instructor from August 2011 to present at Cuesta College, San Luis Obispo, California. From August 2010 to April 2016, she was an area manager for Sullivan Learning Systems, Inc., Fresno, California.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$89,140 for the 2017-2018 fiscal year budget.
2. The cost to the unrestricted general fund is approximately \$84,235 for the 2017-2018 fiscal year budget.
3. The cost to the unrestricted general fund is approximately \$94,069 for the 2017-2018 fiscal year budget.
4. The cost to the unrestricted general fund is approximately \$81,903 for the 2017-2018 fiscal year budget.
5. The cost to the unrestricted general fund is approximately \$91,500 for the 2017-2018 fiscal year budget.

These costs will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the tenure-track appointments of Claudia Diaz, assistant professor, Spanish, languages and communication department, effective August 17, 2017; Chellis Ying, assistant professor, English, English department, effective August 17, 2017; Adrienne Allebe, assistant professor, art, fine arts department, effective August 17, 2017; Kellye Cohn, assistant professor, librarian, learning resources, effective August 17, 2017; and Sean Gottlieb, Ph.D., assistant professor, chemistry, life and physical sciences department, effective August 17, 2017.

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

2. Chellis Ying, assistant professor, English, English department, full time, 175 days, (10-month annual contract), tenure-track faculty, column II, step 6, full-time faculty salary schedule, effective August 17, 2017.

Reason: Ms. Ying replaces Michael Guista, who retired, effective June 1, 2017.

Ms. Ying earned a bachelor of arts degree from Kenyon College, Gambier, Ohio; and she earned a master of fine arts degree from University of San Francisco, San Francisco, California. Ms. Ying has been a part-time faculty English instructor at Allan Hancock College from January 2015 to present; she was a temporary full-time English instructor at Allan Hancock College from August 2015 to May 2016; and from August 2017 to present, she has been a part-time English instructor at University of LaVerne, Vandenberg AFB, California.

3. Adrienne Allebe, assistant professor, art, fine arts department, full time, 175 days, (10-month annual contract), tenure-track faculty, column III, step 8, full-time faculty salary schedule, effective August 17, 2017.

Reason: Ms. Allebe replaces Deborah West, who retired, effective June 1, 2017.

Ms. Allebe earned an associate of arts degree from Cuesta College, San Luis Obispo, California; she earned a bachelor of arts degree from University of California, Santa Barbara, Santa Barbara, California; and she earned a master of fine arts degree at California State University, Long Beach, Long Beach, California. Ms. Allebe has been an entitled lecturer at California Polytechnic State University, San Luis Obispo, San Luis Obispo, California from March 2008 to present; she has been a part-time instructor at Cuesta College, San Luis Obispo, California from January 2005 to present; and she was a part-time faculty at Allan Hancock College from March 2006 to December 2009.

4. Kellye Cohn, assistant professor, librarian, learning resources, full time, 175 days, (10-month annual contract), tenure-track faculty, column II, step 5, full-time faculty salary schedule, effective August 17, 2017.

Reason: Ms. Cohn replaces Sandra Bierdzinski, who retired, effective June 1, 2017.

Ms. Cohn received a bachelor of arts degree from Indiana University, Indianapolis, Indiana; and she earned a master of science degree from University of Illinois at Urbana-Champaign, Illinois. She has been a part-time faculty librarian at Allan Hancock College from August 2016 to present; she has been a part-time faculty librarian at Cuesta College, San Luis Obispo, California from January 2017 to present; she has been an Assistant Librarian at Mayer Library, Dallas Museum of Art, Dallas Texas from January 2014 to present; she was a Circulation Assistant at Albert E. Jenner, Jr. Library, University of Illinois, Champaign, Illinois from August 2012 to May 2013; and she was a Reference Assistant at Ronald Williams Library, Northeastern Illinois University, Chicago, Illinois from December 2011 to August 2012.

5. Sean Gottlieb, Ph.D., assistant professor, chemistry, life and physical sciences department, full time, 175 days, (10-month annual contract), tenure-track faculty, column IV, step 5, full-time faculty salary schedule, effective August 17, 2017.

Reason: Dr. Gottlieb replaces D.K. Philbin, who retired, effective June 1, 2017.

Dr. Gottlieb earned a bachelor of science degree and he earned a Ph.D. from University of California, Davis, Davis, California. From August 2016 to present, he has been an assistant professor, chemistry at Southeast Missouri State University, Cape Girardeau, Missouri; from August 2015 to July 2016, he was a chemistry instructor at Southeast Missouri State University; and from January 2010 to September 2014, he was a graduate teaching assistant and a graduate research assistant at University of California, Davis, Davis, California.

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

**CONSENT ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Out-of-Classification Assignments of Classified Service Employees | Item Number: 12.U. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 2 |

BACKGROUND

The following personnel actions are recommended:

1. Espie Valenzuela, FROM administrative secretary V, office of vice president, student services, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule TO administrative secretary V, office of vice president, student services, full time, 12 months, 37 hours weekly, range 29-E plus five (5) percent, classified bargaining unit salary schedule, retroactive to July 1, 2016 through June 30, 2017, or earlier per district need.

Reason: Ms. Valenzuela has been performing duties outside of her job description. Ms. Valenzuela will return to her regular assignment effective July 1, 2017.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$4,116 for the 2016-2017 fiscal year.
2. The cost to the student success & support program (3SP) is approximately \$1,189 for the 2016-2017 fiscal year.
3. The cost to the student success & support program (3SP) is approximately \$1.118 for the 2016-2017 fiscal year.
4. The cost to the unrestricted general fund is approximately \$1,446 for the 2017-2018 fiscal year.
5. The cost to the unrestricted general fund is approximately \$372 for the 2017-2018 fiscal year.

The costs for the 2016-2017 fiscal year are included in the 2016-2017 fiscal year budget and the costs for the 2017-2018 fiscal year will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Espie Valenzuela, administrative secretary V, office of vice president, student services, retroactive to July 1, 2016 through June 30, 2017, or earlier per district need; Alicia Valdiviezo, student success technician, counseling and student success & support program, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding; Raquel Orozco, student success technician, counseling and student success & support program, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding; Sandy Zepeda, administrative assistant III, academic affairs, effective August 1, 2017 through December 31, 2017, or earlier per district need; and Anna Rice, distance learning/academic support technical specialist, learning resources, effective July 1, 2017 through August 3, 2017, or earlier per district need.

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

2. Alicia Valdiviezo, FROM student success technician, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 15-B, classified bargaining unit salary schedule TO student success technician, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 15-C plus five (5) percent, classified bargaining unit salary schedule, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Valdiviezo has been performing duties outside of her job description. Ms. Valdiviezo will return to her regular assignment effective July 1, 2017.

3. Raquel Orozco, FROM student success technician, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 15-B, classified bargaining unit salary schedule TO student success technician, counseling and student success & support program, full time, 12 months, 37 hours weekly, range 15-B plus five (5) percent, classified bargaining unit salary schedule, retroactive to January 3, 2017 through June 30, 2017, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Orozco has been performing duties outside of her job description. Ms. Orozco will return to her regular assignment effective July 1, 2017.

4. Sandy Zepeda, FROM administrative assistant III, academic affairs, full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule TO administrative assistant III, academic affairs, full time, 12 months, 37 hours weekly, range 25-D plus five (5) percent, classified bargaining unit salary schedule, effective August 1, 2017 through December 31, 2017, or earlier per district need.

Reason: Ms. Zepeda has been performing duties outside of her job description creating spring 2018 matrixes for the dental program. Ms. Zepeda will return to her regular assignment effective January 1, 2018, or earlier per district need.

5. Anna Rice, FROM distance learning/academic support technical specialist, learning resources, full time, 12 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule TO distance learning/academic support technical specialist, learning resources, full time, 12 months, 37 hours weekly, range 27-E plus five (5) percent, classified bargaining unit salary schedule, effective July 1, 2017 through August 3, 2017, or earlier per district need.

Reason: This is a continuation of the out-of-classification assignment approved at the December 13, 2016 Board of Trustees meeting. Ms. Rice will temporarily continue to assume additional responsibilities of the tutorial/open access computer lab (OACL) technician, learning resources, due to employee out on leave. Ms. Rice will return to her regular assignment effective August 4, 2017, or earlier per district need.

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Extra Work Assignments of Classified Service Employees | Item Number: 12.V. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 2 |

BACKGROUND

Regular classified staff members who work less than twelve months each year can be scheduled for an extra work assignment at their request. These assignments are scheduled in accordance with article 9, section 9.17, of the district's agreement with the California School Employees Association Allan Hancock College Chapter #251. The following employees have accepted an assignment, and the following schedule is recommended:

| <u>Name</u> | <u>Title</u> | <u>Employment Period</u> | <u>Maximum Hours</u> | <u>Maximum Days/Weeks</u> | <u>Hourly Salary</u> |
|----------------------------|---------------------------------------|--------------------------|----------------------|---------------------------|----------------------|
| 1. Valadez-Andrade, Yvette | Academic Support Specialist | 6/12/17 – 6/30/17 | 20 hrs./wk. | 15 days maximum | \$23.10 |
| 2. Valadez-Andrade, Yvette | Academic Support Specialist | 7/1/17 – 8/11/17 | 20 hrs./wk. | 29 maximum days | \$23.10 |
| 3. Guerrero, Emmanuel | Instructional Assistant – STEM Center | 6/12/17 – 6/23/17 | 37 hrs./wk. | 10 days maximum | \$23.95 |
| 4. Mathieu, Dorine | Office Services Technician II Grants | 7/3/17 – 7/31/17 | 37 hrs./wk. | 5 days/week | \$21.59 |
| 5. Aquino, Lucy | Office Services Technician I | 6/12/17 – 6/30/17 | 15 hrs./wk. | 10 days maximum | \$19.54 |
| 6. Aquino, Lucy | Office Services Technician I | 7/1/17 – 7/31/17 | 15 hrs./wk. | 13 days maximum | \$19.54 |

(Fiscal Impact is located on page 2)

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the extra work assignments of Yvette Valadez-Andrade, academic support specialist, academic affairs, effective June 12, 2017 through June 30, 2017 and July 1, 2017 through August 11, 2017, or earlier per district need; Emmanuel Guerrero, instructional assistant – STEM Center, effective June 12, 2017 through June 23, 2017, or earlier per district need, and contingent upon continued funding; Dorine Mathieu, office services technician II (Grants), MESA, effective July 3, 2017 through July 31, 2017, or earlier per district need, and contingent upon continued funding; Lucy Aquino, office services technician I, health services, effective June 12, 2017 through June 30, 2017 and July 1, 2017 through July 31, 2017, or earlier per district need, and contingent upon continued funding; Armida Velasquez, instructional assistant, writing center, learning resources, effective June 12, 2017 through June 28, 2017, or earlier per district need; Mary Jean Abatti, laboratory assistant, writing center, learning resources, effective June 12, 2017 through June 28, 2017, or earlier per district need; and Michele Brandenburg, laboratory assistant Open Access Computer Lab (OACL), learning resources, effective June 12, 2017 through June 29, 2017, or earlier per district need.

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

Continued:

| <u>Name</u> | <u>Title</u> | <u>Employment Period</u> | <u>Maximum Hours</u> | <u>Maximum Days/Weeks</u> | <u>Hourly Salary</u> |
|----------------------------|--|------------------------------|--------------------------|-------------------------------|----------------------|
| 7. Velasquez, Armida | Instructional Assistant, Writing Center | 6/12/17 – 6/28/17 | 28 hrs./wk. | 11 days maximum | \$25.15 |
| 8. Abatti, Mary Jean | Laboratory Assistant, Writing Center | 6/12/17 – 6/29/17 | 28 hrs./wk. | 12 days maximum | \$20.17 |
| 9. Brandenburg, Michele | Laboratory Assistant, Open Access Computer Lab (OACL) | 6/12/17 – 6/29/17 | 28 hrs./wk. | 12 days maximum | \$19.21 |

FISCAL IMPACT

1. This extra work assignment will result in an increased cost to the unrestricted general fund of approximately \$1,625 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
2. This extra work assignment will result in an increased cost to the unrestricted general fund of approximately \$3,473 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.
3. This extra work assignment will result in an increased cost to the MESA grant of approximately \$2,162 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
4. This extra work assignment will result in an increased cost to the MESA grant of approximately \$4,490 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.
5. This extra work assignment will result in an increased cost to the health fee fund of approximately \$1,036 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
6. This extra work assignment will result in an increased cost to the health fee fund of approximately \$1,591 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.
7. This extra work assignment will result in an increased cost to the basic skills initiative of approximately \$2,600 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
8. This extra work assignment will result in an increased cost to the basic skills initiative of approximately \$1,950 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.
9. This extra work assignment will result in an increased cost to the basic skills initiative of approximately \$3,852 for the 2016-2017 fiscal year and is included in the 2016-2017 fiscal year budget.

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Change of Status of Classified Service Employee | Item Number: 12.W. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The following personnel action is recommended:

Change of Status

Jon Nichols, FROM heating and refrigeration mechanic, plant services, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule TO heating, ventilation, air conditioning, and controls technician II, plant services, full time, 12 months, 37 hours weekly, range 30-D, classified bargaining unit salary schedule, effective July 1, 2017.

Reason: The heating and refrigeration mechanic job description is being replaced by the heating, ventilation, air conditioning, and controls technician II. As a result of the changed job description and job title, Mr. Nichols salary will move from 26-E to 30-D on the classified bargaining unit salary schedule.

FISCAL IMPACT

The increased cost to the unrestricted general fund is approximately \$5,687 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the change of status of Jon Nichols, heating, ventilation, air conditioning, and controls technician II, plant services, effective July 1, 2017.

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

**CONSENT ITEM**

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Reclassifications of Classified Bargaining Unit Positions | Item Number: 12.X. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 43 |

BACKGROUND

A reclassification taskforce was established in accordance with article 17 of the Agreement between the District and the California School Employees Association, Allan Hancock College Chapter #251 (CSEA). The reclassification taskforce committee 2017-2018 conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. The recommendations are as follows on the following pages:

(Continued)

FISCAL IMPACT

The increased cost to the unrestricted general fund is approximately \$33,389 and the increased cost to the student success and support program (3SP) is approximately \$7,617 for a total cost of approximately \$41,006 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the recommended reclassifications and job description revisions, as presented, for the following: Alex Brown, shipping & receiving clerk; Mary Jean Abatti, laboratory assistant, writing center; Alicia Valdiviezo, student success outreach/retention specialist; Raquel Orozco, student success outreach/retention specialist; Armando Cortez, coordinator, institutional research & planning; Patti Bonner, administrative assistant II (academic affairs); Kristine Brickey, administrative assistant II (academic affairs); Loretta Coulter, administrative assistant II (academic affairs); Yvette Dorado, administrative assistant II (academic affairs); Storm Hogan, administrative assistant II (academic affairs); Kara Mushegan, administrative assistant II (student services); Cynthia Nunn, administrative assistant II (academic affairs); Helen Payne, administrative assistant II (academic affairs); Yvette Valadez-Andrade, administrative assistant II (academic affairs); Cynthia Wheeler, administrative assistant summer & evening; Gloria Landeros, administrative assistant III (academic affairs); Odette Pinheiro, learning assistance program technician; Ann Cardona, administrative assistant III (academic affairs); Florentina Lopez-Perea, administrative assistant III (academic affairs); Cintia Mendoza, administrative assistant III (student services); Sandy Zepeda, administrative assistant III (academic affairs); Dana Avila, administrative assistant III (academic affairs); Aimee Camacho, administrative assistant V; Holly Costello, administrative assistant V; Espie Valenzuela, coordinator, student services/administrative assistant V; Christine Capelle Lopez, coordinator, academic

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

affairs/administrative assistant V. The revisions to the job descriptions will also be applied to incumbents as follows: Gemma Garcia Bautista, student success outreach/retention specialist; and Jorge Camacho, student success outreach/retention specialist.

1. Alex Brown, FROM shipping & receiving clerk, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule TO shipping and receiving clerk, full time, 12 months, 37 hours weekly, range 13-E, classified bargaining unit salary schedule, effective July 1, 2017
2. Mary Jean Abatti, laboratory assistant, writing center, full time, 10 months, 37 hours weekly, range 13-E, classified bargaining unit salary schedule. Revised job description only.
3. Alicia Valdiviezo, FROM student success technician, full time, 12 months, 37 hours weekly, range 15-C, classified bargaining unit salary schedule TO student success outreach/retention specialist, full time, 12 months, 37 hours weekly, range 20-A, classified bargaining unit salary schedule, effective July 1, 2017.
4. Raquel Orozco, FROM student success technician, full time, 12 months, 37 hours weekly, range 15-B, classified bargaining unit salary schedule TO student success outreach/retention specialist, full time, 12 months, 37 hours weekly, range 20-A, classified bargaining unit salary schedule, effective July 1, 2017.
5. Armando Cortez, FROM senior institutional research and planning analyst, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule TO coordinator, institutional research & planning, full time, 12 months, 37 hours weekly, range 32-E, classified bargaining unit salary schedule, effective July 1, 2017.
6. Patti Bonner, FROM academic support specialist I, full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
7. Kristine Brickey, FROM academic support specialist I, part time, 10 months, 30 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), part time, 10 months, 30 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
8. Loretta Coulter, FROM academic support specialist I, full time, 10 months, 37 hours weekly, range 17-C, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 10 months, 37 hours weekly, range 17-C, classified bargaining unit salary schedule, effective July 1, 2017.
9. Yvette Dorado, FROM academic support specialist I, full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule, effective July 1, 2017.

(Continued)

10. Storm Hogan, FROM academic support specialist I, full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
11. Kara Mushegan, FROM academic support specialist I, full time, 12 months, 37 hours weekly, range 17-C, classified bargaining unit salary schedule TO administrative assistant II (student services), full time, 12 months, 37 hours weekly, range 17-C, classified bargaining unit salary schedule, effective July 1, 2017.
12. Cynthia Nunn, FROM academic support specialist I, full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
13. Helen Payne, academic support specialist I, full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
14. Yvette Valadez-Andrade, FROM academic support specialist I, full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO administrative assistant II (academic affairs), full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, effective July 1, 2017.
15. Cynthia Wheeler, FROM academic support specialist II, , full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule TO administrative assistant II, summer & evening, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule, effective July 1, 2017.
16. Gloria Landeros, FROM administrative secretary II, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule TO administrative assistant III (academic affairs), full time, 12 months, 37 hours weekly, range 25-C, classified bargaining unit salary schedule, effective July 1, 2017.
17. Odette Pinheiro, FROM administrative secretary II, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule TO learning assistance program (LAP) technician, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule, effective July 1, 2017.
18. Ann Cardona, FROM administrative secretary III, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule TO administrative assistant III (academic affairs), full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule, effective July 1, 2017.

(Continued)

19. Florentina Lopez-Perea, FROM administrative secretary III, a full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule TO administrative assistant III (academic affairs), full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule, effective July 1, 2017.
20. Cintia Mendoza, FROM administrative secretary III, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule TO administrative assistant III (student services), full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule, effective July 1, 2017.
21. Sandy Zepeda, FROM administrative secretary III, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule TO administrative assistant III (academic affairs), full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule, effective July 1, 2017.
22. Dana Avila, FROM administrative secretary III/community education, full time, 12 months, 37 hours weekly, range 25-C, classified bargaining unit salary schedule TO administrative assistant III (academic affairs), full time, 12 months, 37 hours weekly, range 25-C, classified bargaining unit salary schedule, effective July 1, 2017.
23. Aimee Camacho, FROM administrative secretary V, full time, 12 months, 37 hours weekly, range 29-B, classified bargaining unit salary schedule TO administrative assistant V, full time, 12 months, 37 hours weekly, range 29-B, classified bargaining unit salary schedule, effective July 1, 2017.
24. Holly Costello, FROM administrative secretary V, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule TO administrative assistant V, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule, effective July 1, 2017.
25. Espie Valenzuela, FROM administrative secretary V, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule TO coordinator, student services/administrative assistant V, full time, 12 months, 37 hours weekly, range 31-E, classified bargaining unit salary schedule, effective July 1, 2017.
26. Christine Capelle Lopez, FROM administrative secretary V/coordinator, full time, 12 months, 37 hours weekly, range 31-C, classified bargaining unit salary schedule TO coordinator, academic affairs/administrative assistant V, full time, 12 months, 37 hours weekly, range 31-C, classified bargaining unit salary schedule, effective July 1, 2017.

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

Revised job descriptions replace existing job descriptions as indicated below:

| Revised Job Descriptions | Existing Job Descriptions |
|--|---|
| Laboratory Assistant, Writing Center Range 13 | Laboratory Assistant, Writing Center Range 13 |
| Shipping and Receiving Clerk Range 13 | Shipping and Receiving Clerk Range 12 |
| * Student Success Outreach/Retention Specialist Range 20 | Student Success Technician Range 15 |
| Coordinator, Institutional Research & Planning Range 32 | Senior Institutional Research and Planning Analyst Range 29 |
| Administrative Assistant II , Summer & Evening Range 18 | Academic Support Specialist II Range 18 |
| Administrative Assistant II (Academic Affairs) Administrative Assistant II (Student Services) Range 17 | Academic Support Specialist I Range 17 |
| Administrative Assistant III (Academic Affairs) Range 25 | Administrative Secretary II Range 19 |
| Administrative Assistant III (Academic Affairs) Administrative Assistant III (Student Services) Range 25 | Administrative Secretary III Range 21 |
| Administrative Assistant III (Academic Affairs) Range 25 | Administrative Secretary III/Community Education Range 25 |
| Administrative Assistant V Range 29 | Administrative Secretary V Range 29 |
| Coordinator, Student Services/Administrative Assistant V Range 31 | Administrative Secretary V, Student Services Range 29 |
| Coordinator, Academic Affairs/Administrative Assistant V Range 31 | Administrative Secretary V/Coordinator, Academic Affairs Range 31 |
| **Learning Assistance Program Technician Range 19 (NEW) | Administrative Secretary II Range 19 |

* Revisions to existing job descriptions will also be applied to incumbents as follows:

Gemma Garcia Bautista, student success outreach/retention specialist, counseling and student success & support program; and Jorge Camacho, student success outreach/retention specialist, counseling and student success & support program.

**A new job description, Learning Assistance Program Technician, is currently being developed. This new job description will be presented for approval at the July 11, 2017 Board of Trustees meeting.

Allan Hancock College
~~13~~Classified – Technical
 Human Resources
~~Classified~~Range 13

_____ Range

LABORATORY ASSISTANT, WRITING CENTER

DEFINITION

Under supervision of the Dean of Academic Affairs, performs a wide range of responsible instructional support, tutorial, and clerical duties related to the operation of the Writing Center; value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

Under ~~minimal~~ general supervision, incumbents in this position work closely with faculty members and classified staff in providing instructional assistance for students enrolled in programs of study. The incumbent must have knowledge of basic computer usage and must demonstrate competency in English grammar. In addition, the incumbent must exercise sound judgment and demonstrate initiative in aiding and tutoring students. It is important that the incumbent provides a calm, efficient, and effective lab environment.

ESSENTIAL FUNCTIONS

1. Assists students individually with computer use, lab sign-in procedures, and distributes and explains instructor and staff prepared directions and instructions.
2. Tutors students and assists in checking students' written and computer work; ~~both with and without a key,~~ and in identifying sources where a student can obtain help through computer aided software tutorial applications.
3. ~~Develops~~ Maintains materials and ~~assists with existing materials that~~ instructs students in word processing and computer-assisted learning.
4. Assists in maintaining orderly conduct in the Writing Center.
5. Assists with and presents group orientations.
6. Enters data, including attendance, and ~~m~~ Maintains files and records for program reporting and development as required.
7. Tallies student surveys and end of semester data for the laboratory.
8. May develop posters, handouts, and other informational materials regarding the laboratory and its services.
9. Performs clerical functions as receptionist for lab environment as necessary.
- ~~6-10.~~ Assists with coordinating and directing the work for student workers.
- ~~7-11.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Computer hardware and software as appropriate for the lab.

Demonstrated ability to:

- Assist and tutor students in English and Reading;

- Exercise initiative and sound judgement in a variety of procedural situations;
- Communicate effectively, orally and in writing;
- Locate resource materials;
- ~~Develop and maintain cooperative relationships with those contacted during the course of~~
~~—work;~~
- Keyboard at 40 words per minute;
- Work closely with students and faculty in a lab setting.

Education and Experience:

~~Earned a~~ Associate degree or higher with experience relevant to English, English As A Second Language, or foreign languages, or graduation from high school, and three years of responsible experience relevant to the position.

Working Conditions:

- Duties are primarily performed at the front counter, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the -regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with staff and the general public.

Physical Demands:

- Typically sits for extended periods of time;
- Operates a computer;
- Communicates over the telephone, via email, and in person;
- Regularly lift, carry and/or move objects weighing up to 15-20 pounds.

Special Qualification:

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

R 7/2017
12/2015
03/13
10/00

SHIPPING AND RECEIVING CLERK (PLANT SERVICES)**DEFINITION:**

Under ~~general~~ minimal supervision, ~~to~~ receive, distribute, store, and ship college equipment and supplies; ~~to~~ maintain records; ~~to~~ assist with providing postal and courier services; and ~~to do related work as required~~ value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

~~District shipping and receiving, postal and central stores, and courier services are important college functions. Incumbents assigned these functions are expected to assist each other to complete daily work and to complete work during absences in a cooperative manner. An incumbent in this class will have primary responsibilities for shipping and receiving work and secondary responsibilities for postal and courier services as required. and in the absence of the mail clerk and courier will answer the telephone and take messages. An incumbent will exercise initiative and independent judgement with standardized procedures and in this capacity may serve as an in-charge and/or lead person over other district employees in the performance of primary duties. An incumbent has~~ have a high frequency of contact with ~~other~~ district staff and others requiring tact and good communication skills. ~~An incumbent may be required to use a computer terminal to input and retrieve data in the maintenance of district records.~~

ESSENTIAL FUNCTIONS:**Shipping and Receiving:**

1. Receives, picks up, and transports equipment and supplies delivered on purchase orders; ;
2. Checks deliveries against purchase orders to ensure correct for quantity and good condition upon arrival; and files claim reports against shippers and vendors for damaged goods; traces missing or lost packages and troubleshoots issues as needed.
3. Plans arrangement of warehouse storage and stores materials in accordance with plan; ;
4. Distributes and arranges for the distribution of packages and stock to various departments and offices according to requisitions; including live items and hazardous materials.
5. Wraps, packs, and otherwise prepares parcels and goods for shipment; ;
6. Keeps shelves and goods in a clean and orderly condition; ;
7. Drives a light truck and operates a fork lift as needed; loads and unloads trucks manually or with equipment.
8. Maintains inventory records of supplies and equipment in the warehouse and applies fixed asset tags for inventory cards-records showing the history, location, serial number and other information on equipment in use by the district; ;
9. Maintains shipping and receiving records and files; ;
10. Establishes stock re-order levels and prepares requisitions to replenish stock; ;
11. Distributes expendable supplies as required.
11. ;

12. Maintains account records of supplies disbursed to each office and department and other records as required.
- ~~13. Maintains records of paper usage by departments and offices;~~
- ~~14. Maintains files;~~
- ~~15.~~13. Types a variety of materials such as inventories, lists, related reports, shipping memos for the return of merchandise when necessary, and other routine memorandums and letters.;
- ~~16.~~14. Directs the work of subordinate personnel and will supervise student workers as assigned; trains personnel in the use of the mail machine and sorting procedures.

Miscellaneous:

- ~~17. Operates a typewriter or word processor and computer terminal to input and retrieve data;~~
- ~~18. Operates postal equipment and other standard office equipment;~~
- ~~19.~~15. Prepares insured and certified, registered, special delivery, and express mail; prepares freight bills and shipping labels for outgoing items.
- ~~20.~~16. Assists with mail processing and with courier routines as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Inventory methods and procedures;
- Postal equipment and other standard office equipment;
- Proper methods of packing, wrapping and shipping packages;
- Proper methods of storage of materials;
- Basic U.S. postal rates and mailing procedures and regulations;
- Simple-Appropriate record keeping practices and procedures;
- Office methods and practices including filing systems;
- Basic elements of good English usage, spelling, and arithmetic.

Demonstrates ability to:

- Operate a typewriter or word processor and computer terminal to input and retrieve data;
- Perform clerical work related to store keeping and record keeping;
- Work independently with minimum supervision;
- Troubleshoot as necessary to ensure task completion;
- Understand and carry out oral and written instructions;
- Develop and maintain cooperative working relations with others-;
- Operate a district vehicle, ~~and~~ forklift, and pallet-jack.

Education and Experience:

Two years of experience in clerical work, receiving, storing and issuing stock and in mailing procedures; and graduation from high school or any equivalent of combination of training and experience indicating possession of the desired knowledge and abilities.

Physical Demands and Working Conditions:

- The incumbent will experience frequent interruptions while performing normal duties during the regular workday.
- Communicate over the telephone, via email, and in person.
- Work requires standing and walking for prolonged periods.

- ~~and Heavy work pushing and/or pulling 100 pounds or more;~~ frequent lifting, carrying, pushing and/or pulling of objects weighing up to ~~25-50~~ pounds with occasional objects weighing up to ~~50-75~~ pounds maximum.
- Will be required to perform duties at times in inclement weather.

License Required:

Possession of a valid and appropriate California driver's license.
Forklift Operator certificate, within the first year of employment.

Special Qualification:

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

R 7/2017
Edited 6/01
R/2/95

STUDENT SUCCESS OUTREACH/RETENTION SPECIALIST**DEFINITION**

Under the supervision of the ~~Dean, Student Services~~ appropriate student services administrator, the incumbent is to perform a variety of outreach, clerical, technical and student services related functions and serve as first point of contact with students and local school districts, which may include concurrent enrollment and pre-college populations. ~~and the general public.~~ The incumbent will work with student service and instructional faculty and staff to ensure student success while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent will perform a variety of outreach, preparatory work and planning requiring considerable judgment in the interpretation and application of policy and procedures. The incumbent will provide support for district outreach programs, admissions and records operations, assessment, counseling, and student services and support programs. ~~The incumbent may be directed to focus primarily on outreach or retention, or the incumbent may be asked to perform a combination of outreach and retention functions based on district need.~~ Public contact is extensive and requires a close working relationship with Admissions and Records, Financial Aid, Assessment, instructional and student services for the purpose of exchanging procedural information and to advise and retain students

ESSENTIAL FUNCTIONS

1. Assess and determine the academic needs of the student and guide them to available services and support programs.
2. Initiate and maintain communication between student services and other campus sites and high schools; serve as a liaison between students and faculty and to area schools for the purpose of facilitating student transitions to AHC credit and noncredit programs and student retention.
3. Assist students with enrollment related activities such as admissions, placement test, academic advising workshops, and new student orientation.
4. Distribute important information, documents, materials, and publications and track these when necessary.
- ~~2.5.~~ Maintains knowledge of AHC guidelines and program requirements, and acts as liaison between students and faculty; conveys college rules, regulations, policies, and academic options with students to help facilitate student academic success.
- ~~3.~~ Clarifies AHC policies and academic options with students to help facilitate student academic success.
- ~~4.6.~~ Responsible for developing professional relationships with students that foster a form of support and collaboration.
- ~~5.7.~~ Advise students on enrollment, academic and/or progress probation policies.

~~6.8.~~ Work with student services departments and programs to provide options, referrals, and alternative solutions for students who currently are facing obstacles and challenges; collaborate with other district departments to provide wrap-around services for students.

~~7.9.~~ Develop and compile documentation and/or reports; reconcile daily work.

~~8.10.~~ Work with Early Alert Counselor to develop and implement retention plans to ensure student success and initiate an early alert system.

~~9.11.~~ Work with faculty to identify students whose behaviors indicate a lack of academic success strategies, and refer students for academic skills assistance, including tutoring, counseling, and/or career guidance.

~~10.12.~~ Evaluate student needs objectively, fairly, and consistently and make proper recommendations to counseling faculty.

~~11.13.~~ Research current trends and best practices regarding student outreach and/or retention; develop retention strategies for the college, and work closely with faculty and staff in implementing, evaluating, and improving retention strategies.

14. Arrange, schedule, and coordinate meetings, workshops, an events.

~~12. Collect and report data related to retention to support campus wide initiatives and annual planning.~~

~~13.15.~~ Serve on committees as assigned.

~~14.16.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;—
- Office management techniques and organizational skills with emphasis on records management;
- Working knowledge of advising and retention strategies to enhance student completion and success;
- Written business communications including word/Information processing applications and production;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- ADA laws and regulations;
- Working with diverse adult learning styles;
- Bilingual in English/Spanish.

Demonstrated ability to:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;

- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Education and Experience:

Bachelor's degree required in a related field with coursework in psychology, sociology, social work, counseling, education, or higher education administration with 2 years of experience working with students with diverse backgrounds and experiences OR any equivalent combination of training and experience. Bilingual English/Spanish required.

Working Conditions:

- The incumbent will experience frequent interruptions while performing normal duties; completing highly detailed work with a high rate of accuracy.
- Work off campus at other satellite locations.
- May include evening and Saturday work as the semester and/or program changes.
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will have contact in person, by email, and by phone with staff, students, and the general public.

Physical Demands:

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

Special Qualification:

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

Allan Hancock College
Human Resources

Classified-Professional
Range 2932

SENIOR COORDINATOR, INSTITUTIONAL RESEARCH AND PLANNING ANALYST

DEFINITION:

Under supervision ~~by of the~~ Vice President, Institutional Effectiveness, this position is to ~~provide~~ coordinate research and analysis including statistical and empirical studies to assist in evaluation of institutional planning issues, accreditation, assessment, student success and support program, student equity, retention and other measures of institutional effectiveness while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position works ~~under minimal supervision~~ independently and performs duties requiring strong computer skills, analytical abilities, database administration, data query methods, and knowledge of data collection techniques. The incumbent will be delegated ~~administrative~~ assignments that require attention to detail and a high degree of independent action; ~~and will relieve the director of certain day to day responsibilities~~. The incumbent will also help support college-wide planning activities, which includes establishing benchmarks, assessing key performance indicators, and presenting planning-related data to college constituencies. ~~The incumbent may be assigned by the supervisor to coordinate the workflow of the office.~~

ESSENTIAL FUNCTIONS:

1. ~~Assist with~~ Coordinates the administration ~~and coordination~~ of surveys and /or focus groups used to inform student learning outcomes.
2. ~~Assist in collecting, analyzing~~ Coordinates the collection, analysis, and reporting information in college publications.
3. Collects and prepares reports data for institutional, federal, and state accountability reports.
4. ~~Develops, maintains, and accesses campus data bases for ad-hoc and annual reports.~~ Responsible for normalizing, formatting, and updating data in college-wide database tables.
5. Ensures databases are maintained correctly and can be accessed efficiently.
- 4.6. Performs server administrator duties on data reporting software; troubleshoots internal and external server user issues.
- 5.7. ~~Assists in~~ Responsible for developing and facilitating use of district wide reports for program review.
- 6.8. ~~Assists in developing~~ Coordinates the development of methodologies for use in enrollment management, including enrollment projections.
- 7.9. ~~Assists in performing~~ Coordinates the required matriculation research and analysis including cut score validation, reliability, and disproportionate impact.
- 8.10. Maintains historical information and correspondence files for current and anticipated research and planning efforts.
9. ~~Prepares reports from rough draft and general instruction.~~

- ~~10.11.~~ Composes correspondence and memoranda on routine matters.
- ~~11.12.~~ Assists in~~Coordinates~~ the design and analysis of campus surveys.
- ~~12.13.~~ Participates regularly as a member of the office of institutional effectiveness~~research and planning~~ on committees and interacts with members to address research and/or planning needs.
- ~~13.14.~~ Assists in college-wide strategic planning, including the development and monitoring of key performance indicators, and participation at college planning functions.
- ~~14.~~ ~~Performs office functions as needed, including answering the phone, processing incoming and outgoing mail, setting appointments, and relaying messages.~~
15. Coordinates ~~Assists in coordination~~ of the work of district and categorically-funded ~~employees~~ research projects assigned to the institutional effectiveness ~~research and planning~~ office ~~when responsibility is delegated by the director.~~
16. Performs other tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Research methods, data analysis, database administration, data warehousing methods, and report design;
- Computer software including Word and Excel (experience with SQL and SPSS or SAS a plus);
- Modern office practices, procedures, and equipment.

Demonstrated ability to:

- Organize and perform multiple complex tasks under tight timelines;
- ~~Maintain professionalism in handling~~Handle a high volume of work of a complex nature;
- Communicate effectively in oral and written communications;
- Interact effectively with administrators, faculty, staff and students;
- Provides analysis on assigned research projects and provide interpretation in written reports and oral presentations.

Education and Experience:

Bachelor's degree (~~master's preferred~~) or higher in behavioral or social sciences, or educational research; and one year of professional experience in coordinating and planning projects which consist of institutional, organizational, or educational research and analysis, and minimum of three years in an institutional research setting. Coursework and experience in databases, research and statistical analysis preferred.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the -regular workday.

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

Physical Demands:

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

Special Qualification:

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

R 7/17-

R4/15

Updated 8/11

R9/04

Edited 2/04

R7/00

12/96

Allan Hancock College
Human Resources

Classified-Clerical
Range 18

**ACADEMIC SUPPORT SPECIALIST HADMINISTRATIVE ASSISTANT II, SUMMER
& EVENING**

DEFINITION

Under ~~general~~ supervision of the Dean, Academic Affairs, performs a variety of responsible and comprehensive secretarial and clerical work to in support of departmental functions. Reports to and supports the office of the Associate Superintendent/Vice President, Academic Affairs during summer. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent in this position, under limited supervision, is responsible for secretarial and clerical functions and assignments of an instructional department or program or service area and will function as an operations office manager. During evening classes and summer semester, the incumbent will act as academic support campus wide, performing assigned duties on a wider scale with a higher degree of responsibility. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are expected to be flexible in completing work assignments ~~rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action.~~ Incumbents are required to make independent decisions concerning appropriate office procedures of the office which may affect the work performance of other positions. ~~They and~~ may also give guidance to other clerical staff including student helpworkers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Serves as an informational resource and may serve as first point of contact for students, staff and the public; explains policies and procedures.
2. Coordinates and collects data, creates and drafts a variety of written documents and reports; records and transcribes meeting minutes; maintains organizational files, records, website, mailing lists, groups and emails.
3. Serves as a liaison with internal departments, industry and business partners, and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
4. During evening and summer maintains campus budget records, coordinates budget requests, verifies funds available and reconciles discrepancies for multiple departments across campus.
5. Advises and supports development of department budget, requisitions supplies, maintains purchasing and budget records, and keeps appropriate personnel advised as to status of the budget(s).

6. Assists department chair with administrative detail; maintains department chair's calendar.
7. Assists instructors in coordinating a proctor for makeup tests.
8. Coordinates department's inventory of instructional supplies and textbook requisition process.
9. Assists with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.
10. Assists with faculty and equipment prioritization processes.
11. Assists faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
12. Coordinates the departmental evaluation process of part-time faculty.
13. Assists with the department's annual planning processes.
14. Ensures proper departmental onboarding of new faculty.
15. Collects part-time faculty availability forms; create, distribute and collect offer letters.
16. Coordinates the hiring, scheduling, supervision, and evaluation of student workers.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing, spreadsheets, database and software applications and production;
- Records management;
- Purchasing systems or practices and basic accounting principles;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and computer/office equipment, including filing systems, and telephone techniques.

Demonstrated ability to:

- Establish and maintain office records and files;
- Compose correspondence independently;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations;
- Perform secretarial work of above average difficulty.

Education and Experience:

An associate of science degree in office administration or office systems technology or related subject matter with one year of clerical and secretarial experience; or the completion of the 12th grade and three years of increasingly responsible clerical and secretarial experience or an equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent will have contact, by telephone, email, and in person with students, ~~or on the telephone,~~ with faculty, management, staff, ~~and~~ the general public, and industry and business partners.

Physical Demands:

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

Special Qualification:

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

R 7/2017

~~R7/2015~~

~~R3/11~~

~~R8/10~~

~~R 4/99~~

~~7/1990~~

Allan Hancock College
Human Resources

Classified-Clerical
Range 17

ACADEMIC SUPPORT SPECIALIST ADMINISTRATIVE ASSISTANT II (ACADEMIC AFFAIRS)

DEFINITION

Under ~~general~~ supervision of the Dean, Academic Affairs, performs a variety of responsible and comprehensive secretarial and clerical work to in support of departmental functions. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent, under limited supervision, in this position is responsible for secretarial and clerical functions and assignments of an instructional department or program or service area and will function as an operations office manager. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are expected to be flexible in completing work assignments ~~rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action.~~ Incumbents are required to make independent decisions concerning appropriate office procedures ~~of the office which may affect the work performance of other positions.~~ They and may also give guidance to other clerical staff including student helpworkers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Serves as an informational resource and may serve as first point of contact for students, staff and the public; explains policies and procedures.
2. Coordinates and collects data, creates and drafts a variety of written documents and reports; records and transcribes meeting minutes; maintains organizational files, records, website, mailing lists, groups and emails.
3. Serves as a liaison with internal departments, industry and business partners, and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
4. Advises and supports development of department budget, requisitions supplies, maintains purchasing and budget records, and keeps appropriate personnel advised as to status of the budget(s).
5. Assists department chair with administrative detail; maintains department chair's calendar.
6. Assists instructors in coordinating a proctor for makeup tests.
7. Coordinates department's inventory of instructional supplies and textbook requisition process.
8. Assists with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.
9. Assists with faculty and equipment prioritization processes.

10. Assists faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
11. Coordinates the departmental evaluation process of part-time faculty.
12. Assists with the department's annual planning processes.
13. Ensures proper departmental onboarding of new faculty.
14. Collects part-time faculty availability forms; create, distribute and collect offer letters.
15. Coordinates the hiring, scheduling, supervision, and evaluation of student workers.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing, spreadsheets, database and software applications and production;
- Records management;
- Purchasing systems or practices and basic accounting principles;
- Correct English usage, spelling, grammar, and punctuation;
- Formatting;
- Office methods, procedures, and computer/office equipment, including filing systems, and telephone techniques.

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations;
- Perform clerical work of above average difficulty;
- Establish and maintain office records and files;
- Compose correspondence independently;

Education and Experience:

An associate of science degree in office administration or office systems technology or related subject matter with one year of clerical and secretarial experience; or the completion of the 12th grade and two years of increasingly responsible clerical and secretarial experience OR an equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

- The incumbent will have contact ~~in person or on the~~ by telephone, email, and in person with students, faculty, management, staff, and the general public, and industry and business partners.

Physical Demands:

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

Special Qualification:

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

R 7/15

R 3/11

R 8/10

R 4/99

7/1990

ACADEMIC STUDENT SUPPORT SPECIALIST ADMINISTRATIVE ASSISTANT II
(STUDENT SERVICES)

DEFINITION

Under general supervision of the Dean, Academic Affairs, performs a variety of responsible and comprehensive secretarial and clerical work to in support of departmental functions. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent, under limited supervision, in this position is responsible for secretarial functions and assignments of an instructional department or program or service area and will function as an operations office manager. The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may also give guidance to other clerical staff including student help. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. May Serves as an informational resource and first point of contact for students, staff and the public.
2. Gathers information for the preparation of class schedules and catalogs.
- ~~2.3.~~Coordinates and collects data, creates and drafts a variety of written documents and reports; maintains organizational files, records, website, mailing lists, groups and emails.
- ~~3.4.~~Serves as a liaison with internal departments and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
- ~~4.5.~~Advises and supports development of department budget, requisitions supplies, maintains purchasing and budget records, and keeps appropriate personnel advised as to status of the budget(s).
- ~~5.6.~~Assists department chair with administrative detail; maintains department chair's calendar.
- ~~6. Assist instructors in coordinating a proctor for makeup tests.~~
7. Coordinates department's textbook requisition process.
8. Assist with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.
9. Assist with faculty and equipment prioritization processes.

10. Assist faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
11. Coordinate the departmental evaluation process of part-time faculty.
12. Assist with the department's annual planning processes.
13. Ensure proper departmental onboarding of new faculty.
14. Collect part-time faculty availability forms; create, distribute and collect offer letters.
15. Coordinate the hiring, scheduling, supervision, and evaluation of student workers.
16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing, database and software applications and production;
- Records management;
- Purchasing systems or practices;
- Correct English usage, spelling, grammar, and punctuation;
- Formatting;
- Office methods, procedures, and computer/office equipment, including filing systems, and telephone techniques.

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations;
- Perform clerical work of above average difficulty;
- Establish and maintain office records and files;
- Compose correspondence independently;

Education and Experience:

An associate of science degree in office administration or office systems technology or related subject matter with one year of clerical and secretarial experience; or the completion of the 12th grade and two years of increasingly responsible clerical and secretarial experience OR an equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/17
R 7/15
R 3/11
R 8/10
R 4/99
7/1990

ADMINISTRATIVE SECRETARY ASSISTANT III (ACADEMIC AFFAIRS)**DEFINITION:**

Under supervision of the dean, the incumbent performs a variety of responsible and comprehensive secretarial and clerical work in support of departmental functions and programs. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for secretarial functions and professional work in the support of the dean and the disciplines and departments within the area the dean supervises, operating as an office manager. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may also give guidance to other clerical staff, including student help. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

- ~~1. Gathers information for the preparation of class schedules and catalogs.~~
1. The incumbent has responsibility for explaining Explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. Coordinates with academic administrators in the compilation of information for class schedule building, instructional load, and preparation of part time faculty offers of employment; which may include , and preparation of part-time faculty offers of employment, monitoring and evaluating ~~instructor~~ faculty schedules, load, and payment in accordance with district policies.
3. Coordinates, collects, monitors, and reconciles data such as load factors, attrition ratios, enrollment, and budget expenditures; ~~c~~Compiles and prepares spreadsheets and reports; ~~gathers data such as load factors, attrition ratios, enrollment, and budget expenditures.~~
- ~~2.4.~~ Audits assignment hours, FTE values, verifies loads, and selects seeks proper budget code for matrices.
- ~~3.5.~~ Assists students, faculty, staff, and the public; assists other areas on campus in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.
- ~~4.6.~~ Coordinates and collects data, Creates and drafts a variety of written documents and reports; maintains organizational files (including electronic files), records, website, mailing lists, groups, and emails.
- ~~5.7.~~ Prepares documentation for independent contractors and independent projects.
- ~~6.8.~~ Processes and distributes mail and materials.
9. Verifies faculty loads; Collects individual faculty schedules including office hours, leave requests, and professional development plans.; ~~assists with class scheduling;~~
- ~~7.10.~~ Assists faculty with submission collection of census rosters, grades, and student rosters; ~~t~~tracks class size and monitors for class cancellation.
- ~~8.11.~~ Schedules appointments and meetings; maintains appointment calendar and

- itinerary; prepares travel arrangements and documentation; ~~prepares~~ assists with employee reimbursements.
9. ~~Coordinates and compiles division financial information; maintains divisional budget records and coordinates budget requests and augmentation s.~~ Maintains divisional budget records and coordinates budget requests and augmentation s.
12. ~~pProcesses; monitors, and reconciles financial expenditures, budget requests, and purchase orders; assists with budget augmentations; and tracks purchase orders and monitors financial expenditures. and actively seeks to control expenses.~~ Processes; monitors, and reconciles financial expenditures, budget requests, and purchase orders; assists with budget augmentations; and tracks purchase orders and monitors financial expenditures. and actively seeks to control expenses.
- ~~Supports~~ Monitors categorical and grant funded programs; attends meetings; reviews timesheets; may assists with budgets, reporting processes, and deadlines.
- 10.13. _____
- 11.14. _____ Coordinates, monitors, and tracks full-time faculty evaluations including scheduling meetings and processing all documentation; administers timelines; and monitors and may processes documentation for part-time part-time faculty and classified evaluations.
- 12.15. _____ Assists with ~~Supports~~ the program review process, including scanning surveys, completing routing validation team membership documentation, scheduling meetings, and tracking for completeness.
- 13.16. _____ Monitors, and collects, and verifies positive attendance records, and maintains for audit and accreditation.
- 14.17. _____ Supports council and/or committee meetings as necessary; prepares agendas, takes notes, and posts online.
- 15.1. _____ ~~Supports categorical and grant funded programs; attends meetings; reviews timesheets; assists with budgets, reporting process, and deadlines.~~
18. Prepares personnel action requests (PAR/NE), employment authorizations, assists with processing of department volunteers, equivalency requests, and requests to hire a student worker; may arrange for office coverage.
- 16.19. _____ Maintains and updates office procedural manual. .
- 17.20. _____ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- ~~Basic accounting practices~~ Budget management techniques including :
- ~~B~~udget tracking, reporting, and purchasing systems;
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment;
- Receptionist and telephone techniques.

