
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, December 12, 2017

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

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| 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. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)

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

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

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| 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. Organizational Meeting | | |
| 8.A. Election of Board of Trustees Officers | 12 | |
| A recommendation to elect a president and vice president of the board of trustees. | | |
| 8.B. Determination of Date, Time and Place of Regular Board Meetings in 2018. | 13 | |
| A recommendation that the board of trustees continue holding board meetings on the second Tuesday of each month at 6:00 p.m. except in January. | | |
| 8.C. County Committee on School District Organization | 15 | |
| A recommendation that the board of trustees appoint a representative and alternate to the County Committee on School District Organization. | | |
| 8.D. Appointment of Trustees to Boards and Committees | 16 | |
| A recommendation that the board of trustees appoint trustee representatives to boards and committees. | | |
| 8.E. Authorized Signature Forms for the 2018 Calendar Year and Resolution 17-39, Delegation of Governing Board Powers and Duties | 18 | |
| A recommendation that the board of trustees approve the authorized signature forms for the 2018 calendar year and adopt resolution 17-39, delegation of governing board powers and duties. | | |
| 9. Public Comment | | |
| The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment | | |

not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

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| 10. | Approval of Minutes | | |
| | 10.A. Approval of Minutes from the November 9, 2017 special board meeting. | | 22 |
| | 10.B. Approval of Minutes from the November 14, 2017 regular board meeting. | | 23 |
| | 10.C. Approval of Minutes from the November 30, 2017 special board meeting. | | 30 |
| 11. | Presentation | | |
| | 11.A. Sabbatical Presentation | | |
| | <p style="margin-left: 40px;">Mr. Alfredo Koch, agribusiness professor, will present the programs in agriculture science.</p> | | |
| | 11.B. Health & Academic Success | | |
| | <p style="margin-left: 40px;">Alex de Jounge, coordinator, student health services, will provide an update on student reported health factors impacting academic success & student health services.</p> | | |
| 12. | Consent Agenda | | 6:15 PM |
| | <p>Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.</p> | | |
| | 12.A. Register of Warrants | | 31 |
| | <p style="margin-left: 40px;">Supplemental Payroll 10/10/17 and Regular Payroll 10/31/17</p> <p style="margin-left: 40px;">A recommendation that the board of trustees approve commercial warrants.</p> | | |

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| 12.B. Acceptance of Donations | 33 | |
| <p>A recommendation that the board of trustees accept the monetary donation of \$500 from Maya Restaurant, monetary donation of \$500 from Waugaman Properties, monetary donation of \$500 from Community Bank of Santa Maria, and monetary donation of \$2,500 from Home Motors.</p> | | |
| 12.C. Authorization to Declare District Property as Surplus | 34 | |
| <p>A recommendation to declare the list of items to be surplus and authorize disposal of the items through the appropriate procedures.</p> | | |
| 12.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends | 36 | |
| <p>A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.</p> | | |
| 12.E. Appointment of Department Chair | 47 | |
| <p>A recommendation to approve the department chair appointments of Gabriel Marquez, Industrial Technology Department and Melinda Nishimori, Languages and Communication to serve a term of two years, for the academic years 2018-2019 and 2019-2020.</p> | | |
| 12.F. Equivalency Certification for Faculty | 48 | |
| <p>A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 (formerly BP 4105) and as restricted by the equivalency certification document.</p> | | |
| 12.G. Community Services (Fee-Based) Education Courses | 50 | |
| <p>A recommendation to approve proposed community services (fee-based) classes for spring 2018.</p> | | |
| 12.H. Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service | 53 | |
| <p>A recommendation that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented.</p> | | |

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| 12.I. Appointments of Tenure-Track Faculty Members | 55 | |
| <p>A recommendation may be made that the board of trustees approve the appointments of assistant professor/program coordinator, culinary arts and management, applied behavioral sciences department; and assistant professor, licensed vocational nurse, health sciences department. If a recommendation is made, a revised board agenda item will be presented.</p> | | |
| 12.J. Appointment of Temporary Nontenure-Track Faculty Member | 56 | |
| <p>A recommendation may be made that the board of trustees approve the temporary appointment of assistant professor, program coordinator of the academic resource center, learning resources. If a recommendation is made, a revised board agenda item will be presented.</p> | | |
| 12.K. Appointments, Transfers, and Promotions of Classified Service Employees | 57 | |
| <p>A recommendation may be made that the board of trustees approve the appointments of instructional assistant, learning assistance program; and custodial lead worker (late night), facilities. If a recommendation is made, a revised board agenda item will be presented.</p> | | |
| 12.L. Appointment of Educational Management Position | 58 | |
| <p>A recommendation may be made that the board of trustees approve the educational management appointment of project director K-12 partnerships, cooperative work experience & career development. If a recommendation is made, a revised board agenda item will be presented.</p> | | |
| 12.M. Out-of-Classification Assignments of Classified Service Employees | 59 | |
| <p>A recommendation that the board of trustees approve the out-of-classification assignments of Stefanie Aye, human resources assistant, human resources, retroactive to October 1, 2017 through April 30, 2018, or earlier per district need; Aimee Camacho, administrative assistant V, administrative services, retroactive to October 1, 2017 through February 28, 2018, or earlier per district need; Ricardo Lopez, scheduling/course data technician II, academic affairs,</p> | | |