Demonstrates Ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer with accuracy and speed;

- Establish and maintain office records and files;
- Compose correspondence independently;
- Learn, understand, interpret, and apply state and federal laws; college regulations, policies, guidelines and procedures;
- Keep current with CBAs and apply language as necessary.

Education and Experience:

An ~~Associate~~-associate of ~~S~~science ~~D~~degree in a related subject matter and ~~two~~-three years of increasingly responsible secretarial experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 57/2017
R 07/2016
Updated 9/2011
7/1990

ADMINISTRATIVE SECRETARY-ASSISTANT III (STUDENT SERVICES)**DEFINITION:**

Under supervision of the dean, the incumbent performs a variety of responsible and comprehensive secretarial and clerical work in support of departmental functions and programs. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for secretarial functions and professional work in the support of the dean and the disciplines and departments within the area the dean supervises, operating as an office manager. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may also give guidance to other clerical staff, including student help. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

- ~~1. Gathers information for the preparation of class schedules and catalogs.~~
- ~~1. Explains policies, procedures, and precedence to students, faculty, staff, and the public.~~
- ~~2. Compiles and prepares spreadsheets and reports; gathers data such as load factors, attrition ratios, enrollment, and budget expenditures.~~
- ~~3. Coordinates and collects data, eCreates and drafts a variety of written documents and reports; maintains organizational files (including electronic files), records, website, mailing lists, groups and emails.~~
- ~~4. Prepares documentation for independent contractors and independent projects.~~
- ~~2.5. Audits assignment hours, FTE values, verifies loads, and selects proper budget code for matrices.~~
- ~~3.6. Assists students, faculty, staff, and the public; assists other areas on campus in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.~~
- ~~4.1. Coordinates and collects data, creates and drafts a variety of written documents and reports; maintains organizational files, records, website, mailing lists, groups and emails.~~
- ~~1. Prepares documentation for independent contractors and independent projects.~~
5. _____
- ~~6.7. Processes and distributes mail and materials.~~
- ~~7. Verifies faculty loads; collects individual faculty schedules including office hours; assists with class scheduling; tracks class size.~~
8. Schedules appointments and meetings; maintains appointment calendar and itinerary; prepares travel arrangements and documentation; ~~prepares~~ prepares ~~assists with~~ assists with employee reimbursements.
9. Coordinates and compiles division financial information; mMaintains divisional budget records and coordinates budget requests and augmentations.; ecoordinates and compiles financial information.

10. Processes, monitors, and reconciles and tracks purchase orders, and monitors financial expenditures, budget requests, and purchase orders; assists with budget augmentations; and actively seeks to control expenses.
11. Coordinates, monitors, and tracks full-time faculty evaluations including scheduling meetings and may processing all documentation; monitors and may support processes documentation for part-time faculty and classified evaluations.
12. Supports the program review process, including scanning surveys, completing documentation, scheduling meetings, and tracking for completeness.
- ~~11.~~13. Coordinates and processes student prerequisite, college now and excessive course attempts appeals.
12. ~~Assists with the program review process.~~
13. ~~Monitors and collects positive attendance records.~~
14. Supports council and/or committee meetings as necessary; prepares agendas, takes notes, and posts online.
15. Supports categorical and grant funded programs; attends meetings; reviews timesheets; assists with budgets, reporting process, and deadlines.
16. Prepares personnel action requests (PAR/NE), employment authorizations, assists with processing of department volunteers, equivalency requests, and requests to hire a student worker; may arrange for office coverage.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- ~~Basic accounting practices~~ Budget management techniques, including ;
- ~~b~~Budget tracking, reporting, and purchasing systems;
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment;
- Receptionist and telephone techniques.

Demonstrates Ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Learn, understand, interpret, and apply state and federal laws; college regulations, policies, guidelines and procedures;
- Keep current with collective bargaining agreement changes and apply language as necessary.

Education and Experience:

An ~~a~~Associate of ~~s~~Science ~~d~~Degree in a related subject matter and ~~two~~three years of

increasingly responsible secretarial experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/17
R 07/~~2016~~
Updated 9/11
7/90

ADMINISTRATIVE SECRETARY ASSISTANT V**DEFINITION:**

Under supervision of appropriate Associate Superintendent/Vice President or Vice President, the incumbent is to serve as coordinator, secretary, and aide to a key cabinet-level manager, relieving the manager of complex clerical and administrative details; ~~to perform complex and responsible clerical work;~~ and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretation and application of policy and procedure and applicable state and federal law. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions; and ~~They may direct and give guidance to faculty and other clerical staff, including student help. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.~~

ESSENTIAL FUNCTIONS:

1. ~~The incumbent has responsibility for explaining~~ Explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. ~~Provides for~~ office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
3. ~~Coordinates travel and conference arrangements and reservations for the Vice President and staff as needed.~~
4. ~~Coordinates, arranges, reserves and set up facilities, services, supplies and equipment for various meetings and events as needed; notifies appropriate individuals of meetings, appointment, events and related information.~~
5. ~~Prepares~~ agendas, related materials, and takes notes for group meetings.
6. ~~Relieves administrator of administrative detail; maintains and coordinates the Vice President's calendar.~~
7. ~~Resolves conflicts; assists in coordination of~~ district-wide or division activities, programs [CC1], catalogs [CC2], and reports; makes referrals to appropriate technical staff; ~~schedules and coordinates meetings and makes arrangements; and sets up meetings.~~

8. Assists with contract research and contract administration; and assists with the development of procedures to implement sections pertaining to the office department of academic affairs.
9. Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support academic affairs the department.
10. Plans and writes department items, with appropriate back-up materials, for board of trustees meetings; follows up with appropriate action after board meetings.
- ~~6.11. compiles data and prepares reports from research; assists in background research and preparation of board of trustees and other meeting agenda cabinet agenda items. [CC3]~~
- 7.12. Performs a wide variety of secretarial duties for a cabinet-level manager; interviews callers, often with urgent or important business, in person and over the telephone and chooses among alternative courses of action including routing them to other management personnel.
- 8.13. Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows up to ensure that reply deadlines are met; fills out forms, arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division and the college.
- 9.14. Works independently with outside agency personnel, management personnel, and faculty and staff department chairs.
- 10.15. Maintains district and categorical budget records for a variety of accounts and assists management personnel with staffing budgets and preparation of personnel action requests/notices of employment (PAR/NEs).
- 11.16. Develops and inputs online purchase requests, initiates budget transfers, and processes invoices to Business Services Office after Vice President has approved payment.
- 12.17. Maintains confidentiality and materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials; may transcribe dictation and take meeting notes.
18. Develops and assists with in-service training for faculty and staff in accordance with state-mandated requirements, new procedures and changes in district policy and procedures as related to academic affairs; May supervise the work of clerical assistants provide training on new procedures or orientation to new assistants faculty and staff in division and supervise and direct the work of clerical assistants.
19. Work cooperatively with administrative assistants to cabinet-level administrators on special or ongoing projects.
20. Coordinate prioritization processes.
21. Coordinate and compile accreditation data as requested by accreditation liaison officer.
- 13.22. Coordinates, monitors, and tracks full-time faculty evaluations including scheduling meetings and processing all documentation for off cycle evaluations. Coordinate and track division's faculty and staff leave and replacements, evaluations, and assignments.

23. May Generates part-time faculty notice of assignments; calculates and prepares compensation for cancellation or change in assignment of classes, including monitoring instructor schedules, load, and salaries in accordance with district policies.

~~24. May coordinate and track substitute assignments and compensation.~~

~~14.25.~~ -Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Formatting;
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques;:-
- Budget management techniques.

Demonstrated ability to:

- Coordinate and/ manage division/district events;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform secretarial work of above complex difficulty;
- Type at a rate of 50 wpm from clear, legible copy;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines.

Education and Experience:

An associate of science degree in secretarial science or word/information processing systems or related subject matter and four years of increasingly responsible secretarial experience, OR equivalent to completion of the 12th grade and six years of increasingly responsible secretarial experience, OR at or equivalent to the level of administrative secretary III at Allan Hancock College, OR an equivalent combination of training and experience.

Working Conditions:

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

- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.

Physical Demands:

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

Special Qualification:

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

R 07/2016

R9/04

8/99

Allan Hancock College
Human Resources

Classified-Professional
Range 31

**COORDINATOR, ACADEMIC AFFAIRS/STUDENT SERVICES/
ADMINISTRATIVE SECRETARY ASSISTANT V**

DEFINITION:

Under supervision of the Associate Superintendent/Vice President, ~~Academic Affairs~~, serves as coordinator, ~~and secretary, and aide to a key cabinet-level administrator~~, performing complex clerical and administrative details; assists in the faculty/district contract implementation and the student discipline process, ~~faculty orientations, procedures relating to faculty hiring prioritization and equipment prioritization~~; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretations and application of policy and procedure and applicable state and federal law. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may direct and give guidance to faculty and other clerical staff, including student help. ~~Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.~~

ESSENTIAL FUNCTIONS:

1. Provides for office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
2. Receives and coordinates the complaint and student discipline processes.
- ~~2.3.~~3. Coordinates and assists in monitoring activities of staff to assure timely completion of instructional administrative operations.
- ~~3.4.~~4. Develops and presents in-service training for faculty and staff in accordance with state-mandated requirements and changes in district policy and procedures as related to student services/academic affairs.
- ~~4.5.~~5. Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support academic affairs/student services.

- ~~5.6.~~ Assists with contract research and contract administration; reviews full-time faculty and part-time faculty/district contract and assists with the development of procedures to implement sections pertaining to the office of ~~academic affairs~~ student services.
- ~~6.7.~~ Relieves administrator of administrative detail; coordinates travel and conference arrangements; maintains the Vice President's calendar; resolves conflicts; assists coordination of district-wide division activities, programs, catalogs, and reports; makes referrals to appropriate technical staff; schedules meetings and makes arrangements; and sets up meetings (including facilities, equipment, and supplies).
- ~~7.8.~~ Compiles data and prepares reports from research; assists in background research and preparation of board of trustees and cabinet agenda items.
9. Performs a wide variety of secretarial duties for a cabinet-level manager; ~~interviews callers, often with~~ handles urgent or important business, in person and over the telephone, and chooses among alternative courses of action including routing them to other management personnel; prepares agenda and related materials for meetings; and takes notes for group meetings.
- ~~8.10.~~ Maintains district and categorical budget records, as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices.
- ~~9.11.~~ Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows-up to insure that reply deadlines are met; arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division and the college.
- ~~10.~~ ~~In cooperation with other administrative assistant, arranges for evening coverage by administrators at college sites as needed.~~
12. Coordinates and compiles accreditation data as directed.
- ~~11.13.~~ Works closely with human resources staff on confidential personnel issues, student discipline involving college personnel; and recruitment, and equivalencies as needed.
- ~~12.~~ Works independently with management personnel and department chairs to assign faculty and counselor offices.
- ~~13.~~ Maintains budget records for a variety of accounts and assists management personnel with staffing budgets and preparation of personnel action requests/notices of assignments.
14. Maintains materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials; may transcribe dictation.
15. May supervise the work of clerical assistants.
16. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- District instructional policies and procedures;
- Principles and practices of administration, supervision and training;

- Applicable section of State Education Code, California Title 5 regulations, and other applicable laws;
- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques.

Demonstrated ability to:

- Develop, implement, review, and revise administrative procedures and operations;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform secretarial work of above average difficulty;
- Type at a rate of 60 wpm from clear, legible copy;
- Maintain office records and prepare reports;
- Compose correspondence independently.

Education and Experience:

A bachelor's degree in a related area of business, administration, and five years of increasingly responsibility in an instructional office ~~OR~~ OR any equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.

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

Special Qualification:

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

R 05/2017

R 06/2016

R 07/12

**COORDINATOR, ACADEMIC AFFAIRS/
ADMINISTRATIVE SECRETARY ASSISTANT V**

DEFINITION:

Under supervision of the Associate Superintendent/Vice President, ~~Academic Affairs~~, serves as coordinator, ~~and secretary, and aide to a key cabinet-level administrator~~, performing complex clerical and administrative details; assists in the faculty/district contract implementation, faculty orientations, and procedures relating to faculty hiring prioritization and equipment prioritization; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretations and application of policy and procedure and applicable state and federal law. ~~The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public.~~ Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may direct and give guidance to faculty and other clerical staff, including student help. ~~Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.~~

ESSENTIAL FUNCTIONS:

1. Provides for office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
2. Coordinates and assists in monitoring activities of staff to assure timely completion of instructional administrative operations.
3. Develops and presents in-service training for faculty and staff in accordance with state-mandated requirements and changes in district policy and procedures as related to academic affairs.
4. Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support academic affairs.
5. Assists with contract research and contract administration; reviews full-time faculty and part-time faculty/district contract and assists with the development of procedures to implement sections pertaining to the office of academic affairs.

6. Relieves administrator of administrative detail; coordinates travel and conference arrangements; maintains the Vice President's calendar; resolves conflicts; assists coordination of district-wide division activities, programs, catalogs, and reports; makes referrals to appropriate technical staff; schedules meetings and makes arrangements; and sets up meetings (including facilities, equipment, and supplies).
7. Compiles data and prepares reports from research; assists in background research and preparation of board of trustees and cabinet agenda items.
8. Performs a wide variety of secretarial duties for a cabinet-level manager; interviews callers, often with handles urgent or important business, in person and over the telephone, and chooses among alternative courses of action including routing them to other management personnel; prepares agenda and related materials for meetings; and takes notes for group meetings.
- ~~8.9.~~ Maintains district and categorical budget records, as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices.
- ~~9.10.~~ Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows-up to insure that reply deadlines are met; arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division and the college.
- ~~10.~~ In cooperation with other administrative assistant, arranges for evening coverage by administrators at college sites as needed.
11. Coordinates faculty and instructional equipment prioritization processes; and coordinates and compiles accreditation data as directed.
- ~~11.~~ 12. Works closely with human resources staff on confidential personnel issues, recruitment, and equivalencies as needed.
- ~~12.~~ 13. Works independently with management personnel and department chairs to assign faculty and counselor offices.
- ~~13.~~ Maintains budget records for a variety of accounts and assists management personnel with staffing budgets and preparation of personnel action requests/notices of assignments.
14. Maintains materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials; may transcribe dictation.
15. May supervise the work of clerical assistants.
16. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- District instructional policies and procedures;
- Principles and practices of administration, supervision and training;
- Applicable section of State Education Code, California Title 5 regulations, and other applicable laws;
- Office management techniques and organizational skills;

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

Demonstrated ability to:

- Develop, implement, review, and revise administrative procedures and operations;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform secretarial work of above average difficulty;
- Type at a rate of 60 wpm from clear, legible copy;
- Maintain office records and prepare reports;
- Compose correspondence independently.

Education and Experience:

A bachelor's degree in a related area of business, administration, and five years of increasingly responsibility in an instructional office ~~OR~~ OR any equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

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

Special Qualification:

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

|

R 05/2017

R 06/2016

R 07/12

CONSENT ITEM

| | |
|---|----------------------------|
| To: Board of Trustees | Date: June 13, 2017 |
| From: Superintendent/President | |
| Subject: New and/or Revised Classified Bargaining Unit Job Descriptions | Item Number: 12.Y. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 16 |

BACKGROUND

After review by the appropriate administrators, the director of human resources, and CSEA, the following new and/or revised classified bargaining unit job descriptions are recommended for approval:

Revised

- | | |
|---|--|
| 1. Maintenance Lead Worker Replaces: Maintenance Lead Worker | Crafts – Range 32 Crafts – Range 29 |
| 2. Maintenance Specialist – Carpenter | Crafts – Range 21 |
| 3. Admissions and Records Technician III | Clerical – Range 16 |
| 4. Student Services Technician | Clerical – Range 17 |

New

- | | |
|--|-------------------|
| 5. Heating, Ventilation, Air Conditioning and Controls Technician II | Crafts – Range 30 |
|--|-------------------|

Job Descriptions Eliminated

- | | |
|---|-------------------|
| Skilled Carpenter Maintenance Craftsman | Crafts – Range 21 |
| Heating & Refrigeration Mechanic | Crafts – Range 26 |

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the revised classified bargaining unit job descriptions as follows: maintenance lead worker; maintenance specialist-carpenter; admissions and records technician III; and student services technician; and approve the new classified bargaining unit job description heating, ventilation, air conditioning, and controls technician II, as presented, effective July 1, 2017.

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

Revised
MAINTENANCE LEAD WORKER

DEFINITION:

Under the direction of the Maintenance Supervisor, assists in planning, organizing, prioritizes, coordinating, and ~~oversees oversight of the maintenance staff at the Lompoc campus. May also be assigned for special projects at the Santa Maria campus in a lead worker capacity. the craft and service maintenance workers assigned to the maintenance supervisor; performs~~ Performs specialized and technical ~~jobs~~ work; participates in all aspects of craft and service maintenance assignments and repair of district facilities and equipment; and ~~values and promotes and values~~ the mission and vision of the college.

CLASS CHARACTERISTICS:

~~The incumbent in this position will be required to perform all duties under minimal supervision. The~~ Under minimal supervision, the incumbent will regularly carry out a wide range of general maintenance and repair work at the Lompoc campus, and may also be assigned to the Santa Maria campus for special projects. The incumbent will work with the supervisor to determine staffing assignments and to process leave forms. Incumbent will be required to interact and communicate with customers, suppliers, and management on campus ~~and~~ Incumbent will provide support to the Plant Services Maintenance sSupervisor or the Director of Plant Services. ~~director in the absence of the supervisor.~~ In addition, this lead worker may be assigned more specialized or technical tasks.

ESSENTIAL FUNCTIONS:

1. Assists supervisor in the planning, prioritizing, organizing, and overseeing of the maintenance staff and other plant services staff as assigned.
2. Alters, repairs, inspects, maintains, and performs skilled work in multiple trades.
3. Assigns, organizes and assists, with setups and teardowns for campus events at any Hancock College facility.
4. Troubleshoots leaks and makes repairs to roofing material and roofing.
5. Reads and interprets blueprints, drawings, and sketches.
6. Operates light to heavy machinery including, but not limited to, forklifts, man lifts, scissor lifts, and loaders.
7. Utilizes a variety of hand tools, power tools, and equipment.
8. Welds, fabricates, and repairs equipment, furniture, and metal structures.
9. Estimates labor and material costs, orders supplies; and works with supervisor to plan out operations.
10. Performs work on high ladders, man lifts, scissor lifts, and scaffolding. Assembles and safely sets up equipment as needed. Uses harnesses and other safety equipment as required.
11. Performs manual labor including, but not limited to, digging and trenching, preparation and pouring of concrete, equipment and fixture moving.
12. Utilizes computer for obtaining, creating, assigning, monitoring, and updating work assignments, accessing the energy management system, corresponding through e-mail, Internet access for research and ordering, and creating spread sheets and bid proposals.
13. Reports safety, sanitary, and fire hazards when recognized or encountered.
14. Makes recommendations and works with supervisor for improvements in staff morale, promoting safety, recommending safety trainings, and prioritizing-/scheduling work assignments.

15. Responds or assists with campus emergencies as assigned during normal working hours; employee may be called and requested to assist in emergencies or repairs at times other than normal working hours at any Hancock College facility.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The methods, procedures, materials, and equipment used in the building trades;
- Safety practices, precautions, and procedures;
- Basic supervision;
- Welding techniques, safety practices, and equipment;
- The proper operation and safety of light to heavy maintenance equipment;
- Effective troubleshooting and problem resolution techniques and approaches;
- Computers, including Microsoft office programs, email and internet;
- Electrical, carpentry, painting, metalworking, plumbing, HVAC, welding, locking hardware and keying, and light to heavy equipment operation.

Ability to:

- Provide leadership and training to staff;
- Use tools, machines, and equipment at a highly skilled level;
- Plan and lay out work independently;
- Read and interpret blueprints, plans and specifications;
- Create shop drawings and sketches for work assignments for self and plant services staff;
- Maintain records and create proposals and spread sheets;
- Perform math calculations;
- Ability to read / write English;
- Operate equipment such as but not limited to a truck, forklift, man lift, and loader observing legal and defensive driving practices;
- Understand, assign, and carry out oral and written directions;
- Troubleshoot problems and recommend sound, feasible solutions;
- Work cooperatively with those contacted in the course of work;
- Prioritize work assignments.

Education and Experience:

Five years of increasingly responsible experience at a skilled level in the maintenance trades with leadership experience or any equivalent combination of training and experience. Equivalent to completion of 12th grade or completion of a GED program.

Licenses and Certification Requirements:

- Possession of a valid and appropriate California driver's license and the ability to qualify for district vehicle insurance coverage.;
- Forklift Operator certificate, within the first year of employment.;
- Man-lift Operator certificate, within the first year of employment.

Working Conditions:

- Heavy work - Lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 75 pounds.

- Duties are primarily performed on the Lompoc campus and off-campus centers, but may also be assigned to work on the Santa Maria campus when needed.
- Duties are performed indoors and outdoors.
- Work requires standing and walking for prolonged periods.
- Will be required to perform duties at times in inclement weather.

Special Qualification:

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

R 6/17
08/15

Revised
MAINTENANCE SPECIALIST - CARPENTER

DEFINITION:

Under ~~general~~ supervision of the Maintenance Supervisor, ~~to perform~~ skilled carpentry work; in the alteration, repair, ~~and new~~ construction of new structures; ~~and to do~~ related work as required; ~~and~~ values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

~~Incumbents u~~Under minimal supervision the incumbent will spend ~~a~~ major portion of their time ~~of positions in this class is spent in~~ performing rough and finished skilled carpentry work independently or with minimal help. ~~The incumbent will report to the maintenance supervisor and who reports to the director, plant services.~~ Incumbents may regularly carry out a wide range of general maintenance work outside carpentry. As assigned, positions are expected to perform tasks in other maintenance trades at a skilled, semi-skilled or unskilled level as a helper or independently.

ESSENTIAL FUNCTIONS:

1. Alters, maintains, installs, repairs, inspects and constructs articles and structures of wood such as partitions, counters, doors, scaffolds and ~~forms~~ other woodwork of buildings.
2. Installs, repairs, tapes, and textures drywall, plaster walls, and stucco walls.
3. ~~Maintains and repairs~~ woodwork of buildings.
4. ~~Plasters and stuccos~~ walls.
5. ~~Installs~~ sheetrock.
- 6.3. Builds and sets forms, mixes, pours and finishes concrete.
- 7.4. ~~Lays~~ Installs and repairs ~~floors~~ flooring material, ceramic tile, carpet, and roofs baseboards.
8. ~~Installs and repairs~~ drawer slides; matches material for color, grain and texture.
9. ~~Sets up and operates~~ woodworking machines; trims component parts of joints to make them fit properly using hand tools such as planes, chisels and wood files; bore holes; glue and clamp parts and subassemblies together; prepares surfaces for finishing, as required.
- 10.5. Repairs, assembles, and modifies existing and new furniture, equipment and fixtures.
11. ~~Repairs, cuts, fits, and hangs~~ doors.
- 12.6. Works from blueprints, drawings, sketches or verbal instructions on assigned jobs.
13. ~~Installs locks, door hardware, and glass on~~ cabinets.
- 14.7. Welds, /braces, rivets and cuts metal.
15. ~~Installs tile or masonry~~ work.
16. ~~Sharpens~~ hand tools.
17. ~~See that tools and equipment are properly~~ cared for.
- 18.8. Assists in other maintenance areas trades as assigned by performing skilled, semi-skilled and unskilled duties.
- 19.9. May Ability to independently plan and lay out assigned tasks, estimate labor and material costs for assigned tasks; orders and stores supplies and materials approved by supervisor .

- ~~20. May estimate labor and material costs for assigned tasks; orders and stores supplies and materials approved by supervisor.~~
- ~~21.10. May direct the work of helpers.~~
- ~~22.11. Builds, transports, modifies, repairs, and assembles setups and anchors, takes down, and stores ramps, stages, and temporary floors as assigned.~~
- ~~23. May transport, setup, or rearrange furniture as assigned for district authorized events.~~
- ~~24.12. Must be able to Sets up -and performs work on high ladders, man lifts, scissor lifts, and scaffolding. Must be able to assemble and safely set up equipment as needed. Uses harnesses and other safety equipment as required.~~
- ~~25.13. Possesses Practices basic computer skills for obtaining, monitoring, and updating work assignments from the district to access the work order system, and for email and correspondence with campus staff, vendors, and technical support.~~
- ~~26.14. Maintains simple records and submits reports on activities as required.~~
- ~~27.15. Reports safety, sanitary, and fire hazards when recognized or encountered.~~
- ~~28. Employee may be required to respond or assist with campus emergencies as assigned during normal working hours; employee may be called and requested to assist in emergencies or repairs at times other than normal working hours.~~
- ~~29. Performs demolition tasks as they relate to job duties.~~
16. Installs video and audio equipment required AV infrastructure in classrooms, offices and other campus facilities; which includes includes running video and audio wires, installation of speakers, projectors, screens, and big screen LCD and plasma TVs, as well as any required mounts, and supports.
- ~~30.17. Performs other duties as assigned.~~
- ~~31. Assists in other maintenance trades as assigned.~~

LICENSES AND CERTIFICATES REQUIRED:

- Possession of a valid and appropriate California driver's license, and ability to qualify for district vehicle insurance coverage.
- Forklift operator certificate within 1 year of hire.
- Manlift/~~scissor lift~~ operator certificate within 1 year of hire.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Materials, tools and procedures used in both rough and finished carpentry and general maintenance work;
- Qualities and uses of various woods and other construction materials;
- Appropriate safety precautions and procedures;
- Are wWelding machines equipment;
- General safety practices and procedures.

Demonstrated ability to:

- Use carpentry tools, hand tools, power and pneumatic tools, and woodworking machines skillfully -and safely;
- Plan and lay out carpentry work including estimating labor and material;
- Work from shop drawings, sketches, plans and specifications;
- Maintain routine records;
- Perform and learn to perform a wide range of CJL general maintenance and repair

~~_____ work not requiring full journeyman skill;~~

- ~~_____ Perform shop math;~~
- ~~_____ Perform cement and masonry work;~~
- ~~_____ Operate a truck, observing legal and defensive driving practices;~~
- ~~_____ Understand and carry out oral and written directions;~~
- ~~_____ Work cooperatively with those contacted in the course of work.~~

Education and Experience:

~~_____ High school diploma or GED required. _____ One year of journeyman level experience performing skilled carpentry work;~~

~~_____ or~~

~~_____ Two years of experience as a maintenance repair worker III at Allan Hancock~~

~~_____ College in an area in which the incumbent has acquired competence at a skilled level in this trade.~~

Education:

~~_____ Individuals possessing the experience, knowledge and abilities listed above~~

~~_____ are considered to possess the necessary education.~~

~~_____ High school diploma or GED~~

Physical Demands and Working Conditions:

~~_____ Strength: Heavy work — lifting, carrying, pushing and/or pulling 100 pounds~~

~~_____ maximum with frequent lifting, pushing and/or carrying of objects weighing~~

~~_____ up to 50 pounds.~~

Special Qualification:

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

R 6/17

R 3/09

Reclass 10/08

Allan Hancock College
Human Resources Office

Clerical-Classified
Range 16

Revised
ADMISSIONS AND RECORDS TECHNICIAN III

DEFINITION

Under supervision of the Director of Admissions and Records, performs the more responsible and highly complex clerical and technical work involved in student registration, records retention and reporting, and advanced standing evaluation; guides clerical personnel and students engaged in registration, admissions, and records work; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent, under minimal supervision, will provide the full range of admissions and records services, requiring a broad knowledge of the functions of the organizational unit in the performing of the assigned duties. The position is distinguished from the Admissions and Records Technician I and II positions by the assignment of special registration functions and by the assignment of duties requiring a broader knowledge of the organizational unit in the performance of the assigned duties, which includes a substantial amount of administrative detail and non-routine work.

ESSENTIAL FUNCTIONS

1. Provides assistance to students, staff, faculty and the general public regarding general college policies and procedures; assists students with the student portal.
2. Processes intake of international students; monitors their enrollment throughout the semester; offers assistance as needed.
3. Coordinates the process of online submission of census rosters for credit classes.
4. Prepares and gathers statistical information for various reports.
5. Processes student athlete eligibility; monitors their enrollment throughout the competitive season.
6. Evaluates and processes applications for graduation and post degrees, and prints and mails diplomas.
- ~~7. Evaluates petitions for certification of general education, CSU and IGETC requirements and posts certifications to students' records.~~
- ~~8.~~7. Coordinates the preparation of graduates for the annual commencement ceremony.
- ~~9.~~8. Prepares correspondence and computer requests for Director Admissions and Records.
- ~~10.~~9. The incumbent may assist in coordination of workflow of lower level admissions and records staff and student workers.
- ~~11.~~10. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone etiquette;
- Records management.

Demonstrated Ability to:

- Learn and apply with good judgment laws, policies and procedures related to the assigned student personnel area;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Type statistical information and business correspondence accurately;
- ~~Develop and maintain cooperative relationships with those contacted during the course of work;~~ Provide effective and prompt customer service;
- Operate a computer with speed and accuracy;
- Investigate and research problems, devise solutions, and present recommendations;
- Present oral and written reports in a clear and concise manner;
- Understand and carry out oral and written directions;
- Perform accurate mathematical computations;

Education and Experience:

Equivalent to completion of the 12th grade and four years of increasingly responsible clerical or technical experience of which two years was at the level of an Admissions and Records Technician I or II at Allan Hancock College or with another college admissions and records office. An Associate of Science Degree in Secretarial Science or Word/Information Processing Systems can be substituted for one year of non-admissions and records clerical experience and/or a combination of education or experience directly related to the functions of the position.

Working Conditions:

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

Physical Demands:

- May sit for extended periods of time;
- Operates a computer;
- Communicates in person, by email, and over the telephone;
- Ability to lift, carry, and/or move objects weighing up to 10 pounds;

Special Qualification:

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

R 6/17

R 10/~~20~~16

R 10/12

3/00

Allan Hancock College
Human Resources

Classified-Clerical
Range 17

Revised
STUDENT SERVICES TECHNICIAN

DEFINITION

Under supervision of the appropriate student services administrator, the incumbent is to perform a variety of clerical, technical and student services related functions and serve as first point of contact with students and the general public. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

This position, under limited supervision, performs varied and responsible clerical, technical, and student services functions requiring a broad knowledge of the functions of the organizational unit. The incumbent will perform a substantial amount of administrative detail and provide support for district cashiering and accounting functions, admissions and records operations, and counseling and matriculation.

ESSENTIAL FUNCTIONS

1. Performs receptionist duties and provides student service related information and assistance to the general public, students, and staff.
2. Assists students and staff with college portal, CCCApply, and transfer application sites.
3. Assists with special projects, proofreading, and data collection; distributes important information, documents, materials, and publications and tracks these when necessary, including the creation of flyers.
4. Administers typing test and distributes and collects student work application packet.
5. Schedules appointments; establishes and maintains files.
6. Verifies accuracy and completeness of forms and documents submitted by students and faculty; enters data; processes and transmits various forms for transmission to admissions and records and/or cashiering
7. Processes student transcript requests; assists in resolving conflicts related to application and support documentation; removes holds.
8. Determines residency requirements eligibility for but not limited to fee waivers, in-state tuition, residency, military waivers, agricultural waivers, AB 540.
9. Accepts fees and vouchers and posts payments for student and staff services; accepts, verifies, and prepares cash and voucher receipts for posting to proper general ledger; Accepts and posts cash receipt entries for student and staff; including third party contracts and exemptions; prepares cashiering reports and reconciles daily work; assists students with the parking permit and refund processing management systems; assures internal control of district funds and audit requirements.
10. Prepares and submits work orders and serves at the point of contact for equipment service technicians; stocks and inventories supplies; serves as liaison with external vendors.

11. Initiates and maintains communication between student services and other departments and campus sites.
12. Maintains and updates extended campus staff and faculty directories and website information.
13. Trains, monitors, schedules, and delegates work to volunteers and student employees; verifies and tracks timesheets and evaluates student help.
14. Issues student and staff ID cards, lockers, passes, parking permits, and keys.
15. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of good customer service;
- Office management techniques and organizational skills with emphasis on records management;
- Written business communications;
- Word/Information processing applications and production;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records.

Demonstrated ability to:

- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Complete highly detailed work with a high rate of accuracy in a setting involving frequent interruptions.

Education and Experience:

An associate degree **OR** equivalent to completion of the 12th grade and five years of increasingly responsible clerical and secretarial experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

- The incumbent will have contact, in person, by email and by phone with staff, students, and the general public.

Physical Demands:

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

Special Qualification:

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

R 6/17

R 10/2016

05/13

NEW
HEATING, VENTILATION, AIR CONDITIONING, AND CONTROLS TECHNICIAN II

DEFINITION

Under supervision of Maintenance Supervisor, the incumbent installs, monitors, programs, maintains, troubleshoots, and schedules energy management systems for all environmental and lighting systems; as well as, performs skilled work in the maintenance and repair of chillers; heating, ventilation, and air conditioning equipment; hot-water boilers; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

The Controls Technician II position is distinguished from the Controls Technician position by the requirement for performing advanced technical work related to diagnosis, programing and repair of controls, components, and equipment. The Controls Technician II position will provide technical support to the controls technician with controls and equipment. Incumbents, under minimal supervision, are expected to perform skilled work on energy management systems including but not limited to installation, monitoring, scheduling, programming, troubleshooting, diagnostics, maintenance, testing, and balancing. The incumbent may perform maintenance and repair on chillers; heating, ventilation, and air conditioning equipment; and hot-water boilers. Incumbents may assist other maintenance trades as needed. Incumbents must be able to perform tasks independently or with minimal help.

ESSENTIAL FUNCTIONS

1. Inspects, repairs, maintains and services, troubleshoots, programs, schedules, tests, and installs direct digital controls (DDC) and digital programs, energy management systems (EMS), and all associated equipment such as but not limited to damper controls, sensors, circuit boards, routers, and relays.
2. Installs, replaces, adjusts, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, sensors, damper controls, circuit boards, switches, gauges, tubing, and pipes and all related equipment.
3. Cuts, bends, and joins tubing and pipes.
4. Tests and balances systems by pressure, temperature, and flow tests.
5. Tests joints and insulates pipe of refrigeration, boiler, or air conditioning systems.
6. Designs, fabricates, repairs, and installs ductwork and chassis covers.
7. Installs, repairs, and connects motors to control panels and control panels to power.
8. Inspects, disassembles, repairs, maintains, and installs forced air heating, cooling, and ventilation equipment.
9. Maintains, monitors and makes repairs to boilers for domestic hot water and heating systems and all other related equipment, adjusts and installs valves, thermostats, fans, pressure regulators and pumps; flushes boilers, de-scales tubing, cuts and threads pipes.
10. Inspects, repairs, maintains, services, and installs all types of heating, ventilation, air conditioning; chillers, and boilers along with related electrical and plumbing.
11. Sets up and takes down temporary heating and cooling systems.

12. Recommends necessary parts and equipment for repair work and new installations. Orders and stores material approved by the supervisor and maintains appropriate ordering documentation.
13. Responds to emergency repairs after working hours, as required.
14. May interact with outside contractors in the course of their work.
15. Assists in other maintenance areas as needed or assigned.
16. Plans and organizes assigned tasks; may direct the work of helpers.
17. Maintains time, labor, and material records of work performed and submits reports as required.
18. Helps to set up and tear down campus events as assigned.
19. Operates standard power equipment and hand tools.
20. Provide technical support to the Controls Technician with energy management controls and HVAC equipment.
21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Installing, troubleshooting, maintaining, programming, and scheduling energy management systems;
- Pipe fitting, sheet metal work, and electrical work, as it pertains to heating, refrigeration, ventilation and air conditioning repair and installations;
- Electronic and pneumatic damper controls, variable speed/frequency drives, various sensors, relays, thermostats;
- The procedures and proper use of the tools and equipment used in the maintenance and repair of refrigeration, heating, air conditioning, ventilation, and boiler equipment;
- Appropriate safety precautions and procedures.

Demonstrated ability to:

- Perform programming, diagnostics, and scheduling of energy management systems;
- Perform skilled work in the maintenance and repair of a wide range of heating, ventilation, and air conditioning equipment; chillers; and boilers;
- Independently schedule and complete assigned/planned HVAC jobs and work orders;
- Plan and lay out work including estimating labor, time for completion, and material costs;
- Work from diagrams, blueprints, plans, and specifications;
- Maintain simple records and update as-builts as needed;
- Use a computer for recordkeeping, programming and setting up equipment, accessing work orders, emails, technical support, and other related correspondence;
- Operate a truck, van or other district vehicles observing legal and defensive driving practices;
- Understand and carry out oral and written directions;
- Perform work on high ladders, man lifts, and scaffolding;
- Perform work in confined spaces such as ceilings and under floor spaces.

Other Requirements:

- Possession of a valid and appropriate California driver's license
- Energy Management System certificate
- Universal Refrigeration certificate

- Refrigerant Reclaim certificate
- Forklift Operator certificate within the first year of employment
- Manlift Operator certificate within the first year of employment

Education and Experience:

Equivalent to completion of 12th grade and who possesses the experience, knowledge, and abilities listed above will be considered to possess the necessary education. Five years of journeyman level experience in energy management systems and the maintenance and repair of heating, ventilation, and air conditioning systems; chillers; and boilers.

Physical Demands

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

Working Conditions:

- Duties are primarily performed in the Santa Maria or Lompoc campus and other off-campus centers as assigned.
- Duties are performed indoors and outdoors.
- Work requires standing, walking, climbing up and down ladders for prolonged periods.
- Work may require working with crane operators for removing or installing equipment on rooftops or hard to access areas.
- The incumbent may experience interruptions while performing normal duties during the regular workday.

Special Qualification:

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

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Reappointment of Interim Classified Management Position | Item Number: 12.Z. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The following interim management appointment is recommended:

Holly Nolan Chavez, FROM grants analyst II, institutional grants, full time, 12 months, 37 hours weekly, range 30-E, classified bargaining unit salary schedule to interim project director, South Coast Environmental, Health, Safety and Homeland Security Environmental Training Center, full time, six (6) months, range 20-F, management salary schedule, effective July 1, 2017 through December 31, 2017, or earlier per district need, and contingent upon continued funding.

Ms. Nolan Chavez was approved to work out-of-class out of bargaining unit as interim project director, South Coast Environmental, Health, Safety and Homeland Security Environmental Training Center at the September 13, 2016 Board of Trustees meeting, effective October 1, 2016 through June 30, 2017, or earlier per district need, and contingent upon continued funding. Ms. Nolan Chavez remains out-of-class out of bargaining unit.

Reason: Ms. Nolan Chavez is replacing Margaret Lau, who was promoted to dean, academic affairs, effective July 1, 2016. Ms. Nolan Chavez will achieve deliverables and fulfill grant goals and objectives.

FISCAL IMPACT

The cost to Environmental Training Center grant is approximately \$59,265 for the 2017-2018 fiscal year and will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the reappointment of Holly Nolan Chavez, interim project director, South Coast Environmental, Health, Safety and Homeland Security Environmental Training Center, effective July 1, 2017 through December 31, 2017, or earlier per district need, and contingent upon continued funding.

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

**ACTION ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Campus Law Enforcement Services | Item Number: 14.A. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 1 |

BACKGROUND

Upon his employment on September 1, 2016 and as directed, the Chief Grohowski began a review of Allan Hancock College Campus Police Department “to systematically examine all of our business practices at both the police department and throughout the campus to identify our strengths and weaknesses, and to make recommendations and remedy our shortfalls” as outlined in an 11 page document titled “Campus Safety/AHCPD Assessment Report” submitted on September 30, 2016. That report detailed the following deficiencies:

- 1) Inadequate staffing/lack of adequate officer backup
- 2) Out-of-date policies and procedures
- 3) Lack of compliance with training requirements
- 4) Equipment deficits
- 5) Inadequate facilities
- 6) Need for upgraded/additional technology

Chief Grohowski’s predecessor, Interim Chief Nartatez, had also noted the same areas of need and had begun to make changes when he was temporarily employed with the District. However, for each of the above, Chief Grohowski noted persistent potential safety and operational concerns and liabilities.

On November 29, 2016, the Chief submitted another report titled “Police Department Restructure/Reorganization,” recommending staffing changes to address one of the six deficiencies detailed in the “Campus Safety/AHCPD Assessment Report.” The Chief submitted a “Police Department Consolidation Plan” on January 15, 2017 that more thoroughly addressed the breadth of the deficiencies outlined in the assessment report by partnering with a local law enforcement agency.

Staff immediately began remedying those areas of deficiency in campus police that could be addressed; however, significant safety and operational concerns persist, touching all of the six areas listed above.

FISCAL IMPACT

None at this time.

RECOMMENDATION

Staff recommends that the board of trustees direct the development of a proposal to thoroughly address persistent safety and operational concerns in the delivery of campus law enforcement services. Staff will present the proposal at a public meeting of the Board for further discussion and action.

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

**ACTION ITEM**

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Adoption of the 2017-2018 Allan Hancock Joint Community College District Tentative Budget | Item Number: 14.B. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 31 |

BACKGROUND

Attached is the 2017-2018 Allan Hancock Joint Community College District tentative budget. The budget document is submitted for review and adoption.

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

The budgets presented are tentative only and subject to further review and revision. Included are projections of income and expenditures for fiscal year 2017-2018 and yet to be finalized federal, state, and local funding for 2017-2018. Further adjustments will be made as the district ledgers are closed for fiscal year 2016-2017, as the California state budget is finalized, and as refinements in expenditure projections are completed.

A proposed budget will be available for public inspection September 5 through 8, 2017. The district is required to hold a public hearing and adopt the 2017-2018 budget on or before the 15th day of September. The board of trustees is required to establish a date for the public hearing.

(continued)

FISCAL IMPACT

The tentative budget provides the initial estimate of funding available for fiscal year 2017-2018.

RECOMMENDATION

Staff recommends that the board of trustees adopt the 2017-2018 tentative budget and establish the public hearing for the proposed adopted budget on September 12, 2017, at 6 p.m. in the Allan Hancock College Boardroom.

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

2017-2018 Tentative Budget

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

- General Fund - Unrestricted
- General Fund - Restricted
- Bond Interest and Redemption Fund
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability Self-Insurance Fund
- Post-Employment Benefits Fund
- 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

Budget development activities for fiscal year 2017-2018 have focused on maintaining fiscal stability and managing reserves. The following information is provided to highlight significant components of the tentative budget and to assist in the overall review process.

GENERAL FUND UNRESTRICTED BUDGET

| General Fund Unrestricted | 2016-17 Adopted Budget | 2017-18 Tentative Budget |
|----------------------------------|---------------------------------------|---|
| Revenue | <u>\$58,173,017</u> | <u>\$57,568,074</u> |
| Expense | <u>\$57,758,843</u> | <u>\$59,698,901</u> |
| Income | <u>\$414,174</u> | <u>(\$2,130,827)</u> |
| Unrestricted Reserve | \$5,596,809 | \$4,116,634 |
| % of Total Expenditure | 9.69% | 6.89% |

Note: At this time the budget is out of balance by \$2,130,827, with expenses exceeding revenues, resulting in an unrestricted reserve of 6.89 percent. The district is continuing to review all expenditure augmentation requests, plus revenue enhancement and expenditure reduction possibilities with the intention of developing a balanced budget with an appropriate reserve for 2017-2018. The tentative budget does not include estimates for the impact of negotiations with the Part-time Faculty Association or the CSEA bargaining units.

INCOME

The tentative fiscal year 2017-2018 budgeted income assumes a base funding level from fiscal year 2016-2017, and is contingent upon AHC reporting sufficient FTES in fiscal year 2017-2018 to maintain mid-size college base funding. Actual FTES growth is budgeted to be flat. Assumptions for increases in COLA and base funding are conservative relative to Governor Brown's May revise and may be adjusted once the state budget is approved.

| | Dollars | Percentage |
|------------------------------|----------------------|--------------|
| COLA | \$547,164 | 1% |
| Growth | \$ 0 | 0% |
| Projected Deficit | (\$1,381,588) | 2.5% |
| Base Revenue Increase | \$927,464 | 1.74% |

EXPENDITURES

The tentative fiscal year 2017-2018 budgeted expenditures reflect continuation of existing programs and services at the 2016-2017 approved funding levels, with the addition of projected expenses for increases in salary schedule movement, new hires, departmental reorganizations, employee reclassifications, increases in PERS/STRS, and other significant benefit changes known at this time. Workers' Compensation expense is down due to a rate reduction reflecting ongoing reductions in claims. Supplies and Other Operating Expenses include approved budget augmentation requests for non-instructional supplies, student transportation, and personal service contracts. Significant changes to expenditures are noted below.

| | Dollars |
|------------------------------|--------------------|
| Salaries | \$501,047 |
| PERS/STRS | \$453,356 |
| Workers' Compensation | (\$206,673) |
| Supplies | \$169,086 |
| Other Operating | \$485,720 |

GENERAL FUND-RESTRICTED

The restricted general fund accounts for resources available for the operation and support of the educational programs that are specifically restricted by donors or other outside agencies as to their expenditure. Only the known or approved grants and categorical programs have been included at this time. Unbudgeted expenditures are reflected in the restricted reserve accounts pending final program approval. Expenditure budgets still reflect approximately 85 to 95 percent of prior year funding and will be adjusted to reflect approved funding levels upon action of the state legislature.

BOND INTEREST AND REDEMPTION FUND

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

CHILD DEVELOPMENT FUND

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

PCPA FUND

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

CAPITAL OUTLAY PROJECTS FUND

The capital outlay projects fund is used to account for the accumulation of money for the acquisition of capital outlay items or construction. Projects include scheduled maintenance and Proposition 39 energy efficiency projects.

GENERAL OBLIGATION BOND BUILDING FUND

The general obligation bond building fund is used to account for the proceeds from the issuance of the election of 2006 general obligation bonds and for authorized expenditures related to those proceeds. The first series of general obligation bonds, in the amount of \$68 million, was issued during 2006-07. The second and third series in the amount of \$30 million were issued during 2009-10. The fourth series was issued during 2012-13 in the amount of approximately \$39 million. The fifth series in the amount of approximately \$8.8 million was issued during 2013-14.

General Obligation Refunding Bonds were issued during 2014-15 (outstanding Series A bonds in the amount of \$52,260,000 were refinanced at a lower interest rate to the advantage of the tax payer).

DENTAL SELF-INSURANCE FUND

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

HEALTH EXAMS FUND

The health exams fund is a self-insurance fund and accounts for the transactions related to the employee physical examinations benefit. The district will maintain a fund balance equal to projected outstanding obligations as of June 30, 2017.

PROPERTY AND LIABILITY SELF-INSURANCE FUND

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

POST-EMPLOYMENT BENEFITS FUND

The tentative budget reflects an ongoing transfer of assets to the GASB 74/75 (formerly GASB 45) reserve account. This funding represents the “normal” cost of funding current and future employees’ retirement benefits and will be transferred into the OPEB trust. It is expected that the July 1, 2017 actuarial analysis will confirm that the Actuarial Accrued Liability (AAL) related to past retiree health benefits is fully funded.

STUDENT FINANCIAL AID TRUST FUND

The student financial aid trust fund accounts for the deposit and direct payment of government-funded student aid. These moneys are restricted and may not be used for other purposes. The 2017-2018 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2017-2018 award year.

SCHOLARSHIP AND LOAN TRUST FUND

The scholarship and loan trust fund is used to account for such gifts, donations, bequests, and devises (subject to donor restrictions) that are to be used for scholarships or for grants in aid and loans to students. The board of trustees established a separate bank account in December 2015 to account for the income and expenses pertaining to providing emergency loans to AHC student veterans.

ASSOCIATED STUDENTS TRUST FUND

The associated students trust fund is designated to account for moneys held in trust by the district for organized student body associations. The fund is supported in part by a \$50,000 annual distribution received as a portion of commissions paid to AHC from Follett for operation of the Santa Maria and Lompoc Valley Center bookstores.

STUDENT REPRESENTATION FEE TRUST FUND

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

STUDENT BODY CENTER FEE TRUST FUND

The student body center fee trust fund is designed to account for income and expenditure of moneys for fees collected pursuant to Education Code Section 76375, which provides for the building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fund was established at the August 20, 1996 board meeting. The district began to collect the fees in spring 1997.

DISTRICT TRUST FUND

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

STUDENT CLUBS AGENCY FUND

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

FOUNDATION AGENCY FUND

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

AHC VITICULTURE & ENOLOGY FOUNDATION AGENCY FUND

The Allan Hancock College Viticulture & Enology Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of obtaining a bonded winery permit for commercial production of wine at a bonded winery operated as part of an instructional program in viticulture and enology.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - UNRESTRICTED**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--------------------------------------|-------------------------|-------------------|--------------------------|
| | Unrestricted | 5,963,674 | 5,963,674 | 6,247,461 |
| | Restricted Reserves | 2,734,461 | 2,734,461 | 2,519,764 |
| | NET BEGINNING BALANCE JULY 1 | 8,698,135 | 8,698,135 | 8,767,225 |
| | FEDERAL INCOME | | | |
| 8110 | Forest Reserve | 4,200 | 4,200 | 4,200 |
| 8199 | Other Federal Income | 30,000 | 30,000 | 30,000 |
| Total | Federal Income | 34,200 | 34,200 | 34,200 |
| | STATE INCOME | | | |
| 8611 | Principal Apportionment | 26,573,003 | 26,573,003 | 28,041,374 |
| 8611 | Principal Apportionment - Prior Year | 314,707 | 314,707 | 0 |
| 8612 | Apprenticeship | 31,096 | 31,096 | 31,096 |
| 8614 | Board Financial Assistance Program | 135,027 | 135,027 | 135,027 |
| 8630 | Education Protection Account | 7,671,026 | 7,671,026 | 7,671,026 |
| 8672 | Homeowners Property Tax Relief | 75,000 | 75,000 | 75,000 |
| 8680 | Lottery Funds | 1,223,136 | 1,223,136 | 1,223,136 |
| 8681 | Mandated Cost Claims | 265,000 | 265,000 | 265,000 |
| 8681 | Mandate Block Grant | 850,966 | 850,966 | 0 |
| 8699 | Full-Time Faculty | 0 | 0 | 0 |
| 8699 | Other State Funds | 239,606 | 239,606 | 239,606 |
| Total | State Income | 37,378,567 | 37,378,567 | 37,681,265 |
| | LOCAL INCOME | | | |
| 8811 | District Taxes - Secured Roll | 12,500,000 | 12,500,000 | 12,500,000 |
| 8812 | District Taxes - Supplemental Roll | 250,000 | 250,000 | 250,000 |
| 8813 | District Taxes - Unsecured Roll | 580,000 | 580,000 | 580,000 |
| 8816 | District Taxes - Prior Years | 0 | 0 | 0 |
| 8817 | District Taxes - ERAF | 1,800,000 | 1,800,000 | 1,800,000 |
| 8818 | Redevelopment Agency Funds | 300,000 | 300,000 | 300,000 |
| 8820 | Contributed Income | 260,501 | 260,501 | 210,000 |
| 8831 | Contract Instructional Services | 120,000 | 120,000 | 120,000 |
| 8840 | Sales | 18,000 | 18,000 | 18,000 |
| 8850 | Rentals and Leases | 20,000 | 20,000 | 20,000 |
| 8860 | Interest and Investment Income | 75,000 | 75,000 | 75,000 |
| 8872 | Community Services Classes | 120,000 | 120,000 | 120,000 |
| 8874 | Enrollment Fees | 2,718,920 | 2,718,920 | 2,718,920 |
| 8875 | Use of Nondistrict Facilities | 6,800 | 6,800 | 2,500 |
| 8877 | Sales, Instructional Materials | 442,175 | 442,175 | 188,189 |
| 8879 | Student Records | 50,000 | 50,000 | 50,000 |
| 8880 | Nonresident Tuition | 525,000 | 525,000 | 525,000 |
| 8885 | Student Fines/Fees | 7,000 | 7,000 | 7,000 |
| 8890 | Miscellaneous Income | 383,110 | 383,110 | 328,000 |
| 8890 | Prior Year Adjustment | 0 | 0 | 0 |
| 8891 | Parking Citations | 30,000 | 30,000 | 30,000 |
| Total | Local Income | 20,206,506 | 20,206,506 | 19,812,609 |
| | INCOMING TRANSFERS | | | |
| 8980 | Interfund Transfers | 1,306,623 | 1,306,623 | 10,000 |
| Total | Incoming Transfers | 1,306,623 | 1,306,623 | 10,000 |
| TOTAL | INCOME - ALL SOURCES | 58,925,896 | 58,925,896 | 57,568,074 |
| TOTAL | BEGINNING BALANCE AND INCOME | 67,624,031 | 67,624,031 | 66,335,299 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - UNRESTRICTED**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--|-------------------------------|-------------------|--------------------------------|
| 1000 | ACADEMIC SALARIES | | | |
| 1100 | Regular-Instructional Salaries | 9,579,812 | 9,579,812 | 9,223,730 |
| 1200 | Regular Non-Instructional Salaries | 4,971,043 | 4,971,043 | 5,276,601 |
| 1300 | Other Instructional Salaries | 8,446,884 | 8,446,884 | 8,446,883 |
| 1400 | Other Non-Instructional Salaries | 846,291 | 846,291 | 884,835 |
| Total | Academic Salaries | 23,844,030 | 23,844,030 | 23,832,049 |
| 2000 | CLASSIFIED SALARIES | | | |
| 2100 | Regular Classified Salaries | 11,186,980 | 11,186,980 | 11,980,218 |
| 2200 | Regular Inst Aide Salaries | 790,525 | 790,525 | 965,397 |
| 2300 | Other Classified Salaries | 607,205 | 607,205 | 651,699 |
| 2400 | Other Inst Aide Salaries | 539,301 | 539,301 | 268,989 |
| Total | Classified Salaries | 13,124,011 | 13,124,011 | 13,866,303 |
| 3000 | STAFF BENEFITS | | | |
| 3100 | State Teachers' Retirement | 2,694,362 | 2,694,362 | 2,784,135 |
| 3200 | Public Employees' Retirement | 1,671,011 | 1,671,011 | 2,060,922 |
| 3300 | Social Security - OASDI | 1,304,324 | 1,304,324 | 1,342,742 |
| 3400 | Health and Welfare | 4,576,704 | 4,576,704 | 4,766,463 |
| 3500 | Unemployment Insurance | 30,363 | 30,363 | 59,771 |
| 3600 | Workers' Compensation Insurance | 871,319 | 871,319 | 667,768 |
| 3700 | Other Benefits Retirement | 162,500 | 162,500 | 173,016 |
| 3900 | Other Benefits | 20,705 | 20,705 | 20,705 |
| Total | Staff Benefits | 11,331,288 | 11,331,288 | 11,875,522 |
| 4000 | BOOKS, SUPPLIES, AND MATERIALS | | | |
| 4300 | Instructional Supplies | 541,283 | 541,283 | 282,680 |
| 4500 | Non-Instructional Supplies | 726,001 | 726,001 | 708,446 |
| 4600 | Pupil Transportation Supplies | 198,696 | 198,696 | 217,091 |
| 4700 | Food Supplies | 13,023 | 13,023 | 7,651 |
| Total | Books, Supplies, and Materials | 1,479,003 | 1,479,003 | 1,215,868 |
| 5000 | OPERATING EXPENSES & SERVICES | | | |
| 5100 | Contract for Personal Services | 1,387,297 | 1,387,297 | 1,210,067 |
| 5200 | Travel, Conf. and In-Service Training | 218,625 | 218,625 | 203,221 |
| 5300 | Dues, Memberships, and Licenses | 633,537 | 633,537 | 774,752 |
| 5400 | Insurance | 455,168 | 455,168 | 455,168 |
| 5500 | Utilities and Housekeeping Services | 1,887,476 | 1,887,476 | 1,867,515 |
| 5600 | Rents, Leases and Repairs | 1,681,607 | 1,681,607 | 1,568,419 |
| 5700 | Legal, Elections and Audit Expenses | 363,014 | 363,014 | 327,764 |
| 5800 | Other Services, Postage, Advertising | 287,218 | 287,218 | 305,683 |
| 5900 | Other Operating Expenses | (115,000) | (115,000) | (115,000) |
| Total | Operating Expenses & Services | 6,798,942 | 6,798,942 | 6,597,589 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - UNRESTRICTED**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|--------------------|---|-------------------------------|-------------------|--------------------------------|
| 6000 | CAPITAL OUTLAY | | | |
| 6100 | Sites and Improvements | 13,219 | 13,219 | 12,000 |
| 6200 | Buildings & Improvements | 118,762 | 118,762 | 77,110 |
| 6300 | Books and Media for Libraries | 67,799 | 67,799 | 67,274 |
| 6400 | Equipment | 333,156 | 333,156 | 99,590 |
| Total | Capital Outlay | 532,936 | 532,936 | 255,974 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfer - Technology Reserve | 0 | 0 | 325,000 |
| 7300 | Interfund Transfer - Cap Proj - Misc Projects | 15,000 | 15,000 | 15,000 |
| 7300 | Interfund Transfer - Co-curricular | 123,047 | 123,047 | 107,047 |
| 7300 | Interfund Transfer - Child Development | 10,000 | 10,000 | 10,000 |
| 7300 | Interfund Transfer - PCPA | 1,426,949 | 1,426,949 | 1,426,949 |
| 7300 | Interfund Transfer - ASBG | 50,000 | 50,000 | 50,000 |
| 7300 | Interfund Transfer - Restricted G/F | 51,100 | 51,100 | 51,100 |
| 7500 | Student Financial Aid | 70,000 | 70,000 | 70,000 |
| 7600 | Misc Payments to/for Students | 500 | 500 | 500 |
| Total | Other Outgo | 1,746,596 | 1,746,596 | 2,055,596 |
| Total | Expenditures and Other Outgo | 58,856,806 | 58,856,806 | 59,698,901 |
| 7900 | Appropriation for Contingencies | 5,843,706 | 0 | 4,116,634 |
| 7920 | Reserve for Recovery | 0 | 0 | 0 |
| 7922 | Restricted Reserve-Mandate Funds | 850,966 | 850,966 | 850,966 |
| 7923 | Reserve for One-Time Funds | 341,095 | 0 | 0 |
| 7995 | Reserve for Attrition | 59,168 | 0 | 0 |
| 7925 | Restricted Reserve | 1,468,798 | 1,468,798 | 1,468,798 |
| 7991 | Reserve for Reallocation | 203,492 | 200,000 | 200,000 |
| 7994 | Reserve for OPEB | 0 | 0 | 0 |
| TOTAL | EXPENDITURES, OTHER OUTGO AND CONTINGENCIES | 67,624,031 | 61,376,570 | 66,335,299 |
| | General Reserve (Net Ending Balance) | 0 | 6,247,461 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 67,624,031 | 67,624,031 | 66,335,299 |

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - RESTRICTED

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--|-------------------------|----------------|--------------------------|
| | NET BEGINNING BALANCE JULY 1 | 12,806,883 | 12,806,885 | 11,123,963 |
| | FEDERAL INCOME | | | |
| 8120 | College Work Study | 192,035 | 192,035 | 192,035 |
| 8121 | Higher Education Act/Title V | 1,713,077 | 1,713,077 | 394,577 |
| 8133 | Workforce Investment Act WIA | 0 | 0 | 0 |
| 8140 | TANF | 62,781 | 62,781 | 62,046 |
| 8170 | VTEA - Basic Grant | 0 | 0 | 0 |
| 8170 | VTEA - Special Projects | 575,541 | 575,541 | 546,763 |
| 8170 | Tech-Prep/CTE Grants | 0 | 0 | 0 |
| 8199 | Other Federal Income | 494,649 | 494,649 | 443,436 |
| Total | Federal Income | 3,038,083 | 3,038,083 | 1,638,857 |
| | STATE INCOME | | | |
| 8619 | Basic Skills Apportionment | 271,256 | 271,256 | 84,077 |
| 8621 | Disabled Students Programs & Svc | 594,635 | 594,635 | 610,074 |
| 8622 | Extended Opportunity Program & Services | 782,733 | 782,733 | 743,596 |
| 8624 | Cooperative Agencies Resources for Education CARE | 336,334 | 336,334 | 319,517 |
| 8625 | Other State Categorical Programs | 511,467 | 511,467 | 468,397 |
| 8626 | Student Success and Support Programs | 5,050,663 | 5,050,663 | 2,886,130 |
| 8627 | Block Grant/Instructional Equipment & Physical Plant | 869,346 | 869,346 | 0 |
| 8628 | CalWORKS | 338,004 | 338,004 | 321,186 |
| 8651 | Foster Parent Training Grant | 103,278 | 103,278 | 94,077 |
| 8653 | Economic Development | 1,533,009 | 1,533,009 | 631,619 |
| 8654 | Child Dev Trng Consortium | 7,751 | 7,751 | 7,500 |
| 8655 | Scheduled Maintenance & Special Repair | 0 | 0 | 0 |
| 8656 | Independent Living Grant | 0 | 0 | 0 |
| 8658 | Prop 39 Energy Efficiency | 96,008 | 96,008 | 0 |
| 8659 | Misc. State Grants | 2,995,330 | 2,995,330 | 1,899,669 |
| 86XX | Other State Revenues | 945,864 | 945,864 | 896,360 |
| Total | State Income | 14,435,678 | 14,435,678 | 8,962,202 |
| | LOCAL INCOME | | | |
| 8820 | Contributions | 371,583 | 371,583 | 126,950 |
| 8830 | Contracted Instruction | 41,824 | 41,824 | 41,784 |
| 8840 | Sales | 122,242 | 122,242 | 51,000 |
| 8850 | Leases and Rentals | 0 | 0 | 3,000 |
| 8876 | Health Fees | 500,000 | 500,000 | 525,000 |
| 887X | Sales, Instr Mtl | 374,706 | 374,706 | 407,559 |
| 8881 | Parking Services Fees | 285,000 | 285,000 | 265,000 |
| 8885 | Other Student Fees | 49,371 | 49,371 | 53,400 |
| 8890 | Other Income | 316,032 | 316,032 | 25,573 |
| Total | Local Income | 2,060,758 | 2,060,758 | 1,499,266 |
| | INCOMING TRANSFERS | | | |
| 8980 | Interfund Transfers | 55,484 | 55,484 | 55,300 |
| TOTAL | INCOME - ALL SOURCES | 19,590,003 | 19,590,003 | 12,155,625 |
| TOTAL | BEGINNING BALANCE AND INCOME | 32,396,886 | 32,396,888 | 23,279,588 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - RESTRICTED**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--|-------------------------|----------------|--------------------------|
| 1000 | ACADEMIC SALARIES | | | |
| 1100 | Regular-Instructional Salaries | 385,541 | 385,541 | 145,012 |
| 1200 | Regular Non-Instructional Salaries | 1,861,339 | 1,861,339 | 1,830,346 |
| 1300 | Other Instructional Salaries | 56,768 | 56,768 | 2,105 |
| 1400 | Other Non-Instructional Salaries | 999,444 | 999,444 | 395,987 |
| Total | Academic Salaries | 3,303,092 | 3,303,092 | 2,373,450 |
| 2000 | CLASSIFIED SALARIES | | | |
| 2100 | Regular Classified Salaries | 2,642,517 | 2,642,517 | 2,515,560 |
| 2200 | Regular Inst Aide Salaries | 274,845 | 274,845 | 292,221 |
| 2300 | Other Classified Salaries | 1,179,737 | 1,179,737 | 685,635 |
| 2400 | Other Inst Aide Salaries | 588,378 | 588,378 | 49,080 |
| Total | Classified Salaries | 4,685,477 | 4,685,477 | 3,542,496 |
| 3000 | STAFF BENEFITS | | | |
| 3100 | State Teachers' Retirement | 363,583 | 363,583 | 319,017 |
| 3200 | Public Employees' Retirement | 349,285 | 349,285 | 359,767 |
| 3300 | Social Security - OASDI & Medicare | 265,935 | 265,935 | 228,364 |
| 3400 | Health & Welfare | 917,505 | 917,505 | 792,525 |
| 3500 | Unemployment Insurance | 5,583 | 5,583 | 3,411 |
| 3600 | Workers' Compensation Insurance | 180,843 | 180,843 | 114,186 |
| 3700 | Non-Academic STRS | 35,916 | 35,916 | 10,903 |
| 3900 | Other Benefits - Projects | 0 | 0 | 0 |
| Total | Staff Benefits | 2,118,650 | 2,118,650 | 1,828,173 |
| 4000 | BOOKS, SUPPLIES, AND MATERIALS | | | |
| 4300 | Instructional Supplies | 939,213 | 939,213 | 766,196 |
| 4500 | Non-instructional Supplies | 1,052,648 | 1,052,648 | 520,342 |
| 4600 | Pupil Transportation Supplies | 99,493 | 99,493 | 79,925 |
| 4700 | Food Supplies | 192,414 | 192,414 | 92,214 |
| Total | Books, Supplies, and Materials | 2,283,768 | 2,283,768 | 1,458,677 |
| 5000 | OPERATING EXPENSES & SERVICES | | | |
| 5100 | Contract for Personal Services | 2,255,962 | 2,255,962 | 1,430,384 |
| 5200 | Travel, Conf. & In-service Training | 731,122 | 731,122 | 378,815 |
| 5300 | Dues, Memberships, and Licenses | 257,934 | 257,934 | 160,441 |
| 5400 | Insurance | 32,979 | 32,979 | 32,979 |
| 5500 | Utilities and Housekeeping Services | 15,466 | 15,466 | 3,584 |
| 5600 | Rents, Leases and Repairs | 323,258 | 323,258 | 162,681 |
| 5700 | Legal, Elections and Audit Expenses | 9,809 | 9,809 | 2,616 |
| 5800 | Other Services, Postage, Advertising | 140,658 | 140,658 | 51,663 |
| 5900 | Indirect Support Charges | 266,035 | 266,035 | 125,866 |
| Total | Operating Expenses & Services | 4,033,223 | 4,033,223 | 2,349,029 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL FUND - RESTRICTED**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--|-------------------------|----------------|--------------------------|
| 6000 | CAPITAL OUTLAY | | | |
| 6100 | Sites and Improvements | 0 | 0 | 0 |
| 6200 | Buildings & Improvement | 561,441 | 561,441 | 24,771 |
| 6300 | Books & Media for Libraries | 103,427 | 103,427 | 14,907 |
| 6400 | Equipment | 2,042,571 | 2,042,571 | 196,964 |
| 6500 | Lease/Purchase Agreements | 0 | 0 | 0 |
| Total | Capital Outlay | 2,707,439 | 2,707,439 | 236,642 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfer - Capital Projects - Infrastructure | 0 | 0 | 0 |
| 7300 | Interfund Transfer - Scheduled Maintenance Projects | 0 | 0 | 0 |
| 7300 | Interfund Transfer - Capital Projects | 0 | 0 | 0 |
| 7300 | Interfund Transfers | 1,376,220 | 1,376,220 | 121,275 |
| 7500 | Student Financial Aid | 435,758 | 435,758 | 275,755 |
| 7600 | Other Payments to Students | 329,298 | 329,298 | 213,227 |
| Total | Other Outgo | 2,141,276 | 2,141,276 | 610,257 |
| 7922 | Restricted Reserve | 11,123,961 | 0 | 10,880,864 |
| TOTAL | EXPENDITURES, OTHER OUTGO AND CONTINGENCY | 32,396,886 | 21,272,925 | 23,279,588 |
| | General Reserve (Net Ending Balance) | 0 | 11,123,963 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 32,396,886 | 32,396,888 | 23,279,588 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
BOND INTEREST AND REDEMPTION FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 7,009,265 | 7,009,265 | 7,130,239 |
| | LOCAL INCOME | | | |
| 86XX | State Revenue | 0 | 0 | 0 |
| 88XX | Local Income | 6,000,000 | 6,000,000 | 6,000,000 |
| 8942 | GO Bond Proceeds | 0 | 0 | 0 |
| TOTAL | Income | 6,000,000 | 6,000,000 | 6,000,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 13,009,265 | 13,009,265 | 13,130,239 |
| | EXPENDITURES | | | |
| | OPERATING EXPENSES & SERVICES | | | |
| 5800 | Other Services | 0 | 0 | 0 |
| | DEBT RETIREMENT | | | |
| 7100 | Debt Retirement | 5,879,026 | 5,879,026 | 5,510,073 |
| 7200 | Other Financing | 0 | 0 | |
| TOTAL | EXPENDITURES | 5,879,026 | 5,879,026 | 5,510,073 |
| 7900 | Appropriation for Contingencies | 7,130,239 | 0 | 7,620,166 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 13,009,265 | 5,879,026 | 13,130,239 |
| | NET ENDING BALANCE | 0 | 7,130,239 | 0 |
| TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 13,009,265 | 13,009,265 | 13,130,239 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
CHILD DEVELOPMENT FUND**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|--------------------|---|-------------------------|------------------|--------------------------|
| | NET BEGINNING BALANCE JULY 1 | 226,171 | 226,171 | 133,919 |
| | FEDERAL INCOME | | | |
| 8100 | Other Federal Income | 350,391 | 350,391 | 277,061 |
| | STATE INCOME | | | |
| 8600 | Other State Income | 417,287 | 417,287 | 430,502 |
| | LOCAL INCOME | | | |
| 8820 | Contributions | 785,000 | 785,000 | 796,643 |
| 8860 | Interest | 700 | 700 | 0 |
| 8890 | Other Local Revenue | 110,000 | 110,000 | 0 |
| Total | Local Income | 895,700 | 895,700 | 796,643 |
| | INCOMING TRANSFERS | | | |
| 8980 | Interfund Transfers | 37,000 | 37,000 | 0 |
| TOTAL | INCOME AND INCOMING TRANSFERS | 1,700,378 | 1,700,378 | 1,504,206 |
| TOTAL | BEGINNING BALANCE AND INCOME | 1,926,549 | 1,926,549 | 1,638,125 |
| | ACADEMIC SALARIES | | | |
| 1000 | | | | |
| 1200 | Regular - Non-instructional Salaries | 237,996 | 237,996 | 208,513 |
| 1300 | Other Instructional Salaries | 0 | 0 | 0 |
| 1400 | Other - Non-instructional Salaries | 32,176 | 32,176 | 12,148 |
| Total | Academic Salaries | 270,172 | 270,172 | 220,661 |
| | CLASSIFIED SALARIES | | | |
| 2000 | | | | |
| 2000 | All Classified Salaries | 460,577 | 460,577 | 108,187 |
| | STAFF BENEFITS | | | |
| 3000 | | | | |
| 3000 | All Staff Benefits | 119,253 | 119,253 | 104,262 |
| | BOOKS, SUPPLIES & MATERIALS | | | |
| 4000 | | | | |
| 4000 | All Books, Supplies & Materials | 453,375 | 453,375 | 436,692 |
| | OTHER OPERATING EXPENSES | | | |
| 5000 | | | | |
| 5100 | Consultants | 228,812 | 228,812 | 152,969 |
| 5200 | Conferences | 8,547 | 8,547 | 4,849 |
| 5300 | Licenses and Permits | 4,314 | 4,314 | 204 |
| 5500 | Utilities | 0 | 0 | 0 |
| 5600 | Contracts, Repairs | 450 | 450 | 75 |
| 5800 | Other Services | 125 | 125 | 0 |
| 5900 | Other Expenses | 13,536 | 13,536 | 0 |
| Total | Other Operating Expenses | 255,784 | 255,784 | 158,097 |
| | CAPITAL OUTLAY | | | |
| 6000 | | | | |
| 6400 | Equipment | 200,000 | 200,000 | 200,000 |
| | OTHER OUTGO | | | |
| 7000 | | | | |
| 7300 | Interfund Transfers | 33,469 | 33,469 | 0 |
| TOTAL | EXPENDITURES | 1,792,630 | 1,792,630 | 1,227,899 |
| 7900 | Appropriations for Contingency | 133,919 | 0 | 410,226 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 1,926,549 | 1,792,630 | 1,638,125 |
| | NET ENDING BALANCE | 0 | 133,919 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 1,926,549 | 1,926,549 | 1,638,125 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
PCPA**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | NET BEGINNING BALANCE JULY 1 | 206,845 | 206,845 | 207,661 |
| | STATE INCOME | | | |
| 8600 | State Grant | 0 | 0 | 0 |
| | LOCAL INCOME | | | |
| 8830 | Contribution from General Fund | 1,426,949 | 1,426,949 | 1,426,949 |
| 8800 | Ticket Revenue | 1,680,681 | 1,680,681 | 1,609,050 |
| 8800 | Other Revenue | 1,098,790 | 1,098,790 | 1,171,996 |
| TOTAL | INCOME | 4,206,420 | 4,206,420 | 4,207,995 |
| TOTAL | BEGINNING BALANCE AND INCOME | 4,413,265 | 4,413,265 | 4,415,656 |
| | EXPENDITURES | | | |
| 1000 | Academic Salaries | 0 | 0 | 0 |
| 2000 | Classified Salaries | 1,853,562 | 1,853,562 | 1,968,436 |
| 3000 | Staff Benefits | 646,397 | 646,397 | 485,625 |
| 4000 | Supplies and Materials | 331,029 | 331,029 | 434,745 |
| 5000 | Operating Expenses and Services | 628,571 | 628,571 | 617,179 |
| 6000 | Capital Outlay | 36,500 | 36,500 | 38,600 |
| 7000 | Other Outgo | 709,545 | 709,545 | 663,410 |
| TOTAL | EXPENDITURES | 4,205,604 | 4,205,604 | 4,207,995 |
| 7900 | Appropriation for Contingencies | 207,661 | 0 | 207,661 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 4,413,265 | 4,205,604 | 4,415,656 |
| | NET ENDING BALANCE | | 207,661 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 4,413,265 | 4,413,265 | 4,415,656 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|-------------------------------------|------------------------|------------------|--------------------------|
| | NET BEGINNING BALANCE JULY 1 | 6,058,563 | 6,058,563 | 6,756,358 |
| | FEDERAL INCOME | | | |
| Total | Federal Income | 0 | 0 | 0 |
| | STATE INCOME | | | |
| 8650 | Community College Construction | 0 | 0 | 0 |
| 8655 | Scheduled Maintenance Income | 0 | 875,351 | 0 |
| 8658 | Prop 39 Energy Efficiency Income | 276,091 | 618,543 | 98,640 |
| 8690 | Other State Revenues | 0 | 0 | 0 |
| Total | State Income | 276,091 | 1,493,894 | 98,640 |
| | LOCAL INCOME | | | |
| 8820 | Contributions | 62,500 | 62,500 | - |
| 8824 | Foundation Contributions | 176,696 | 0 | 175,832 |
| 8860 | Interest | 19,000 | 33,086 | 30,000 |
| 8890 | Other Local Revenue | 1,616 | 21,870 | 1,616 |
| Total | Local Income | 259,812 | 117,456 | 207,448 |
| | INCOMING TRANSFERS | | | |
| 8980 | Interfund Transfers | 15,482 | 15,000 | 15,000 |
| Total | Incoming Transfers | 15,482 | 15,000 | 15,000 |
| TOTAL | INCOME | 551,385 | 1,626,350 | 321,088 |
| TOTAL | BEGINNING BALANCE AND INCOME | 6,609,948 | 7,684,913 | 7,077,446 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| 4000 | BOOKS, SUPPLIES, & MATERIALS | | | |
| 4500 | Operational Supplies | 26,119 | 0 | 11,283 |
| Total | Total Books, Supplies, & Materials | 26,119 | 0 | 11,283 |
| 5000 | OTHER OPERATING EXPENSES | | | |
| 5100 | Consultant & Architectural Svc | 4,001 | 180 | 2,500 |
| 5200 | Conferences/Travel | 0 | 0 | 0 |
| 5300 | Licenses and Permits | 3,000 | 296 | 2,704 |
| 5500 | Utilities | 0 | 0 | 0 |
| 5600 | Contracts, Repairs | 65 | 10,698 | 74 |
| 5700 | Legal Fees | 36,002 | 1,426 | 15,659 |
| 5800 | Other Services | 216 | 0 | 216 |
| Total | Other Operating Expenses | 43,284 | 12,600 | 21,153 |
| 6000 | CAPITAL OUTLAY | | | |
| 6100 | Site Improvement | 0 | 0 | 0 |
| 6200 | Buildings | 1,520,511 | 752,072 | 1,530,565 |
| 6400 | Equipment | 47,781 | 0 | 45,081 |
| 6900 | Construction contingency | 332,245 | 0 | 775,567 |
| Total | Capital Outlay | 1,900,537 | 752,072 | 2,351,213 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Intrafund Transfers | 0 | 163,883 | 0 |
| Total | Other Outgo | 0 | 163,883 | 0 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 1,969,940 | 928,555 | 2,383,649 |
| 7900 | Appropriations for Contingency | 4,640,008 | 0 | 4,693,797 |
| Total | Contingency and Reserves | 4,640,008 | 0 | 4,693,797 |
| | NET ENDING BALANCE | | 6,756,358 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 6,609,948 | 7,684,913 | 7,077,446 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
GENERAL OBLIGATION BOND BUILDING FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | NET BEGINNING BALANCE JULY 1 | 2,949,823 | 2,949,823 | 1,927,902 |
| | LOCAL INCOME | | | |
| 88XX | Local Income | 25,000 | 29,672 | 25,000 |
| TOTAL | Local Income | 25,000 | 29,672 | 25,000 |
| | INCOMING TRANSFERS | | | |
| 8940 | Other Financing Sources | 0 | 0 | 0 |
| TOTAL | Incoming Transfers | 0 | 0 | 0 |
| TOTAL | BEGINNING BALANCE AND INCOME | 2,974,823 | 2,979,495 | 1,952,902 |
| | EXPENDITURES | | | |
| | BOOKS, SUPPLIES, & MATERIALS | | | |
| 4000 | Operational Supplies | 5,345 | 2,099 | 4,326 |
| TOTAL | Total Books, Supplies, & Materials | 5,345 | 2,099 | 4,326 |
| | OPERATING EXPENSES & SERVICES | | | |
| 5000 | Consultant & Architectural Svc | 72,227 | 5,950 | 782 |
| 5100 | District Business Expense | 13,027 | 0 | 0 |
| 5200 | Licenses and Permits | 59,039 | 23,097 | 4,409 |
| 5300 | Utilities | 2,968 | 0 | 36 |
| 5500 | Contracts, Repairs | 775 | 17,236 | 188 |
| 5600 | Legal Fees | 19,314 | 158,346 | 15,181 |
| 5700 | Other Services | 0 | 0 | 0 |
| 5800 | | | | |
| TOTAL | Other Operating Expenses | 167,350 | 204,629 | 20,596 |
| | CAPITAL OUTLAY | | | |
| 6000 | Site Improvement | 0 | 0 | 0 |
| 6100 | Buildings | 660,117 | 266,975 | 452,615 |
| 6200 | Equipment | 806,889 | 577,890 | 316,414 |
| 6400 | Construction Contingency | 65,777 | 0 | 65,766 |
| 6900 | | | | |
| TOTAL | Capital Outlay | 1,532,783 | 844,865 | 834,795 |
| | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 0 | 0 | 0 |
| TOTAL | EXPENDITURES | 1,705,478 | 1,051,593 | 859,717 |
| 7900 | Appropriation for Contingencies | 1,269,345 | 0 | 1,093,185 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 2,974,823 | 1,051,593 | 1,952,902 |
| | NET ENDING BALANCE | 0 | 1,927,902 | 0 |
| TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 2,974,823 | 2,979,495 | 1,952,902 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
DENTAL SELF INSURANCE FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | NET BEGINNING BALANCE JULY 1 | 1,359,985 | 1,359,985 | 1,361,985 |
| | LOCAL INCOME | | | |
| 8830 | Contribution from General Fund | 750,000 | 750,000 | 750,000 |
| 8860 | Interest | 2,000 | 2,000 | 2,000 |
| 8980 | Transfers In | 0 | 0 | 0 |
| TOTAL | INCOME | 752,000 | 752,000 | 752,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 2,111,985 | 2,111,985 | 2,113,985 |
| | EXPENDITURES | | | |
| 5430 | Self Insurance Claims | 750,000 | 750,000 | 750,000 |
| 5890 | Miscellaneous Fees | 0 | 0 | 0 |
| TOTAL | EXPENDITURES | 750,000 | 750,000 | 750,000 |
| 7900 | Appropriation for Contingencies | 1,361,985 | 0 | 1,363,985 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 2,111,985 | 750,000 | 2,113,985 |
| | NET ENDING BALANCE | | 1,361,985 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 2,111,985 | 2,111,985 | 2,113,985 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
HEALTH EXAMS FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | Reserve | 449,814 | 449,814 | 312,383 |
| | NET BEGINNING BALANCE JULY 1 | 449,814 | 449,814 | 312,383 |
| | LOCAL INCOME | | | |
| 8830 | Contribution from General Fund | 0 | 0 | 0 |
| 8860 | Interest | 1,600 | 1,600 | 1,600 |
| 8890 | Other Local Income | 0 | 0 | 0 |
| TOTAL | INCOME | 1,600 | 1,600 | 1,600 |
| TOTAL | BEGINNING BALANCE AND INCOME | 451,414 | 451,414 | 313,983 |
| | EXPENDITURES | | | |
| | STAFF BENEFITS | | | |
| 3000 | Academic Benefits | 8,000 | 8,000 | 8,000 |
| 3410 | Classified Benefits | 116,031 | 116,031 | 116,031 |
| 3420 | Non-Academic Benefits | 15,000 | 15,000 | 15,000 |
| 3430 | | | | |
| TOTAL | EXPENDITURES | 139,031 | 139,031 | 139,031 |
| | OTHER OUTGO | | | |
| 7000 | Interfund Transfer | 0 | 0 | 0 |
| 7390 | | | | |
| TOTAL | OTHER OUTGO | 0 | 0 | 0 |
| 7900 | Appropriation for Contingencies | 312,383 | 0 | 174,952 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 451,414 | 139,031 | 313,983 |
| | NET ENDING BALANCE | | 312,383 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 451,414 | 451,414 | 313,983 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
PROPERTY AND LIABILITY SELF INSURANCE FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | NET BEGINNING BALANCE JULY 1 | 1,133,417 | 1,133,417 | 874,417 |
| | LOCAL INCOME | | | |
| 8830 | Contribution from General Fund | 0 | 0 | 0 |
| 8860 | Interest | 4,000 | 4,000 | 4,000 |
| 8890 | Other Local Income | 0 | 0 | 0 |
| 8910 | Compensation for Loss of Fixed Assets | 0 | 0 | 0 |
| 8980 | Transfers-In | 0 | 0 | |
| TOTAL | INCOME | 4,000 | 4,000 | 4,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 1,137,417 | 1,137,417 | 878,417 |
| | EXPENDITURES | | | |
| 2000 | Classified Salaries | 0 | 0 | 0 |
| 3000 | Staff Benefits | 0 | 0 | 0 |
| 4000 | All Books, Supplies & Materials | 0 | 0 | 0 |
| 5410 | District Insurance | 0 | 0 | 0 |
| 5430 | Self-Insurance Claims | 0 | 0 | 0 |
| 5650 | Contracted Repairs | 0 | 0 | 0 |
| 5740 | Settlements | 0 | 0 | 0 |
| 5830 | Personal Property Damages | 263,000 | 263,000 | 263,000 |
| 6000 | Capital Outlay | 0 | 0 | 0 |
| TOTAL | EXPENDITURES | 263,000 | 263,000 | 263,000 |
| 7900 | Appropriation for Contingencies | 874,417 | 0 | 615,417 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 1,137,417 | 263,000 | 878,417 |
| | NET ENDING BALANCE | 0 | 874,417 | 0 |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 1,137,417 | 1,137,417 | 878,417 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
POST-EMPLOYMENT BENEFITS FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | Trust Reserve for GASB 45 | 1,039,567 | 1,039,567 | 151,000 |
| | NET BEGINNING BALANCE JULY 1 | 1,039,567 | 1,039,567 | 151,000 |
| | LOCAL INCOME | | | |
| 8830 | Contribution from General Fund | 0 | 0 | 0 |
| 8860 | Interest | 1,000 | 1,000 | 1,000 |
| 8890 | Other Local Income | 150,000 | 150,000 | 150,000 |
| | INCOMING TRANSFERS | | | |
| 8980 | Interfund/Intrafund Transfers | 0 | 0 | 0 |
| TOTAL | INCOME | 151,000 | 151,000 | 151,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 1,190,567 | 1,190,567 | 302,000 |
| | EXPENDITURES | | | |
| | STAFF BENEFITS | | | |
| 3000 | Academic Benefits | 0 | 0 | 0 |
| 3410 | Classified Benefits | 0 | 0 | 0 |
| 3420 | Non-Academic Benefits | 0 | 0 | 0 |
| 3430 | Retired/Active Health and Welfare | 1,039,567 | 1,039,567 | 151,000 |
| 3440 | | | | |
| TOTAL | EXPENDITURES | 1,039,567 | 1,039,567 | 151,000 |
| | OTHER OUTGO | | | |
| 7000 | Interfund/Intrafund Transfer | 0 | 0 | 0 |
| 7390 | | | | |
| TOTAL | OTHER OUTGO | 0 | 0 | 0 |
| 7900 | Appropriation for Contingencies | 151,000 | 0 | 151,000 |
| TOTAL | EXPENDITURES AND CONTINGENCIES | 1,190,567 | 1,039,567 | 302,000 |
| | NET ENDING BALANCE | | 151,000 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 1,190,567 | 1,190,567 | 302,000 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
STUDENT FINANCIAL AID TRUST FUND**

| Account Number | Description | 2016-17 Revised Adopted | 2016-17 Actual | 2017-18 Tentative Budget |
|--------------------|---|-------------------------|-------------------|--------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 21,600 | 21,600 | 21,600 |
| | FEDERAL INCOME | | | |
| 8150 | Supplemental Ed. Opportunity Grants Prog. | 189,731 | 189,731 | 189,731 * |
| 8153 | Pell Grant Program | 10,030,486 | 10,030,486 | 2,500,000 * |
| 8199 | Other Federal Income | 0 | 0 | 0 |
| Total | Federal Income | 10,220,217 | 10,220,217 | 2,689,731 |
| | STATE INCOME | | | |
| 8625 | Other Categorical Programs | 312,529 | 312,529 | 0 |
| 8659 | Cal Grant | 1,044,086 | 1,044,086 | 0 |
| 8699 | Other State Revenues | 71,829 | 71,829 | 0 |
| Total | State Income | 1,428,444 | 1,428,444 | 0 |
| | LOCAL INCOME | | | |
| 8890 | Other | 0 | 0 | 0 |
| 8980 | Interfund Transfers | 183,577 | 183,577 | 0 |
| Total | Local Income | 183,577 | 183,577 | 0 |
| TOTAL | INCOME | 11,832,238 | 11,832,238 | 2,689,731 |
| TOTAL | BEGINNING BALANCE AND INCOME | 11,853,838 | 11,853,838 | 2,711,331 |
| | EXPENDITURES | | | |
| 5000 | Operating Expenses & Services | 0 | 0 | 0 |
| | OTHER OUTGO | | | |
| 7390 | Interfund Transfers | 0 | 0 | 0 |
| 7510 | Pell Grant Program | 10,030,486 | 10,030,486 | 2,500,000 * |
| 7512 | Pell/SEOG Overpayments | 0 | 0 | 0 |
| 7520 | Supplemental Ed. Opportunity Grants Prog. | 189,731 | 189,731 | 189,731 * |
| 7252 | FT Student Success Grant | 312,529 | 312,529 | 0 |
| 7530 | Scholarships from Other Institutions | 0 | 0 | 0 |
| 7540 | Extended Opportunity Prog. & Serv. Grants | 83,650 | 83,650 | 0 |
| 7541 | EOPS Loans | 0 | 0 | 0 |
| 7542 | CARE Grants | 19,925 | 19,925 | 0 |
| 7542 | CAFYES Grants | 70,000 | 70,000 | 0 |
| 7550 | Cal Grant B | 1,032,912 | 1,032,912 | 0 |
| 7551 | Cal Grant C | 11,174 | 11,174 | 0 |
| 7591 | Pell Grant Prior Year | 0 | 0 | 0 |
| 7592 | SEOG Prior Year | 0 | 0 | 0 |
| 7593 | Cal Grant Prior Year | 71,829 | 71,829 | 0 |
| 7595 | EOPS Prior Year | 0 | 0 | 0 |
| 7612 | Care Child Care Reimbursements | 10,002 | 10,002 | 0 |
| 7900 | EOP&S Loan Contingency | 0 | 0 | 0 |
| 7950 | Restricted Reserve | 21,600 | 0 | 21,600 |
| TOTAL | OTHER OUTGO | 11,853,838 | 11,832,238 | 2,711,331 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 11,853,838 | 11,832,238 | 2,711,331 |
| | General Reserve (Net Ending Balance) | | 21,600 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 11,853,838 | 11,853,838 | 2,711,331 |

* Budget amount reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2017-18 award year