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| retroactive to August 1, 2017 through June 30, 2018, or earlier per district need; and Anna Rice, distance learning/academic support technical specialist, learning resources, effective January 1, 2018 to June 30, 2018, or earlier per district need. | | |
| 12.N. New and/or Revised Classified Bargaining Unit Job Descriptions | 61 | |
| A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions academic load scheduling specialist, instructional assistant writing center laboratory, student account specialist, and tutorial/open access computer lab technician, as presented, including some range changes for these positions and approve the new classified bargaining unit job description student services technician II, as presented, pending ratification by CSEA. | | |
| 12.O. New and/or Revised Management Job Description | 75 | |
| A recommendation that the board of trustees approve the revised educational management job description, project director K-12 partnerships, cooperative work experience & career development, as presented. | | |
| 12.P. Coaching Appointments and Stipends | 79 | |
| A recommendation may be made that the board of trustees approve coaching appointments and stipends. If a recommendation is made, a revised board agenda item will be presented. | | |
| 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) AHC Foundation | | |
| 2) Management Association | | |
| 3) Part-Time Faculty Association | | |
| 4) Faculty Association | | |
| 5) Academic Senate | | |
| 6) California School Employees Association | | |
| 7) Associated Student Body Government | | |

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| 14. Action Items | | 7:15 PM |
| 14.A. Academic Policy and Planning Committee Curriculum Summary | 80 | |
| A recommendation that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee. | | |
| 14.B. Acceptance of Grants Approved | 109 | |
| A recommendation to accept funded proposals. | | |
| 14.C. 2018-2019 State Scheduled Maintenance Plan, District Project Priority Order | 111 | |
| A recommendation that the board of trustees approve the 2018-2019 State Scheduled Maintenance Plan - District Project Priority Order. | | |
| 14.D. Award of contract for the Prop 39 Year 3, 4 & 5 Lompoc Valley Center Solar Project RFP 17-104 | 113 | |
| <i>This item was removed from the agenda.</i> | | |
| 14.E. Public Safety Complex, Bid No. 11-02, Notice of Completion | 114 | |
| A recommendation that the board of trustees approve filing a notice of completion for Sinanian Development, Inc. for the Public Safety Complex Project. | | |
| 14.F. Accounts Payable Fiscal Oversight | 115 | |
| A recommendation the board of trustees approve the adoption of accounts payable fiscal oversight and to add the superintendent/president as the second signature on accounts payable warrants. | | |
| 14.G. Change of Status of Management Employee | 118 | |
| A recommendation that the board of trustees approve the change of status of Rex Van Den Berg, director, facilities, retroactive to October 1, 2017 through June 30, 2018, or earlier per district need. | | |

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| 14.H. Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Classified Exempt Employees Status | 119 | |
| <p>A recommendation that the board of trustees approve the memorandum of understanding (MOU) between the District and the California School Employees Association, Chapter #251, for classified exempt employee status including job descriptions for these positions and the new salary schedule for classified exempt employees, effective January 1, 2018.</p> | | |
| 14.I Appointment of Interim Classified Management Position | 144 | |
| <p>A recommendation that the board of trustees approve the temporary appointment of Chris Nartatez, interim district police chief, campus police, effective January 1, 2018 through May 31, 2018, or earlier per district need, and pending successful completion of pre-employment and POST background clearance requirements.</p> | | |
| 14.J. Ratification of the Entire Agreement Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for Fiscal Years 2017 - 2018 through 2019 - 2020 | 145 | |
| <p>A recommendation that the board of trustees ratify the entire agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, for fiscal years 2017 - 2018 through 2019 - 2020, pending ratification by CFT/PFA.</p> | | |
| 14.K. Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees | 232 | |
| <p>A recommendation that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employees Salary Schedule, SS-80, due to increase to the minimum wage to \$11.00 per hour, effective January 1, 2018.</p> | | |
| 14.L. 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program | 237 | |
| <p>A recommendation that the board of trustees approve the final report of the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program.</p> | | |