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
SCHOLARSHIP AND LOAN TRUST FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 8,708 | 8,708 | 9,708 |
| | INCOME | | | |
| 8820 | Donations | 1,000 | 1,000 | 1,000 |
| 8860 | Interest | 0 | 0 | 0 |
| 8980 | Interfund Transfer | 0 | 0 | 0 |
| TOTAL | INCOME | 1,000 | 1,000 | 1,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 9,708 | 9,708 | 10,708 |
| | EXPENDITURES | | | |
| 4000 | Supplies & Other | 0 | 0 | 0 |
| 5000 | Operating Expenses & Services | 0 | 0 | 0 |
| TOTAL | EXPENDITURES | 0 | 0 | 0 |
| | OTHER OUTGO | | | |
| 7000 | Student Financial Aid | 1,000 | 0 | 1,000 |
| 7500 | | | | |
| TOTAL | OTHER OUTGO | 1,000 | 0 | 1,000 |
| 7900 | Appropriation for Contingency | 8,708 | 0 | 9,708 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 9,708 | 0 | 10,708 |
| | NET ENDING BALANCE | | 9,708 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 9,708 | 9,708 | 10,708 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
ASSOCIATED STUDENTS TRUST FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|--|------------------------------|-------------------|--------------------------------|
| | Unrestricted (ASB) | 51,477 | 51,477 | 54,082 |
| | Restricted | 15,857 | 15,857 | 13,607 |
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 67,334 | 67,334 | 67,689 |
| | INCOME | | | |
| | A.S.B. | 1,700 | 1,700 | 1,700 |
| | Athletics | 27,355 | 34,260 | 27,795 |
| | Transfer from District | 157,487 | 182,047 | 157,047 |
| | Transfer from Bookstore | 0 | 0 | 0 |
| | Interest | 5 | 5 | 5 |
| | Miscellaneous Income | 0 | 0 | 0 |
| TOTAL | INCOME - ALL SOURCES | 186,547 | 218,012 | 186,547 |
| TOTAL | BEGINNING BALANCE AND INCOME | 253,881 | 285,346 | 254,236 |
| | EXPENDITURES | | | |
| | ASSOCIATED STUDENTS | 49,100 | 49,100 | 49,100 |
| | ATHLETICS | 138,153 | 166,307 | 138,152 |
| | OTHER CO-CURRICULAR | 0 | 0 | 0 |
| | CLUBS & SCHOLARSHIPS | 2,250 | 2,250 | 2,250 |
| TOTAL | EXPENDITURES | 189,503 | 217,657 | 189,502 |
| | Appropriation for Contingencies | 54,082 | 0 | 53,647 |
| TOTAL | EXPENDITURES & CONTINGENCIES | 243,585 | 217,657 | 243,149 |
| | Reserve for ASB | 3,000 | 3,000 | 5,600 |
| | Reserve for Scholarships | 6,850 | 6,850 | 4,600 |
| | Reserve for Athletics | 446 | 3,757 | 887 |
| | Net Ending Balance | | 54,082 | |
| GRAND TOTAL | EXPENDITURES AND ENDING BALANCE | 253,881 | 285,346 | 254,236 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
STUDENT REPRESENTATION FEE TRUST FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|--------------------|---|------------------------------|-------------------|--------------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 9,688 | 9,688 | 9,198 |
| | INCOME | | | |
| 8860 | Interest | 10 | 10 | 10 |
| 8884 | Student Representation Fee | 14,000 | 14,000 | 18,000 |
| 8890 | Other Local Revenue | 0 | 0 | 0 |
| 8890 | Interfund Transfer | 0 | 0 | 0 |
| Total | INCOME | 14,010 | 14,010 | 18,010 |
| TOTAL | BEGINNING BALANCE AND INCOME | 23,698 | 23,698 | 27,208 |
| | EXPENDITURES | | | |
| 4000 | Supplies & Other | 500 | 500 | 500 |
| 5000 | Operating Expenses & Services | 14,000 | 14,000 | 14,000 |
| 6000 | Equipment | 0 | 0 | |
| TOTAL | EXPENDITURES | 14,500 | 14,500 | 14,500 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 0 | 0 | 0 |
| TOTAL | OTHER OUTGO | 0 | 0 | 0 |
| 7900 | Appropriation for Contingency | 9,198 | 0 | 12,708 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 23,698 | 14,500 | 27,208 |
| | NET ENDING BALANCE | | 9,198 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 23,698 | 23,698 | 27,208 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
STUDENT BODY CENTER FEE TRUST FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 117,537 | 117,537 | 118,137 |
| | INCOME | | | |
| 8860 | Interest | 600 | 600 | 600 |
| 8883 | Student Fees | 25,000 | 25,000 | 25,000 |
| 8980 | Interfund Transfer | 0 | 0 | |
| TOTAL | INCOME | 25,600 | 25,600 | 25,600 |
| TOTAL | BEGINNING BALANCE AND INCOME | 143,137 | 143,137 | 143,737 |
| | EXPENDITURES | | | |
| 4000 | Supplies & Other | 0 | 0 | |
| 5000 | Operating Expenses & Services | 0 | 0 | 0 |
| 6000 | Equipment | 25,000 | 25,000 | 25,000 |
| TOTAL | EXPENDITURES | 0 | 25,000 | 25,000 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 0 | 0 | 0 |
| TOTAL | OTHER OUTGO | 0 | 0 | 0 |
| 7900 | Appropriation for Contingency | 143,137 | 0 | 118,737 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 143,137 | 25,000 | 143,737 |
| | NET ENDING BALANCE | | 118,137 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 143,137 | 143,137 | 143,737 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
DISTRICT TRUST FUND**

| Account Number | Description | 2015-16 Actual Income & Expenditures | 2016-17 Est. Income & Expenditures | 2017-18 Est. Income & Expenditures |
|----------------|---|--|--|--|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 751,072 | 842,969 | 886,819 |
| | INCOME | | | |
| 8820 | Donations | 52,840 | 29,000 | 23,746 |
| 8840 | Sales | 207,352 | 180,000 | 161,053 |
| 8850 | Leases and Rentals | 4,500 | 4,500 | 4,500 |
| 8860 | Interest | 381 | 350 | 350 |
| 88XX | Miscellaneous Income | 19,054 | 18,000 | 14,925 |
| 8980 | Interfund Transfers | 37,834 | 35,000 | 3,300 |
| TOTAL | INCOME | 321,961 | 266,850 | 207,874 |
| TOTAL | BEGINNING BALANCE AND INCOME | 1,073,033 | 1,109,819 | 1,094,693 |
| | EXPENDITURES | | | |
| 1000 | Certificated Salaries | 7,732 | 0 | 7,959 |
| 2000 | Classified Salaries | 2,225 | 0 | 5,677 |
| 3000 | Benefits | 0 | 0 | 237 |
| 4000 | Supplies & Materials | 102,380 | 100,000 | 90,679 |
| 5000 | Other Operating Exp & Svcs | 68,299 | 68,000 | 52,999 |
| 6000 | Capital Outlay | 524 | 0 | 0 |
| TOTAL | EXPENDITURES | 181,161 | 168,000 | 157,551 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 33,754 | 40,000 | 31,950 |
| 7600 | Other Payments to/for Students | 15,149 | 15,000 | 100 |
| TOTAL | OTHER OUTGO | 48,903 | 55,000 | 32,050 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 230,064 | 223,000 | 189,601 |
| | NET ENDING BALANCE | 842,969 | 886,819 | 905,092 |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 1,073,033 | 1,109,819 | 1,094,693 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
STUDENT CLUBS AGENCY FUND**

| Account Number | Description | 2015-16 Actual Income & Expenditures | 2016-17 Est. Income & Expenditures | 2017-18 Est. Income & Expenditures |
|----------------|---|--|--|--|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 42,350 | 53,664 | 65,431 |
| | INCOME | | | |
| 8820 | Donations | 13,320 | 12,000 | 12,000 |
| 8840 | Sales | 24,379 | 24,000 | 24,000 |
| 8860 | Interest | 20 | 17 | 17 |
| 88XX | Miscellaneous Income | 11,019 | 7,500 | 7,500 |
| 8980 | Interfund Transfers | 4,600 | 3,750 | 3,750 |
| TOTAL | INCOME | 53,338 | 47,267 | 47,267 |
| TOTAL | BEGINNING BALANCE AND INCOME | 95,688 | 100,931 | 112,698 |
| | EXPENDITURES | | | |
| 4000 | Supplies & Materials | 15,425 | 18,000 | 18,000 |
| 5000 | Other Operating Exp & Svc | 17,277 | 13,000 | 13,000 |
| 6000 | Capital Outlay | 0 | 0 | 0 |
| TOTAL | EXPENDITURES | 32,703 | 31,000 | 31,000 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 4,521 | 2,500 | 2,500 |
| 7500 | Student Assistance | 4,800 | 2,000 | 2,000 |
| TOTAL | OTHER OUTGO | 9,321 | 4,500 | 4,500 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 42,024 | 35,500 | 35,500 |
| | NET ENDING BALANCE | 53,664 | 65,431 | 77,198 |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 95,688 | 100,931 | 112,698 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2016-2017 TENTATIVE
FOUNDATION AGENCY FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Proposed Budget |
|----------------|---|------------------------------|-------------------|-------------------------------|
| | FUND EQUITY | 22,154,144 | 22,154,144 | 22,154,144 |
| | Accumulated Fair Market Value inc/(dec) | | | |
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 22,154,144 | 22,154,144 | 22,154,144 |
| | INCOME | | | |
| | Contributions | 1,144,284 | 1,144,284 | 1,600,000 |
| | District Grant Contributions | 0 | 0 | 58,250 |
| | Interest and Dividends | 500,000 | 500,000 | 500,000 |
| | Gain/Loss on Sale of investments | 100,000 | 100,000 | 100,000 |
| | Change in Asset Portfolio | 650,000 | 650,000 | 750,000 |
| | Royal/Other/Bad Debt Recovery | 6,000 | 6,000 | 2,000 |
| | Transfers in | 500,000 | 500,000 | 0 |
| TOTAL | INCOME | 2,900,284 | 2,900,284 | 3,010,250 |
| TOTAL | BEGINNING BALANCE AND INCOME | 25,054,428 | 25,054,428 | 25,164,394 |
| | EXPENDITURES | | | |
| | Salaries | 262,334 | 262,334 | 260,570 |
| | Employee Benefits | 15,200 | 15,200 | 46,333 |
| | Supplies and Materials | 65,000 | 65,000 | 65,000 |
| | Contracted Personal Services | 10,500 | 10,500 | 10,500 |
| | Conference Expense | 20,000 | 20,000 | 20,000 |
| | Dues and Memberships | 750 | 750 | 4,000 |
| | Licenses, Permits, Filing Fees | 750 | 750 | 0 |
| | Telephone | 750 | 750 | 750 |
| | Technology | 3,000 | 3,000 | 3,000 |
| | Maintenance Agreements | 9,000 | 9,000 | 9,000 |
| | Equipment Leases and Agreements | 1,500 | 1,500 | 1,500 |
| | Postage and UPS | 5,000 | 5,000 | 5,000 |
| | Community Support | 0 | 0 | 50,000 |
| | Brokerage Fees | 145,500 | 145,500 | 145,500 |
| | Miscellaneous | 500 | 500 | 500 |
| | Scholarships/Student Assistance | 540,500 | 540,500 | 555,000 |
| | District/College Support | 1,310,000 | 1,310,000 | 750,000 |
| | PCPA Support | 0 | 0 | 74,000 |
| | Transfers Out/Other Outgo | 510,000 | 510,000 | 0 |
| TOTAL | EXPENDITURES | 2,900,284 | 2,900,284 | 2,000,653 |
| | Reserve for Contingency | 22,154,144 | 0 | 23,163,741 |
| TOTAL | EXPENDITURES AND CONTINGENCY | 25,054,428 | 2,900,284 | 25,164,394 |
| | NET ENDING BALANCE | 0 | 22,154,144 | 0 |
| GRAND TOTAL | EXPENDITURES, CONTINGENCY AND ENDING BALANCE | 25,054,428 | 25,054,428 | 25,164,394 |

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND**

| Account Number | Description | 2016-17 Adopted Budget | 2016-17 Actual | 2017-18 Tentative Budget |
|----------------|---|------------------------------|-------------------|--------------------------------|
| | ADJUSTED NET BEGINNING BALANCE JULY 1 | 54,711 | 54,711 | 54,711 |
| | INCOME | | | |
| 8820 | Donations | 35,000 | 35,000 | 35,000 |
| 8840 | Sales | 25,000 | 25,000 | 25,000 |
| 8860 | Interest | 0 | 0 | 0 |
| 8890 | Miscellaneous Revenue | 0 | 0 | 0 |
| TOTAL | INCOME | 60,000 | 60,000 | 60,000 |
| TOTAL | BEGINNING BALANCE AND INCOME | 114,711 | 114,711 | 114,711 |
| | EXPENDITURES | | | |
| 2000 | Classified Salaries | 15,000 | 15,000 | 15,000 |
| 4000 | Supplies & Other | 20,000 | 20,000 | 20,000 |
| 5000 | Operating Expenses & Services | 10,000 | 10,000 | 10,000 |
| 6000 | Equipment | 10,000 | 10,000 | 10,000 |
| TOTAL | EXPENDITURES | 55,000 | 55,000 | 55,000 |
| 7000 | OTHER OUTGO | | | |
| 7300 | Interfund Transfers | 5,000 | 5,000 | 5,000 |
| TOTAL | OTHER OUTGO | 5,000 | 5,000 | 5,000 |
| 7900 | Appropriation for Contingency | 54,711 | 0 | 54,711 |
| TOTAL | EXPENDITURES AND OTHER OUTGO | 114,711 | 60,000 | 114,711 |
| | NET ENDING BALANCE | | 54,711 | |
| GRAND TOTAL | EXPENDITURES, OTHER OUTGO AND ENDING BALANCE | 114,711 | 114,711 | 114,711 |

ACTION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Capital Maintenance and Emergency Fund Reserve | Item Number: 14.C. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 1 |

BACKGROUND

Budget Council and Facilities Council held a joint meeting on April 24, 2017 to evaluate the need to establish a capital maintenance reserve for ongoing major facilities repairs and upkeep. These councils determined that keeping abreast of major repairs and maintenance requires \$200,000 to \$500,000 in annual funding. Currently there is no dedicated funding source. A proposal to establish a funding mechanism for a restricted reserve for capital maintenance and emergencies was presented to College Council on May 15, 2017. College Council reached consensus to forward the following proposal to the board of trustees.

Annual funding for the restricted reserve for capital maintenance and emergencies would be .10 percent of the replacement value of AHC real property. The reserve cap would be \$1,000,000. Annual funding thereafter would be the amount required to maintain the reserve, up to a maximum of .10 percent of the total replacement value annually.

The funding calculation is below:

| | |
|---|---------------|
| Total replacement value of AHC real property as of January 31, 2016 | \$207,960,380 |
| Annual estimated need for maintenance contingencies and emergency repairs | \$207,960 |
| Percentage of replacement value | 0.10% |

FISCAL IMPACT

\$207,960 will be reserved for capital maintenance and emergency repairs in the 2017-2018 adopted budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed process for funding and maintaining a capital maintenance and emergency fund reserve.

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

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Change of Dates of Regular Board Meetings | Item Number: 14.D. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 1 |

BACKGROUND

Board meetings are currently held on the second Tuesday of the month. There is an opportunity to move the board meetings from the second Tuesday to the third Tuesday of the month with the exception of September and December. Board members are welcomed to propose additional options for consideration.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees set the calendar in a way that best meets their needs.

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

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Faculty Sabbatical Leave | Item Number: 14.E. |
| 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 member be granted sabbatical leave for spring 2018:

1. Jennifer Jozwiak, English Department (spring 2018)

FISCAL IMPACT

In accordance with the faculty contract, funds will be provided to fund three sabbatical applications, and the estimated replacement cost to the district for the position listed above is \$19,072.

RECOMMENDATION

Staff recommends that the board of trustees approve the sabbatical leave request for spring 2018.

| | |
|--|--------------------|
| Administrator Initiating Item: George A. Railey | Final Disposition: |
|--|--------------------|

The sabbatical candidate recommended for the spring 2018 semester is listed below. A brief overview of the sabbatical proposal follows:

- | | | |
|----------------|------------------|--|
| 1. Spring 2018 | Jennifer Jozwiak | The primary emphasis of Ms. Jozwiak's sabbatical is related to the study and application of mindfulness, also known as meditation. The purpose of this sabbatical study is to expand Ms. Jozwiak's professional repertoire of instructional techniques to better respond to the needs of the developmental learners in her English classroom. In the study, Ms. Jozwiak will learn the basics of meditation, learn how to meditate, and teach students how to be mindful and focused in the classroom, which they can extend to their own lives outside the classroom. |
|----------------|------------------|--|

ACTION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: District Travel Request Outside of the State | Item Number: 14.F. |
| Strategic Goal: Goal SLS4: Ensure students are focused | Enclosures: Page 1 of 1 |

BACKGROUND

Robert Mabry, machine technology professor and welding students, Wyatt Allen, Charliemar Collado, Spencer Copeland, Matt Evans, and Sebastian Ramirez will attend the National Leadership and Skills Conference (NLSC) in Louisville, Kentucky, June 19, 2017 through June 24, 2017 to compete in the Skills USA National finals.

FISCAL IMPACT

Estimated to be a maximum of \$8,746 from machine technology funds.

RECOMMENDATION

Staff recommends that the board of trustees approve the authorization to travel for Robert Mabry and students, Wyatt Allen, Charliemar Collado, Spencer Copeland, Matt Evans, and Sebastian Ramirez in June 2017.

| | |
|--|--------------------|
| Administrator Initiating Item: George A. Railey | Final Disposition: |
|--|--------------------|

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Building N Pool Pump Replacement Project, Informal Bid No. 16-202, Notice of Completion | Item Number: 14.G. |
| 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

At the September 13, 2016 meeting, the board of trustees affirmed the award of the Building N Pool Pump Replacement Project 16-202, to Vernon Edwards Constructors Inc. in the amount of \$154,290.00. The project scope of work included providing a new pool pump, water chemistry controller system, and modifications to the piping system.

The close out of the construction requires technical procedures be implemented to ensure compliance with California state public contract code. Part of the process is to file a notice of completion with the County of Santa Barbara. This notice starts the 35-day waiting period to allow a subcontractor or a material supplier a final opportunity to file a stop notice. Upon completion of the time period and with no outstanding stop notices, the college is obligated to release the retention payment to the contractor.

FISCAL IMPACT

There is no fiscal impact to file a notice of completion. A five percent (5%) retention is held.

RECOMMENDATION

Staff recommends that the board of trustees approve filing a notice of completion for Vernon Edwards Constructors Inc. for the Building N Pool Pump Replacement Project.

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

**ACTION ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Resolution 17-27 Honoring Retiring Employees with Ten or More Years of Service | Item Number: 14.H. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

Twenty-one staff and faculty members announced their retirement from Allan Hancock College during the 2016-17 academic year. Resolution 17-27 adds Francis (Jerry) Sommer as an honored retiree for his exemplary service and contributions to the college.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt resolution 17-27 honoring retiree Francis (Jerry) Sommer with ten or more years of service.

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

RESOLUTION 17-27
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
HONORING FRANCIS (JERRY) SOMMER ON HIS RETIREMENT

Whereas, Mr. Sommer has been with Allan Hancock College working in Plant Services since January of 2001;
and

Whereas, Mr. Sommer has worked as a custodian, a maintenance worker II, and finally as a skilled carpenter-
maintenance craftsman excelling in each area; and

Whereas, Jerry has demonstrated exceptional craftsmanship in every project he has been assigned and has
provided creative ways in resolving complicated repairs; and

Whereas, Mr. Sommer has provided excellent customer service in completing work orders and working with his
customers to get things just the way they wanted; and

Whereas, Jerry has tirelessly maintained the building N swimming pool ensuring a safe environment for
swimmers and band aiding the old equipment; and

Whereas, Francis Sommer has been one of the main go-to-guys to work on just about any work order requiring
woodworking, metalworking, rough carpentry, concrete pouring and finishing, and general repair; and

Whereas, Jerry has installed and taken up the dance floor in the Marion Theatre and the stage for graduations on a
routine basis each and every year since he has been here at the Santa Maria campus; and

Whereas, Mr. Sommer has been the white-bearded Santa Claus figure in plant services and has also been the stoic
wise man that could recall where items were last used or last seen better than anyone else; and

Whereas, Francis (Jerry) Sommer is, and will always be, a valued member of the Allan Hancock College family,
and we wish him well in his retirement; and

Now, therefore, be it resolved that the Allan Hancock College Board of Trustees, along with the entire college
community, thanks Francis Sommer for his exceptional service, congratulates him upon his retirement from
the Allan Hancock College, and wishes him the best in his future endeavors.

Dated this 13th day of June, 2017

ACTION ITEM

| | |
|---|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Appointments of Educational Management Employees | Item Number: 14.I. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 12 |

BACKGROUND

The following personnel actions are recommended:

Appointments

1. Frank Ortiz, director of fire, safety, and EMS education, full time, 12 months, range 13-F, management salary schedule, effective July 1, 2017. Employment agreement attached.

Reason: Mr. Ortiz fills the vacancy due to the retirement of David Senior, effective July 1, 2015.

Mr. Ortiz has been the interim director of fire, safety, and EMS education at Allan Hancock College since February 16, 2017. He has been a part-time faculty member at Allan Hancock College in the public safety department since October 2009; from March 1997 to September 2009, he was fire chief for the City of Santa Maria, Santa Maria, California; from March 1995 to March 1997, he was fire division chief for the City of Lodi, Lodi, California; and from December 1977 to March 1995, he also filled the following positions for the City of Lodi: fire battalion chief, fire captain, engineer, and fire fighter. Mr. Ortiz earned an associate of arts degree in Fire Science from San Joaquin Delta College, Stockton, California; he earned a bachelor of arts degree in Business Management from Saint Mary's College, Moraga, California; and he earned a master of science degree in Emergency Services Administration from California State University, Long Beach, Long Beach, California.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$141,537 for the 2017-2018 fiscal year.
2. The cost to the unrestricted general fund is approximately \$171,711 for the 2017-2018 fiscal year which includes a \$2,500 doctoral stipend and a \$2,000 relocation stipend.

These costs will be included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Frank Ortiz, director of fire, safety, and EMS education, effective July 1, 2017; and Robert Curry, Ph.D., dean, academic affairs, effective July 24, 2017.

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

2. Robert Curry, Ph.D., dean, academic affairs, full time, 12 months, range 7-F, management salary schedule, effective July 24, 2017. Employment agreement attached.

Reason: Dr. Curry fills the vacancy created by the retirement of Nancy Meddings, effective January 1, 2017.

Dr. Curry was interim dean, school of arts and sciences at SUNY Alfred State College, Alfred, New York from July 2013 through June 2014; and from July 2014 to present he has been dean, school of arts and sciences at SUNY Alfred State College. From September 2008 to June 2013, he was associate professor and chair at SUNY Alfred State College; and from September 2004 to August 2008, he was assistant professor at SUNY Alfred State College. Dr. Curry earned a bachelor of arts degree in Comparative Literature, Creative Writing, from San Francisco State University, San Francisco, California; a master of arts degree in English from California State University Chico, Chico, California; and a Ph.D. in English from University of Connecticut, Storrs, Connecticut.

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

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
MANAGEMENT EMPLOYMENT AGREEMENT
EDUCATIONAL ADMINISTRATOR**

This Agreement ("Agreement") is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as "Board," and **Frank Ortiz**, hereinafter referred to as "Administrator."

1. Employment:

The District hereby agrees to employ Administrator and Administrator hereby accepts employment as an academic administrator, upon the terms and conditions set forth below. Administrator will serve as the District's **Director, Fire, Safety & EMS Education**. Except as specifically provided in this Agreement, the provisions of California Education Code section 72411 shall govern the terms of Administrator's employment.

2. Term:

District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 1, 2017 and ending June 30, 2019, unless otherwise terminated or extended.

3. Duties and Responsibilities:

By signing this Agreement, the Administrator agrees to devote the Administrator's time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job description for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by the Superintendent/President or supervising administrator.

Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. Salary:

The Employee's annual salary shall be one hundred eight thousand, two hundred and twenty-five dollars (\$108,225.00) per year beginning July 1, 2017.

Employee's salary shall be payable in twelve (12) approximately equal monthly installments. The Board retains the right to adjust the Employee's annual salary during the term of this agreement. Such adjustments shall be in the sole discretion of the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. Health and Welfare Benefits:

Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. Fringe Benefits:

Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:

Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Evaluation:

The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Section 3 of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Paragraph 8 of this Agreement.

9. Termination:

- a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be provided no later than March 15, 2018. Failure to

provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

- b. This Agreement may be terminated by mutual consent in writing at any time prior to its termination.
- c. If the District, at its sole discretion, determines that Administrator will not be reemployed by appointment or contract in his/her administrative position or in any other administrative position at the same salary, District shall give Administrator written notice of this determination on or before March 15 of the final year of this Agreement.
- d. If the Administrator had tenure as a faculty member with the Allan Hancock Joint Community College District before becoming an administrator, the Administrator retains the right to retreat to a faculty position within the District except when terminated for cause per California Education Code section 87732.
- e. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.
- f. Nothing in this Agreement shall be construed to prevent termination of Administrator for cause during the term of this Agreement. If District determines that there is cause to warrant termination of this Agreement, it shall give Administrator written notice of the cause(s). No final decision shall be made until Administrator has been given an opportunity to meet with the Board in closed session and give reasons why the Agreement should not be terminated. The Board shall make the final decision regarding termination of the Agreement, and shall provide the decision to Administrator in writing. The Board's written decision shall be final. If Administrator is terminated pursuant to this provision he/she shall not be entitled to any payment under Section 9.h.
- g. Administrator may terminate Administrator's obligations under this Contract by giving the District at least thirty (30) calendar days advance notice, or as otherwise mutually agreed by both parties.
- h. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator's salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator's last month of service as well as not less than three months health and welfare benefit coverage. If the

employee chooses to exercise retreat rights, he/she will receive the amount set out in this paragraph, less the salary paid to the employee as a faculty member. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract's termination without cause. These liquidated damages represent the Administrator's sole and exclusive remedy for any and all damages, known or unknown, tort, contract, or otherwise, flowing from the termination of Administrator's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.

10. General Terms and Conditions of Employment:

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the Board of Governors of the California Community Colleges and the rules, regulations, and policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as they are not prohibited by law, shall prevail.

11. Savings Clause:

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

12. Miscellaneous Provisions:

- a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement.
- b. This Agreement is the sole, only and entire agreement and understanding between the parties. Neither party has relied on or was induced to enter into this Agreement by any oral or written promise outside of this Agreement, and there are no oral understandings, terms or conditions, express or implied between the parties which are not contained in this Agreement.
- c. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.

d. This Contract shall be construed and interpreted under the laws of the State of California.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the dates and by the individuals and officers indicated below.

Frank Ortiz

FOR THE BOARD OF TRUSTEES OF
ALLAN HANCOCK JOINT
COMMUNITY COLLEGE DISTRICT

Frank Ortiz

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

Date: _____

Date: _____

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
MANAGEMENT EMPLOYMENT AGREEMENT
EDUCATIONAL ADMINISTRATOR**

This Agreement ("Agreement") is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as "Board," and **Robert Curry**, hereinafter referred to as "Administrator."

1. Employment:

The District hereby agrees to employ Administrator and Administrator hereby accepts employment as an academic administrator, upon the terms and conditions set forth below. Administrator will serve as the District's **Dean, Academic Affairs**. Except as specifically provided in this Agreement, the provisions of California Education Code section 72411 shall govern the terms of Administrator's employment.

2. Term:

District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 24, 2017 and ending June 30, 2019, unless otherwise terminated or extended.

3. Duties and Responsibilities:

By signing this Agreement, the Administrator agrees to devote the Administrator's time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job description for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by the Superintendent/President or supervising administrator.

Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. Salary:

The Employee's annual salary shall be one hundred twenty-nine thousand, two hundred twenty-two dollars (\$129,222.00) per year beginning July 24, 2017.

Employee's salary shall be payable in twelve (12) approximately equal monthly installments. The Board retains the right to adjust the Employee's annual salary during the term of this agreement. Such adjustments shall be in the sole discretion of the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. Health and Welfare Benefits:

Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. Fringe Benefits:

Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:

Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Evaluation:

The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Section 3 of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Paragraph 8 of this Agreement.

9. Termination:

- a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be provided no later than March 15, 2018. Failure to

provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

- b. This Agreement may be terminated by mutual consent in writing at any time prior to its termination.
- c. If the District, at its sole discretion, determines that Administrator will not be reemployed by appointment or contract in his/her administrative position or in any other administrative position at the same salary, District shall give Administrator written notice of this determination on or before March 15 of the final year of this Agreement.
- d. If the Administrator had tenure as a faculty member with the Allan Hancock Joint Community College District before becoming an administrator, the Administrator retains the right to retreat to a faculty position within the District except when terminated for cause per California Education Code section 87732.
- e. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.
- f. Nothing in this Agreement shall be construed to prevent termination of Administrator for cause during the term of this Agreement. If District determines that there is cause to warrant termination of this Agreement, it shall give Administrator written notice of the cause(s). No final decision shall be made until Administrator has been given an opportunity to meet with the Board in closed session and give reasons why the Agreement should not be terminated. The Board shall make the final decision regarding termination of the Agreement, and shall provide the decision to Administrator in writing. The Board's written decision shall be final. If Administrator is terminated pursuant to this provision he/she shall not be entitled to any payment under Section 9.h.
- g. Administrator may terminate Administrator's obligations under this Contract by giving the District at least thirty (30) calendar days advance notice, or as otherwise mutually agreed by both parties.
- h. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator's salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator's last month of service as well as not less than three months health and welfare benefit coverage. If the

employee chooses to exercise retreat rights, he/she will receive the amount set out in this paragraph, less the salary paid to the employee as a faculty member. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract's termination without cause. These liquidated damages represent the Administrator's sole and exclusive remedy for any and all damages, known or unknown, tort, contract, or otherwise, flowing from the termination of Administrator's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.

10. General Terms and Conditions of Employment:

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the Board of Governors of the California Community Colleges and the rules, regulations, and policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as they are not prohibited by law, shall prevail.

11. Savings Clause:

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

12. Miscellaneous Provisions:

- a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement.
- b. This Agreement is the sole, only and entire agreement and understanding between the parties. Neither party has relied on or was induced to enter into this Agreement by any oral or written promise outside of this Agreement, and there are no oral understandings, terms or conditions, express or implied between the parties which are not contained in this Agreement.
- c. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.

d. This Contract shall be construed and interpreted under the laws of the State of California.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the dates and by the individuals and officers indicated below.

Robert Curry, Ph.D.

FOR THE BOARD OF TRUSTEES OF
ALLAN HANCOCK JOINT
COMMUNITY COLLEGE DISTRICT

Robert Curry, Ph.D.

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

Date: _____

Date: _____

ACTION ITEM

| | | | |
|-----------------|--|--------------|---------------|
| To: | Board of Trustees | Date: | June 13, 2017 |
| From: | Superintendent/President | | |
| Subject: | Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees | Item Number: | 14.J. |
| Strategic Goal: | Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: | Page 1 of 4 |

BACKGROUND

Effective July 1, 2017, On-Call/Short-Term/Professional Expert Salary Schedule, SS-80, will be revised to reflect the elimination of administrative assistant I, II and III positions, due to overlapping job titles in the classified bargaining unit; and the revision to custodial substitutes I and II, as presented.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employees Salary Schedule, SS-80, to eliminate the administrative assistant I, II, and III job titles; and to revise the custodial substitute I and II job titles, effective July 1, 2017.

| | |
|--|--------------------|
| Administrator Initiating Item: <p style="text-align: center;">Kelly Underwood</p> | Final Disposition: |
|--|--------------------|

**Allan Hancock College Salary Schedule (SS-80)
For On-Call / Short-Term / Professional Expert Employees**

Effective ~~January~~ July 1, 2017

| Range | Hourly Rate | Job Title |
|-------|-------------|--|
| 12 | \$10.50 | Registration Aide Registration Information Aide Technical Aide Program Assistant I Receptionist Security Worker I Administrative Assistant I Cashier I Clerk I Custodial Substitute I |
| 13 | \$10.66 | Accompanist |
| 14 | \$11.03 | Administrative Assistant II Clerk II |
| 15 | \$11.40 | Cashier II Model Courier Substitute I Custodial Substitute II Shipping Receiving Substitute |
| 16 | \$11.80 | Security Worker II |
| 17 | \$12.20 | Groundkeeper Substitute Maintenance Assistant Lifeguard I |
| 18 | \$12.53 | Administrative Assistant III Clerk III |
| 19 | \$12.90 | Lifeguard II |
| 20 | \$13.28 | //////////////////// |
| 21 | \$13.63 | //////////////////// |
| 22 | \$14.00 | Bus Driver Program Assistant II Test Proctor |
| 23 | \$14.37 | //////////////////// |
| 24 | \$14.73 | //////////////////// |
| 25 | \$15.11 | Courier Substitute II Maintenance Assistant II |
| 26 | \$15.59 | Program Assistant III |
| 27 | \$16.09 | //////////////////// |
| 28 | \$16.60 | Maintenance Assistant III |

| | | |
|----|---------|--|
| 29 | \$17.14 | //////////////////// |
| 30 | \$17.69 | //////////////////// |
| 31 | \$18.24 | //////////////////// |
| 32 | \$18.81 | Program Assistant IV Test Administrator Carpenter Substitute |
| 33 | \$25.00 | Program Assistant V |
| 34 | \$28.00 | //////////////////// |
| 35 | \$30.00 | Interpreter I |
| 36 | \$35.00 | Program Assistant VI Interpreter II |
| 37 | \$45.00 | Interpreter III |
| 38 | \$50.00 | Interpreter IV |
| 39 | \$53.00 | Interpreter V |
| 40 | \$\$ | Program Specialist – rate based on grant |

Notations:

Cashier I: performs registration cashier functions only collecting fees for registration

Cashier II: performs registration cashier functions as well as district cashier functions

Clerk I or Administrative Assistant I: a minimum of one year clerical or administrative assisting experience and includes Cal-SOAP tutors

Clerk II or Administrative Assistant II: a minimum of two years clerical or administrative assisting experience

Clerk III or Administrative Assistant III: a minimum of three years clerical or administrative assisting experience

Interpreter I: *Required Certification* - AHC interpreter evaluation at Communication Facilitator Level

Interpreter II: *Required Certification* – Educational Interpreter Performance Assessment level 4.0 (secondary – ASL) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 3 plus 600 hours of college level interpreting experience

Interpreter III: *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) or Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) Level 4, plus 800 hours of college level interpreting experience

Interpreter IV: *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college level interpreting experience

Interpreter V: *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college level interpreting experience plus a bachelor's degree

Program Assistant I: program assistant aides; includes Children's Center appointments, and instructional assistant aides

Program Assistant II: all instructional and non-instructional positions, including the short-term hires in the LE and FS/EMS departments

Program Assistant III: all instructional and non-instructional positions, including short-term hires in the Public Safety programs

Program Assistant IV: all instructional and non-instructional positions, including the short-term hires in the Public Safety programs

Program Assistant V: all instructional and non-instructional positions, including fine arts dance programs and short-term hires in the Public Safety programs

Program Assistant VI: all instructional and non-instructional positions, including fine arts dance programs and short-term hires in the Public Safety programs

Receptionist: less than one year of administrative assisting experience

Security Worker I: less than one year security experience

Security Worker II: more than one year security experience

For grant funded positions only:

Program Specialist –Salary based on grant funds solicited for the position responsibilities. The title would be used in the following manner: “Program Specialist – NASA Grant Administrator.”

In addition to the above titles, a classified exempt employee may temporarily fill a California School Employees Association (CSEA) position for up to 100 calendar days while recruitment is underway or an employee is on extended leave. If a CSEA position is temporarily filled during recruitment or extended leave, the classified exempt employee may be compensated at 100% of the salary range, column A (only) for the position. Requests for exceptions to placement on column A must be submitted in writing and forwarded to cabinet for approval prior to advanced placement on columns B-E.

Ranges and Proposed Titles (page 1) - ///// indicates not currently in use. (Requires board approval as a revision to the current salary schedule.)

**ACTION ITEM**

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Classified and Educational Management Employment Agreements | Item Number: 14.K. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 11 |

BACKGROUND

Classified and Educational Management Employment Agreements for both management and executive management personnel were approved by the Board of Trustees on June 14, 2016. Effective July 1, 2017 both classified and educational management employees are employed based on their respective employment agreements. These agreements are rolling two-year agreements for management personnel and rolling three-year agreements for executive management personnel contingent upon a positive performance evaluation. Templates of those agreements are included.

Executive Management

Educational Managers:

- Paul Murphy July 1, 2017 through June 30, 2020
- Nohemy Ornelas July 1, 2017 through June 30, 2020
- George Railey July 1, 2017 through June 30, 2020

Classified Managers:

- Michael Black July 1, 2017 through June 30, 2020
- Felix Hernandez July 1, 2017 through June 30, 2020

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve these rolling Employment Agreements for management and executive management employees who have met performance evaluation criteria.

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

Management Association

Educational Managers:

- Ana Sofia Ramirez-Gelpi July 1, 2017 through June 30, 2019
- Deborah Annibaldi July 1, 2017 through June 30, 2019
- Emily Smith July 1, 2017 through June 30, 2019
- Mark Booher July 1, 2017 through June 30, 2019
- Kim Ensing July 1, 2017 through June 30, 2019
- Margaret Lau July 1, 2017 through June 30, 2019
- Richard Mahon July 1, 2017 through June 30, 2019
- Rick Rantz July 1, 2017 through June 30, 2019
- Rob Parisi July 1, 2017 through June 30, 2019
- Will Bruce July 1, 2017 through June 30, 2019
- Yvonne Teniente-Cuello July 1, 2017 through June 30, 2019

Classified Managers:

- Andrew Masuda July 1, 2017 through June 30, 2019
- Carol Moore July 1, 2017 through June 30, 2019
- Diana Perez July 1, 2017 through June 30, 2019
- Jennifer Schwartz July 1, 2017 through June 30, 2019
- Jessica Blazer July 1, 2017 through June 30, 2019
- Kelly Underwood July 1, 2017 through June 30, 2019
- Marian Quaid Maltagliati July 1, 2017 through June 30, 2019
- Paul Grohowski July 1, 2017 through June 30, 2019
- Petra Gomez July 1, 2017 through June 30, 2019
- Rex Vandenberg July 1, 2017 through June 30, 2019
- Susan Houghton July 1, 2017 through June 30, 2019

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
MANAGEMENT EMPLOYMENT AGREEMENT
CLASSIFIED ADMINISTRATOR**

This Agreement ("Agreement") is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as "Board," and «Employee», hereinafter referred to as "Administrator."

1. Employment:

The District hereby agrees to employ Administrator and Administrator hereby accepts employment as a classified administrator, upon the terms and conditions set forth below. Administrator will serve as the District's [TITLE].

2. Term:

District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 1, [20__] and ending June 30, [20__], unless otherwise terminated or extended.

3. Duties and Responsibilities:

By signing this Agreement, the Administrator agrees to devote the Administrator's time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job descriptions for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by his/her immediate supervisor.

Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. Salary:

The Employee's annual salary shall be [STATE AMOUNT IN WORDS] (\$[_____]00) per year beginning July 1, [20__]. The Board retains the right to adjust the Employee's annual salary during the term of this agreement. A change in

salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. Health and Welfare Benefits:

Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. Fringe Benefits:

Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:

Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Seniority:

As a member of the classified service, the Administrator shall accrue seniority only in accordance with California Education Code section 88127.

9. Evaluation:

The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Section [] of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Section [] of this Agreement.

10. Expiration of term and termination:

- a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be

provided no later than March 15, [____]. Failure to provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

- b. In the case of layoff due to lack of work or lack of funds, a classified administrators shall have bumping rights based on seniority to another equal or lesser classified classification in which the administrator previously served as set out in Education Code Section 88017.
- c. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.
- d. The Agreement may be terminated by the Board for cause at any time in accordance with applicable law relating to termination of classified community college administrators. Notice to the Administrator of the grounds for termination shall be provided at least thirty (30) days prior to the effective date of the termination. The Administrator may appear before the Board prior to the effective date of termination to respond to the notice. However, the Board's decision shall be binding and final. If the Administrator is terminated for cause during the term of the Agreement, he/she is not entitled to, and shall not receive, salary due on the remainder of the contract term.
- e. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator's salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator's last month of service as well as not less than three months health and welfare benefit coverage. If the employee chooses to exercise bumping rights, severance shall not apply. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract's termination without cause. These liquidated damages represent the Administrator's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Administrator's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.

11. General Terms and Conditions of Employment:

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the Board of Governors of the California Community Colleges and the rules, regulations, and policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as they are not prohibited by law, shall prevail.

12. Savings Clause:

If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms and provisions of this Agreement shall continue in effect.

13. Miscellaneous Provisions:

- a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement.
- b. This Agreement is the sole, only and entire agreement and understanding between the parties. Neither party has relied on or was induced to enter into this Agreement by any oral or written promise outside of this Agreement, and there are no oral understandings, terms or conditions, express or implied between the parties which are not contained in this Agreement.
- c. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the dates and by the individuals and officers indicated below.

[NAME]

FOR THE BOARD OF TRUSTEES OF
ALLAN HANCOCK JOINT COMMUNITY
COLLEGE DISTRICT

[NAME]

[name]
[title]

Date: _____

Date: _____

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
MANAGEMENT EMPLOYMENT AGREEMENT
EDUCATIONAL ADMINISTRATOR**

This Agreement ("Agreement") is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as "Board," and «Employee», hereinafter referred to as "Administrator."

1. Employment:

The District hereby agrees to employ Administrator and Administrator hereby accepts employment as an academic administrator, upon the terms and conditions set forth below. Administrator will serve as the District's [TITLE]. Except as specifically provided in this Agreement, the provisions of California Education Code section 72411 shall govern the terms of Administrator's employment.

2. Term:

District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 1, [20__] and ending June 30, [20__], unless otherwise terminated or extended.

3. Duties and Responsibilities:

By signing this Agreement, the Administrator agrees to devote the Administrator's time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job description for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by the Superintendent/President or supervising administrator.

Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. Salary:

The Employee's annual salary shall be [STATE AMOUNT IN WORDS] (\$[_____].00) per year beginning July 1, [20__]. Employee's salary shall

be payable in twelve (12) approximately equal monthly installments. The Board retains the right to adjust the Employee's annual salary during the term of this agreement. Such adjustments shall be in the sole discretion of the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. Health and Welfare Benefits:

Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. Fringe Benefits:

Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:

Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Evaluation:

The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Section ___ of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Paragraph 8 of this Agreement.

9. Termination:

- a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be provided no later than March 15, [_____]. Failure to

provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

- b. This Agreement may be terminated by mutual consent in writing at any time prior to its termination.
- c. If the District, at its sole discretion, determines that Administrator will not be reemployed by appointment or contract in his/her administrative position or in any other administrative position at the same salary, District shall give Administrator written notice of this determination on or before March 15 of the final year of this Agreement.
- d. If the Administrator had tenure as a faculty member with the Allan Hancock Joint Community College District before becoming an administrator, the Administrator retains the right to retreat to a faculty position within the District except when terminated for cause per California Education Code section 87732.
- e. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.
- f. Nothing in this Agreement shall be construed to prevent termination of Administrator for cause during the term of this Agreement. If District determines that there is cause to warrant termination of this Agreement, it shall give Administrator written notice of the cause(s). No final decision shall be made until Administrator has been given an opportunity to meet with the Board in closed session and give reasons why the Agreement should not be terminated. The Board shall make the final decision regarding termination of the Agreement, and shall provide the decision to Administrator in writing. The Board's written decision shall be final. If Administrator is terminated pursuant to this provision he/she shall not be entitled to any payment under Section ____.
- g. Administrator may terminate Administrator's obligations under this Contract by giving the District at least thirty (30) calendar days advance notice, or as otherwise mutually agreed by both parties.
- h. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator's salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator's last month of service as well as not less than three months health and welfare benefit coverage. If the

employee chooses to exercise retreat rights, he/she will receive the amount set out in this paragraph, less the salary paid to the employee as a faculty member. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract's termination without cause. These liquidated damages represent the Administrator's sole and exclusive remedy for any and all damages, known or unknown, tort, contract, or otherwise, flowing from the termination of Administrator's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.

10. General Terms and Conditions of Employment:

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the Board of Governors of the California Community Colleges and the rules, regulations, and policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as they are not prohibited by law, shall prevail.

11. Savings Clause:

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

12. Miscellaneous Provisions:

- a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement.
- b. This Agreement is the sole, only and entire agreement and understanding between the parties. Neither party has relied on or was induced to enter into this Agreement by any oral or written promise outside of this Agreement, and there are no oral understandings, terms or conditions, express or implied between the parties which are not contained in this Agreement.
- c. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.

d. This Contract shall be construed and interpreted under the laws of the State of California.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the dates and by the individuals and officers indicated below.

[NAME]

FOR THE BOARD OF TRUSTEES OF
ALLAN HANCOCK JOINT
COMMUNITY COLLEGE DISTRICT

[NAME]

[name]
[title]

Date: _____

Date: _____

**ACTION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Revised Timeline of the Classification and Reclassification Process | Item Number: 14.L. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 3 |

BACKGROUND

On May 12, 2017, the District and CSEA tentatively agreed to adjust the reclassification timeline in Article 17 of the collective bargaining agreement to provide the Finance office with time to adjust the budget for the next fiscal year. This MOU will put into effect an earlier timeline for year 2017-2018 while contract negotiations continue.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the memorandum of understanding between the District and the California School Employees Association, Chapter #251, Revised Timeline of the Classification and Reclassification Process for academic year 2017-2018.

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

MEMORANDUM OF UNDERSTANDING
 BETWEEN THE
 CSEA AND ITS ALLAN HANCOCK COLLEGE CHAPTER #251
 AND THE
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

May 26, 2017

The following reflects the full and complete agreement of the California School Employees Association and its Allan Hancock Community College Chapter #251 (hereinafter "Association") and Allan Hancock Joint Community College District (hereinafter "College") regarding the revised timeline of the Classification and Reclassification process in the collective bargaining agreement (Article 17).

For the 2017-2018 school year, the deadline and steps for the classification and reclassification process are as follows:

| Date | Event |
|--|--|
| July 1st | Notice sent by HR for upcoming application period |
| July 15 th thru August 30 th | Application Period |
| August 31st | Reclassification Taskforce members appointed |
| By September 8 th | Supervisor shall provide feedback on the request |
| September | Taskforce meets and reviews applications |
| By September 30th | HR notifies employee and supervisor of decision to approve/deny reclassification |
| By October 15 th | Appeal resolution recommendation and results sent to employee |
| By November 2 nd | Employee & supervisor receive copy of revised job description |
| By January 10 th | Employees approved for reclassification can request a meeting with the Taskforce |
| January 15 th | HR responds with any recommendations resulting from the employees meeting with the Taskforce |
| | HR and CSEA meet with the Superintendent/President |
| February 15 th | The Superintendent/President sends his recommendation to the employees |
| March | Reclassification recommendations are sent to the Board of Trustees for approval |
| July 1 st | Reclassification becomes effective |

For the Association

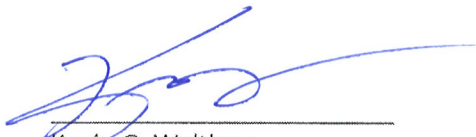


Luis E. Flores Gallardo
CSEA Chapter #251 President

5/26/2017

Date

For the District



Kevin G. Walthers
Superintendent/President

5/26/17

Date



Favel Jens
CSEA Labor Relations Representative

5-26-17
Date

**ACTION ITEM**

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | Memorandum of Understanding Between the Allan Hancock Joint Community College District "District" and the Faculty Association of Allan Hancock College "FA" on Faculty Evaluations for Distance Education | Item Number: | 14.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 memorandum of understanding between the Allan Hancock College Joint Community College District "District" and the Faculty Association of Allan Hancock College "FA" on faculty evaluations for distance education. If a recommendation is made, a revised board agenda item will be presented.

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

**ACTION ITEM**

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 Agreement Not to Extend Negotiations (Article 18) | Item Number: | 14.N. |
| Strategic Goal: | Goal SLS2: To support student access, achievement, and success. | Enclosures: | Page 1 of 2 |

BACKGROUND

The California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 proposes to reopen Article 18 of the collective bargaining agreement. It will be presented at the public meeting of the Board of Trustees on June 13, 2017 and on July 11, 2017. This MOU shows mutual agreement to reopen Article 18 while moving forward with bargaining. If the parties reach agreement on a proposal for Article 18, it shall be ratified separately from the whole agreement to avoid delay.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185, not to extend negotiations per the memorandum on Article 18.

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
AND
PART TIME FACULTY ASSOCIATION ALLAN HANCOCK COLLEGE**

This Memorandum of Understanding is entered into between the Allan Hancock Joint Community College District ["District"] and the Part Time Faculty Association Allan Hancock College ["PFA"].

Recitals

- A. In the fall of 2016, the parties began bargaining a new three-year agreement.
- B. In order to speed up the bargaining process, the PFA has agreed to put forward a comprehensive package proposal for the District's consideration.
- C. The PFA inadvertently TA'd article 18 and plans to "Sunshine" this article at the June Board of Trustees meeting.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Each of the parties hereto agree to move forward with bargaining the current pending articles to reach agreement on the new contract. If the parties reach agreement on a potential article 18 proposal, it shall be ratified separately from the whole agreement at a later date.

**PART TIME FACULTY ASSOCIATION
OF ALLAN HANCOCK COLLEGE**

By: Mark James Miller
Mark James Miller, President

Date: 5/24/17

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By: Kevin G. Walthers
Kevin G. Walthers, Superintendent/President

Date: 5/24/17

**ACTION ITEM**

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 with the Allan Hancock Joint Community College District Contract Reopener on Article 18, Organizational Security, for Fiscal Years 2017-2018 through 2019-2020 | Item Number: | 14.O. |
| 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

Pursuant to Government Code Section 3547.5 and Board Policy 7140, the initial proposal for negotiations must be presented in a public Board meeting and the public given an opportunity to comment.

STATUS

The proposal of the California Federation of Teachers/Part-time Faculty Association (CFT/PFA) of Allan Hancock College, Local 6185 is presented in accordance with Government Code 3547.5 and Board Policy 7140. This request is to reopen Article 18, Organizational Security.

FISCAL IMPACT

To be determined through negotiations between the District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the proposal to the director, human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.

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

TO; Kelly Underwood, Director of Human Resources

FROM: Mark Miller, Local 6185

SUBJECT: Contract Negotiations

DATE: May 23, 2017

The contract between AFT Local 6185 and the Allan Hancock Community College District expires on June 30, 2017. AFT Local 6090 would like you to sunshine an additional article of the collective bargaining agreement with the Board of Trustees for a new three-year contract.

AFT Local 6185 has a particular interest in:

Article 18- Organizational Security: The Union has an interest in ensuring its payroll deduction meets current law.

Thank you for your assistance in this matter and if you have any questions, please feel free to contact me by email at: mark@pfaofahc.com

CC: Wesley Davis

**ACTION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Faculty Association of Allan Hancock Joint Community College Initial Proposal with the Allan Hancock Joint Community College District on the Entire Agreement for 2018-2021 | 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 4 |

BACKGROUND

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

STATUS

The initial proposal of the Faculty Association of Allan Hancock Joint Community College is presented in accordance with Board Policy 7140.

(Continued)

FISCAL IMPACT

To be determined through negotiations between the Faculty Association of Allan Hancock College and the District.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.

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



**Allan Hancock Joint Community College District
&
Faculty Association of Allan Hancock College**

Faculty Association's Collective Bargaining Initial Proposal

The Educational Employment Relations Act and Board Policy 7140 require that subjects of negotiations be presented publically and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

The following issues and interests are presented by the Faculty Association for 2018-2021 successor agreement:

Article A: Duration

Update for date references and signatures.

Article 1: Negotiations and Completion of Agreement

Update for date references and negotiated reopeners.

Article 2: Recognition

The Association has interest in expanding California Education Codes identified for temporary fulltime faculty.

Article 3: No discrimination

The Association is interested in maintaining current language.

Article 4: Association Rights and Responsibilities

The Association is interested in maintaining current language.

Article 5: Management Rights and Responsibilities

The Association is interested in maintaining current language.

Article 6: Grievance Procedure

The Association is interested in clarifying language related to the grievance procedure; adding a "Just and Fair" provision protection faculty against investigations; updating and creating forms as needed; and an appendix reference system.

Article 7: Organizational Security

The Association is interested in clarifying language related to identified forms and their location; adding language delineating process and responsibilities with new faculty hires; updating any language as a result of any changes in the law; updating and creating forms as needed; and an appendix reference system.

Article 8: Severability

The Association is interested in maintaining current language.

Article 9: Safety

The Association is interested in updating any referenced Board Policies and Administrative Policies as needed; updating and creating forms as needed; and an appendix reference system.

Article 10: Leaves of Absence

The Association is interested in clarifying language related to process and length of leave related to the general provisions including maternity/pregnancy disability, sick leave dedication, personal necessity leave, judicial leave, and bereavement leave; update language of Family and Medical Care leave related to changes in the law and special groups recognized by law; defining ambiguous terms such as, but not limited to, “child” as it relates to the Affordable Care Act; increasing length of absence and location limitations in bereavement leave for a present or past employee; updating and creating forms as needed; an appendix reference system; identified forms and certain reports and their locations; and clarify how certain notifications are to be done.

Article 11: Health and Welfare

The Association is interested in renegotiating the terms of cash-in-lieu, premium costs and District contribution to medical and health insurance; renegotiating the terms of District contribution to dental insurance; renegotiating the terms of District contribution to life insurance; renegotiating the terms of District contribution to income protection insurance; renegotiating the terms of District contribution to vision insurance; update Board Policy and Appendix references; and clarify language as needed.

Article 12: Personnel Records and Employee Privacy

The Association is interested in updating and creating forms as needed and an appendix reference system.

Article 13: Sabbatical Leave and Academic Rank

The Association is interested in clarifying language as needed; modifying language to align with Academic Senate policies, regulations, interest, and responsibilities; renegotiating process; defining annual professional development requirements while on leave; updating and creating forms as needed and an appendix reference system.

Article 14: Compensation

The Association is interested in increasing compensation on the salary schedules, of longevity, and of overload and summer assignments; clarifying and adjusting language of column and step placement of new hires; adding additional stipends and making modifications to existing stipends; developing terms for compensation for preparation of classes that are cancelled for fall, spring, and summer terms; adjusting definition of annual base salary; renumbering the salary schedule; and updating and creating forms as needed and an appendix reference system.

Article 15: Faculty Service Areas, Disciplines and Reduction in Force

The Association is interested in adding and updating definitions; and clarifying and adjusting language related to seniority, hire date, and discipline.

Article 16: Assignment and Contract Year

The Association is interested in clarifying and modifying language, definition, and terms within the article; improving conditions, assignment, and contract year specifications for service and preschool faculty; renegotiate length of chair terms; clarify and expand language related to holidays and negotiate terms for a birthday holiday and celebrations of non-Christian/National holidays without requiring non-Christian faculty to use personal necessity days for religious

purposes; and modifying language of annual and program review to align with Academic Senate policies, regulations, interest, and responsibilities.

Article 17: Evaluation and Tenure

The Association is interested in simplifying evaluation processes and procedures; clarifying and modifying language, processes, definitions, and terms within the article; renegotiate the terms of professional development and distance learning within the article; updating and creating forms as needed and an appendix reference system.

Article 18: Faculty Load

The Association is interested in increasing load value and calculations for certain types of assignments; improving the conditions of overload, summer, and intersession assignments; updating courses for load adjustments; expanding language related to course development and modifications to exempt limitation when external mandates require changes; modifying load balancing terms and conditions; expand length of contract term for chairs; and updating and creating forms as needed and an appendix reference system.

Article 19: Transfer

The Association is interested in updating and creating forms as needed and an appendix reference system.

Proposed additional Article 20: Workplace Technology

The Association is interested in incorporating into the Collective Bargaining Agreement the agreed upon language of the Good Faith Letter issued from the District to the Association; negotiate terms that define the length of time for new faculty to be issued a District computer; negotiate terms that define the length of time for broken computers to be replaced; and creating forms as needed and an appendix reference system if needed.

The Association is interested in integrating all signed appropriate and agreed upon MOUs into the Collective Bargaining Agreement.

**ACTION ITEM**

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Allan Hancock Joint Community College District Initial Proposal with the Faculty Association of Allan Hancock Joint Community College on the Entire Agreement for 2018-2021 | Item Number: | 14.Q. |
| 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

Pursuant to Government Code Section 3547.5 initial proposal by the district and the exclusive representative for the Allan Hancock Joint Community College District are required to be presented in public Board meeting and the public given an opportunity to comment.

STATUS

The initial proposal of the Allan Hancock Joint Community College District is presented in accordance with Board Policy 7140.

(Continued)

FISCAL IMPACT

To be determined through negotiations between the District and the Faculty Association of Allan Hancock College.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 11, 2017, in accordance with Board Policy 7140.

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



**Allan Hancock Joint Community College District
&
Faculty Association of Allan Hancock College
*District's Collective Bargaining Initial Proposal***

The Educational Employment Relations Act and Board Policy 7140 require that subjects of negotiations be presented publically and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

The District presents the following articles and interests for the 2018-2021 successor agreement:

Article A: Duration

Update for date references and signatures.

Article 1: Negotiations and Completion of Agreement

Remove reopeners and allow for an earlier start to negotiations.

Article 2: Recognition

Include language for employee dues deductions.

Article 3: No Discrimination

Maintain current language.

Article 4: Association Rights and Responsibilities

The District has an interest in clarifying language, ensuring that the college's mail system is not used for political activity, providing electronic copies of the contract for member use to ensure sustainability of resources, and allowing the association to request copies of the personnel roster as necessary.

Article 5: Management Rights and Responsibilities

Maintain current language.

Article 6: Grievance Procedure

Remove forms from the contract.

The District has an interest in sharing the responsibility for the cost of arbitration and removing unnecessary language.

Article 7: Organizational Security

Remove forms from the contract.

Article 8: Severability

Maintain current language.

Article 9: Safety

Update language to meet current practices and remove forms from the contract.

Article 10: Leaves of Absence

Remove forms from the contract.

The District has an interest in updating language in accordance with current laws, policies, and regulations; ensuring timely reporting of leave; and providing a leave statement electronically.

Article 11: Health and Welfare

The District has an interest in updating language, conforming to practices for consultation and participation, and changes to cash-in-lieu.

Article 12: Personnel Records and Employee Privacy

Remove forms from the contract.

Article 13: Sabbatical Leave and Academic Rank

Remove forms from the contract.

The District has an interest in clarifying the roles of the FA and Academic Senate as well as the eligibility for, activities of, and process for granting or denying sabbatical leave.

Article 14: Compensation

Move salary schedules to the back of the contract and remove forms for the contract.

Update for date references and meet current practices.

The District is also interested in clarifying language and ensuring that employee compensation is fiscally responsible, including addressing the variety of stipends, overload compensation, initial placement on the salary schedule (including the definitions of columns), and the variety of lab rates.

Article 15: Faculty Service Areas, Disciplines, and Reduction in Force

The District has an interest in clarifying the purpose and application of FSAs and disciplines.

Article 16: Assignment and Contract Year

The District has an interest in more clearly and accurately defining the terms, clarifying contract year, office hours and assignment language; and addressing the length of the workweek.

Article 17: Evaluation and Tenure

Remove forms from the contract.

The District has an interest in simplifying and clarifying the existing evaluation processes and in creating evaluation processes for special/extra/reassignments.

Article 18: Faculty Load

Remove forms from the contract.

The District has an interest in addressing types of assignment and the related sequencing of load values and controlling overload and reassignment allocations and expenses.

Article 19: Transfer

Remove forms from the contract.

**ACTION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Recommendation of Human Resources Subcommittee on Human Resource Case 2017-01 | Item Number: 14.R. |
| | Enclosures: Page 1 of 1 |

BACKGROUND

At their May 9, 2017 board meeting, the board of trustees voted, on a four to one vote, to form a subcommittee to review a report and recommend action on Human Resources Case 2017-01. The subcommittee consists of Trustees Hall, Lahr, Pensa, and Zacarías. After considering the report, the subcommittee may recommend formal action on Human Resources Case 2017-01 to the full board.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the human resources subcommittee recommend action on Human Resources Case 2017-01.

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

**INFORMATION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Grant Proposals Submitted | Item Number: 15.A. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 2 |

BACKGROUND

The office of institutional grants has submitted the following grant applications for a total of \$790,510 in requested funds:

1. California Community Colleges Chancellor's Office: Deputy Sector Navigator: Agriculture, Water, Environmental Technology (\$200,000)

The college has applied for continued funding to serve the South Central Coast Regional Consortium in the Agriculture, Water, and Environmental Technology sector. The project will work with employers, industry, and labor organizations to strengthen sector programs at regional colleges and high schools; provide incumbent worker training, and promote opportunities for contract education and faculty professional development.

There is a \$200,000 matching requirement that will be provided by in-kind cost of personnel, facility use, and contributions from local industry. The project period is July 1, 2017 – June 30, 2018. (Submitted by Holly Nolan Chavez; Margaret Lau)

2. California Community Colleges Chancellor's Office: Enrollment Growth for Associate Degree Nursing Program (\$68,500)

The college has submitted a proposal for continued funding to enroll additional students in the Associate Degree Nursing program and provide support to enhance retention and increase the number of students who pass the National Council Licensure Examination for Registered Nurse.

No matching funds are required. The project period is July 1, 2017 - June 30, 2018. (Submitted by Daphne Boatright; Margaret Lau)

3. California Community College Chancellor's Office: MESA Program (Mathematics, Engineering, Science Achievement) (\$70,250)

The college has submitted a competitive application for the MESA grant to support the academic success and transfer of financially and educationally disadvantaged students in math-based fields of study.

There is a 1:1 matching fund requirement, the district will cover the salaries and benefits of the project's key personnel (\$186,779). The project period is July 1, 2017 – June 30, 2018. (Submitted by Christine Reed; Richard Mahon)

| | |
|--|--------------------|
| Administrator Initiating Item: Susan Houghton | Final Disposition: |
|--|--------------------|

4. California Student Aid Commission: California Student Opportunity and Access Program (Cal-SOAP) (\$421,760)

The Central Coast Cal-SOAP Consortium, with AHC as fiscal agent, has submitted its annual plan to increase accessibility and information of post-secondary educational opportunities for elementary and secondary school students with low college-going rates. Funding is included to promote the California Middle Class Scholarship program (\$45,000) and Career Technical Education (\$66,667).

A 1:1 match is required and is supported by each member agency through in-kind salaries, facilities, supplies, administrative oversight, and unrecovered indirect costs. AHC is contributing \$88,769.72. The project period is July 1, 2017 – June 30, 2018. (Submitted by Diana Perez; Nohemy Ornelas)

5. Santa Barbara Foundation: Express Grant (\$5,000)

The college has applied for funding for our Community Ambassador Program. The program will provide community members an opportunity to learn about the college, its campuses, and programs. In addition to providing education, the program will create a new pathway to further engagement opportunities within the college including but not limited to advisory board members, Foundation Board of Directors, or a future Board of Trustee.

No matching funds are required. The project period is May 23, 2017 – May 23, 2018. (Submitted by Natalie Rucobo)

6. Phillips 66: STEM Week of Discovery (\$25,000)

The college has submitted an application for funding for STEM Week of Discovery. The goal of this week-long program is to provide students with a smooth pathway from high school to college. Students will participate in problem solving activities, a campus and industry tour, financial aid presentations, and connect with campus resources, academic support programs, and STEM faculty.

No matching funds are required. The project period is July 1, 2017 – June 30, 2018. (Submitted by Christine Reed)

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Employee Resignations and Retirements | Item Number: 15.B. |
| | Enclosures: Page 1 of 1 |

BACKGROUND:

The superintendent/president has accepted the following:

Retirements

1. Francis G. "Jerry" Sommer, skilled carpenter/maintenance craftsman, plant services, effective July 8, 2017.

Mr. Sommer has been employed by the district since January 3, 2001.

2. Linda Reed, executive secretary III, administrative services, effective August 1, 2017.

Ms. Reed has been employed by the district since June 14, 2004. She was also employed by the district from January 25, 1999 through October 31, 2002.

Resignation

3. Nicole Bryant, instructional assistant, learning assistance program, effective May 31, 2017.

Ms. Bryant has been employed by the district since November 3, 2014.

Administrator Initiating Item:

Kelly Underwood

Final Disposition:

**INFORMATION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Quarterly Report on Volunteer Aides | Item Number: 15.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> |
|-----------------|-------------------------|--|
| Gibbs, Rodman | 7/1/17 – 6/30/18 | Assist with STEM & MESA activities, mathematical sciences department |
| Hester, Ryan | 3/16/17 – 6/30/17 | Assist in cataloging Hancock Family Estate Archives, learning resources center |
| Santiago, Oyuki | 3/28/17 – 6/30/17 | Off-campus migrant Ed NESL sites, community education |

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

**INFORMATION ITEM**

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Public Safety Training Complex Strategic Operating Plan 2016, Contract Education and Instructional Service Agreement Update | Item Number: | 15.D |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 1 |

BACKGROUND

The district contract education program connects academic departments to the community through customized assessment and delivery of agency and industry training needs. The program currently has a robust training schedule associated with the public safety department in delivering not-for-credit safety courses and customized training specifically designed to reduce worksite injuries and fatalities across a wide-variety of occupations associated with first responders; employees and contractors working in agriculture, construction, manufacturing, and the upstream, midstream, and downstream sectors of the oil and gas industry. There are also training schedules in place in the business and industrial technologies departments.

District Instructional Services Agreements (ISA's) are gaining in popularity as a way to partner with local agencies to increase delivery of credit course offerings and further meet the needs of the community and students. The industrial technology department provides apprenticeship training through ISA's for electricians, plumbers & pipefitters, and operating engineers. The concurrent enrollment program engages many academic departments with local school districts through ISA's. Cosmetology classes are delivered solely through an ISA. Student Services and Community Education assist the Life Options and Vocational Resource Center (LOVARC) and Vocational Training Center (VTC) in helping students with vocational skills through ISA's. The public safety department has increased the number of ISA's with local first responder agencies by 33%.

The vice presidents of academic affairs and operations will give an update on the contract education and instructional service agreements.

| | |
|--|--------------------|
| Administrator Initiating Item: George A. Railey & Felix Hernandez Jr. | Final Disposition: |
|--|--------------------|

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Revised Board Policy 3570, Smoking on Campus | Item Number: 15.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 3 |

BACKGROUND

Revised board policy 6500, Smoking on Campus, is legally required. The policy outlines the smoking and tobacco regulations and procedures on district property. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. The policy has been vetted through the shared governance process.

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



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

BP 3570 SMOKING ON CAMPUS

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the District, except as may be required in theatrical rehearsals and performances.

The definition of smoking includes using e-cigarettes or inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, plant or other combustible substance of any kind in any manner or in any form. Any use of marijuana is not permitted on District property.

Smoking is permitted only in designated smoking areas (DSA) that shall not be closer than 25 feet of District buildings or leased facilities. The Facilities Council will be responsible for recommending the location of the DSA.

Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity at which athletes up to 18 years of age are present.

To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District sites and campuses;
 - Campus police shall impose the sanctions by local municipalities' codes of ordinances. Funds shall be allocated to include, but not be limited to, the designated enforcement agency for processing citations, education and promotion of the policy, and tobacco cessation treatment options.
- Direct that the District post signs stating its tobacco use policy on campus, as follows:
 - the locations at which smoking or tobacco use is permitted on campus
- Inform employees and students of the tobacco use policy and enforcement measures

References: Government Code Sections 7597.1 and 19994.30-19994.35

Adopted: 3/13/87

Revised: 11/21/89

Revised: 9/10/96

Revised: 11/21/00

Revised: 5/16/02

Revised: 5/18/04

Revised: 5/17/11

Revised:

(Replaces Board Policy 8991)

INFORMATION ITEM

| | | | |
|-----------------|--|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: Review Revised Board Policy and Administrative Procedure 3820 Gifts and Contributions to the District | Item Number: | 15.F. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 7 |

BACKGROUND

Board policy and administrative procedure 3820 Gifts and Contributions to the District are legally required. The update addresses the role of the Allan Hancock College Foundation in the acceptance of gifts to the college. It also clarifies that the acceptance of a gift shall not be considered an endorsement by the District of a product, enterprise, or entity. The revisions to the 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: Kevin G. Walthers | Final Disposition: |
|---|--------------------|



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

BP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

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

~~It is the policy of t~~The Board of Trustees shall consider all gifts, donations, and bequests made to the District to support college programs and services. The Board reserves the right to refuse any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

Although the District assumes no responsibility for appraising the value of gifts made to the District, it may, under extraordinary circumstances, consider assisting the donor in seeking an appraisal for tax purposes. The acceptance of a gift shall not be construed to be an endorsement by the District of a product or enterprise or entity.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

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

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

Every approved recognition is intended to be enduring. However, it is foreseeable that situations may arise where the disassociation of a name from a college building, facility, activity or program may be warranted and in the best interest of the college District. A recommendation to change or alter, in any way, the name appearing on a previously

authorized recognition plaque or named location must be initiated by the Superintendent/President and approved by the Board of Trustees.

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

In no event shall the District or the Board of Trustees accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

References: Education Code Section 72122

Adopted: 2/16/93

Revised: 2/20/96

Revised: 10/9/01

Revised: 3/18/03

Revised: 6/18/13

Revised:

(Replaces Board Policy 8050)



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

AP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

Responsibility

The Superintendent/President or designee is responsible for the implementation of all procedures regarding gifts, grants, bequests, and fund raising activities.

The District's Allan Hancock College Foundation Board of Directors is the entity which accepts all cash gifts on behalf of the College. That Board will establish procedures for the acceptance of donations which are consistent with the District's Policy and the By-Laws of the Foundation.

Donation Process

Anyone wishing to give a gift to the District in the way of monetary donations, bequests, or real property should contact the Allan Hancock College Foundation.

Reports

The Foundation, on an annual basis, will present a report to the Board of Trustees which summarizes the Foundation's activity for donations received in the prior 12 months.

Said report will coincide with the Foundation's audit report to the Board of Trustees.

Acceptance of In-kind Gifts and Contributions

All potential in-kind gifts or contributions to the District, the Allan Hancock College Foundation or the Viticulture & Enology (V&E) Foundation must be evaluated by the receiving department or program to determine their working condition and usefulness in meeting District goals and mission. Special emphasis is to be given to potential maintenance costs as well as the function for which the gift would be used. Neither tThe District or the Foundations areis not obligated to accept obsolete or high maintenance cost equipment or any item incompatible with the needs of the District.

In-kind gGifts of less than \$100 that require no maintenance, repair, or additional expenditure or obligation by the college District or the Foundations may be accepted with the approval of the appropriate administrator and do not require notification to or approval of the supervising administrator~~vice president~~.

Upon an offer of an in-kind a contribution or gift valued over \$100, the receiving department's representative provides donor with the District Donation Form (posted in the Doc/Forms Library). The donor completes the section describing the donation and its intended use, the donor's name, address and contact information, the estimated value of the donation and how the item will be received. Once received from the donor the department representative completes the section identifying the receiving department and contact person. The department prepares a memo explaining the merits of the donation and how it will benefit a specific program and forwards the memo with the original donation form to College Advancement and Administrative Services. All gifts estimated by the donor to be valued at \$500 or less may be accepted/rejected by the department without specific board action.

All contributions and gifts estimated by the donor to be valued at over \$500 and determined acceptable by the receiving department shall be submitted by the superintendent/president to the Board of Trustees for acceptance.

Upon approval by the Board of Trustees, the office of College Advancement Superintendent/President's Office shall write a letter to the donor acknowledging acceptance of the contribution or gift. Gifts shall be delivered to the department or program receiving the donation and shall not be delivered before Board approval.

Donations unsuitable for active use should be declined by the department. Monies collected from the subsequent disposition of District gifts or contributions shall revert to the general fund or be distributed in compliance with the donor's request.

Library Materials

Individuals wishing to donate in-kind library materials should contact the dean who oversees the library and describe the intended contribution. If the described materials fit the college District's curriculum and collection needs, the dean can will accept the donation.

Contributors will be informed of the following conditions:

1. The Allan Hancock College Library is unable to keep contributions together as "special" collections. Materials selected for the collection may have a name plate attached, if appropriate ~~this is the wish of the contributor.~~
2. Materials not selected for the library collection will be disposed of by contribution to another organization, e.g., Friends of the Allan Hancock College Library, Cal Poly, UCSB, Men's Colony, Atascadero State Hospital; or, if damaged, outdated, or ephemeral, will be discarded.
3. An in-kind donation letter will be sent, if requested, by the dean to the contributor and will describe the contribution without assigning any value. A copy of the letter will be provided to the office of College Advancement.

Recognition of Donations

Because ~~it is the policy of Allan Hancock College~~ the District and both the Allan Hancock College and Viticulture & Enology Foundations are that naming opportunities be available to recognize very significant monetary contributions ~~to the college District and the Allan Hancock College Foundation~~, the various types of recognition and levels of financial contribution required will be the following:

1. \$500-\$9,999: recognition plaques ~~may~~will be placed on a tree, bench, boulder, building, or similar monument.
2. \$10,000-24,999: recognition plaques ~~can~~will be placed in appropriate locations, for example, in labs, classrooms, and offices.
3. \$25,000-\$299,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.
4. ~~\$3100,000~~-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places ~~may~~will be named in recognition of the gift, as appropriate.
5. \$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.

When designated by the Board of Trustees, the ~~college S~~superintendent/President and the ~~P~~resident of the ~~Allan Hancock College~~ Board of Trustees, in consultation with the president of the Allan Hancock College Foundation or Viticulture & Enology~~PCPA~~ Foundation as appropriate, and the Executive Director of College Advancement will make the determination of specific naming opportunities within these parameters. Donors will be made aware of the provisions of the board policy and are to confirm that understanding.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

A recommendation to change or alter, in any way, the name appearing on a previously approved recognition plaque or named location must be initiated by the superintendent/president and approved by the Board of Trustees.

Circumstances that may lead to consideration of a name removal/change may include, but shall not be limited to such items as:

- Significant renovation or addition to a previously named space. The replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.

- Actions by an honored person and/or company that are no longer in alignment with the college District's mission and fundamental values and/or brings discredit to the college District,
- Failure of an honored person and/or company to fulfill agreed upon obligations,
- The demolition of a facility or the discontinuation of a program or activity, or
- A corporation or individual has a name change.

Reference: Education Code Section 72122

Approved: 2/16/93

Revised: 2/20/96

Revised: 10/9/01

Revised: 3/18/03

Revised: 5/21/13

Revised:

(Replaces Administrative Procedure 8050.01)

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Revised Board Policy 5140, Disabled Student Programs and Services and revised Administrative Procedure 5140, Disabled Student Programs and Services | Item Number: 15.G. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 7 |

BACKGROUND

Revised board policy and administrative procedure 5140, Disabled Student Programs and Services, are legally required. The updates address the changes in Title 5 language that took effect July 1, 2016. The revisions to the 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: Nohemy Ornelas | Final Disposition: |
|--|--------------------|



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program, referred to as the Learning Assistance Program (LAP) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

LAP services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, ~~reasonable~~necessary accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the LAP Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the LAP Program conforms to all requirements established by the relevant law and regulations.

The District cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a course substitution or waiver granted by the District will be accepted by another institution.

A student with a verified disability shall follow the ~~reasonable~~necessary accommodations procedures set forth in the administrative procedures. If ~~reasonable~~necessary accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy and Administrative Procedure 5530 Student Rights and Grievances.

References: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027;
Rehabilitation Act of 1973, Section 504
Americans with Disabilities Act of 1990, Title II, and the ADA Amendments
Act of 2008 (ADAAA)

Adopted: 10/15/96

Revised: 7/14/15

(Replaces Board Policy 6230)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

**AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES
 (DSPS)/LEARNING ASSISTANCE PROGRAM (LAP)**

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes, programs and services.

Access

The Chief Business Officer or designee maintains a plan and procedures to assure equal access to facilities and equipment at all campus locations. The Chief Information Officer or designee maintains a plan and procedures to assure equal access to electronic and information technology, instructional programs, and information at all campus locations. The Chief Student Services Officer or designee maintains a plan and procedures to assure equal access to instructional programs, student activities, and educational support services at all campus locations.

Due Process

The District policy statement covering nondiscrimination on the basis of a disability will be disseminated to students through the catalog, the District web site, and publications. The Chief Student Services Officer or designee will maintain a Student Rights and Grievance procedure for students enrolled in a District program who wish to file a grievance to resolve allegations of discrimination based on a disability. This procedure will be disseminated to students through the schedule of classes, catalog, publications, and the District web site. The ADA/504/508 Compliance Coordinator maintains a plan for impartially responding to the student grievance procedure that outlines the District's obligation to provide ~~reasonable~~ necessary accommodations for students with disabilities.

Standards

The LAP Director or designee maintains a plan and procedures that address standards for delivery of programs and services for students with disabilities.

Service Provision

The LAP Director or designee maintains a plan and procedures which include, but are not limited to:

- Mission, philosophy, and purpose
- Long-range goals, short-term objectives

- Action plan, program, evaluation
- Definition of disability, limitation, and eligibility
- Verification of disability
- Availability of support services and instruction
- Suspension of services
- Academic Accommodation Plan (AAP)
- ~~Educational contract~~
- Requests for academic accommodations
- Requests for auxiliary aides
- Requests for personal service attendants
- Requests for course substitutions and waivers
- Staffing
- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- Student rights and responsibilities
- ~~Student educational contract~~ Academic Accommodation Plan (AAP) that is developed by an LAP Counselor or Specialist in consultation with the student
- Advisory committee

Student Rights

The LAP Director or designee maintains a plan and procedures for informing students of their rights as a student with a disability. The LAP Director or designee maintains a plan and procedures for maintaining disability-related student records.

Procedure to Request ~~Reasonable~~ Necessary Accommodations

A student with a verifiable disability may request academic adjustments/~~reasonable~~necessary accommodations including, but not limited to, extension of time for tests, alternative environments for testing, and alternative methods of course delivery. Allan Hancock College cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

Students requesting accommodations are required to complete an LAP application for services and schedule an appointment with the appropriate specialist or LAP counselor. The specialist or LAP counselor will meet with the student to review disability documentation and current functional limitations. If deemed appropriate by the specialist, and based on available resources, students who do not have prior documentation may be referred for an internal assessment to determine the presence of a learning or psychological disability. All students with documented disabilities will meet with the specialist or LAP counselor to develop a ~~Student Educational Contract~~ Academic Accommodation Plan (AAP). The specialist will determine and document whether or not request(s) for specific academic accommodations are reasonable and assure delivery of ~~reasonable~~necessary accommodations in a timely manner.

Course Substitution or Waiver

The District recognizes that a disability may preclude a student from completing AA or AS degree or program certificate course requirements in the same manner expected of non-disabled students. The District also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

The District intends for all of its graduates to master the competencies required by Title 5 and to complete the courses required for an AA or AS degree or a program certificate. The District recognizes that most disabilities which preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations, such as tutorial assistance, auxiliary aids, test accommodations, or other reasonable accommodations.

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

- Step 1** The student will submit a completed Course Substitution or/Waiver form to the chairperson of the appropriate department.
- Step 2** The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.
- Step 3** If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution or/Waiver Committee (CSWC). This committee is composed of the Chief Student Services Officer (who will chair the committee), two faculty members appointed by the Academic Senate, and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 regular session days of receiving the student's petition. If additional days are needed, the Superintendent/President may authorize an extension beyond the time limit of 15 days. If additional time is needed by the CSWC or the student, the Superintendent/President may grant an extension of time beyond the 15 day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.
- Step 4** This committee will review the student's petition and make recommendation to substitute a course for a required course only if the committee determines

that the content of the required course can be reasonably met with another course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.

- Step 5** Within five regular session days, or as soon as practical after the hearing, the chairperson of the CSWC will submit the CSWC's recommendations based on its findings to the superintendent/president. A copy of the recommendations will be forwarded to the student and the department chairperson.
- Step 6** Within ten regular session days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the Superintendent/President will issue a decision.

Student's Grievance Rights

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations, and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5, and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 (ADAAA). Complaints shall be processed through the existing college formal discrimination complaint procedures in AP 5530 titled Student Rights and Grievances.

LAP Advisory Committee

The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The LAP Advisory Committee shall meet at least once during each semester.

References: Title 5 Sections 56000 et seq. and 56027;
Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008 (ADAAA);
Rehabilitation Act of 1973, Section 504

Approved: 10/15/96

(Revised: 6/16/15

*(Replaces Administrative Procedures 6230.01
and 6230.02)*

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: New Board Policy and Administrative Procedure 6100, Delegation of Authority | Item Number: 15.H. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 3 |

BACKGROUND

New board policy 6100 is legally required, and new administrative procedure 6100 is legally advised. The policy and procedure address delegation of authority to supervise the general business procedures of the district and include the legally required or advised language recommended by the California Community College League. They 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 6100 DELEGATION OF AUTHORITY

The Board of Trustees delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Bids and Contracts).

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

References: Education Code Sections 70902(d), 81655, and 81656

Adopted:

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6100 DELEGATION OF AUTHORITY

The Associate Superintendent/Vice President, Finance and Administration is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Associate Superintendent/Vice President, Finance and Administration. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Superintendent/President, Associate Superintendent/Vice President of Finance and Administration or the Director of Business Services may contract for goods, services, equipment, and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Superintendent/President, Associate Superintendent/Vice President of Finance and Administration or the Director of Business Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References: Education Code Sections 70902(d), 81644, 81655, and 81656;
 Public Contract Code Sections 20651, 20658, and 20659

Approved:

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

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: New Board Policy and Administrative Procedure 6150, Designation of Authorized Signatures | Item Number: 15.I. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 3 |

BACKGROUND

New board policy and administrative procedure 6150 are legally required. The policy and procedure address designation of officers authorized to sign on behalf of the board of trustees and incorporate the legally required language recommended by the California Community College League. They have been vetted through the shared governance process.

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



BP 6150

**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the County Superintendent of Schools.

References: Education Code Sections 85232 and 85233

Adopted:

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



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

The Superintendent/President or designee is designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.

The Superintendent/President or designee will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

References: Education Code Sections 85232 and 85233

Approved:

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

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Revised Board Policy 6200, Budget Preparation | Item Number: 15.J. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 2 |

BACKGROUND

Revised board policy 6200 is legally required. The policy addresses budget development and was revised to clarify the process related to unrestricted general reserve levels. It has 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 6200 BUDGET PREPARATION

Each year, the Superintendent/President shall present a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Board of Trustees. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's strategic and educational plans and be developed in consultation with appropriate groups.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by June of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserve levels will target the Institutional Effectiveness Partnership Initiative (IEPI) aspirational goal adopted by College Council upon recommendation by Budget Council. ~~reviewed annually by the Budget Council.~~ If reserves fall below 75 percent of this goal, the Board of Trustees will be informed of the shortfall. At no time will reserves fall below the prudent reserve of 5 percent as defined by the Chancellor's Office.
- Budget projections address ~~long-term~~ long-term goals and commitments.

References: Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
WASC/ACCJC Accreditation Standard III.D

Adopted: 7/12/16

Revised:

INFORMATION ITEM

| | | | |
|-----------------|--|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: New Board Policy and Administrative Procedure 6250, Budget Management | Item Number: | 15.K. |
| Strategic Goal: | Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: | Page 1 of 3 |

BACKGROUND

New board policy and administrative procedure 6250 are legally required and include the legally required language recommended by the California Community College League. The policy and procedure address management of the budget in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. They 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 6250 BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Unrestricted general reserve levels will target the IEPI aspirational goal adopted by College Council upon recommendation by Budget Council. If reserves fall below 75 percent of this goal, the AHC Board of Trustees will be informed of the shortfall. At no time will reserves fall below the prudent reserve of 5 percent as defined by the Chancellor's Office.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board of Trustees approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References: Title 5 Sections 58307 and 58308

Adopted:

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



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6250 BUDGET MANAGEMENT

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References: Title 5 Sections 58305, 58307, and 58308

Approved:

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

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: New Board Policy and Administrative Procedure 6340, Contracts | Item Number: 15.L. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 5 |

BACKGROUND

New board policy and administrative procedure 6340 are legally required and include the legally required language recommended by the California Community College League. The policy and procedure address compliance with Public Contract Code when entering into contracts and procedures for contract awards and management. They 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 6340 CONTRACTS

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, Public Contract Code Section 20653 (CMAS), or Public Contract Code Section 20653.5 (UC/CSU Purchases) the Superintendent/President is authorized to enter into such contract subject to Board ratification.

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.;
Government Code Section 53060

Adopted:

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



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6340 BIDS AND CONTRACTS

Limits

Bids or quotations shall be secured in accordance with Public Contract Code Section 20651.

Contracts involving expenditures that require competitive bidding under Section 20651 require approval by the Board of Trustees prior to award.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified. Such District employee as the Superintendent/President designates is responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened.

Bid and contract forms shall be prepared and maintained by such District employee as the Superintendent/President may designate. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these

California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

Such District employee as the Superintendent/President may designate shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

Such District employee as the Superintendent/President may designate shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by such District employee as the Superintendent/President may designate.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications.

Purchase without Advertising for Bids ("Piggybacks")

Such District employee as the Superintendent/President may designate is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

Such District employee as the Superintendent/President may designate may, without advertising for bids purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

Such District employee as the Superintendent/President may designate may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services (CMAS).

Such District employee as the Superintendent/President may designate is authorized (pursuant to Public Contract Code Section 20651.2) to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, in lieu of proceeding with emergency procurements under Public Contract Code Section 20654, emergency procurements may be completed pursuant to CUPCAA, at Public Contract Code Section 22050.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

References: Education Code Sections 81641 et seq.;

Government Code Section 53060;

Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;

Labor Code Sections 1770 et seq.;

WASC/ACCJC Accreditation Standard III.D.16

Approved:

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

**INFORMATION ITEM**

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: New Administrative Procedure 6345, Bids and Contracts - CUPCCAA | Item Number: | 15.M. |
| 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 4 |

BACKGROUND

New administrative procedure 6345, Bids and Contracts - CUPCCAA, is legally required. The procedure outlines non-bid, informal, and formal bidding procedures under the Uniform Public Construction Code Accounting Act also known as CUPCCAA. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. The procedure has been vetted through the shared governance process.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6345 BIDS AND CONTRACTS – CUPCCAA

Non-Bid, Informal, and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, adopted by resolution by the Board of Trustees Public Projects are defined in Public Contract Code (PCC) Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost less than \$45,000, public projects valued between \$45,000 and \$175,000¹ and public project exceeding \$175,000 shall be let to contract by procedures described below.

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this Procedure requiring work to be done by contract after competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

Procedures Not Covered by this AP

This procedure does not establish a process for formal bidding Public Projects, the procedures described in AP 6340 titled Bids and Contracts shall govern.

¹ The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code section 22032 authorizes public projects of \$45,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to \$175,000 may be let to contract by informal procedures. Public projects in excess of \$175,000, with limited exceptions, shall be let to contract by formal bidding procedure. PCC 22032.

Public Projects Less Than \$45,000

The President shall designate a District employee to establish the scope of public projects valued at less than \$45,000 and to complete a quotation process for selection of a contractor for such projects. Where feasible, at least three (3) quotes from qualified contractors shall be obtained and the contract awarded to the contractor submitting the lowest priced quote.

Projects Valued Between \$45,000 and \$175,000 (“Informal Bidding”)**Pre-Qualified Contractors List**

Pursuant to CUPCCAA requirements, the District shall annually pre-qualify contractors for informally bid projects under CUPCCAA .

Notice Inviting Informal Bids

When a Public Project anticipated to cost less than \$175,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least fourteen ~~ten~~ days before bids are due.

Award of Informally-Bid Contracts

The President or his/her designee are authorized to award informally bid contracts, except those contracts described below. The Board will be asked to ratify the award at the next scheduled board meeting.

Bids Exceed Informal Bidding Limit

If all informal bids received exceed \$175,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to \$187,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.

When Contractors List Has Not Been Prepared: Proprietary Product or Service

Notwithstanding the above:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

Award to Low Bidder; No Bids

All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may select the successful bid by lot. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Contracts for Maintenance Work

Contracts for Maintenance Work may be bid pursuant to the CUPCCA bidding procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

Rejection of Bids; Re-solicitation; Use of District Employees

If the District intends to reject all bids, it must notify the bidders in writing of the District's intent to reject the bid. The Superintendent/President or such District employee as he/she may designate are authorized to reject bids.

After rejecting all bids, the District may:

- abandon the project;
- re-advertise the project; or
- perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

Emergency Procedures

When an emergency necessitates repair or replacement, contracts may be awarded without giving notice for bids pursuant to Public Contract Code Section 22050.

References: Education Code Sections 81641 et seq.;

Labor Code Sections 1770 et seq.;

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq.
(Uniform Public Construction Cost Accounting Act (Act))

Approved:

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

INFORMATION ITEM

| | | | |
|--------------------|--|-----------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: New Administrative Procedure 6350, Contract - Construction | Item Number: | 15.N. |
| 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 2 |

BACKGROUND

New administrative procedure 6350, Contract - Construction, is legally advised. The procedure outlines the responsibility of the superintendent/president's designee for planning and programming new construction projects, remodels, and repairs to existing district facilities. The procedure's language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. The procedure has been vetted through the shared governance process.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6350 CONTRACTS – CONSTRUCTION

Such District employee designated by the Superintendent/President shall be responsible for the planning and programming of new construction, alterations and repairs of existing facilities, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing facilities, and major alterations and repairs of buildings and grounds.

Such District employee designated by the Superintendent/President shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations, and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board of Trustees for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the State Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

The final working drawings and specifications, approved by the State Department of General Services and the State Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 titled Bids and Contracts)

References: Education Code Section 81800;
Public Contract Code Sections 20650 et seq. and 22000 et seq.

Approved:

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

INFORMATION ITEM

| | | | |
|--------------------|---|-----------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: New Administrative Procedure 6360, Contracts – Electronic Systems and Materials | Item Number: | 15.O. |
| Strategic Goal: | Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: | Page 1 of 2 |

BACKGROUND

New administrative procedure 6360 is legally required and includes the legally required language recommended by the California Community College League. The procedure outlines bidding and contract award procedures for electronic systems and materials. It has been vetted through the shared governance process.

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



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6360 CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 titled Bids and Contracts.

Criteria to determine what constitutes a responsive bid shall be established by the Director of Information Technology

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the district for use by the district following the sale. The Board of Trustees shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

References: Education Code Sections 81641 et seq., and 81651;
Public Contract Code Sections 20651 et seq.

Approved:

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

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: New Administrative Procedure 6370, Contracts – Personal Services | Item Number: 15.P. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 4 |

BACKGROUND

New administrative procedure 6370 is legally required and includes the legally required language recommended by the California Community College League. The procedure outlines the conditions that the district must meet to enter into personal services contracts. It has been vetted through the shared governance process.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6370 CONTRACTS – PERSONAL SERVICES

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District
- The contractor's wages are at the industry's level and do not undercut District pay rates
- The contract does not cause the displacement of District employees
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period
- The amount of savings clearly justifies the size and duration of the contracting agreement
- The contract is awarded through a publicized, competitive bidding process
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards
- The potential for future economic risk to the District from potential contractor rate increases is minimal
- The contract is with a firm
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors
- The services are not available within the District or cannot be satisfactorily performed by district employees
- The services are incidental to a purchase or lease contract
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process

- The work meets the criteria for emergency appointment
- Equipment, materials, facilities, or support services could not feasibly be provided by the District
- The services are of an urgent, temporary, or occasional nature

Professional Experts – Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors – To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed
- The contractor sets his/her own hours
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District
- No District employees have duties similar to the independent contractor
- The District does not provide assistants to the contractor
- The duration of employment is for a specific job, not for a specified period of time
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery)
- The contractor's investment in his/her trade must be real, essential, and adequate
- The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages
- The individual is not presently employed by the District to do the same type of work
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports
- Contractors are generally responsible for their incidental expenses
- Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:
 - If the contractor hires and pays assistants
 - If the contractor has his/her own office, equipment, materials, or facilities
 - If the contractor has continuing and reoccurring liabilities
 - If the contractor has agreed to perform specific jobs for prices agreed upon in advance
 - If the contractor's services affect his own business reputation

Contractors can't be fired so long as they produce a result that meets the contract specifications.

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants – Consulting services contracts refer to all services that:

- are of an advisory nature
- provide a recommended course of action or personal expertise
- have an end product which is basically a transmittal of information either written or verbal
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type
- The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract

References: Education Code Section 88003.1;
Government Code Section 53060

Approved:

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

INFORMATION ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: Revised Board Policy 6500, Property Management and New Administrative Procedure 6500, Property Management | Item Number: | 15.Q. |
| 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 |

BACKGROUND

Revised board policy and new administrative procedure 6500, Property Management, are legally required. The policy and procedure outlines the process the district will use to lease, sell, use, or exchange of real property. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. Both policy and procedure have been vetted through the shared governance process.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6500 PROPERTY MANAGEMENT

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

~~State of California Education Code Section 72205 and District insurance require that all District property with current market value of greater than \$200 be carefully inventoried.~~

~~The Dean of Administrative Services will maintain an inventory of all equipment items. This will be verified by an annual physical inventory taken by instructors on a room-by-room basis.~~

~~Transfer of equipment forms will be submitted to the Receiving Department and approved before any item is moved from the room in which it is inventoried.~~

References: Education Code Sections 81300 et seq.

Adopted: No date

Revised:

(Replaces Board Policy 8910)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6500 PROPERTY MANAGEMENT

Such District employee as the Superintendent/President designates shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Property and Equipment

Carefully inventory all District property with current market value of greater than \$1,000.

Such District employee as the Superintendent/President designates will maintain an inventory of all equipment items. This will be verified by an physical inventory will be taken on a "as-needed" basis.

Transfer of equipment forms will be submitted to the Receiving Department and approved before any item is moved from the room in which it is inventoried.

References: Education Code Sections 70902, and 81300 et seq.

Approved:

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

**INFORMATION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Revised Board Policy and Administrative Procedure 6550, Disposal of Property | Item Number: 15.R. |
| 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 6550 is legally required, and revised administrative procedure 6550 is legally advised. They address the disposal and sale of surplus personal property and conditions under which the district may sell or lease real property. The policy and procedure incorporate the legally required or advised language recommended by the California Community College League. They 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 6550 DISPOSAL OF PROPERTY

The Superintendent/President is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

~~District property no longer useful for district purposes may be sold, leased, or disposed of only upon authorization by the Board of Trustees in accordance with provisions of the Education Code. Such property will not be disposed of in any other manner. A list of obsolete or worn out property to be disposed of will be submitted to the associate superintendent/vice president, administrative services.~~

References: Education Code Sections 70902(b)(6), 81360 et seq., and 81450-81460

Adopted: 11/20/79
Revised: 9/16/80
Revised: 6/19/07
Revised:

(Replaces Board Policy 8920)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6550 DISPOSAL OF PROPERTY

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

When property or equipment is no longer useful to a department, a Request for Declaring Excess Property form must be approved by the appropriate dean, director, or supervisor and submitted to Business Services. Following an evaluation of usefulness to the District, the item(s) may be reallocated to another department or recommended for disposal or replacement. Upon authorization by the Board of Trustees, the District may apply the trade-in value of an item to the purchase of like property or sell the items for cash. Note that if the property or equipment was obtained through federal grant funds, refer to the Education Department General Administrative Regulations (EDGAR) §74.32 and §74.34 and Code of Federal Regulations (CFR) 200.313 for proper disposal procedures.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be published for at least once a week for a period of not less than two weeks in a newspaper in the District and having a general circulation.

If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

The Associate Superintendent/Vice President, Finance and Administration ~~administrative services~~, shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or

transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District may also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a) The District determines that the property is no longer useful for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for District use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district-wide or school site technology plan of the recipient district.

If the Board of Trustees, 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 five thousand dollars (\$5,000), the property may be sold by the Associate Superintendent/Vice President, Finance and Administration ~~administrative services~~, at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Associate Superintendent/Vice President, Finance and Administration ~~administrative services~~, at private sale without advertising.

If the Board of Trustees by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the Board.

In addition, the Board of Trustees may sell or lease real property belonging to the District under the following conditions:

- If the District has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board of Trustees, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

- Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Board has determined that the District has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

References: Education Code Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

Approved: 6/19/07

Revised:

(Replaces Administrative Procedure 8920.01)

INFORMATION ITEM

| | | | |
|-----------------|---|---------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | June 13, 2017 | |
| Subject: | First Reading: New Board Policy 6600, Capital Construction and New Administrative Procedure 6600, Capital Construction | Item Number: | 15.S. |
| 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 4 |

BACKGROUND

New board policy and new administrative procedure 6600, Capital Construction, are legally required. The policy and procedure outlines the responsibility of the Superintendent/President's designee for planning and administrative management of the district's capital outlay and construction program. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. Both policy and procedure have been vetted through the shared governance process.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6600 CAPITAL CONSTRUCTION

Such District employee designated by the Superintendent/President or the Superintendent/President are responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by such District employee designated by the Superintendent/President. Such District employee designated by the Superintendent/President shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work; and shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five year Capital Construction Plan as required by law. Such District employee designated by the Superintendent/President shall annually update the Plan and present it to the Board of Trustees for approval. The Plan shall address, but is not limited to, the criteria contained in law.

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Adopted:

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6600 CAPITAL CONSTRUCTION

Capital Outlay Program

Such District employee designated by the Superintendent/President or the Superintendent/President will annually report to the Board of Trustees and to the State Chancellor's Office a five-year capital outlay program. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five-year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

Contracts

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction or AP 6345 (CUPCCAA) and will comply with applicable laws relating to public works.

Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).

- The District has complied with facility site review procedures and guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Approved:

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

INFORMATION ITEM

| | | | |
|-----------------|--|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: Revised Board Policy 6700, Civic Center Facilities Use and Revised Administrative Procedure 6700, Civic Center Facilities Use | Item Number: | 15.T. |
| 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 14 |

BACKGROUND

Revised board policy and revised administrative procedure 6700, Civic Center Facilities Use, are legally required. The policy and procedure outlines the designated facilities that are available for community use. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. Both policy and procedure have been vetted through the shared governance process.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6700 CIVIC CENTER FACILITIES USE

There is a Civic Center at the District's Santa Maria Campus and Lompoc Valley Center. The Civic Centers are the Student Center in building G 106 A&B, gymnasium, Marian and Severson Theaters, and athletic fields for the Allan Hancock College at the Santa Maria Campus and the gymnasium room 3-116, room 3-114, and conference room 1-202/1-203 for the Lompoc Valley Center. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish administrative procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Community Use of Allan Hancock College Facilities

~~It is the policy of the Allan Hancock Joint Community College~~ The District ~~to permit~~ the use of college facilities by groups and organizations whose purposes and objectives contribute to the development and welfare of the community (Education Code Sections 82530-82548). The primary purpose of college facilities is to house the college educational programs, and other uses must not interfere. Authorized use or occupancy of the property for other than college purposes shall be secondary and subordinate to this primary purpose. The college does not intend to be in competition with other facilities in the community which are available for the use of groups and organizations.