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| 14.M. Guided Pathways Self-Assessment | 238 | |
| A recommendation that the board of trustees approve the Guided Pathways Self-Assessment. | | |
| 14.N. Resolution 17-40, Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program | 240 | |
| A recommendation that the board of trustees review Resolution 17-40 Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program as revised and consider its adoption. | | |
| 14.O. Police Department Organization | 242 | |
| A recommendation that the board of trustees review organizations options for the Hancock College police department and adopt a police department organizational plan. | | |
| 14.P. Alternative Award of Contract for Architectural Services, Fine Arts Complex Project, RFQ/P. 17-103 | 245 | |
| Staff may recommend the board of trustees award the contract for architectural services for the Fine Arts Complex to another qualified architectural firm. | | |
| 15. Information | | 7:50 PM |
| 15.A. Grant Proposals Submitted | 246 | |
| A report on grant proposals submitted. | | |
| 15.B. First Reading: Revised Board Policy and Administrative Procedure 3280, Grant Funded Programs | 247 | |
| A recommendation that the board of trustees review the revised Board Policy and Administrative Procedure 3280, Grant Funded Programs | | |
| 15.C. First Reading: New Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates | 253 | |
| A recommendation that the board of trustees review new Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates. | | |

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| 15.D. First Reading: Revised Board Policy and Administrative Procedure 4900, Transfer of Credit Course Waiver | 257 | |
| A recommendation that the board of trustees review revised Board Policy and Administrative Procedure 4900, Transfer of Credit Course Waiver. | | |
| 15.E. First Reading: New Board Policy and Administrative Procedure 6620, Naming of Buildings | 261 | |
| A recommendation that the board of trustees review the new Board Policy and Administrative Procedure 6620, Naming of Buildings. | | |
| 15.F. First Reading: Renumber Board Policy and Administrative Procedure 4220 Textbook Selection to 4920 Textbook Selection | 264 | |
| A recommendation that the board of trustees review the renumbering of Board Policy and Administrative Procedure 4200 Textbook Selection. | | |
| 15.G. Employee Resignations and Retirements | 267 | |
| The superintendent/president has accepted the resignation of Marivel Lozano, office services technician I, noncredit English as a Second Language (ESL), community education, effective November 27, 2017. | | |
| 15.H. Quarterly Report on Volunteer Aides | 268 | |
| A report on the volunteer aides for the past quarter. | | |
| 15.I. Professional Development Plan | 269 | |
| A recommendation that the board of trustees review the annual update of the Professional Development Plan. | | |
| 15.J. Monthly Report, Associate Superintendent/Vice President, Academic Affairs | 341 | |
| 15.K. Monthly Report, Associate Superintendent/Vice President, Student Services | 342 | |
| 15.L. Monthly Report, Vice President, Institutional Effectiveness | 344 | |

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| 15.M. Monthly Report, Executive Director, College Advancement | 346 | |
| 15.N. Monthly Report, Associate Superintendent/Vice President, Finance and Administration | 348 | |
| 15.O. A Monthly Report on the Year-to-Date Financial Data for Various Funds. | 349 | |
| 15.P. A Status Report on Bond Measure I Projects | 364 | |
| 16. New Business | | 8:30 PM |
| 17. Calendar | 367 | |
| 18. Adjournment | | |

The next regular meeting of the Board of Trustees will be held on Tuesday, January 9, 2018. 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

ACTION ITEM

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Election of Board of Trustees Officers | Item Number: 8.A. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 1 |

BACKGROUND

In accordance with Education Code 72000, the governing board of each community college district shall hold an annual organizational meeting. At this organizational meeting the board of trustees shall elect the officers of the board. The current officers are the president and vice president. The superintendent/president serves as secretary to the board, in accordance with board policy 2305.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2018.

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

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| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | Date: | December 12, 2017 |
| Subject: | Determination of Date, Time and Place for Regular Board Meetings in 2018 | Item Number: | 8.B. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 2 |

BACKGROUND

The purpose of the annual organizational meeting is to elect officers and to set the date, time, and place for all regular board meetings in the subsequent year.

For 2018, staff recommends that the board of trustees continue to hold its regular meetings on the second Tuesday of each month. Meetings will be held in the boardroom, room B-100 at 6:00 p.m. unless otherwise noted on the attached schedule. Closed session would be held prior to the 6:00 p.m. open session as needed.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees continue holding board meetings on the second Tuesday of each month at 6:00 p.m.

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| Administrator Initiating Item: Kevin G. Walthers | Final Disposition: |
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BOARD OF TRUSTEES MEETING SCHEDULE FOR 2018

| <u>DATE</u> | <u>LOCATION</u> |
|---------------------|-------------------------------|
| January 9 | Santa Maria Campus, Boardroom |
| February 13 