When an alternative location is not available, the use of college facilities may be authorized for nonprofit organizations and clubs and associations organized for general character building or welfare purposes (Education Code Section 82542). Because costs are involved in non-college use of facilities, charges may be necessary to defray expenses of such use. The use of college facilities may be authorized for profit-making organizations. Such organizations will be charged a fair rental value for facilities (Education Code Section 82542).

References: Education Code Sections 82537 and 82542

Adopted: 2/19/85

Revised: 1/19/93; _____

(Replaces Board Policy 8000)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6700 CIVIC CENTER FACILITIES USE

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to time identified by such District employee(s) designated by the Superintendent/President but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The District employee(s) designated by the Superintendent/President pursuant to the foregoing are responsible for the coordination and implementation of these procedures and shall determine all applicable fees to be charged based on fees established by the Board.

Outside the designated public forum areas, the following shall apply:

- All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, “when an alternative location is not available,” as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of the District's Civic Center must be made at least in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the the District employee(s) designated by the Superintendent/President.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the District employee(s) designated by the Superintendent/President.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Recycling: Large Venues and Events

"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.

"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.

A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:

- Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.

- Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils

Community Use of Allan Hancock College Facilities

CATEGORIES AND FEE CHARGES

~~**Category 1 User** (Nonprofit organizations whose objectives are general character building or welfare purposes (Education Code Section 82542).)~~

~~A Category 1 User will be charged an amount equal to direct costs of the college in providing the requested facilities (Education Code Section 82542). All users falling within this category will be charged the nonprofit rate. A minimum of two hours will be billed for set up and cleaning and when college custodial staff are called back in during off-duty hours. Additional charges will be billed for special preparation and for support by college personnel. Special set-ups will not include construction of platforms, use of elaborate audio-visual equipment, or use of pianos or organs. Such set-ups will be billed at an additional charge, if the college can reasonably provide the services or equipment requested.~~

~~**Category 2 User** (Profit-making organizations, and nonprofit organizations which do not meet all requirements of Category 1 Users.)~~

~~A Category 2 User will be charged a fair rental value for such use (Education Code Section 82542). Nonprofit organizations which charge admission fees or solicit contributions for an event will be considered Category 2 Users, unless they qualify under Education Code Section 82542 as to type of organization, and unless the funds solicited are used solely for the advancement of the organization's cultural, character building, or welfare work (Education Code Section 82542). In such cases, and in other cases in which an organization wishes to hold a fund-raising event for a specific charitable purpose, a determination will be made by the college whether the user falls into category 1 or 2. The determination will be based upon the following factors:~~

- ~~a. Verification of the status of the organization.~~
- ~~b. Specific purpose(s) for the funds to be raised.~~
- ~~c. The financial arrangements with any promoters or artists involved.~~
- ~~d. Other extenuating circumstances.~~

~~The California Education Code does not permit the use of college facilities for religious services except under emergency circumstances, and the college is required to charge fair rental value for the facilities. Churches or religious organizations requesting college facilities for the conduct of religious services shall be Category 2 Users. (Education Code Section 82542)~~

~~There are four fee requirements to be met by Category 2 Users.~~

- ~~a. **Facility and Utilities.** A minimum of two hours will be billed for set up and cleaning and when college custodial staff are called back in during off-duty hours. If special set-ups are required, the college will accomplish this work. Users may not make special set-ups. Any overtime required to accomplish clean-up/set-up outside of regular custodial hours will be billed to the user. The District may impose an additional utilities and telecommunications fee for extraordinary use if it is deemed appropriate.~~
- ~~b. **Maintenance and Security.** Any college employees who are needed for the event and any security will be provided at the discretion of and under the control of the college. The user will be billed for any security and maintenance personnel so utilized.~~
- ~~c. **Equipment and Technical Assistance.** The college generally does not supply equipment such as sound systems or pianos, nor does it provide technicians. Basic equipment over and above a normal set-up (e.g. extra chairs) may be furnished at a fair rental value.~~
- ~~d. **City Permit.** Some events require a city permit. The user should contact the City Finance Director at least two months prior to the event to obtain a permit, if required. The permit fee is set by the City Council.~~

~~Fees for rental are payable to Allan Hancock College and must be paid at least one week prior to the event. Failure to pay the fee by this deadline may be cause for the college to cancel this event.~~

~~**Category 3 User** (Programs cosponsored by a college department)~~

~~College facilities are available for community programs such as lectures, films, recreation, concerts and other similar activities in which an agency of the college is cosponsor. Participation fees or admission prices must be sufficient to pay the full cost of any artist/performer/lecturer, film, etc. In addition, participant fees and/or admission prices must cover direct costs for the event. The determination of whether to accept an organization applying for the status of co sponsorship with Allan Hancock College shall be guided by the following criteria:~~

- ~~a. The monetary benefit to the sponsoring agency. To qualify as a cosponsor the benefit to the college cosponsor must be substantial and not peripheral.~~
- ~~b. The purpose of the fund raising activity. The funds raised must have some educational, cultural, social or recreational benefits to the college or the~~

~~community. All fund raising must be done within college guidelines and in accordance with college board policy 8055 particularly noting responsibility for guaranteeing loss coverage.~~

~~The following process will be used to request approval for co_sponsorship.~~

- ~~a. If a nonprofit or profit entity (agency or company) wishes to request co_sponsorship from the college, the request must be submitted in writing to the chairperson, program coordinator, director, or supervisor of the program or department. The request must specify time, date, purpose of the event; benefit to the college and/or agency; and the cultural, social or recreational benefits to the college or community.~~
- ~~b. This request will be reviewed and approved/disapproved by the dean of the area. The dean of the area will state the reason(s) for approval or disapproval. If approved, the dean will then submit the request to the appropriate vice president.~~
- ~~c. The appropriate vice president will review and approve/disapprove the request and return it to the district staff member who initiated the request.~~
- ~~d. If the District staff member or the agency is not satisfied with the approval/disapproval of the appropriate dean and/or vice president, the request may be appealed to the Superintendent/President of the District.~~
- ~~e. The request must be submitted and approved at least two weeks prior to the event.~~

Fee Schedules

~~The nonprofit rate on the fee schedule below will be used for Category 1 Users. This schedule provides for reimbursement to the college for direct costs.~~

~~The profit rate on the fee schedule below will be used for Category 2 Users. This schedule is a fair rental value based on direct and amortized costs (Education Code 82542) for the facility. Category 3 Users will not be charged for actual use of the facility. However, any charges incurred when college personnel are not normally on duty will be billed back to the user organization.~~

~~Total fee payable to the Allan Hancock Joint Community College District must be remitted to the college one week prior to the scheduled use of the facility. For amounts over \$100 a cashier's check, certified check, or money order must be used. In the event advance payment is not made, the college shall not permit the use of the facility.~~

FACILITIES
Santa Maria and Lompoc Valley Center

Hourly Rates

| | Non-Profit | Profit |
|--------------------------|--------------------------------|--------------------------------|
| Classrooms (LVC) | \$12.50 | \$25.00 |
| Conference Room (LVC) | \$20.00 | \$40.00 |
| Conference Room A | \$25.00 (2 hr min) | \$50.00 (2 hr min) |
| Conference Room B | \$12.50 (2 hr min) | \$25.00 (2 hr min) |
| Conference Room A/B | \$50.00 | \$100.00 |
| Cafe (LVC) | \$25.00 (2 hr min) | \$50.00 (2 hr min) |
| Staff Dining Room | \$20.00 (2 hr min) | \$40.00 (2 hr min) |
| Lecture Hall — M-10/C-40 | \$15.00 | \$30.00 |
| Sports Pavilion (Gym) | \$50.00 (6 hrs min) | \$300.00 (6 hrs min) |
| Locker Rooms | \$10.00 (2 hr min) | \$20.00 (2 hr min) |
| Swimming Pool | \$25.00 (2 hr min) | \$50.00 (2 hr min) |
| Baseball Field | \$25.00 (2 hr min) | \$50.00 (2 hr min) |
| Softball Field | \$25.00 (2 hr min) | \$50.00 (2 hr min) |
| Tennis Courts | \$10.00 (per hr, per court) | \$20.00 (per hr, per court) |
| Track | \$25.00 | \$50.00 |
| Choral Room | \$15.00 | \$30.00 |

| | | |
|----------------------|-------------------------|-------------------------|
| Parking Lot (LVC) | \$10.00 | \$20.00 |
| Football Field | \$20.00 | \$40.00 |
| Soccer Field | \$20.00 | \$40.00 |
| | \$10.00 (youth soccer) | |
| Dance Studio (LVC) | \$12.50 | \$25.00 |
| Marian Theater | \$50.00 | \$100.00 |
| | (6 hrs min) | (6 hrs min) |
| Kitchen Staging Area | \$12.50 | \$25.00 |
| | plus \$50.00 refundable | plus \$50.00 refundable |
| | deposit | deposit |
| | (2 hr min) | (2 hr min) |

Daily Rate

| | | |
|--------------------|---------------|----------------|
| Barbecue Pit (LVC) | \$12.50 | \$25.00 |
| Chairs | 25 cents each | 35 cents each* |
| Bleachers | \$30.00 | \$60.00** |
| Stage | \$750.00 | \$1,000.00** |
| Snack Bar | \$25.00 | \$150.00*** |
| Vendor Table | \$15.00 | \$35.00 |

* Fee to be charged when chairs set up on gym floor.

** This is a flat fee, covering the cost of erecting and dismantling a stage, and the approximate cost for pulling bleachers.

*** This is a flat fee, covering the cost of erecting and dismantling the snack bar.

A minimum of two hours will be billed for set up and cleaning and when college custodial staff are called back in during off-duty hours.

Additional staff required for security or other assistance will be billed on an hourly basis at average salary for each of the following groups:

Security _____ Grounds Keepers
 Custodial _____ Technicians
 Student Assistants

Revised: 8/20/91
 Revised: 1/19/93
 Revised: 6/20/95
 Revised: 1/21/97

REGULATIONS

1. ~~**SECURITY OF FACILITIES.** Provision of security for all events, as deemed necessary by Allan Hancock College, shall be provided by Allan Hancock College Police Department, or under their direction.~~
2. ~~**GAMBLING.** Betting or other forms of gambling are prohibited, unless expressly authorized by state law and the college.~~
3. ~~**ACTIONS CAUSING DISTURBANCES.** Fighting, possession or use of intoxicating liquors, drugs, or narcotics, is prohibited.~~
4. ~~**SUPERVISION OF RECREATION.** The college may require its supervision of activities of those using college grounds, gymnasiums, and other athletic and recreational facilities. College athletic equipment may be used only when the college gives special permission.~~
5. ~~**NO VIOLATION OF THE LAW.** No activity shall be conducted which constitutes a violation of any federal, state, or local law.~~
6. ~~**NO MONOPOLY.** No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization. (Education Code 82537.) Normally, requests for weekly use or regularly scheduled use for a number of times will be denied.~~
7. ~~**FOOD PERMITS.** The use of cafeteria and other facilities for the serving of food must be approved in advance by the college.~~
8. ~~**CANCELLATION OF PERMIT.** Allan Hancock College reserves the right to cancel any Facility Use Permit. The college has the right to cancel a permit whenever a need for the facilities for educational purposes arises after issuance of permit.~~
9. ~~**INTERFERENCE WITH COLLEGE.** Permission to use college facilities may be granted only when the property is not needed for college purposes. No use shall be inconsistent with the use of buildings or grounds for college purposes, or interfere with the regular conduct of college work. (Education Code 82537.)~~
10. ~~**ERECTION OF STRUCTURES, ETC.** No structures may be erected or assembled in and around college facilities nor may any electrical, mechanical or other equipment be brought thereon, unless authorized by the college.~~
11. ~~**SIGNS.** Signs may be posted in and around college facilities only with the permission of the college and in places and manners designated. They will be removed immediately after the event by the permittee. Sponsors should not expect their meeting to be advertised through college media. Any poster or directional sign that bears the college name must be approved by the college office of student activities.~~
12. ~~**CANCELLATION BY PERMITTEE.** Facilities shall be available for the permittee until one-half hour after the time designated on the permit for that meeting to begin. Notification of cancellation of meetings for which there is a service charge must be received at least 36 hours prior to the time for scheduled use, if service cost, fees, or deposits are to be refunded. All cancellations, whether a charge was levied or not, shall be reported to the permit-issuing office.~~
13. ~~**SAFETY REGULATIONS.** The user at all times during the use and occupancy of the facilities shall comply with all ordinances, laws and regulations affecting the~~

- use and occupancy thereof, including all state and local fire, health and safety laws, ordinances, and regulations.
14. **NO SMOKING.** Smoking is not permitted within 20 feet of any district building or leased facility. User agrees to enforce this no-smoking policy. (Board Policy 8991)
 15. **SPECTATORS.** All spectators must be seated in designated areas while watching the activities.
 16. **FIRE HAZARDS.** Lighted candles and any devices having any form of open flame are prohibited; any material or device which constitutes a fire hazard is expressly prohibited.
 17. **PAVILION FLOOR.** No person wearing street shoes of any type shall be permitted to walk on the gym floor when participating in basketball, volleyball, badminton, and similar types of activities.
 18. **NO EXTENSION OF CLOSING TIME.** Teams using the college athletic facilities must finish the activities, including showers, within the time designated on the permit.
 19. **CLOSING TIME.** College facilities shall not be used later than 11 p.m., except upon special permission of the college.
 20. **WEAPONS.** The possession and carrying of firearms and weapons of any kind in and around college facilities shall be prohibited, except for peace officers.
 21. **DAMAGES.** Permittee and/or lessee shall be responsible for and shall pay for repairs or replacement of any character whatsoever which are occasioned or made necessary by reason of the negligence or misuse of said facilities. Damage occasioned by acts of God is excepted.
 22. **CERTIFICATE OF INSURANCE.** Any person, group, or organization outside of the college whose event is classified by the college as a high risk activity will be required to provide a certificate of insurance for a minimum of \$3,000,000 for any liability for injury or damage to property which may arise out of the use of college facilities. Activities other than high risk will be required to provide a certificate of insurance for a minimum of \$1,000,000. A determination of whether the activity is high risk will be made at the time of approval. (Education Code 82548)
 23. **COPYRIGHT REQUIREMENTS.** Any group or organization which intends to play music will be responsible for obtaining a copyright permit from the appropriate national music licensing agency (ASCAP, BMI, SESAC, etc.).
 24. **DENIAL BECAUSE OF VIOLATION OF DISTRICT REGULATIONS.** The college, at its discretion, shall have the right to cancel and/or terminate a Facilities Use Permit immediately and without notice upon its discovery of violation of any term, condition or provision of the permit on the part of the permittee. Should any such violation occur, the college, at its discretion, shall have the right to deny any future requests by the permittee for the use of any other college property or facilities.
 25. **DOCUMENTATION.** Documentation supporting the nature and purpose of the organization, including proof of its tax exempt status, and the nature of the event, must be submitted to the college on request. Failure to do so may result in denial of the application.
 26. **APPROVAL OF FACILITY REQUESTS:** The college will review all facility requests, taking into consideration issues including compatibility with college operations, availability of space, college calendar, time factors, security, legal

~~issues, and risk factors, in order to prevent the disruption of college functions, ensure the safety of participants and protect college property. The college reserves the right to deny facility requests based on this review and/or the requirements outlined in the college's Facility Use Guidelines located in the office of the coordinator, student activities; supervisor, student center; and the center administrative technician at the Lompoc Valley Center. Final determination of facility usage requires administrative approval.~~

References: Education Code Sections 82537, 82542, and 82548;
Public Resources Code Section 42648.3
Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

Approved: 2/19/85

Revised: 6/16/87

Revised: 1/19/93

Revised: 6/20/95

Revised: 2/18/03

(Replaces Administrative Procedure 8000.01)

**INFORMATION ITEM**

| | | | |
|-----------------|--|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: Revised Board Policy 6950, Drug and Alcohol Testing and Revised Administrative Procedure 6950, Drug and Alcohol Testing | Item Number: | 15.U. |
| 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 28 |

BACKGROUND

Revised board policy and revised administrative procedure 6950, Drug and Alcohol Testing, are legally required. The policy and procedure outlines the regulations the district complies with pursuant to the United States Department of Transportation regulations. Current language parallels the legally required recommendations by the California Community College League's Policy and Procedure Services. Both policy and procedure have been vetted through the shared governance process.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

**BP 6950 DRUG AND ALCOHOL TESTING POLICY PURSUANT TO
THE UNITED STATES DEPARTMENT OF
TRANSPORTATION REGULATIONS**

AUTHORITY FOR POLICY AND TESTING

The Omnibus Transportation Employee Testing Act of 1991 (the "Omnibus Act"), was signed by President Bush on October 28, 1991, as part of the 1992 Department of Transportation and Related Agencies Appropriations Act. The Omnibus Act requires the Secretary of Transportation to promulgate regulations for alcohol and controlled substances testing for persons in safety-sensitive positions in four modes of transportation -- motor carrier, airline, railroad, and mass transit. The general requirements of the Omnibus Act are addressed in the Office of the Secretary of Transportation's final rule amending 49 CFR Part 40 and in the common preamble, applicable to all the U. S. Department of Transportation modal agency rules on alcohol testing programs.

Section 5 of the Omnibus Act addresses requirements specific to employers, including Allan Hancock Joint Community College District, who own or lease commercial motor vehicles (CMVs) or assign persons to operate such vehicles. This section amends the commercial motor vehicle Safety Act of 1986 (CMVSA). The CMVSA established the requirements for the commercial drivers license (CDL). The Federal Highway Administration (FHWA) has implemented the CDL provisions of the CMVSA through the publication of several final rules.

The Omnibus Act requires the Secretary of Transportation to issue regulations requiring employers to conduct preemployment, reasonable suspicion, random and post-accident testing of drivers for the use, in violation of law or Federal regulations, of controlled substances and/or alcohol.

The FHWA present regulations for controlled substances testing are contained as a subpart to the FHWA driver qualification regulations in Part 391 and are applicable only to drivers subject to Part 391. Generally, Parts 390 through 399 to Title 49 Subchapter B are applicable to motor carriers and drivers who operate in interstate commerce. The Omnibus Act requires the FHWA to expand the scope of persons required to be tested

beyond those subject to Part 391. This rule will completely replace 49 CFR Part 391, Subpart H controlled substances testing on January 1, 1996.

The Omnibus Act requires all operators of CMVs to be tested for controlled substances and alcohol. This encompasses far more drivers than have been subject to Parts 390 through 399. It applies to all drivers required to obtain a CDL. Drivers to which Federal drug testing requirements are newly applicable include, but are not limited to, drivers and their employers operating wholly in intrastate commerce, employed directly by Federal, State and local governments, including school districts with restricted-use CDLs or drivers in a state that does not recognize waiver CDLs.

The FHWA will make Part 391, Subpart H ineffective on the two implementation dates of Part 382 to enable motor carriers to continue to use the existing regulations until all the requirements of Part 382 are to be complied with fully.

The above authority mandates that specific policies shall be emplaced and enforced. This policy shall be effective as of January 1, 1996, and is intended to be in direct and strict compliance with all Federal requirements.

EMPLOYEES DIRECTLY AFFECTED BY THIS POLICY

This policy shall apply only to those employees of this district who are directly identified as holding and performing a function which has been identified as a safety-sensitive function and who are considered to be covered by the federal regulations and who hold a commercial driver's license which is necessary to perform job related duties such as operating a commercial motor vehicle as defined by this policy. See administrative procedure 3040.01 for specific job categories.

DEFINITIONS

1. Alcohol: Means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl and isopropyl alcohol.
2. Alcohol Concentration: Means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an EBT (or evidential breath testing device).
3. Commerce: Means (a) any trade, traffic or transportation within the jurisdiction of the United States between a place in a state and a place outside such state, including a place outside of the United States and (b) trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in section (a) of this definition.
4. Commercial Motor Vehicle: Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - b. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - c. Is designed to transport 16 or more passengers, including the driver; or
 - d. Is of any size and is used in the transportation of materials found to be
 - e. hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations.
5. Consortium: Means an entity, including a group or association of employers or contractors, that provides alcohol or controlled substances testing as required by this policy, or other DOT alcohol or controlled substances testing rules, and that acts on the behalf of the employers.
 6. Controlled Substance: Means marijuana, cocaine, amphetamines (including methamphetamines), opiates (including heroin) and phencyclidine (PCP).
 7. DOT Agency: Means an agency (or "operating administration") of the United States Department of Transportation (DOT) administering regulations requiring alcohol and/or drug testing in accordance with 49 CFR Part 40.
 8. Driver: Means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of preemployment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.
 9. EBT (or evidential breath testing device): Means EBT approved by the National Highway Traffic Administration (NHTSA) for the evidential testing of breath and placed on the NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).a
 10. Employer: Means any person (including the United States, a state, District of Columbia or a political subdivision of a state) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle. The term employer includes an employer's agents, officers and representatives. As used herein, the term "employer" specifically means the entity first named above.

11. FHWA: Means the Federal Highway Administration.
12. Medical Review Officer (MRO): Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and individual's confirmed positive test results together with his or her medical history and any other relevant biomedical information.
13. On-Duty Time: Means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
14. Performing (a Safety-Sensitive Function): Means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
15. Refuse to Submit (to an alcohol or controlled substances test): Means that a driver:
- a. Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirements for breath testing in accordance with the provisions of this policy; or
 - b. Fails to provide an adequate urine sample for controlled substances testing without a genuine inability to provide a specimen (as determined by a medical evaluation) after he or she has received notice of the requirements for urine testing in accordance with the provisions of this policy; or
 - c. Engages in conduct that clearly obstructs the testing process including, but not limited to
 - i. A refusal to provide a urine sample for a drug test;
 - ii. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - iii. Tampering with or attempting to adulterate the urine specimen or collection procedure;
 - iv. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
 - v. Leaving the scene of an accident without a valid reason as to why authorization from a supervisor or manager who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test was not obtained.
16. Safety-Sensitive Function(s): Means any of those on-duty time functions which include:
- a. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been

relieved from duty by the Allan Hancock Joint Community College District;
or

- b. All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; or
 - c. All time spent at the driving controls of a commercial motor vehicle in operation; or
 - d. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth; or
 - e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; or
 - f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
17. Substance Abuse Professional (SAP): Means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.
18. Use of (Using) Alcohol: Means the consumption of any beverage, mixture, preparation, including any medication, containing alcohol.

EMPLOYER REQUIREMENTS, NOTICES AND PROHIBITIONS

1. Except as expressly provided in this policy, nothing in this policy shall be construed to affect the authority of the Allan Hancock Joint Community College District, or the rights of drivers, with respect to the use or possession of alcohol, the use of controlled substances, including authority and rights with respect to testing and rehabilitation.
2. Before performing an alcohol or controlled substances test under this policy, the Allan Hancock Joint Community College District shall notify a driver that the alcohol or controlled substances test is required under this policy. The Allan Hancock Joint Community College District shall not falsely represent that a test is administered under this policy.
3. If the Allan Hancock Joint Community College District has actual knowledge that a driver has an alcohol concentration of 0.04 or greater, the Allan Hancock Joint Community College District shall not permit the driver to perform or continue to perform safety-sensitive functions.
4. If the Allan Hancock Joint Community College District has actual knowledge that a driver possess unmanifested alcohol, the Allan Hancock Joint Community College District shall not permit the driver to drive or continue to drive a commercial motor vehicle.

5. If the Allan Hancock Joint Community College District has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, the Allan Hancock Joint Community College District shall not permit the driver to perform or continue to perform safety-sensitive functions.

6. If the Allan Hancock Joint Community College District has actual knowledge that a driver has used alcohol within four (4) hours, the Allan Hancock Joint Community College District shall not permit a driver to perform or continue to perform safety-sensitive functions.

7. The Allan Hancock Joint Community College District shall not permit a driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up alcohol or controlled substances test to perform or continue to perform safety-sensitive functions.

8. If the Allan Hancock Joint Community College District has actual knowledge that a driver has been using a controlled substance, the Allan Hancock Joint Community College District shall not permit the driver to perform or continue to perform a safety-sensitive function.

9. If the Allan Hancock Joint Community College District has actual knowledge that a driver has tested positive for controlled substances, the Allan Hancock Joint Community College District shall not permit the driver to perform or continue to perform safety-sensitive functions.

10. The Allan Hancock Joint Community College District shall not permit a driver who has engaged in any "Prohibited Conduct" of this policy to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of §382.605 (referral, evaluation and treatment by a substance abuse professional).

PROHIBITED CONDUCT

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

2. No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.

3. No driver shall use alcohol while performing safety-sensitive functions.

4. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

6. No driver shall refuse to submit to a post-accident, random, reasonable suspicion or follow-up alcohol or controlled substances test.

7. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

8. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

CONSEQUENCES OF PROHIBITED CONDUCT

1. A driver who has engaged in any "Prohibited Conduct" under this policy or an alcohol or controlled substances rule of another DOT Agency shall not perform any safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the following requirements:

a. The driver shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substances use.

b. Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in any "Prohibited Conduct," the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

c. In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use:

(i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed by the substance abuse professional, and

(ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the Allan Hancock Joint Community College District following the driver's return to duty. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. The Allan Hancock Joint Community College District may direct the driver to undergo return-to-duty and follow-up testing for both alcohol and controlled substances, if the substance abuse professional determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary for that particular driver. Any such testing shall be performed in accordance with the requirements

of 49 CFR Part 40. Follow-up testing shall not exceed sixty (60) months from the date of the driver's return to duty. The substance abuse professional may terminate the requirement for follow-up testing at any time after the first six (6) tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.

2. These "Consequences of Prohibited Conduct" with respect to referral, evaluation and rehabilitation does not apply to applicants who refuse to submit to a pre-employment controlled substances test or who have a pre-employment controlled substances test with a verified positive test result.

OTHER ALCOHOL-RELATED CONDUCT

Although the following conduct is unacceptable, it is not, however, considered to be a "Prohibited Conduct" for the purposes of this policy. Engaging in the following conduct will not expose the driver to the "Consequences of Prohibited Conduct." No driver tested (either pre-employment, post-accident, random, return-to-duty or follow-up tests) who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for the Allan Hancock Joint Community College District, including driving a commercial motor vehicle, nor shall the Allan Hancock Joint Community College District permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. Except as just stated, the Allan Hancock Joint Community College District shall not take any action against a driver based solely on test results showing an alcohol concentration less than 0.04 under this policy. However, this does not prohibit the Allan Hancock Joint Community College District with authority independent from that conferred by CFR 49 Part 382 et al from taking action otherwise consistent with law and other policies the Allan Hancock Joint Community College District may have in effect.

TESTING PROCEDURES

All alcohol or controlled substances testing conducted under this policy shall comply with the procedures set forth in the Federal Motor Carrier Safety Regulations Title 49 - Transportation, Chapter III - Federal Highway Administration Department of Transportation, Subtitle A - Office of the Secretary of Transportation, Part 40 (Procedures For Transportation Workplace Drug and Alcohol Testing Programs).

PRE-EMPLOYMENT TESTING

1. Prior to the first time a driver performs a safety-sensitive function for the Allan Hancock Joint Community College District, the driver shall undergo testing for controlled substances.

2. The Allan Hancock Joint Community College District shall not allow the driver to perform safety-sensitive functions unless the driver has been administered a controlled

substances test result from the medical review officer indicating a verified negative test result.

3. Part 382.301(b) and Part 382.301(c) provide exceptions when the employer is not required to administer a pre-employment controlled substances test. The Allan Hancock Joint Community College District reserves the right to exercise these exceptions and will comply with Part 382.301(d) when, and if, these exceptions are exercised with regard to any driver.

POST-ACCIDENT TESTING

1. As soon as practicable following an accident involving a commercial motor vehicle, the Allan Hancock Joint Community College District shall test for alcohol and controlled substances each surviving driver:

a. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

b. Who receives a citation under state or local law for a moving traffic violation arising from the accident.

2. If a post-accident alcohol test is not administered within two (2) hours following the accident, the Allan Hancock Joint Community College District shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a post-accident alcohol test is not administered within eight (8) hours following the accident, the Allan Hancock Joint Community College District shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FHWA upon requests of the associate administrator.

3. If a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the Allan Hancock Joint Community College District shall cease attempts to administer the controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FHWA upon request of the associate administrator.

4. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the Allan Hancock Joint Community College District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

5. The Allan Hancock Joint Community College District shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of post-accident testing.

6. The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of post-accident testing, provided such tests conform to applicable Federal, State or local requirements, and that the results of the tests are obtained by the Allan Hancock Joint Community College District.

RANDOM TESTING

1. The minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions, and the minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions. The FHWA Administrator's future decisions to increase or decrease the minimum annual percentage rate for alcohol and/or controlled substances testing shall be observed.

2. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such a random number table of a computer-based random number generator that is matched with driver's social security numbers, payroll identification numbers, or other comparable identification numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

3. The Allan Hancock Joint Community College District shall randomly select a sufficient number of drivers for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate for random alcohol and controlled substances testing determined by the FHWA administrator.

4. If the Allan Hancock Joint Community College District decides to conduct random testing for alcohol and/or controlled substances through a consortium, the number of drivers to be tested may be calculated for each individual Allan Hancock Joint Community College District or may be based on the total number of drivers covered by the consortium who are subject to random alcohol and/or controlled substances testing at the same minimum annual percentage rate under these testing rules.

5. The Allan Hancock Joint Community College District shall ensure that random alcohol and controlled substances tests are unannounced and that the dates for administering random alcohol and controlled substances tests are spread reasonably throughout the calendar year.

6. The Allan Hancock Joint Community College District shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the Allan Hancock Joint Community College District shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

REASONABLE-SUSPICION TESTING

1. The Allan Hancock Joint Community College District shall require a driver to submit to an alcohol test when the Allan Hancock Joint Community College District has reasonable suspicion to believe that the driver has engaged in any "Prohibited Conduct" concerning alcohol with the exception of the driver possessing unmanifested alcohol.
2. The Allan Hancock Joint Community College District shall require a driver to submit to a controlled substances test when the Allan Hancock Joint Community College District has reasonable suspicion to believe that the driver has engaged in any "Prohibited Conduct" concerning controlled substances.
3. The Allan Hancock Joint Community College District's determination that reasonable suspicion exists to require the driver to undergo an alcohol and/or controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.
4. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or Allan Hancock Joint Community College District's official who has received at least sixty (60) minutes of training on alcohol misuse and sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.
5. Alcohol testing is authorized by this section only if the observations required by paragraph 3 of this section, as they relate to, are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. A driver may be directed by the Allan Hancock Joint Community College District to only undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.
6. If an alcohol test required by this section is not administered within two (2) hours following the determination under paragraph 3 of this section, the Allan Hancock Joint Community College District shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the determination under paragraph 3 of this section, the Allan Hancock Joint Community College District shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. Any records relating to alcohol or controlled substances tests not completed within eight (8) hours following the determination under paragraph 3 of this section shall be submitted to the FHWA upon request of the associate administrator.

7. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the Allan Hancock Joint Community College District permit the driver to perform safety-sensitive functions, until:

- a. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- b. Twenty-four (24) hours have elapsed following the determination under paragraph 3 of this section that there is reasonable suspicion to believe that the driver has engaged in "Prohibited Conduct" concerning the use of alcohol.

8. Except as provided in paragraph 7 of this section, the Allan Hancock Joint Community College District shall not take any action under this policy against a driver based solely on the driver's behavior and appearance, with respect to the use of alcohol, in the absence of an alcohol test. However, this does not prohibit the Allan Hancock Joint Community College District with authority independent from that conferred by CFR 49 Part 382 et al from taking action otherwise consistent with law and other policies the Allan Hancock Joint Community College District may have in effect.

9. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor or Allan Hancock Joint Community College District official who made the observations, within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

RETURN-TO-DUTY TESTING

1. The Allan Hancock Joint Community College District shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in any "Prohibited Conduct" of this policy concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
2. The Allan Hancock Joint Community College District shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in any "Prohibited Conduct" of this policy concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

FOLLOW-UP TESTING

1. Following a determination by a substance abuse professional that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Allan Hancock Joint Community College District shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.
2. Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

RECORD RETENTION AND REPORTING OF RESULTS IN A MANAGEMENT INFORMATION SYSTEM

1. The Allan Hancock Joint Community College District shall comply with the Federal Motor Carrier Safety Regulations Title 49 - Transportation, Chapter III - Federal Highway Administration Department of Transportation, Subtitle B - Other Regulations Pertaining To Transportation, Subchapter A - General Regulations, Part 382.401, which delineates the requirements of record retention, the period of retention, the types of records to be maintained and the location of the records.
2. The Allan Hancock Joint Community College District shall comply with the Federal Motor Carrier Safety Regulations Title 49 - Transportation, Chapter III - Federal Highway Administration Department of Transportation, Subtitle B - Other Regulations Pertaining To Transportation, Subchapter A - General Regulations, Part 382.403, which delineates the form, content and timing of the Allan Hancock Joint Community College District's annual calendar year statistical summary information required to be prepared and submitted, if requested, by/to the FHWA.

ACCESS TO FACILITIES AND RECORDS

1. Except as required by law or expressly as required in this section, the Allan Hancock Joint Community College District shall not release driver information that is contained in records required to be maintained under §382.401.
2. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests. The Allan Hancock Joint Community College District shall promptly provide the records requested by the driver. Access to the driver's records shall not be contingent upon payment for records other than those specifically requested.
3. The Allan Hancock Joint Community College District shall permit access to all facilities utilized in complying with the requirements of this policy to the Secretary of

Transportation, any DOT Agency, or any State or local officials with regulatory authority over the Allan Hancock Joint Community College District or any of its drivers.

4. The Allan Hancock Joint Community College District shall make available copies of all results for Allan Hancock Joint Community College District alcohol and/or controlled substances testing under this policy and any other information pertaining to the Allan Hancock Joint Community College District's alcohol misuse and/or controlled substances use prevention program, when requested by the Secretary of Transportation, any DOT Agency, or any State or local officials with regulatory authority over the Allan Hancock Joint Community College District or any of its drivers.

5. When requested by the National Transportation Safety Board as part of an accident investigation, the Allan Hancock Joint Community College District shall disclose information related to the Allan Hancock Joint Community College District's administration of a post-accident alcohol and/or controlled substances test administered following the accident under investigation.

6. Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

7. The Allan Hancock Joint Community College District may disclose information required to be maintained under this policy pertaining to a driver, the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substances test administered under this policy, or from the Allan Hancock Joint Community College District's determination that the driver engaged in "Prohibited Conduct" (including, but not limited to, a workers' compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

8. The Allan Hancock Joint Community College District shall release information regarding a driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the driver's consent.

MEDICAL REVIEW OFFICER NOTIFICATIONS TO THE EMPLOYER AND RECORD RETENTION FOR CONTROLLED SUBSTANCES

1. The medical review officer may report to the Allan Hancock Joint Community College District using any communication device, but in all instances a signed, written notification must be forwarded within three business days of completion of the medical review officer's review, pursuant to CFR 49 Part 40. A medical review officer shall report to the Allan Hancock Joint Community College District clearly:

- a. That the controlled substances test being reported was in accordance with CFR 49 Part 40;
 - b. The name of the individual for whom the test results are being reported;
 - c. The type of test indicated on the custody and control form (i.e., random, post-accident, etc.);
 - d. The date and location of the test collection;
 - e. The identities of the persons or entities performing the collection, analysis of the specimens and serving as the medical review officer for the specific test; and
 - f. The verified results of a controlled substances test, either positive or negative, and if positive, the identity of the controlled substance(s) for which the test was verified positive.
2. A medical review officer shall maintain all dated records and notifications, identified by individual, for a minimum of five (5) years for a verified positive controlled substances test results.
 3. A medical review officer shall maintain all dated records and notifications, identified by individual, for a minimum of one (1) year for negative and cancelled controlled substances test results.
 4. No person may obtain by a medical review officer, and no medical review officer shall release the individual controlled substances test results of any driver to any person, without first obtaining a specific, written authorization from the tested driver. Nothing in this paragraph shall prohibit a medical review officer from releasing, to the Allan Hancock Joint Community College District or to officials of the Secretary of Transportation, any DOT Agency, or any state or local officials with regulatory authority over the controlled substances testing program under this policy the information delineated in paragraph 1 of this section.

EMPLOYER NOTIFICATIONS

1. The Allan Hancock Joint Community College District shall notify a driver of the results of a pre-employment controlled substances test conducted under this policy, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application. The Allan Hancock Joint Community College District shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The Allan Hancock Joint Community College District shall also inform the driver which controlled substance or substances were verified as positive.

2. The designated management official shall make reasonable efforts to contact and request each driver who submitted a specimen under the Allan Hancock Joint Community College District's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with the medical review officer who has been unable to contact the driver
3. A medical review officer is required to report to the Allan Hancock Joint Community College District that the medical review officer has made all reasonable efforts to contact the driver but has failed to contact the driver. The Allan Hancock Joint Community College District shall, as soon as practicable, request that the driver contact the medical review officer prior to dispatching the driver or within twenty-four (24) hours, whichever is earlier.
4. The designated management official shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within twenty-four (24) hours.

RELEASE OF ALCOHOL AND CONTROLLED SUBSTANCES TEST INFORMATION BY PREVIOUS EMPLOYERS

1. The Allan Hancock Joint Community College District may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained by the driver's previous employers.
2. The Allan Hancock Joint Community College District shall obtain, pursuant to a driver's consent, information on the driver's alcohol test with an alcohol concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two (2) years, which are maintained by the driver's previous employers under §382.401(b)(1)(i) through (iii).
3. The information in paragraph 2 of this section must be obtained and reviewed by the Allan Hancock Joint Community College District no later than fourteen (14) calendar days after the first time a driver performs safety-sensitive functions for the Allan Hancock Joint Community College District, if it is not feasible to obtain the information prior to the driver performing safety-sensitive functions. The Allan Hancock Joint Community College District will not permit a driver to perform safety-sensitive functions after fourteen (14) days without obtaining the information.
4. If the driver stops performing safety-sensitive functions for the Allan Hancock Joint Community College District before expiration of the fourteen (14) day period or before the Allan Hancock Joint Community College District has obtained the information in paragraph 2 of this section, the Allan Hancock Joint Community College District must still obtain the information.

5. The Allan Hancock Joint Community College District must provide to each of the driver's employers within the two (2) preceding years the driver's specific, written authorization for release of the information in paragraph 2.
6. The release of any information under this section may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. The Allan Hancock Joint Community College District must maintain a written, confidential record with respect to each employer contacted.
7. The Allan Hancock Joint Community College District may not use a driver to perform safety-sensitive functions if the Allan Hancock Joint Community College District obtains information on the driver's alcohol test with an alcohol concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested, by the driver, without obtaining information on a subsequent substance abuse professional evaluation and/or determination under §382.401(c)(4) and compliance with §382.309.

EMPLOYEE INFORMATION, TRAINING AND REFERRAL

1. The Allan Hancock Joint Community College District shall provide educational material that explains the requirements of this policy and the Allan Hancock Joint Community College District's policies and procedures with respect to meeting these requirements.
2. The Allan Hancock Joint Community College District shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.
3. The Allan Hancock Joint Community College District shall provide written notice to representatives of employee organization of the availability of this information.
4. The materials to be made available to drivers shall include detailed discussions of at least the following:
 - a. The identity of the person designated by the Allan Hancock Joint Community College District to answer driver questions about the materials;
 - b. The categories of drivers who are subject to the provisions of this policy;
 - c. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with this policy;
 - d. Specific information concerning driver conduct that is prohibited by this policy;
 - e. The circumstances under which a driver will be tested for alcohol and/or controlled substances under this policy;

- f. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;
 - g. The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with this policy;
 - h. An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences;
 - i. The consequences for drivers found to have violated the "Prohibited Conduct" provisions of this policy, including the requirements that the driver be removed immediately from safety-sensitive functions and the procedures under §382.605 (referral, evaluation and treatment);
 - j. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
 - k. Information concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a coworker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.
5. The materials supplied to drivers may also include information on additional Allan Hancock Joint Community College District policies with respect to the use or possession of alcohol or controlled substances, including any consequences for a driver found to have a specific alcohol or controlled substances level, that are based on the Allan Hancock Joint Community College District's authority independent of this policy. Any such additional policies or consequences must be clearly and obviously described based on independent authority.
6. The Allan Hancock Joint Community College District shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this policy. The Allan Hancock Joint Community College District shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.
7. Each driver who has engaged in "Prohibited Conduct" shall be advised by the Allan Hancock Joint Community College District of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

8. Evaluations and rehabilitation's may be provided by the Allan Hancock Joint Community College District, by a substance abuse professional under contract with the Allan Hancock Joint Community College District, or by a substance abuse professional not affiliated with the Allan Hancock Joint Community College District. The choice of substance abuse professional and assignment of costs shall be made in accordance with employer/driver agreements and employer policies.

9. The Allan Hancock Joint Community College District shall ensure that a substance abuse professional who determines that a driver requires assistance in resolving problems with alcohol misuse or controlled substances use does not refer the driver to the substance abuse professional's private practice or to a person or organization which the substance abuse professional receives remuneration or in which the substance abuse professional has a financial interest. This paragraph does not prohibit a substance abuse professional from referring a driver for assistance provided through:

- a. A public agency, such as a state, county, or municipality;
- b. The Allan Hancock Joint Community College District or a person under contract to provide treatment for alcohol or controlled substance problems on behalf of the Allan Hancock Joint Community College District;
- c. The sole source of therapeutically appropriate treatment under the driver's health insurance program; or
- d. The sole source of therapeutically appropriate treatment reasonably accessible to the driver.

CONSORTIUM

The Allan Hancock Joint Community College District reserves the right to contract with agents, consortia and/or contractors to provide the services and meet the requirements of this policy. These other parties involved in the testing process are subject to the same obligations and requirements as the Allan Hancock Joint Community College District. Accordingly, if the Allan Hancock Joint Community College District is required to do something, so is the consortium that is conducting testing for the Allan Hancock Joint Community College District. The Allan Hancock Joint Community College District remains responsible for the compliance of their officers, employees, agents, consortia and/or contractors with the requirements of this policy.

Adopted: 2/20/96

Revised:

(Replaces Board Policy 3040)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6950 DRUG AND ALCOHOL TESTING (U.S. DEPARTMENT OF TRANSPORTATION)

The District must comply with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District must comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Adoption of a policy and/or procedure is one of the District's obligations under the regulations.

This procedure sets forth the rights and obligations of covered employees. Employees who are covered by these requirements should familiarize themselves with the provisions of this procedure. Employees shall refer any questions regarding his/her rights and obligations under this procedure to [*designate position*].

Employees covered by this procedure should be aware that they are still required to comply with the provisions of the District's other policies and procedures regarding drugs and alcohol. The obligations and requirements set forth below are in addition to existing obligations and requirements set forth in the policy.

Employees in the following job classifications are "covered employees" and thus, are subject to all of the provisions of this procedure:

An employee may be given a written exemption from this procedure signed by the Superintendent/President if the employee's classification is listed above, the employee does not fall within the definition of "covered employee" listed below.

Individuals who operate the following commercial motor vehicles are covered employees:

- a vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- a vehicle with a gross vehicle weight of at least 26,001 pounds;
- a vehicle designed to transport 16 or more passengers, including the driver; or
- a vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

Covered employees include regularly employed drivers, casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. A covered employee also includes all persons applying to drive a commercial motor vehicle.

The FHWA exempts those employees from mandatory drug and alcohol testing who are:

- also covered by the FTA and required to comply with FTA alcohol and/or controlled substances testing. e.g., municipal bus drivers.
- granted a full waiver from the requirements of the commercial driver's license program; e.g., the State of California exempts non-civilian military personnel operating military vehicles and individuals operating farm equipment which incidentally moves over a highway from obtaining a commercial driver's license.
- granted an optional State waiver from the federal commercial driver's license requirements (49 CFR Part 383), e.g., fire fighters holding noncommercial driver's licenses. The State of California issues noncommercial driver's licenses which permit a fire fighter or volunteer fire fighter to operate fire fighting equipment, but not to transport passengers.

FTA Agencies – Employees who perform “safety sensitive functions” as described below are “covered employees.” (Note: Regardless of the definition of “safety sensitive functions” below, volunteers are only covered if they operate vehicles designed to transport 16 or more passengers.)

Covered employees may not be under the influence or in possession of controlled substances or alcohol during work hours. Further, certain conduct is prohibited while performing and prior to performing safety sensitive functions.

Safety Sensitive Function – The following are safety sensitive functions for FHWA Agencies:

- All time at a carrier or shipper, plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle.
- All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The following are safety sensitive functions for FTA Agencies:

- Operation of a revenue service vehicle. (Note: A vehicle is in revenue service when the vehicle is available to the general public and there is a reasonable expectation of carrying passengers that directly pay fares, are subsidized by public policy, or provide payment through some contractual arrangement. This would include bus drivers, subway operators, drivers of van pools, etc. Drivers who operate federally funded van pools for commuting are currently covered by these regulations. Revenue service excludes school buses and charter buses which are not federally funded.)
- Operation of a non-revenue service vehicle that meets the FHWA weight standards (See Section B above). (Note: This category includes drivers of snow plows, which are employed by or under contract to the transit entity and meet the designated weight requirements to require a commercial driver's license).
- Controlling dispatch or movement of a revenue service vehicles or equipment used in revenue service. (This includes the dispatchers for the buses, subways, vans, etc.)
- Maintaining a revenue service vehicle. (This does include maintenance workers.)

Prohibitions – The following conduct is prohibited and may result in discipline, up to and including termination:

- Reporting for duty or remaining on duty requiring the performance of safety sensitive functions while having an alcohol concentration level of 0.04 or greater;
- Performing a safety sensitive function within four hours of using alcohol;
- Being on duty or operating a vehicle described above, while possessing alcohol;
- Using alcohol while performing a safety sensitive function;
- Reporting for duty or remaining on duty requiring the performance of safety sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle;
- Reporting for duty or remaining on duty requiring the performance of safety sensitive functions if the employee tests positive for controlled substances;
- Refusing to submit to any alcohol or controlled substances test required by this Procedure. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test;
- A refusal to submit to an alcohol or controlled substances test required by this Procedure includes, but is not limited to:
 - A refusal to provide a urine sample for a drug test;
 - An inability to provide a urine sample without a valid medical explanation;
 - A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - An inability to provide breath or to provide an adequate amount of breath without valid medical explanation;

- Tampering with or attempting to adulterate the urine specimen or collection procedure;
- Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
- Leaving the scene of an accident without a valid reason as to why authorization from a supervisor or manager (who has the responsibility to make a determination as to whether to send the employee for a post-accident drug and/or alcohol test) was not obtained.
- Consuming alcohol during the eight hours immediately following an accident, (the following clause only applies under the FTA - unless the covered employee has been informed that his or her actions have been completely discounted as a contributing factor as a contributing factor to the accident), or until the employee undergoes a post-accident alcohol test, whichever occurs first.

In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Procedure have previously been provided with a copy of the City's Drug Free Workplace Statement, and have signed an acknowledgment that they have read the Statement and agreed to comply with it.

Consequences for Employees – An employee whose alcohol test indicates an alcohol concentration level between 0.02 and 0.04 will be removed from his/her safety sensitive position for at least (24 hours under FHWA and eight hours under FTA).

Drug and Alcohol Testing – Drug and alcohol testing will be imposed on covered employees in the following circumstances.

- Pre-Employment Testing. All applicants for classifications which are covered by the DOT regulations (See “covered employees” above) as well as all employees who transfer from classifications which are not covered to classifications which are covered will be required to submit to pre-employment/pre-duty drug testing. Applicants will not be assigned to a safety sensitive position if they do not pass the test. (Note: There is no pre-employment alcohol test.)
- Post-Accident Testing.
- FHWA Agencies: Post-Accident drug and alcohol testing will be conducted on employees following an accident. Post-accident alcohol tests shall be administered within two hours following an accident and no test may be administered after eight hours. A post-accident drug test shall be conducted within 32 hours following the accident.

An accident occurs when as a result of an occurrence involving the vehicle an individual dies or when a State or local law enforcement authority issues a citation to the covered employee driver for a moving violation arising from the accident.

If no citation is issued, each surviving driver who was performing safety-sensitive functions with respect to the vehicle will be tested if the accident involved the loss of human life.

- **FTA Agencies:** Post-Accident drug and alcohol testing will be conducted on employees following an accident unless the District determines, using the best information available at the time of the decision, that the covered employee's performance could be completely discounted as a contributing factor to the accident. Not only will the operator of the vehicle be tested, but so will any other covered employee whose performance may have contributed to the accident, such as a maintenance person.

Post-accident alcohol tests shall be administered within two hours following an accident and no test may be administered after eight hours. A post-accident drug test shall be conducted within 32 hours following the accident.

An accident occurs in the following circumstances: a) when an individual dies as a result of an occurrence involving the vehicle; b) when an individual suffers bodily injury as a result of an occurrence involving the vehicle; or c) when a vehicle suffers disabling damage.

Disabling damage means damage to the vehicle which precludes departure from the scene in its usual manner in daylight after simple repairs.

Random Testing – Covered employees will be subject to random alcohol and drug testing as follows: A random alcohol test will be administered just prior to the employee performing a safety-sensitive function (e.g., driving) while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. The District will subject at least 10% of the total number of covered employees to random alcohol testing per year.

A random drug test will be administered to at least 50% of the total number of covered employees per year. Some employees may be tested more than once in a year, while others are not tested at all depending on the random selection.

On the date an employee is selected for random drug testing, his/her supervisor will ensure his/her duties are covered. The employee will receive a written notice in the morning indicating the time he/she is to report to the lab for testing.

Reasonable Suspicion Testing – Covered employees are also required to submit to an alcohol or drug test when a trained supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short-term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely on long-term signs, such as absenteeism or tardiness, to support the need for a reasonable suspicion test.

The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight hours following the observation.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one hour of training on alcohol misuse and at least one hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Return to Duty/Follow-up Testing – A covered employee who has violated any of the prohibitions of this procedure must submit to a return to duty test before he/she may be returned to his/her position. The test result must indicate an alcohol concentration of less than 0.02 or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

Testing Procedures

- **Alcohol Testing.** Alcohol testing will be conducted by using an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration. Non-EBT devices may be used for initial screening tests.

A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted.

The procedures that will be utilized by the lab for collection and testing of the specimen are:

- **Drug Testing:** Drug testing will be conducted pursuant to the procedures attached to this procedure.
 - The urine specimen will be split into two bottles labeled as “primary” and “split” specimen. Both bottles will be sent to the lab.
 - If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours to request that the split specimen be analyzed by a different certified lab.
 - The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine.
 - If the test is positive for one or more of the drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis.

All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the District.

With all positive drug tests, the physician (a.k.a. medical review officer) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the physician determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the District as "negative."

Records – Employers are obligated to maintain records of the drug and alcohol misuse prevention programs, report the results in a management information system, and control access to the recorded information.

Employers are required to maintain the following records for a period of five years:

- the results of an employee's alcohol test which indicates an alcohol concentration level of 0.02 or higher;
- the results of an employee's controlled substances test which are positive;
- documentation of any employee who refused to submit to a required alcohol/drug test;
- calibration documentation; and
- employee evaluations and referrals by substance abuse professionals.

Employers must retain records documenting the collection process for the alcohol and controlled substances tests and the training of supervisors for two years.

Employers must retain the records of any negative or canceled drug test or any alcohol test result which is less than 0.02 for one year.

By March 15 of each year, all covered employers must make available to the public a report summarizing the results of the alcohol misuse and controlled substances prevention program.

Employers may not release information concerning covered employees to third parties unless specifically authorized by statute. Employees, however, may request in writing to receive copies of any records pertaining to the employee's use of drugs or alcohol contained in the employee's file.

Consequences of Failing an Alcohol and/or Drug Test:

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination.

If a covered employee is not terminated, the employee:

- Must be removed from performing any safety-sensitive function;
- Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required

to undergo treatment for his/her alcohol or drug abuse. The City is not required to pay for this treatment;

- May not be returned to his/her former safety-sensitive position until the employee submits to a return-to-duty controlled substance and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test;
- Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position. (See above.)

Other optional provisions:

- The District has established an Employee Assistance Program to help employees who need assistance with alcohol and controlled substance abuse. (Note: Set forth specific information regarding the EAP).
- The District provides employees with information concerning the effects of alcohol and controlled substances and available methods of intervention.

Approved:

**INFORMATION ITEM**

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | First Reading: Revised Administrative Procedure 7211, Minimum Qualifications and Equivalencies | Item Number: | 15.V. |
| Strategic Goal: | Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees. | Enclosures: | Page 1 of 23 |

BACKGROUND

Revised administrative procedure 7211, Minimum Qualifications and Equivalencies is legally required and is recommended by the California Community College League's Policy and Procedure Services. The revised administrative procedure has been vetted through the shared governance process. The administrative procedure addresses the selection of faculty who meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES
~~**MINIMUM QUALIFICATIONS AND EQUIVALENCIES**~~

The District is committed to selecting faculty who are expert in their disciplines, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and representative of the ethnic and cultural diversity of the adult population of the State of California.

District and the Academic Senate shall jointly develop an equivalency process that includes "reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..."

MINIMUM QUALIFICATIONS

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors. The District, through academic departments and the Academic Senate, may establish local qualifications more rigorous than these minimum standards.

There are three types of minimum qualifications associated with the various disciplines:

- Disciplines requiring a master's degree
- Disciplines in which a master's degree is not generally expected or available but which requires a specific bachelor's or associate degree
- Disciplines in which a master's degree is not generally available

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the corresponding discipline [Title 5, §53412].

In addition to other minimum qualifications specified, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval (usually in technical fields) [Title 5, §53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions [Title 5 §53406], post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education.

Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be equivalent. Determination of equivalency of foreign degrees shall be according to district policy. [Title 5, §53410].

Minimum qualifications are determined for disciplines or service faculty areas, not for individual courses or subject areas within disciplines. Within area disciplines, an applicant is either qualified to teach the full range of courses in a discipline or not, regardless of whether applying for a full-time or part-time position.

Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications has been completed.

EQUIVALENCY TO THE MINIMUM QUALIFICATIONS

Equivalency guidelines allow selection committees and departments maximum latitude in making their selections for both full-time and part-time faculty positions. The minimum qualifications on the Board of Governors Disciplines List, the Allan Hancock College's Discipline List, and these equivalencies constitute a "floor" of requirements to identify which applicants may be worthy of consideration for a particular assignment. Departments and selection committees continue to have the responsibility of selecting the best qualified from a group of candidates for each position.

Equivalencies shall be determined for disciplines, not for courses or subject areas within disciplines. Those granted an equivalency, whether as full- or part-time faculty, must have the expertise to teach the range of courses in the discipline for which they were hired.

Once equivalency is recommended, the hire of the applicant is contingent upon the Board of Trustees' approval in a separate action. [Education Code 87359(a)]

EQUIVALENCY GUIDELINES FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE

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.

Completion of the coursework equivalent to a Master's Degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a PhD. program that does not award the Master's degree;

Bachelor's degree in the discipline or a related 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 that demonstrate expertise and skill in the field of study clearly beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the components of an associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years.

EQUIVALENCY GUIDELINES FOR DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE

In disciplines requiring a specific degree in the discipline or a related discipline :

- Bachelor's degree in any discipline, including at least 12 semester units in the area of the teaching assignment, plus two years of teaching experience or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent; or
- Associate degree in any discipline, including at least six semester units in the area of the teaching assignment, plus six years occupational experience in the discipline of the assignment, or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent.

In disciplines where a specific degree is not generally expected or available degree, course work equivalent to the requisite degree in the discipline or a related discipline defined as:

- the successful completion of course work equivalent to the bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component; plus two years of teaching experience or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent, or
- the successful completion of course work equivalent to an associate degree in any discipline (to include the general education requirements as outlined in Title 5 section 55063); plus six years of occupational experience in the discipline of the assignment or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and conclusive evidence of attaining coursework or experience equal to the components of the associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years. See the discussion of *Rare Cases* below.

RARE CASES

The district will consider equivalencies based upon recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Requests for such an equivalency must necessarily be considered on a case by-case basis. The following criteria will be used to determine whether an equivalence to the minimum qualifications established by the Board of Governors has been met. The candidate for consideration is responsible for providing evidence to support the claim that each of the following criteria has been met. (See *Evidence of Equivalency* below.) **In no case will recognized accomplishments be the sole criterion for granting equivalency.**

1. There must be consensus in the discipline's full-time faculty with regards to the recommendation for this equivalency.
2. The candidate must be regionally or nationally recognized for her/his contribution to the subject matter of the discipline.
3. The candidate's contribution to the subject matter of the discipline must span a sufficient range of the diversity of topics within the discipline to constitute a full equivalence to the minimum qualifications for the discipline and not merely a constitutive portion of the subject matter covered by the discipline.
4. The candidate's application must also demonstrate a breadth of knowledge equivalent to the general education requirements established by the requisite degrees required by the Minimum Qualifications set by the Board of Governors.

FACULTY INTERNSHIPS

Provisional or conditional equivalencies may not be granted. To be granted equivalency, the candidate must have qualifications that are *at least equal* to the minimum qualifications at the time of application.

In cases where a candidate for equivalency has nearly completed the requirements to meet the minimum qualifications, they may be eligible under Education Code 53500 for a faculty internship. Such candidate must be within one year of meeting the regular faculty minimum qualifications and meet the requirements of Education Code 53502.

See Board Policy and Procedures 7501.

EQUIVALENCY GUIDELINES FOR NONCREDIT COURSES

Except as provided in this section, the minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

Basic Skills – Interdisciplinary

Minimum Qualifications – a bachelor's degree in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience, related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Basic Skills - Mathematics

Minimum Qualifications – a bachelor's degree in mathematics.

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Basic Skills – Reading/Writing

Minimum Qualifications – a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism, or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Citizenship

Minimum Qualifications – a bachelor's degree in any discipline and six semester units in American history and institutions.

Criteria for Equivalency -- A bachelor's degree in any discipline and three years of professional experience related to the area of assignment.

Specialized Instruction (Disabled Students Programs and Services): Noncredit

Minimum Qualifications – The minimum qualifications for providing credit specialized instruction for students with disabilities, or

A bachelor's with any of the following majors: education of student with specific or multiple disabilities, special education, psychology, physical education with an emphasis in adaptive physical education, communicative disorders, rehabilitation, computer-based education, other computer-related majors which include coursework on adapted or assistive computer technology for students with disabilities, or other majors related to providing specialized instruction or services to persons with disabilities, or

An associate degree with one of the majors specified above (AND) four (4) years of experience providing specialized instruction or services to persons in the disability category or categories being served, or

For noncredit vocational courses, an associate degree or certificate of training (AND) four years of occupational experience related to the subject of the course taught (AND) two (2) years of experience providing specialized instruction or services to persons in the disability category being served.

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and six years of professional experience related to the subject of the course taught.

Six years of continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

English as a Second Language

Minimum Qualifications – A bachelor's degree in teaching English as a second language or teaching English to speakers of other languages, or

A bachelor's degree in education, English, linguistics, applied linguistics, an foreign language, composition, bilingual/bicultural studies, reading, or speech, and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor, or

A bachelor's degree with any of the majors specified in the paragraph above and one year of experience teaching ESL in an accredited instruction; and a certificate in teaching English as second language, which may be completed concurrently during the first two years of employment as a noncredit instructor, or

Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

Criteria for Equivalency -- A bachelor's in any discipline and either (A), (B), or (C) below:

(A) twelve semester units of course work related to the subject of the course taught, or

(B) course work equivalent to a TESL certificate, or

(C) a teaching credential authorizing instruction in the subject area and substantive (100 hours) of professional experience related to the areas of assignment. Candidates must prove that he/she has completed a TESL certificate program.

Home Economics (Family and Consumer Sciences)

Minimum Qualifications – A bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles, or

An associate degree in any of those subjects and four years of professional experience related to the subject of the course taught.

Criteria for Equivalency – A bachelor's degree in any discipline and 24 semester units credit in the designated major field related to subject of the course taught, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate eminence of expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Licensure or certification to teach in a discipline where the licensure or certification requires specified hours of formal instruction.

Six years continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Older Adults:

Minimum Qualifications

A bachelor's degree with a major related to the subject of the course taught, and either (A) or

(B) below:

(A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor, or

(B) One year of professional experience working with older adults.

An associate degree with a major related to the subject of the course taught and sixty hours or four semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor, or

Criteria for Equivalency --A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and either A or B

(a) four years of related professional experience, or

(b) 90 hours or eight semester units of coursework in understanding the needs of older adults.

Six years of continuous related experience related to the subject of the course taught and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Parent Education:

Minimum Qualifications – A bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies, and two years of professional experience in early childhood programs or parenting education.

Criteria for Equivalency -- A bachelor's degree in any discipline and 24 semester units credit in the designated major field, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate expertise and skills in the field of study beyond that normally achieved through formal education and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

A bachelor's degree in Family and Consumer Sciences and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires specified hours of formal instruction and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Health and Safety:

Minimum Qualifications – A bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or

An associate degree in any of those subjects and four years of professional experience related to the subject of the course taught.

Criteria for Equivalency -- A bachelor's degree in any discipline or 12 semester units of coursework in the designated major field and four years of professional experience related to the subject of the course taught.

An associate degree in any discipline and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires hours of formal instruction and four years of professional experience related to the area of assignment.

Short-term Vocational:

Minimum Qualifications – A bachelor's degree and two years of occupational experience related to the subject of the course taught, or

An associate degree, and six years of occupational experience related to the subject of the course taught, or

Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, or

For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

Criteria for Equivalency – Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Included as part of each category, except English as a Second Language:

Professional experience in the area of specialization may be used to balance course work.

EVIDENCE OF EQUIVALENCY

If an individual does not meet the State minimum qualifications, the applicant must submit appropriate evidence to the college that can be used in establishing equivalency. The documentation submitted by the applicant must be as reliable and objective as a transcript, and such documentation must provide conclusive evidence of equivalency per any of the following:

A. Transcripts showing that appropriate courses were successfully completed at an accredited college** or an appropriate foreign institution***

B. Publications that show a general command of the major in question, the general education of the candidate, or his or her writing ability

C. Other work products that show a command of the discipline or occupation in question

Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.

D. Verified professional experiences such as occupational experience, training, certification, and/or teaching experience in the discipline

In determining the equivalence for a year of specified professional service, the equivalent experience must include the performance of duties typical of the specified professional service for at least 50% of the work week with the remaining 50% of the work week in related duties.

E. Participation, beyond mere attendance, in colloquia, symposiums, seminars, conferences, concerts, productions, projects, or other evidence of such a nature

F. An employer statement and other evidence of work experience in the appropriate discipline

G. Other evidence of recognized accomplishments which demonstrate of expertise and skill clearly beyond those that are usual. (See *Rare Cases* section.)

The submission of evidence by the candidate does not guarantee that the candidate will meet the equivalency for a given discipline under the equivalency procedures described.

** College and university degrees and credits submitted for employment, including the equivalency process or advancement must be from United States Institutions accredited by one of the six regional accrediting agencies recognized by the Council on Postsecondary Accreditation and the United States Secretary of Education.

*** All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Postsecondary Accreditation and the United States Secretary of Education including and foreign degrees and credits are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.

APPLICATION PROCESS

POSITION ANNOUNCEMENTS

The following procedures will be used when an applicant for a faculty position, although lacking the exact degree or experience specifies in the Disciplines List of the Board of Governors that establishes the minimum qualifications for employment, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedures are intended to ensure a fair, objective, and consistent process for determining when an applicant has the equivalent qualifications. They are not intended to grant waivers for lack of the required qualifications.

Announcements for full-time faculty positions shall include as required qualifications that the candidate must possess one of the following:

- Minimum qualifications for employment in that discipline as determined by the Board of Governors Disciplines List, or qualifications that are at least equivalent to the minimum qualifications determined by the Board of Governors, or
- An appropriate valid California Community College Credential.

REVIEW OF APPLICATIONS **FULL-TIME FACULTY POSITIONS**

The screening and interview committee (except student member) shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected for an interview has met the minimum qualifications for hire in that discipline or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or possesses an appropriate valid credential. The committee will select the most qualified candidates to be interviewed.

If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Academic Senate Professional Standards Committee all application materials of the candidate in question.

The Human Resources Office or designee will notify the chair of the Academic Senate Professional Standards Committee to consider the Petition for Equivalency. Only the materials provided by the candidate at the time of the application will be considered in the Committee's determination. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See

Evidence of Equivalency.) The Committee will render its written decision to Human Resource within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final.

If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the Superintendent/President, the committee shall provide him or her with the Academic Senate Professional Standards Committee's written report describing the basis for the granting of equivalency (i.e. specific education, experience, other accomplishments), and other evidence that the Academic Senate Professional Standards Committee used to determine equivalency.

The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior to or conditioned upon the approval of the equivalency. The Board of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

Once granted equivalency and hired, applicants retain their equivalency status for their entire careers in the district.

.

PART-TIME AND CONTRACT FACULTY POSITIONS

REVIEW OF APPLICATIONS

The appropriate dean and department chair, in consultation with instructors in the discipline, shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected to be interviewed for the position has met the minimum qualifications for hire in that discipline; or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or, possesses an appropriate valid credential.

In determining equivalency, the appropriate dean, department chair, and discipline faculty shall use the Equivalency Guidelines in reviewing evidence submitted by the applicant to decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See *Evidence of Equivalency*.)

If there is agreement that the candidate meets equivalency, a Petition for Equivalency shall be forwarded to the chair of the Academic Senate Professional Standards Committee with the required documentation. Decisions will be based upon the documentation provided. The Petition must include signature of the lead discipline faculty person.

The Committee will render a written decision and communicate it Human Resources within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final. The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior to or conditioned upon the approval of the equivalency. The Board

of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

UNFORESEEN OR EMERGENCY SITUATIONS

For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full equivalency review process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

1. Vacancies that occur shortly before the beginning of a session.
2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

Equivalency processes for part-time and "emergency" hires should be no different from those for full-time faculty. If the emergency occurs during a time that regular faculty are off-contract, such as during intersession or summer session, it is best to hire faculty who meet the minimum qualifications to ensure professional standards are maintained consistently and fairly.

If a Petition for Equivalency arises in such a case, and the Academic Senate Professional Standards Committee chair or designee is not available, then the Vice President, Academic Affairs may consult with the Academic Senate President or Vice President to approve the equivalency, subject to board approval, based on the AHC Equivalency Guidelines.

Approved: 4/3/06
Revised: 2/21/12
Revised: 7/22/14

*(Replaces Administrative Procedure
4105.01)*

Also see BP/AP 7120 Recruitment and Hiring

References: Education Code Sections 87001, 87003, 87359(a) and 87743.2;

Title 5 Sections 53400 et seq;; BP and AP 7501 Faculty Internship

Agreement Between Allan Hancock Joint Community School District and the Faculty Association of Allan Hancock College

Section 1 – Position Identification and Approval

~~The district shall determine the need for faculty positions cooperatively through a planning process involving faculty and appropriate administrators.~~

~~1.1 — Departments shall identify the need for faculty positions. The department chair shall submit the Faculty Position Criteria Sheet to the appropriate dean or vice president. Further, the department chair shall appoint a discipline liaison for each faculty position requested.~~

~~1.2 — Faculty position requests shall be forwarded to the vice president for academic affairs. These requests will be presented to the Faculty Prioritization Committee. The Faculty Prioritization Committee's recommendations shall be analyzed by the vice president for academic affairs prior to forwarding his or her recommendations to the superintendent/president.~~

~~1.3 — The superintendent/president approves the priority order and the number of new faculty hires and informs the Board of Trustees. The superintendent/president must approve all requests for faculty positions before recruitment can begin.~~

~~1.4 — For all approved faculty positions the vice president, academic affairs, notifies the appropriate dean or first level administrator to complete the Personnel Action Request Notification of Employment form (PARNE).~~

Section 2 – Development of Job Announcement

~~2.1 — After the discipline liaison consults with discipline faculty, the department chair or equivalent, and the dean or administrative designee, he or she forwards to the human resources office, within one month of the signing of the PARNE, a list of specific discipline-related Web sites, professional journals, and other key publications in which to advertise the position. The human resources office will maintain a standard list of publications and Web sites for advertising all faculty positions.~~

~~2.2 — The discipline liaison works with other discipline faculty and the department chair to develop the job description, and works with human resources to develop the job announcement and a recruitment plan that includes appropriate advertisement, attendance at job fairs or equivalent forums, and other strategies that focus on recruitment of a diverse applicant pool.~~

~~2.3 — The discipline faculty, discipline liaison, department chair and dean or administrative equivalent review and approve the discipline job announcement and forward it to the appropriate vice president. If the vice president indicates that further revision is needed, he or she returns the announcement to the appropriate dean or administrative equivalent who works with the discipline liaison, department chair and discipline faculty to revise the job announcement and reroute it for final approval by the superintendent/president or designee. The approval process, from initial submission to the vice president to final approval by superintendent/president, should be completed in no more than four working days, except in extenuating circumstances.~~

~~2.4— Before the recruitment process may commence, the department, through its discipline liaison, and in consultation with the human resources office representative must determine what supplemental application materials to request.~~

~~2.5— The dean or administrative designee, faculty chair of the screening and interview committee, and the discipline liaison work with a human resources office representative to determine interview dates in order to add the closing date to the job announcement.~~

~~2.6— All job announcements shall include as a qualification of evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college staff and students and to staff and students with disabilities.~~

~~Section 3— Formation and Composition of Screening and Interview Committee~~

~~3.1— The number of voting members on the screening and interview committee shall not be fewer than six or more than nine unless approved by the superintendent/president. The screening and interview committee, composed of one (1) administrator, who is the dean of the area or designee, at least three (3) and no more than five (5) faculty selected by the department, one of whom is the department chair or designee and one of whom is the discipline liaison, one (1) diversity resource specialist, and one (1) student selected by the department chair and approved by the Associated Student Body Board, shall conduct interviews and recommend candidates for hiring to the superintendent/president.~~

~~Requests for an additional administrator to serve on the screening and interview committee shall be approved by mutual agreement between the faculty chair and the superintendent/president.~~

~~3.2— Only classified employees who work closely with faculty members and students in an instructional or counseling setting such as math, science or language labs or as counseling technicians may serve on screening and interview committees. The determination of whether a classified staff member serves will be made by the committee chair. Classified employees will be approved by CSEA.~~

~~3.3— Every screening and interview committee shall be ethnically diverse, with diverse representation coming from faculty and/or administrative members. Each committee shall consist of a nearly balanced representation of both sexes.~~

~~3.4— All faculty and administrative members of the 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.~~

~~3.5— All members of the screening and interview committee must be identified prior to the orientation meeting.~~

~~3.6—The department chair shall serve as chair of the screening and interview committee unless he or she designates another faculty member to serve as chair.~~

~~3.7—The chairperson of the screening and interview committee notifies the department of the interview dates and requests the names of those interested and eligible to serve on the screening and interview committee.~~

~~3.8—The Diversity Resource Specialist (DRS) is selected by the department chair in consultation with human resources, from a pool of trained DRS faculty and shall be a voting member of the committee.~~

~~3.9—A human resources office representative or trained designee may facilitate each screening and interview committee as the monitor for the proceedings. The human resources representative is a nonvoting member.~~

~~3.10—When possible, the majority of the membership of the committee shall be those with knowledge in the discipline or of the job function with at least one member directly from the discipline. In the event that such expertise is unavailable among district personnel, the district will seek representation from the community or from other colleges or universities.~~

~~3.11—The area dean or designee and the screening/interview chairperson will determine the appropriateness of including outside experts in interviews.~~

~~3.12—Following the guidelines for committee membership, the faculty chair of the committee completes the screening and interview committee form listing the names of those who have agreed to participate and forwards the form to the appropriate vice president for approval.~~

~~The vice president then sends the form to the director, human resources.~~

~~The committee chair monitors the routing of this form to assure that the signature process is completed in a timely manner.~~

~~**Section 4 – General Responsibilities of Committee Members**~~

~~4.1—All faculty and administrators who serve on the screening and interview committee must have completed diversity training and must participate in committee orientation, screening of applications and the final screening meeting, as well as all interviews and deliberations.~~

~~4.2—The student representative does not screen, but attends the screening and interview committee's orientation meeting.~~

~~**Section 5 – Preparation for Initial Committee Orientation Meeting**~~

~~5.1— Using the job announcement's closing date and the interview dates, the dean or administrative designee, the faculty chair, the discipline liaison, and the human resources office representative determine the following dates in advance of the orientation meeting: orientation, screening, final screening, interviews and final interviews with the superintendent/president or designee.~~

~~They also set due dates for submission of job description, interview questions, the teaching demonstration or role-playing exercise, written exercise topics and supplemental materials if requested.~~

~~Note: The dean or administrative designee, faculty chair and discipline liaison have developed the final demonstration topic or role-playing exercise prior to the final screening meeting.~~

~~5.2— The screening/interview committee chairperson notifies the committee members of the key dates and deadlines, including the date of the final interviews with the superintendent/president, and establishes a process for development of job description, interview questions, and demonstration and written exercise topics. All faculty serving on the committee will be included in this development process.~~

~~Section 6 - Initial Committee Orientation Meeting~~

~~6.1— The initial meeting of the committee is for the purpose of reviewing committee procedures, job description and qualifications profile, screening and interview processes and other pertinent information.~~

~~6.2— The Diversity Resource Specialist will discuss his or her role on the committee and review staff diversity/equal employment opportunity principles and practices with committee members.~~

~~6.3— Based on the job description, the committee will develop interview questions, the writing assignment and the demonstration topic. The committee will also identify any other evidence of qualifications to be presented to the committee at the interview.~~

~~Section 7 - Screening Applications~~

~~7.1— 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.~~

~~7.2— All applications for faculty positions will be on file and available to members of the committee for screening within two (2) working days of the closing date.~~

~~7.3— The screening and interview committee members (except student member) after having completed the staff diversity/equal employment opportunity training and attending the required committee orientation shall screen all completed applications and required materials submitted by the applicants to determine whether they meet the minimum qualifications for hire for that discipline or have qualifications that are at least equivalent to the minimum qualifications. The committee will select the most qualified candidates to be interviewed.~~

Section 8 - Determining Equivalency of Minimum Qualifications

~~8.1— If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Professional Standards Committee all application materials of the candidate in question.~~

~~8.2— The human resources office representative or designee shall convene the Professional Standards Committee to consider whether the applicant has qualifications equivalent to the minimum qualifications~~

~~8.3— If an applicant does not meet the stated minimum qualifications, he or she is responsible for providing clear proof and evidence of equivalency. To determine equivalency, the Professional Standards Committee shall review the evidence submitted by the applicant and determine whether he or she possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. This committee shall render its decision within one working day.~~

~~8.4— No applicant shall receive an interview unless he or she meets the minimum qualifications or unless the Professional Standards Committee deems the applicant to have the equivalent of the minimum qualifications.~~

~~8.5— If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the superintendent/president, the committee shall provide him or her with the Professional Standards Committee's written report describing the basis for the equivalency, i.e. specific education, experience, other accomplishments, and other evidence that the Professional Standards Committee used to determine equivalency.~~

Section 9 - Final Screening Meeting

~~9.1— After a sufficient time for the screening of applications, but no longer than two weeks after the application deadline, the screening and interview committee shall meet~~

~~to determine which applicants to invite for interviews. Barring unusual circumstances the committee will select no fewer than six candidates for the interview. If the committee selects fewer than six applicants to interview, the committee chair shall present to the director, human resources, the committee's justification for such a pool and request approval from the superintendent/president to proceed.~~

~~9.2— Each member of the screening and interview committee shall provide appropriate notations on the screening sheets of those applicants not invited for interviews that indicate the reason the applicant was not selected.~~

~~9.3— The Equal Employment Opportunity officer and the Diversity Resource Specialist will review the slate of applicants to be interviewed and may recommend, after consultation with the committee, additional applicants to be interviewed or extension of the search process.~~

~~9.4— At the final screening meeting, the chair of the screening and interview committee reviews with the committee the interview questions, demonstration and written exercise topics, and any other appropriate selection materials or exercises and the packet of materials to be sent to the applicants.~~

Section 10 - Interview Process

~~10.1— Human Resources shall notify the applicants selected for interview of the time and place of the interview as well as other details related to the process such as teaching or job related demonstration topic and time allotted for question review and written exercise.~~

~~10.2— Human Resources shall keep a record of all interviews, teaching demonstrations, and/or other selection processes. Human Resources shall maintain the committee's numerical rankings and comments for all applicants invited to the interview process.~~

~~10.3— The screening and interview committee shall forward to the superintendent/president in alphabetical order the names of at least three fully qualified candidates unless the committee interviewed fewer than three applicants or unless the committee presents written justification for forwarding the names of fewer than three candidates. The superintendent/president may reopen the search when too few candidates are recommended. If the committee forwards the names of no candidates, it will present a written justification.~~

Section 11 - Final Interviews

~~11.1— Final interviews will be conducted by the superintendent/president or designee. Final interviews will include the appropriate vice president, the president of the academic senate or designee, and the chairperson of the screening/interview committee as observers.~~

~~11.2 All those present at the final interviews will participate in deliberations. The vice president will provide an overall view of the position's role from an administrative perspective. The president of the academic senate will provide an overall faculty perspective. The chairperson of the screening/interview committee will provide the perspective of the initial interview committee.~~

~~11.3 The superintendent/president or his or her designee(s) will conduct checks of references of candidates being considered, keeping in mind the district's staff diversity/equal employment opportunity commitment. The superintendent/president may also involve the chair of the screening and interview committee in this process. The district does not authorize informal reference checks or contacts with applicants' colleagues by anyone else on the committee.~~

~~11.4 The superintendent/president is the final authority in the recommendation for hiring to the Board of Trustees.~~

Section 12 - Final Selection

~~12.1 In keeping with the district's staff diversity/equal employment opportunity plan, the superintendent/president will have the option of recommending to the board any of the candidates recommended. Keeping the committee chair and administrator informed of the progress, the superintendent/president shall select, in a timely manner, the applicant who in his or her opinion is most qualified to fill the position. The superintendent/president will inform the committee once the candidate has accepted the position. If there are exceptional circumstances and compelling reasons why the superintendent/president cannot select from among the finalists, then he or she shall offer to meet with the committee to present his or her reasons and determine the next step in the process.~~

~~12.2 The superintendent/president shall recommend his or her selection to the Board of Trustees for appointment.~~

~~12.3 Human Resources shall keep all applications and complete records regarding the entire selection process on file for not less than three years.~~

Section 13 - Hiring Calendar

~~13.1 The purpose of the district hiring calendar is to promote an efficient process and to ensure a large, diverse pool of qualified applicants.~~

~~13.2 The district shall develop a faculty hiring calendar so that interviews for new faculty who start at the beginning of the next academic year occur between February and April unless extenuating circumstances require a different timetable.~~

~~13.3 When unforeseen circumstances make it necessary for the district to enter into an emergency hiring process, it is in the best interest of all involved to collaborate on compressing the timeline. This process should involve all participants in the normal~~

screening/interview procedures and requires accommodations from all parties. Departure from the regular process requires the approval of the superintendent/president.

~~Section 14 – Appointment and Notification~~

~~14.1— After selection by the superintendent/president, the appropriate vice president is notified. Prior to recommendation to the Board of Trustees, the vice president contacts the candidate to inform him or her of the pending offer of employment.~~

~~14.2— Prior to recommendation to the Board of Trustees, human resources contacts the candidate in order to clarify conditions of employment.~~

~~14.3— Upon approval by the Board of Trustees of the appointment of a candidate to a regular faculty position, human resources shall provide each regular faculty appointee with a copy of the PARNE.~~

~~Section 15 – Employment Requirements~~

~~Prior to assuming duties as a faculty member, appointees shall meet the following requirements:~~

~~15.1— File proof of minimum qualifications appropriate for the subject area(s) to which the employee will be assigned.~~

~~15.2— File a loyalty oath.~~

~~15.3— Undergo an examination for freedom from tuberculosis. In order to continue employment with the district, the employee must provide evidence of a chest x-ray or an approved intradermal tuberculin test demonstrating freedom from tuberculosis every four years.~~

~~15.4— Undergo a general physical examination at district expense.~~

~~15.5— Complete Department of Justice clearance.~~

~~15.6— File proof of right to work in the United States of America.~~

~~15.7— File an official transcript of all coursework taken.~~

~~15.8— Complete all processing required by human resources and payroll.~~

~~PROCEDURES FOR TRANSFERRING CERTIFICATED PERSONNEL~~

~~The superintendent/ president has the responsibility, through the authority of the board of trustees and the California Education Code, of determining and filling positions at Allan Hancock College. These positions are filled by hiring new personnel or by transferring~~

~~properly certificated personnel from their present work assignments to the new positions. The procedure for hiring new personnel is described in the faculty handbook.~~

~~In transferring certificated personnel into an academic department from a work assignment outside that department, or in transferring faculty from one teaching or non-teaching area to another, the following procedure shall be followed:~~

~~At least one month before the intended transfer, the appropriate administrator(s) shall notify in writing the appropriate department heads of the intended action.~~

~~During the next two weeks the appropriate dean shall meet with the affected department to discuss the proposed transfer. During this period input can be forwarded by the President of the Academic Senate to the superintendent/ president.~~

~~The superintendent/ president shall consider all input received before rendering a decision. This analysis will be based on instructional needs, economic considerations, contractual obligations, personnel requirements and the overall impact on the college community.~~

~~At least one week before the intended transfer, the appropriate dean shall notify, in writing, the appropriate department head(s) of the decision concerning the proposed transfer.~~

Approved: 6/19/90

Revised: 12/13/04

Revised: 3/21/06

*(Replaces Administrative Procedures 4100.01
and 4100.02)*

**INFORMATION ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Retire Administrative Procedure 7342, Holidays for Management Staff | Item Number: 15.W. |
| 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

Administrative Procedure 7342, Holidays for Management Staff is outdated and is not required by the California Community College League's Policy and Procedure Services library. Staff would like to retire this obsolete administrative procedure.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

~~AP 7342 HOLIDAYS FOR MANAGEMENT STAFF~~

~~When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The board shall publish a calendar on or before July 1 of each year specifying the calendar date of observance of each of the foregoing holidays.~~

~~The birthday holiday specified shall be observed within a week of the eligible employee's birthday. Exceptions must be approved by the superintendent/president.~~

~~To be eligible for holiday pay the management employee must be in a paid status on the scheduled working day immediately preceding the holiday.~~

~~Holidays: Every day declared by the President or the Governor of this state as a public fast, Thanksgiving, or holiday for community colleges, or any day declared a bargaining unit holiday by the Board of Trustees shall be a paid holiday for eligible employees.~~

~~Reference: Education Code 79020, 79021~~

~~Approved: 8/79~~
~~Revised: 7/15/97~~
Revised:

**INFORMATION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: First Reading: Revised Board Policy and Administrative Procedure 7400, Travel | Item Number: 15.X. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 9 |

BACKGROUND

Revised board policy 7400 is legally required, and revised administrative procedure 7400 is legally advised. The policy and procedure outline travel pre-approval requirements, authorized travel expenses, intradistrict travel, advances, and reimbursement. They incorporate the legally required or advised language recommended by 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 7 – Human Resources**

BP 7400 TRAVEL

All employee travel must be approved in advance. The Superintendent/President shall establish procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. Out-of-state travel by the Superintendent/President must be approved in advance by the Board of Trustees.

Travel requests for participation in conferences, workshops, symposiums, lectures, administrative meetings, and other employment-related activities must be approved in advance by the supervising administrator and the appropriate cabinet-level administrator. Out-of-state travel must also be approved by the Superintendent/President or designee.

All travel outside the United States must be approved in advance by the Board of Trustees.

Also see BP/AP 2735 Board Member Travel

Reference: Education Code Section 87032

Adopted: 8/16/94

Revised: 8/16/05

Revised: 3/21/06

Revised:

(Replaces Board Policy 8970)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7400 TRAVEL

Attendance at meetings, conferences and conventions may be authorized when such attendance bears a direct benefit to the District. The governing board may direct an employee of the district to attend any convention or conference or to visit schools appertaining to the duties of the employee or any question of interest to the district.

Travel is defined as leaving the regularly assigned work location to conduct District approved business at another location.

Prior to travel, employees must obtain written approval for travel to conferences, training and similar activities by submitting the appropriate travel form(s) to the Superintendent/President or designee(s).The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred in travel, conferences, and meetings (e.g. professional associations, educational organizations, and associations).

Authorized Travel Expenses

Transportation **Vehicles**

The use of the most economical vehicle will be required if available and otherwise appropriate. All operators of vehicles must have a valid driver's license appropriate for the use of the vehicle used on District business in addition to carrying current insurance coverage.

When a district vehicle is used for travel, including intradistrict travel, actual and necessary travel expenses will be reimbursed. Receipts are required and mileage claim does not apply.

Personal vehicle use for district travel, including intradistrict travel, will be reimbursed based on travel to/from the regularly assigned work location to the approved travel destination based on established Internal Revenue Service (IRS) standard mileage reimbursement rate. The District's insurance does not provide primary coverage for the

owner of privately owned vehicle for claims or losses while he/she is operating his/her own vehicle on District business. For travel associated with field trips, refer to BP/AP 4300 titled Field Trips and/or Excursions.

The use of rental vehicles is permitted when a district vehicle is not available or use is impractical. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The traveler will obtain damage waiver insurance from the rental company and the cost will be included in the expense reimbursement.

Public Carrier Travel

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. District expense and the employee's time will be considered in the choice of method of transportation.

Miscellaneous Transportation

Expenses such as Taxi, Uber, ferry, streetcar, bus, parking, and toll are allowable expenses. Receipts will be obtained when reasonably possible. Expenses must be individually itemized in order to be eligible for reimbursement.

Lodging

Reasonable and necessary lodging will be reimbursed as supported by receipts. Refer to CONUS for reasonable rates by city and state. All lodging must be in the geographical area of the conference/training/meeting. When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the travel destination is within commuting distance (fifty-mile radius of the regularly assigned work location). The District traveler should always request the government/conference/most economical rate and request the Transient Occupancy Tax be waived at the time of reservation and/or check-in. Overnight lodging for employee living within the geographical area of the event shall be approved on a case-by-case basis. Exception may be approved, in writing, by the Superintendent/President or designee.

Meals and Incidentals

Meals, tips and incidentals during business travel will be paid through the daily per diem allowance. If meals are included in the cost of a conference, workshop or other travel event and/or are provided as part of the event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an

employee's hotel room, the actual cost of the meal will be excluded from the lodging reimbursement request and the per diem allowance will be requested.

Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

The maximum allowance for meals shall be \$10 for breakfast, \$15 for lunch, \$25 for dinner and \$6 for incidentals. Any expenses in excess will not be reimbursed by the District. The reimbursement rates for meals is intended to offset the normal cost of purchasing food outside of District travel.

Conference/Registration/Training/Professional Development Fees

Reasonable and necessary fees will be reimbursed for pre-approved attendance and as supported by receipts and proof of attendance. Participant must be authorized to represent the District and attendance must be in the best interest of the District.

Other Miscellaneous Expenses

Certain miscellaneous expenses related to official District business will be allowed if identified and require an itemized receipt, such as internet access and business telephone calls. Expenses of a personal nature such as parking or traffic violations, laundry service, auto repairs when using personal automobile, personal hygiene products, entertainment, trip insurance and alcohol are not reimbursable.

Travel Reimbursement

~~All travel must be approved in advance. Travel and absence requests, including an estimate of total cost, shall be submitted for approval to the department head or supervisor and appropriate administrator. The department head or supervisor shall transmit the request to the supervising administrator or designee for approval of travel within California. Out-of-state travel must be approved by the superintendent/president or designee. The initial request should be made early enough to allow time for processing in advance of the trip. Conference literature must be attached to support the travel request.~~

Travel Claims

~~Travel expense claim forms, signed by the applicant, shall be submitted to the business services office for reimbursement no later than 30 days upon returning from trip.~~

~~All expenses must be properly itemized, accompanied by the necessary receipts.~~

~~Only expenditures of individuals approved for reimbursement may be claimed. If the request for reimbursement includes other authorized participant's expenses, the claim should so state with name(s) listed.~~

Receipts or vouchers shall be submitted for every item of expense except when receipts are not available for the following:

~~Meals (only reasonable prevailing charges will be allowed, not to exceed a per diem allowance of \$50 for a full day; the per diem allowance will be reduced for any partial day or meals covered as part of a conference on the basis of \$10 for breakfast, \$15 for lunch, and \$25 for dinner);
Streetcar, ferry fares, bridge and road tolls, or metered parking;
Incidentals of \$6 per day (i.e. copies, faxes, gratuities, etc.)~~

~~Charges for internet services will not be reimbursed unless specifically approved in advance.~~

~~Reimbursement for alcoholic beverages and personal telephone calls will not be approved.~~

Hotels

~~Itemized receipts for lodging shall be furnished and shall show the dates for which the charge is made.~~

Airplane Travel

~~Reservations for travel must be coordinated with the business services office and when possible are to be made sufficiently in advance to ensure the lowest rate available.~~

Privately Owned Vehicles

~~Mileage for privately owned vehicles may be allowed when use of district-owned vehicles is not practical. Rate of reimbursement is established by the Board of Trustees. Effective July 1, 1996, the rate of reimbursement will be the business standard mileage rate established by the Internal Revenue Service (IRS). Increases to the business standard mileage rate made by the IRS will be implemented effective July 1 following the adjustment. Decreases to the standard mileage rate will be effective immediately.~~

~~An employee may use a personal vehicle where a savings of expense can be shown in comparison to the use of a common carrier, or when it may be necessary to make additional stops on official business enroute. When a personal vehicle is used, the individual's automobile insurance is in force. The employee must have an active insurance policy and be able to show proof of coverage.~~

District-Owned Vehicle

~~In cases where authorized travel is by district-owned vehicle, actual and necessary travel expense shall not include mileage expense. District vehicles should be requested as early as possible after approved travel request is received. Vehicles are always to be picked up at and returned to the vehicle parking area. The transportation office, under the direction of the director of maintenance and operations, will assign vehicles to~~

~~meet the travel requirements. The transportation office will be notified of all cancellations as soon as possible due to the heavy demand for vehicle use.~~

~~Cash Advances~~

~~Cash advances may be requested when the amount of the travel request exceeds \$100, excluding transportation or any prepaid expenses. The cash advance may not exceed 80 percent of the approved travel request, excluding any private or commercial transportation costs.~~

Intradistrict Travel

All employees are hired as District employees; positions are not identified by specific campus location. Intradistrict travel is to be taken in District-owned vehicles when practical, but the use of personal vehicles may be authorized. An employee who is assigned to more than one center or to a meeting site outside of the Santa Maria Valley on a particular day as part of their regular assignment may claim reimbursement at the Board-approved mileage rate.

A regular employee who is assigned to a second center as a result of an overload contract is not eligible for reimbursement of travel.

An employee may be assigned to any center on a particular day, and when so assigned, transportation costs from the employee's residence to that center is the responsibility of the employee. Normally, the employee assigned to a center for a day will be expected to take the necessary equipment or materials to the site without stopping at the normal work location.

An employee who is assigned to maintain more than one office and must travel between two or more sites as part of the regular and continual assignment may be paid a set monthly compensation which is approved by the governing Board of Trustees in lieu of filing multiple mileage claims. The approved monthly rate will continue in effect until changed by the governing Board of Trustees.

~~Intradistrict claims are to be filed on forms supplied by the business office. The forms are to identify the date of travel, destination, and miles traveled.~~

The governing Board of Trustees may permanently assign a vehicle to an employee at its discretion.

~~Also see BP/AP 2735 titled Board Member Travel, BP/AP 4300 titled Field Trips and Excursions, and AP 6530 titled District Vehicles~~

Pre-Approval Authorization

Request for travel shall be made to and approved by the employee's supervisor/manager on specified District forms. Group travel, including but not limited

to: field trips/excursions, conferences, professional development, and meetings require prior authorization. Additional approvals shall be obtained for: budget use, by the corresponding Dean/Director and by a Cabinet level position. Travel out of state requires approval from the Superintendent/President. Travel out of the United States requires board approval.

Travel Advances

All travel advances and pre-payments must be approved in writing on applicable District forms by the Superintendent/President or designee(s). The District will provide travel advances for anticipated reimbursable expenses if the request is received in Business Services at least 15 business days in advance of the date of travel. Pre-payment of registration fees, lodging and commercial carrier travel is available if the request is received in Business Services at least 15 business days in advance of the date of travel or payment deadline.

Advances will be adjusted upon the filing of a Travel Reimbursement form of actual and necessary expenses incurred in accordance with this procedure. Failure to submit a Travel Reimbursement with supporting documentation as outlined in the Claiming Reimbursement procedure below, may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten days of the original date of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purposes as a loan to such employee.

Claiming Reimbursement

Reimbursement of expenses for authorized travel shall be submitted on the Travel Reimbursement form as follows:

- a) Claims shall be submitted within 60 calendar days following completion of travel. The only exception is travel at fiscal year-end; the claim must be turned in no later than July 10.
- b) Travel expense claims will be signed by the traveler and approved by the supervisor/manager. Expense claims exceeding the pre-authorized travel and/or seeking reimbursement for expenses not included on the pre-authorized travel, require budget approval.
- c) Each claim will be itemized by date, nature of expense and the amount for which reimbursement is claimed. Claims will be for "actual and necessary" expenses and supported by receipts when applicable.

Refer to Travel Procedure Manual for further instructions.

Also see BP/AP 2735 titled Board Member Travel, BP/AP 4300 titled Field Trips and Excursions, and AP 6530 titled District Vehicles

Reference: Education Code Section 87032

Approved: 8/16/94 (AP 8970.01 & AP 8970.02)

Revised: 4/16/96 (AP 8970.01)

Revised: 10/29/02 (AP 8970.01)

Revised (Admin): 2/18/03 (AP 8970.01)

Revised: 8/16/05 (AP 8970.01 & AP 8970.02)

Revised: 3/21/06 (AP 8970.01)

Revised: 4/15/08 (AP 8970.01 & AP 8970.02)

Revised:

(Replaces Administrative Procedures 8970.01 and 8970.02)

INFORMATION ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Monthly Report, Associate Superintendent/Vice President, Academic Affairs | Item Number: | 15.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 of Academic Affairs will report on the items listed below in regards to academic affairs:

College for Kids (CFK) (*Goal SLS2: To support student access, achievement, and success.*) This summer Community Education has expanded its College for Kids (CFK) classes' thanks in part to the Career Technical Education Incentive Grant (CTEIG) award received. Explorations in Math, Engineering & Computer Science will be expanded to have two sessions each for ages 9-12 & 13-17. Community Education will also have digital photography, math boot camp, the science of ice cream, chemistry in the kitchen, sewing and a seed to table cooking class for kids and their parent.

Community Education Summer Registration Workshops (*Goal SLS2: To support student access, achievement, and success.*) were held to assist noncredit students with the CCCApply admission process and online registration. The workshops were held May 23, 24, 31 and June 1, 2017, 9:00 a.m. to 12:00 p.m. and 5:30 p.m. to 8:30 p.m. The registration workshops took place in Santa Maria, Lompoc, and Solvang.

Regional AEBG Meeting (*Goal SLS2: To support student access, achievement, and success.*). Community Education hosted a regional AEBG meeting at Allan Hancock College on April 25 with our neighboring AEBG Consortia, Cuesta College, and Santa Barbara City College. This regional meeting focused on sharing best practices to serve students, challenges, discussion of AEBG requirements, and ways in which we can work together.

| | |
|--|--------------------|
| Administrator Initiating Item: George A. Railey | Final Disposition: |
|--|--------------------|

INFORMATION ITEM

| | | | |
|-----------------|---|--------------|---------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | June 13, 2017 |
| Subject: | Monthly Report, Associate Superintendent/Vice President, Student Services | Item Number: | 15.Z. |
| 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:

Study-A-Thon (*Goal SLS2: To support student access, achievement, and success.*) The AHC Study-A-Thon was brought back by popular demand. Library hours were extended until midnight the week of May 15 for students to prepare for finals. Food, snacks and beverages were provided to the students, as well as tutoring services. A total of 953 students participated in the Study-A-Thon sessions. A huge thank you to staff, student workers, and tutors supporting the event that was coordinated through Student Activities and funded by Student Equity.

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



INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Monthly Report, Vice President, Institutional Effectiveness | Item Number: 15.AA. |
| Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner. | Enclosures: Page 1 of 3 |

BACKGROUND

Professional Development Webinars (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) Institutional Effectiveness staff recently attended two professional development webinars. The first, a 5-hour workshop titled “Exploring the Power of Predictive Analytics,” provided a step-by-step introduction on how to effectively build and implement a predictive model to identify students at risk of dropping out using standard regression methods. The second, a 4-hour workshop titled “Writing and Evaluating Good Survey Questions,” presented information on how to develop valid and reliable questionnaires by looking at approaches for developing survey questions and methods for evaluating them as well as generally accepted best practices for question writing.

Integrated Plan (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) Allan Hancock College is preparing a 2017-2019 integrated Student Equity Program (SEP), Student Success and Support Program (SSSP), and Basic Skills Initiative (BSI) Plan to be submitted in December 2017. The office of Institutional Effectiveness is in the process of updating analysis of disproportionate impact in the five goal areas of the equity plan.

Data are provided in this board update for the goal Access. Table 1 displays access as measured by the comparison between the distribution of fall headcount and local community representation. The first set of data in Table 1 compare the relative distribution of total student headcount (credit and noncredit) of Allan Hancock students by ethnicity to the distribution of ethnicity in the college service area for the adult population. Overall, the data show that there is no disproportionate impact as the percentage point differences are within a margin of error.

The second part of Table 1 compares the distribution of special populations enrolled at Allan Hancock to the local community. The data show that two groups – individuals with disabilities and veterans – are less represented at the college than within the local community. The data should be interpreted with caution however. The community data are estimates with considerable margins of error; also, students with disabilities tend to be underreported simply because of the reluctance of individuals to self-identify.

| | |
|---|--------------------|
| Administrator Initiating Item: <p style="text-align: center;">Paul M. Murphy</p> | Final Disposition: |
|---|--------------------|

| Target Population(s) | # of college total headcount | % of college total headcount (proportion) | % of adult population within the community served (proportion) | Gain or loss in proportion (Percentage point difference) | Proportionality Index |
|-------------------------------|------------------------------|---|--|---|-----------------------|
| Ethnicity | | | | | |
| American Indian / Alaska | 227 | 1.4% | 1.1% | 0.3% | 1.29 |
| Asian | 892 | 5.6% | 4.2% | 1.4% | 1.33 |
| Black or African American | 552 | 3.5% | 2.1% | 1.4% | 1.64 |
| Hispanic/Latino | 8,625 | 53.9% | 56.4% | -2.5% | 0.96 |
| White | 5,303 | 33.1% | 35.1% | -2.0% | 0.94 |
| Some other race | 399 | 2.5% | 1.0% | 1.5% | 2.49 |
| Total | 15,998 | 100% | | | |
| Special Pops | | | | | |
| Foster Youth | 247 | 1.5% | N/A | N/A | N/A |
| Individuals with Disabilities | 907 | 5.7% | 9.5% | -3.8% | 0.60 |
| Economically Disadvantaged | 8,455 | 52.9% | 19.5% | 33.4% | 2.71 |
| Veterans | 533 | 3.33% | 8% | -4.7% | 0.42 |

Source: Allan Hancock College Banner Database – fall headcount: Census data; <http://www.city-data.com/poverty/poverty-Santa-Maria-California.html> for district area economically disadvantaged status defined as percentage of the population living below poverty; http://disabilityplanningdata.com/site/pick_a_state.php for disability data; <http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF> service area population veterans status

Table 2 displays a comparison of ethnicity for students enrolled at the top feeder high schools to the ethnicity of students enrolled at AHC from these high schools. Because the percentages of other ethnic groups are relatively small and subject to fluctuations with small changes in headcount, the two largest groups are shown in the table – Hispanic/Latino and white.

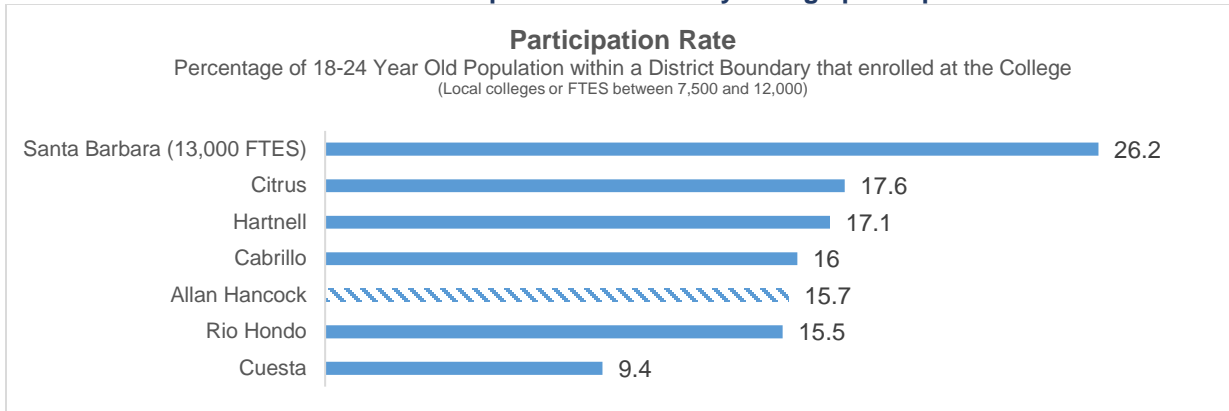
| High School | Ethnicity | High School | Allan Hancock | Percentage Gap | Proportionality Index |
|------------------------------------|-----------------|-------------|---------------|----------------|-----------------------|
| Pioneer Valley High School | Hispanic/Latino | 89% | 89% | 0% | 1.00 |
| | White | 5% | 5% | 0% | 1.00 |
| Ernest Righetti High School | Hispanic/Latino | 53% | 54% | 1% | 1.02 |
| | White | 38% | 37% | -1% | 0.97 |
| Santa Maria High School | Hispanic/Latino | 92% | 94% | 2% | 1.02 |
| | White | 4% | 2% | -2% | 0.50 |
| Lompoc High School | Hispanic/Latino | 71% | 74% | 3% | 1.04 |
| | White | 13% | 12% | -1% | 0.92 |
| Nipomo High School | Hispanic/Latino | 50% | 61% | 11% | 1.22 |
| | White | 45% | 33% | -12% | 0.73 |
| Arroyo Grande High School | Hispanic/Latino | 33% | 59% | 26% | 1.79 |
| | White | 58% | 30% | -28% | 0.52 |
| Cabrillo High School | Hispanic/Latino | 36% | 39% | 3% | 1.08 |
| | White | 44% | 41% | -3% | 0.93 |
| Santa Ynez High School | Hispanic/Latino | 42% | 46% | 4% | 1.10 |
| | White | 53% | 51% | -2% | 0.96 |

Source: Allan Hancock College Banner Database; California Department of Education

The data in Table 2 show that Hispanic/Latino students are equitably represented (and overrepresented in some instances); these data mirror the national trends where traditionally underrepresented students are more likely to enroll in a community college than white and Asian populations.

Lastly, Chart 1 shows the participation rate of Allan Hancock College along with comparably sized community colleges from single college districts.

Chart 1. Comparison community college participation rates.



Source: <https://misweb.cccco.edu/ie/DistrictSelect.aspx>

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Monthly Report, Executive Director, College Advancement | Item Number: 15.BB. |
| Strategic Goal: Goal I1: 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:

Scholarship Awards Reception (*Goal SLS2: To support student access, achievement, and success.*) *The Celebrating Success! Scholarship Awards Reception* held Thursday, May 25, 2017, was attended by more than 900 students, donors, and guests! The reception was well received with awesome appetizers and desserts provided by Testa Catering. The focus of the afternoon remained on honoring students and recognizing donors for their generous and philanthropic spirit. The event ended by 3:15 p.m. allowing those Hancock students invited to the Scholarship Foundation of Santa Barbara North County Awards Ceremony to arrive in plenty of time.

Grad Cap Contest (*Goal SLS6: Engage students.*) (*Goal SLS7: Ensure students are connected.*) The Public Affairs and Communications office held the second annual Grad Cap Decorating Contest through the college's social media outlets. More than 100 students submitted their designed caps. Awards were given for most creative, most inspirational, and best overall.

Front-Page Headlines (*Goal SLS6: Engage students.*) (*Goal SLS7: Ensure students are connected.*) (*Goal I1: Community Integration.*) For the first time in recent memory, Allan Hancock College-related stories were front-page, above-the-fold on three consecutive days. [The Thursday, May 25, 2017 edition](#) featured a story on a mother and daughter set to graduate together from Hancock. The AHC Foundation's Scholarship Awards Reception was the top story in the [Friday, May 26, 2017 paper](#). The college's record-setting graduation was on the front page of the [Saturday, May 27, 2017 issue](#). These stories served as constant reminders about how the college continues to change the odds for this community.

Campus Graphics Production (*Goal I1: Community Integration.*) (*Goal I2: Employee Integration.*) (*Goal SLS6: Engage students.*) (*Goal SLS7: Ensure students are connected.*) The entire team at Campus Graphics, from design to production to delivery, shine during the month of May. They are behind the beautiful programs you see at the college's end-of-year events like commencement, scholarship reception, and fire academy graduation. They are also designing and printing programs for Orcutt Academy, Righetti, and Delta high school graduations. All told, Campus Graphics' end-of-year materials made more than 52,000 impressions (copies).

Athletics Recap: (*Goal SLS3: Ensure students are directed.*) (*Goal SLS6: Engage students.*) The 2016-17 season came to a close for our sports teams. All told, 78 student-athletes earned All-Conference recognition and 15 signed scholarships with four-year universities. Overall, Hancock won seven individual or team conference titles.

| | |
|--|--------------------|
| Administrator Initiating Item: Susan Houghton | Final Disposition: |
|--|--------------------|

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration | Item Number: 15.CC. |
| 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.

Ellucian (Banner) Project (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) The Banner project kicked off May 15, 2017. Jessica Blazer, Kelly Underwood, and Carol Moore have established functional teams and have started meeting weekly with the Ellucian project manager. A detailed plan is under development with a go-live date of July 1, 2018.

Viticulture and Enology Costing Project (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) Keli Seyfert and Bruce Wade have done an excellent job working with Erin Nagle at Glenn Burdette, an accounting firm, to establish a process cost accounting system for the growing and winemaking functions. This will enable the viticulture and enology program to determine the cost of goods sold and to value inventory at cost.

No More Green Sheets (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) Keli Seyfert has completed her quest to move all of the entities using the manual green sheet payment process into ONESolution. This will provide staff with better budget visibility and reduce processing time. Excellent work. Thank you, Keli.

Cashiering Process Improvements (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) Keli Seyfert and Catalina Staugaard completed work with a Banner consultant to implement TouchNet. This new service will allow retirees, part-time faculty, and trustees to make benefit payments online.

Administrator Initiating Item:

Michael R. Black

Final Disposition:

INFORMATION ITEM

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds | Item Number: 15.DD. |
| 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

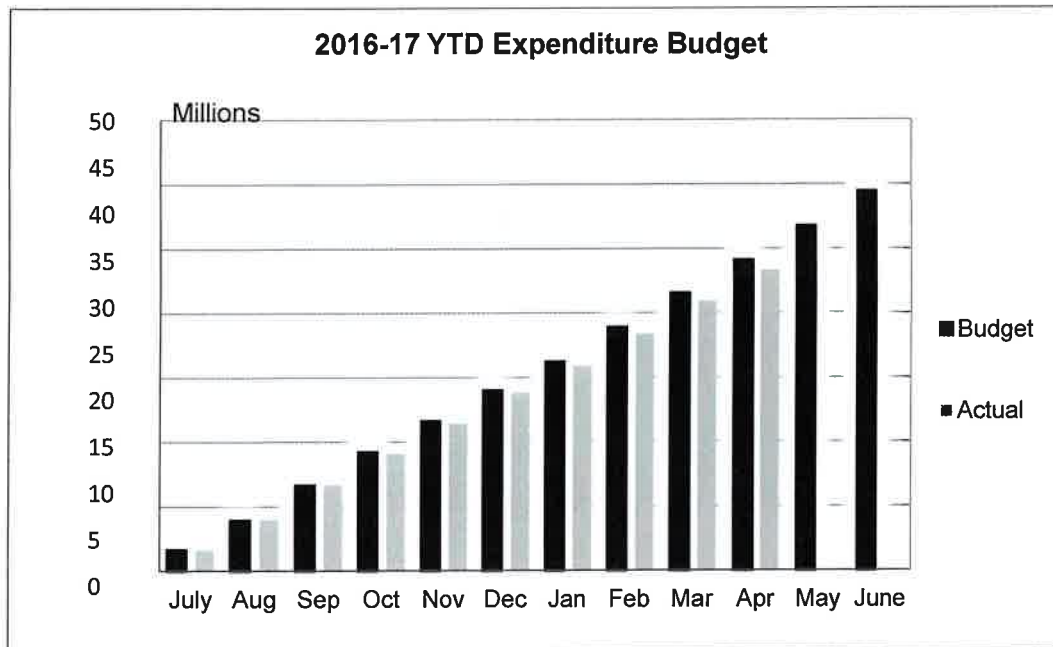
The statements reflect year-to-date data and the resulting impact on fund balances.

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

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

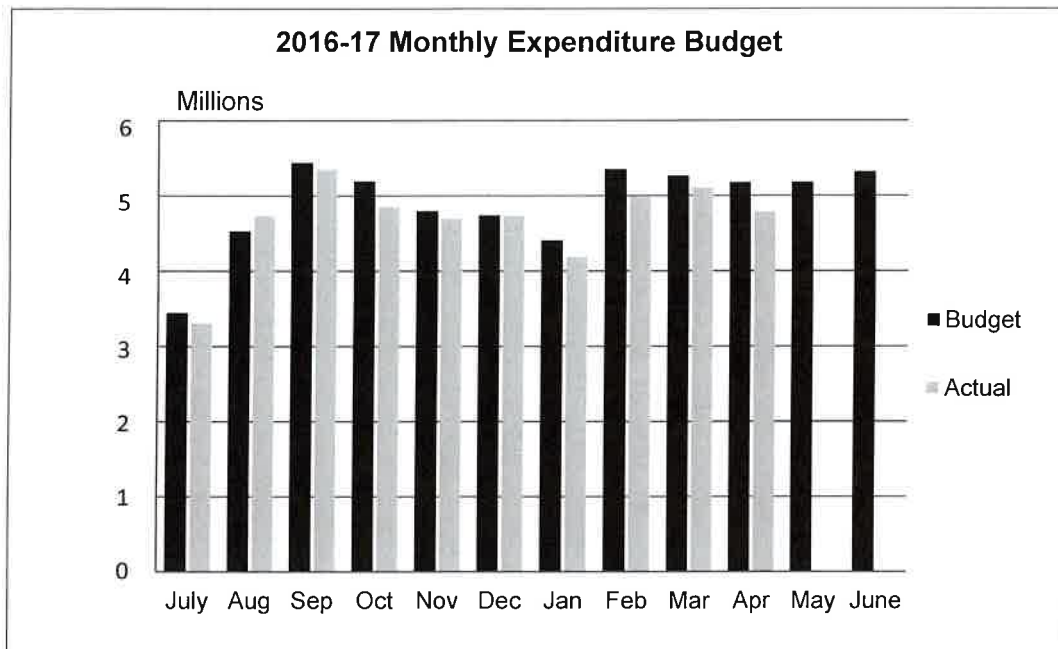
Year to Date Expenditures

| | July-April Budget | July-April Year to Date | Percentage Variance |
|--------------------------|----------------------|----------------------------|------------------------|
| Academic Salaries | 20,306,505 | 19,825,562 | 97.63% |
| Classified Salaries | 11,001,316 | 10,920,444 | 99.26% |
| Employee Benefits | 8,894,762 | 8,447,384 | 94.97% |
| Supplies and Materials | 1,064,590 | 905,700 | 85.08% |
| Other Operating Expenses | 5,162,229 | 4,766,558 | 92.34% |
| Capital Outlay | 506,612 | 496,837 | 98.07% |
| Other Outgo/Transfers | <u>1,417,659</u> | <u>1,397,408</u> | 98.57% |
| | 48,353,673 | 46,759,893 | 96.70% |



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
REVISED ADOPTED BUDGET

| | April Budget | April Expenditures | Percentage Variance |
|--------------------------|-----------------|-----------------------|------------------------|
| Academic Salaries | 2,176,940 | 2,077,059 | 95.41% |
| Classified Salaries | 1,153,180 | 1,142,148 | 99.04% |
| Employee Benefits | 939,227 | 888,886 | 94.64% |
| Supplies and Materials | 134,133 | 94,208 | 70.23% |
| Other Operating Expenses | 502,882 | 343,600 | 68.33% |
| Capital Outlay | 27,334 | 19,389 | 70.93% |
| Other Outgo/Transfers | <u>245,277</u> | <u>225,745</u> | 92.04% |
| | 5,178,973 | 4,791,035 | 92.51% |



Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 04/30/2017

| | <u>Unrestricted Budget</u> | <u>Unrestricted Actual</u> | <u>% Budget</u> | <u>Restricted Budget</u> | <u>Restricted Actual</u> | <u>% Budget</u> |
|---|--------------------------------|--------------------------------|-----------------|------------------------------|------------------------------|-----------------|
| REVENUES | | | | | | |
| Federal revenues | 34,200 | 32,094 | 93.84 | 3,038,082 | 1,259,480 | 41.45 |
| State Revenues | 37,378,567 | 30,830,088 | 82.48 | 14,435,678 | 12,314,448 | 85.30 |
| Local Revenues | 20,206,506 | 17,969,346 | 88.92 | 2,060,757 | 1,760,297 | 85.41 |
| Total REVENUES | <u>57,619,273</u> | <u>48,831,529</u> | <u>84.74</u> | <u>19,534,518</u> | <u>15,334,226</u> | <u>78.49</u> |
| EXPENDITURES | | | | | | |
| Academic Salaries | 23,844,029 | 19,825,562 | 83.14 | 3,303,092 | 2,363,632 | 71.55 |
| Classified Salaries | 13,124,010 | 10,920,444 | 83.20 | 4,685,477 | 3,223,967 | 68.80 |
| Employee Benefits | 11,331,288 | 8,447,384 | 74.54 | 2,118,649 | 1,327,452 | 62.65 |
| Supplies and Materials | 1,479,002 | 905,700 | 61.23 | 2,283,767 | 1,055,746 | 46.22 |
| Other Operating Expenses | 6,798,941 | 4,766,558 | 70.10 | 4,033,222 | 1,638,508 | 40.62 |
| Capital Outlay | 532,936 | 496,837 | 93.22 | 2,707,438 | 1,470,308 | 54.30 |
| Total EXPENDITURES | <u>57,110,210</u> | <u>45,362,487</u> | <u>79.42</u> | <u>19,131,648</u> | <u>11,079,616</u> | <u>57.91</u> |
| Excess of Revenues over (Under) Expenditures | 509,063 | 3,469,041 | | 402,869 | 4,254,609 | |
| OTHER FINANCING SOURCES(USES) | | | | | | |
| Other Financing Sources | 1,306,623 | 907,144 | 69.42 | 55,484 | 63,895 | 115.16 |
| Total OTHER FINANCING | <u>1,306,623</u> | <u>907,144</u> | <u>69.42</u> | <u>55,484</u> | <u>63,895</u> | <u>115.16</u> |
| OPERATING TRANSFERS OUT | | | | | | |
| Other Outgo | 1,746,596 | 1,397,408 | 80.00 | 2,141,275 | 730,379 | 34.10 |
| Total OPERATING TRANSFERS OUT | <u>1,746,596</u> | <u>1,397,408</u> | <u>80.00</u> | <u>2,141,275</u> | <u>730,379</u> | <u>34.10</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>69,090</u> | <u>2,978,778</u> | | <u>(1,682,921)</u> | <u>3,588,126</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>11,676,914</u> | | <u>11,123,961</u> | <u>16,395,007</u> | |

Allan Hancock College Governmental Funds Group

Child Development Fund

Income Statement by Fund

For Period Ending 04/30/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|------------------|----------------|-----------------|
| REVENUES | | | |
| Federal revenues | 350,391 | 169,508 | 48.37 |
| State Revenues | 417,286 | 328,521 | 78.72 |
| Local Revenues | 895,700 | 94,328 | 10.53 |
| Total REVENUES | <u>1,663,378</u> | <u>592,359</u> | <u>35.61</u> |
| EXPENDITURES | | | |
| Academic Salaries | 270,172 | 199,439 | 73.81 |
| Classified Salaries | 460,577 | 286,091 | 62.11 |
| Employee Benefits | 119,252 | 69,157 | 57.99 |
| Supplies and Materials | 453,374 | 27,757 | 6.12 |
| Other Operating Expenses | 255,784 | 10,272 | 4.01 |
| Capital Outlay | 200,000 | 0 | 0.00 |
| Total EXPENDITURES | <u>1,759,160</u> | <u>592,717</u> | <u>33.69</u> |
| Excess of Revenues over (Under) Expenditures | (95,782) | (358) | |
| OTHER FINANCING SOURCES(USES) | | | |
| Other Financing Sources | 37,000 | 10,880 | 29.40 |
| Total OTHER FINANCING SOURCES(USES) | <u>37,000</u> | <u>10,880</u> | <u>29.40</u> |
| OPERATING TRANSFERS OUT | | | |
| Other Outgo | 33,468 | 0 | 0.00 |
| Total OPERATING TRANSFERS OUT | <u>33,468</u> | <u>0</u> | <u>0.00</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>(92,251)</u> | <u>10,521</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 226,171 | 226,171 | |
| Current balance | <u>133,919</u> | <u>236,693</u> | |

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 04/30/2017

Rounded to the Nearest Dollar

| | PCPA BUDGET | PCPA ACTUAL | % BUDGET |
|-------------------------------------|------------------|------------------|---------------|
| | ===== | ===== | ===== |
| REVENUES: | | | |
| Earned income | | | |
| Ticket Revenue | 1,680,681 | 1,607,496 | 95.65% |
| Handling | 59,000 | 53,370 | 90.46% |
| Concessions | 31,000 | 42,695 | 137.73% |
| Advertising | 45,000 | 36,632 | 81.40% |
| Touring | 40,540 | 37,629 | 92.82% |
| Other | 46,000 | 19,690 | 42.80% |
| Total Earned Income | 1,902,221 | 1,797,511 | 94.50% |
| Contributed Income | | | |
| Individual sources | 70,000 | 230,873 | 329.82% |
| Fundraisers | 100,000 | 75,753 | 75.75% |
| Corporations | 45,000 | 22,200 | 49.33% |
| Foundations | 662,250 | 193,658 | 29.24% |
| Total contributed income | 877,250 | 522,484 | 59.56% |
| Allan Hancock College | <u>1,426,949</u> | <u>1,075,000</u> | <u>75.34%</u> |
| Total revenues | 4,206,420 | 3,394,995 | 80.71% |
| EXPENSES: | | | |
| Production | 2,161,955 | 1,954,401 | 90.40% |
| Conservatory | 73,423 | 63,426 | 86.38% |
| Scholarships | 709,545 | 583,462 | 82.23% |
| Administration | 229,418 | 209,832 | 91.46% |
| Development | 231,053 | 94,678 | 40.98% |
| Marketing | 471,828 | 345,609 | 73.25% |
| Box office | 296,512 | 237,852 | 80.22% |
| Concessions | 20,200 | 18,122 | 89.71% |
| Outreach/YPP | 11,670 | 53,967 | 462.44% |
| Total expenses | <u>4,205,604</u> | <u>3,561,350</u> | <u>84.68%</u> |
| EXCESS OF REVENUES OVER EXPENSES | 816 | -166,354 | |
| Outside events (net) | 0 | 5,506 | |
| FUND BALANCE | | | |
| Balance, July 1 | 206,844 | 206,845 | |
| Current balance | <u>207,660</u> | <u>45,996</u> | |

Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 04/30/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|--------------------|------------------|-----------------|
| REVENUES | | | |
| State Revenues | 276,091 | 1,493,893 | 541.08 |
| Local Revenues | 259,810 | 117,455 | 45.20 |
| Total REVENUES | <u>535,901</u> | <u>1,611,349</u> | <u>300.67</u> |
| EXPENDITURES | | | |
| Supplies and Materials | 26,119 | (449) | (1.72) |
| Other Operating Expenses | 43,284 | 12,600 | 29.11 |
| Capital Outlay | 1,900,536 | 751,494 | 39.54 |
| Total EXPENDITURES | <u>1,969,940</u> | <u>763,644</u> | <u>38.76</u> |
| Excess of Revenues over (Under) Expenditures | (1,434,038) | 847,704 | |
| 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 | 800,476 | 0.00 |
| Total OPERATING TRANSFERS OUT | <u>0</u> | <u>800,476</u> | <u>0.00</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>(1,418,556)</u> | <u>62,228</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 6,058,563 | 6,058,563 | |
| Current balance | <u>4,640,006</u> | <u>6,120,792</u> | |

Allan Hancock College Governmental Funds Group

Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 04/30/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|--------------------|------------------|-----------------|
| REVENUES | | | |
| Local Revenues | 25,000 | 29,671 | 118.68 |
| Total REVENUES | <u>25,000</u> | <u>29,671</u> | <u>118.68</u> |
| EXPENDITURES | | | |
| Supplies and Materials | 5,344 | 2,098 | 39.26 |
| Other Operating Expenses | 167,350 | 193,291 | 115.50 |
| Capital Outlay | 1,532,782 | 774,398 | 50.52 |
| Total EXPENDITURES | <u>1,705,477</u> | <u>969,788</u> | <u>56.86</u> |
| Excess of Revenues over (Under) Expenditures | (1,680,477) | (940,117) | |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>(1,680,477)</u> | <u>(940,117)</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 2,949,823 | 2,949,824 | |
| Current balance | <u>1,269,345</u> | <u>2,009,707</u> | |

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 04/30/2017

| | 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 | 672,238 | 1,600 | 2,211 | 4,000 | 6,016 | 151,000 | 130,883 |
| Total Revenues | <u>752,000</u> | <u>672,238</u> | <u>1,600</u> | <u>2,211</u> | <u>4,000</u> | <u>6,016</u> | <u>151,000</u> | <u>130,883</u> |
| EXPENDITURES: | | | | | | | | |
| Classified salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Employee benefits | 0 | 0 | 139,031 | 37,654 | 0 | 0 | 1,039,567 | 1,039,567 |
| Supplies and materials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contracted services | 750,000 | 631,482 | 0 | 0 | 263,000 | 6,373 | 0 | 0 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | <u>750,000</u> | <u>631,482</u> | <u>139,031</u> | <u>37,654</u> | <u>263,000</u> | <u>6,373</u> | <u>1,039,567</u> | <u>1,039,567</u> |
| EXCESS REVENUES OVER (UNDER) EXPENDITURES | 2,000 | 40,756 | -137,431 | -35,443 | -259,000 | -358 | -888,567 | -908,684 |
| OTH FIN SRCS (USES): | | | | | | | | |
| Operating Transfers IN | 0 | 0 | 0 | 0 | 0 | 199 | 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>199</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>40,756</u> | <u>-137,431</u> | <u>-35,443</u> | <u>-259,000</u> | <u>-159</u> | <u>-888,567</u> | <u>-908,684</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>1,400,741</u> | <u>312,383</u> | <u>414,370</u> | <u>874,417</u> | <u>1,133,259</u> | <u>151,000</u> | <u>130,883</u> |

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number 04/01/2017 through 04/30/2017
115150007100

Summary Of Fund

MARKET VALUE AS OF 04/01/2017

8,756,352.25

EARNINGS

NET INCOME CASH RECEIPTS

10,403.90

FEEES AND OTHER EXPENSES

6,484.31 -

REALIZED GAIN OR LOSS

4,368.23 -

UNREALIZED GAIN OR LOSS

85,828.01

TOTAL EARNINGS

85,379.37

TOTAL MARKET VALUE AS OF 04/30/2017

8,841,731.62

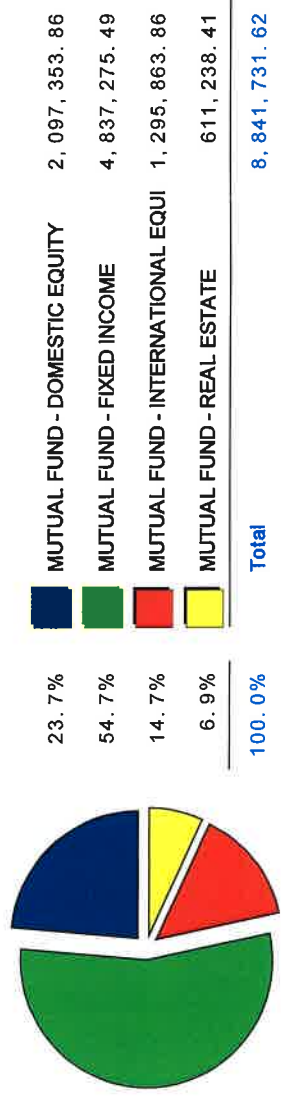
TRUST EB FORMAT

Statement Period: 04/01/2017 through 04/30/2017
Account Number: 115150007100

Asset Summary As Of 04/30/2017

| DESCRIPTION | MARKET VALUE | AVG COST | % OF PORT |
|------------------------------------|---------------------|---------------------|-----------|
| MUTUAL FUND - FIXED INCOME | 4,837,275.49 | 4,851,930.92 | 55 |
| MUTUAL FUND - DOMESTIC EQUITY | 2,097,353.86 | 1,931,391.90 | 24 |
| MUTUAL FUND - INTERNATIONAL EQUITY | 1,295,863.86 | 1,185,375.12 | 15 |
| MUTUAL FUND - REAL ESTATE | 611,238.41 | 633,642.08 | 7 |
| TOTAL INVESTMENTS | 8,841,731.62 | 8,602,340.02 | |
| CASH | 10,108.10 | | |
| DUE FROM BROKER | 0.00 | | |
| DUE TO BROKER | 10,108.10 | | |
| TOTAL MARKET VALUE | 8,841,731.62 | | |

Ending Asset Allocation



ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 04/30/2017

Rounded to the Nearest Dollar
TRUST FUNDS

AGENCY

| | STUDENT FIN AID | ASB | STUDENT REP FEES | DISTRICT TRUST | STUDENT CENTER FEE TRUST | STUDENT CLUBS |
|---|--------------------|----------|---------------------|-------------------|--------------------------------|------------------|
| REVENUES: | | | | | | |
| Sales | 0 | 35,559 | 0 | 133,723 | 0 | 29,170 |
| Gifts and contributions | 0 | 5 | 0 | 14,455 | 0 | 7,813 |
| Other local revenue | 0 | 3 | 0 | 12,490 | 0 | 5,405 |
| Interest | 4 | 30 | 8 | 340 | 702 | 22 |
| Miscellaneous revenue | 10,751,420 | 0 | 18,741 | 10,579 | 23,475 | 1,792 |
| Total Revenues | 10,751,424 | 35,597 | 18,749 | 171,586 | 24,178 | 44,202 |
| EXPENDITURES: | | | | | | |
| Salaries | 0 | 0 | 0 | 11,723 | 0 | 0 |
| Employee benefits | 0 | 0 | 0 | 406 | 0 | 0 |
| Supplies and materials | 0 | 125,931 | 522 | 71,737 | 0 | 19,298 |
| Contracted services | 0 | 55,909 | 6,695 | 41,697 | 0 | 17,992 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 181,840 | 7,217 | 125,563 | 0 | 37,290 |
| EXCESS REVENUES OVER (UNDER) EXPENDITURES | 10,751,424 | -146,242 | 11,532 | 46,023 | 24,178 | 6,912 |
| OTH FIN SRCS (USES): | | | | | | |
| Operating Transfers IN | 247,445 | 176,300 | 0 | 157,165 | 0 | 3,100 |
| Operating Transfers OUT | 10,962,582 | 8,850 | 0 | 167,879 | 0 | 3,253 |
| Total Oth Fin Srces (Uses) | -10,715,137 | 167,450 | 0 | -10,715 | 0 | -153 |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES | 36,287 | 21,208 | 11,532 | 35,308 | 24,178 | 6,759 |
| FUND BALANCE: | | | | | | |
| Fund balance, July 1 | 21,600 | 67,336 | 9,688 | 842,970 | 117,537 | 53,664 |
| Current balance | 57,887 | 88,544 | 21,220 | 878,278 | 141,715 | 60,423 |

Allan Hancock College Governmental Funds Group

Scholarship and Loan Trust Fnd

Income Statement by Fund

For Period Ending 04/30/2017

| | <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 04/30/2017

| | Cash Admin | Rounded to the Nearest General Operations | Restricted | Dollar Scholar- ships | Endowment Principal | Endowment Rev/Exp | Total |
|---------------------------------------|------------|---|------------|-----------------------------|------------------------|----------------------|------------|
| REVENUE: | | | | | | | |
| Contributions | 0 | 21,460 | 266,737 | 405,049 | 340,522 | 0 | 1,033,769 |
| Contributions non-cash | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| District Grant Contributions | 0 | 44,546 | 0 | 0 | 0 | 0 | 44,546 |
| Interest and dividends | 0 | 21,473 | 1 | 0 | 0 | 482,231 | 503,705 |
| Gain/Loss on sale of investments | 0 | 1,644 | 0 | 0 | 0 | 135,772 | 137,417 |
| Change in asset portfolio | 0 | 32,933 | 0 | 0 | 0 | 1,555,715 | 1,588,649 |
| Other Local Revenues | 0 | 67 | 2,562 | 0 | 0 | 0 | 2,629 |
| Total revenue | 0 | 122,124 | 269,300 | 405,049 | 340,522 | 2,173,718 | 3,310,713 |
| EXPENDITURES: | | | | | | | |
| Scholarships | 0 | 0 | 1,850 | 510,802 | 0 | 0 | 512,652 |
| Student Assistance | 0 | 0 | 16,675 | 0 | 0 | 0 | 16,675 |
| District/College Support | 0 | 0 | 67,252 | 74,660 | 0 | 0 | 141,912 |
| Salaries | 0 | 155,648 | 0 | 0 | 0 | 0 | 155,648 |
| Employee benefits | 0 | 17,639 | 0 | 0 | 0 | 0 | 17,639 |
| Supplies and materials | 0 | 26,002 | 50,997 | 0 | 0 | 0 | 77,000 |
| Contracted personal services | 0 | 6,657 | 6,880 | 0 | 0 | 0 | 13,537 |
| Travel and conference | 0 | 10,418 | 2,190 | 0 | 0 | 0 | 12,608 |
| Memberships and permits | 0 | 2,724 | 345 | 0 | 0 | 0 | 3,069 |
| Technology Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Telephone | 0 | 659 | 0 | 0 | 0 | 0 | 659 |
| Contracts and leases | 0 | 17,333 | 14,050 | 0 | 0 | 0 | 31,383 |
| Postage and advertising | 0 | 10,334 | 29,510 | 0 | 0 | 0 | 39,844 |
| Bank/brokerage charges | 0 | 12,534 | 35 | 0 | 0 | 140,928 | 153,497 |
| Miscellaneous expense | 0 | 0 | 71,616 | 0 | 0 | 0 | 71,616 |
| Building and equipment | 0 | 3,782 | 0 | 0 | 0 | 0 | 3,782 |
| Credit Card Disc. Fees | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Total expenditures | 0 | 263,731 | 261,399 | 585,462 | 0 | 140,928 | 1,251,521 |
| Net income(loss) | 0 | -141,607 | 7,901 | -180,413 | 340,522 | 2,032,790 | 2,059,193 |
| OTHER FINANCING SOURCES/OUTGO: | | | | | | | |
| Transfers in | 0 | 181,462 | 6,566 | 11,335 | 104,737 | 243,946 | 548,046 |
| Transfers out | 0 | 0 | 49,888 | 500 | 107,500 | 390,158 | 548,046 |
| Net transfers | 0 | 181,462 | -43,322 | 10,835 | -2,763 | -146,212 | 0 |
| Net inc/dec in fund bal | 0 | 39,855 | -35,421 | -169,578 | 337,759 | 1,886,578 | 2,059,193 |
| 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 | 329,620 | 1,591,590 | 488,945 | 18,919,895 | 2,883,287 | 24,213,337 |

Allan Hancock College Governmental Funds Group

Viticulture & Enology Fndtn

Income Statement by Fund

For Period Ending 04/30/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|---------------|----------------|-----------------|
| REVENUES | | | |
| Local Revenues | 60,000 | 101,878 | 169.79 |
| Total REVENUES | <u>60,000</u> | <u>101,878</u> | <u>169.79</u> |
| EXPENDITURES | | | |
| Classified Salaries | 15,000 | 0 | 0.00 |
| Supplies and Materials | 20,000 | 16,118 | 80.59 |
| Other Operating Expenses | 10,000 | 30,753 | 307.53 |
| Capital Outlay | 10,000 | 1,434 | 14.34 |
| Total EXPENDITURES | <u>55,000</u> | <u>48,306</u> | <u>87.82</u> |
| Excess of Revenues over (Under) Expenditures | 5,000 | 40,293 | |
| 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>40,293</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 54,711 | 54,711 | |
| Current balance | <u>54,711</u> | <u>95,004</u> | |

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: Monthly Report, Vice President, Operations | Item Number: 15.EE. |
| 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

Education Summit Subcommittee – City of Lompoc Economic Development Committee Update (*Goal SLS2: To support student access, achievement, and success.*) The Economic Development Committee, Education Summit Subcommittee is organizing a Pathways to Preparedness Summit. In concept, the summit will provide the Lompoc Valley Center, Lompoc Unified School District, City of Lompoc, and the Lompoc Valley business community an opportunity to foster collaboration and educational pathways in support of student success. The summit is scheduled to take place on Wednesday, September 13, 2017 at 8:00 a.m. at the Dick DeWees Community Center in the city of Lompoc.

Solvang Center Relocation to the Santa Ynez Valley Center (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) Campus Graphics is currently working on directional signage for the Santa Ynez Valley Center and the information technology department has begun ordering audio visual and electrical equipment for the new classrooms. Deans of Academic Affairs Rick Rantz and Sophia Ramirez Gelpi have played key roles in scheduling classes for the new center.

Parking Pass Vending Machines (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) The current coin and dollar operated parking pass vending machines are antiquated and subject to frequent breakdowns. The district has identified, IPS Group, a company that produces parking pass vending machines that accepts credit/debit card, coins, smart cards, pay-by-cell, and optional billed notes. The machines have large LCD screen displays and are solar powered for extended battery life averaging 3+ years. The district anticipates installing one parking machine at the Santa Maria Campus east of the Administration Building and one at the Lompoc Valley Center in front of Building 1.

Facilitron – Web-Based Facilities Scheduling & Rental Program Update (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) The district is in the process of implementing a web-based program, Facilitron, to assist with renting its facilities. On Wednesday, May 31, 2017, Facilitron’s team took pictures of the district’s facilities that will be displayed on the website. This included aerial views of the Public Safety Training Complex at the Lompoc Valley Center. The website is projected to go live in August 2017.

Fine Arts Complex Project - State Funding Update (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) Administration is working with staff from the State Chancellor’s Office and Department of Finance to seek authorization to construct the Fine Art Complex utilizing the design-build delivery method.

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

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | June 13, 2017 |
| Subject: A Status Report on Bond Measure I Projects | Item Number: 15.FF. |
| 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 | \$368,003 | \$38,354,223 | (\$786,717) | 98% | TBD |
| Total Capital Projects | | \$37,935,509 | \$368,003 | \$38,354,223 | (\$786,717) | | |

| 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 | \$144,080 | \$10,720,186 | \$101,989 | 99% | Summer 2017 |
| Total Information Technology | | \$10,966,255 | \$144,080 | \$10,720,186 | \$101,989 | | |

Project Phase Key

C: Construction

WD: Working Drawings

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

| 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 | \$128,131 | \$37,879,114 | \$-888,088 |
| 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 | \$164,695.00 | \$75,864,199.00 | \$30,742 |

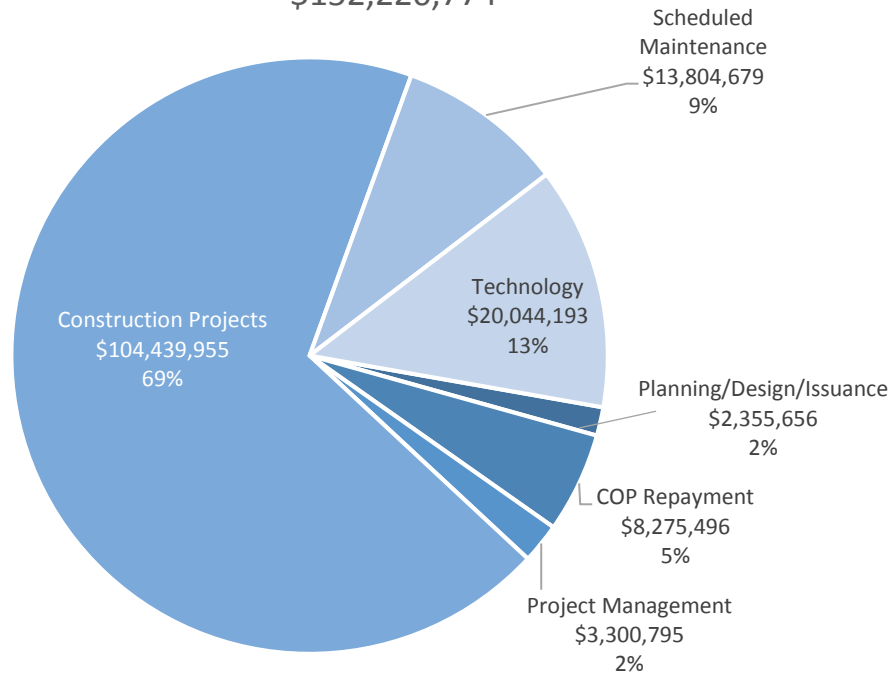
| Schedule Maintenance Projects – Completed Phase | |
|--|-----------------------|
| Project Name | Total Expended |
| Building D Repairs and Upgrades | \$5,711,048 |
| Parking Lot 1 Expansion | 1,483,196 |
| Building C, Roof, Paint, and Flooring | 1,372,916 |
| LVC EMS Upgrade & HVAC Repair | 447,195 |
| 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

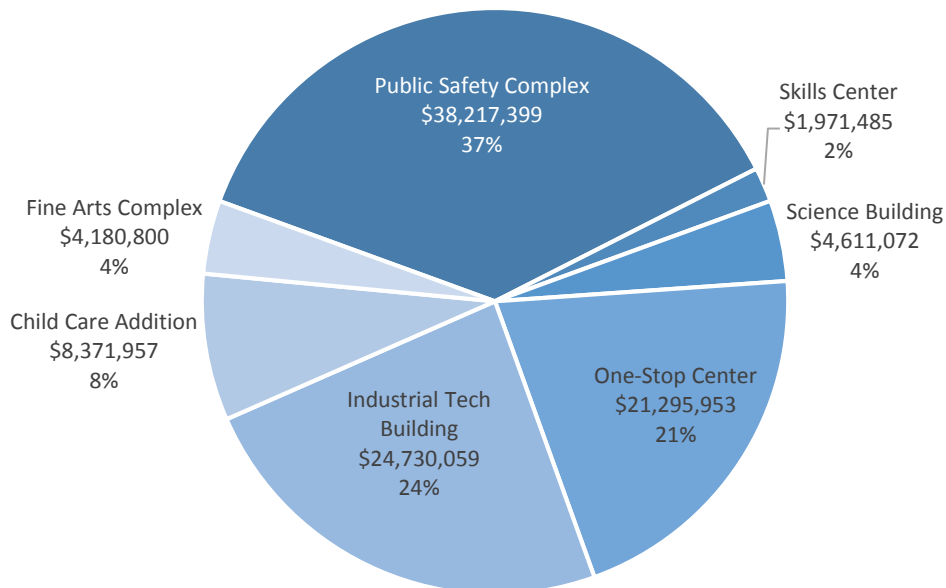
WD: Working Drawings

Measure I Expenditures Through December 31, 2016 \$152,220,774



*Citizens' Oversight Committee Financial Report
April 10, 2017 Meeting*

Measure I Construction Projects Through December 31, 2016 \$103,378,725



*Citizens' Oversight Committee Financial Report
April 10, 2017 Meeting*

ALLAN HANCOCK COLLEGE



JUNE 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------------------|---|-----|--|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 10:00 a.m. Law Enforcement Graduation Class 112 PSTC | 9 | 10 |
| 11 | 12 Summer Term Begins | 13 6:00 p.m. Board of Trustees Meeting | 14 | 15 <i>Beauty and the Beast</i> through July 2nd Solvang Festival Theatre | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

ALLAN HANCOCK COLLEGE



JULY 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|--|--|---|-----|-----|
| | | | | 1 <i>Beauty and the Beast</i> through July 2nd Solvang Festival Theatre | 2 | 1 |
| 2 | 3 | 4 Independence Day Holiday College Closed | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 6:00 p.m. Board of Trustees Meeting | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 1:30 p.m. Newsies through July 22nd Marian Theatre Six Week Summer Classes End | 20 Six Week Summer Final Exams | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |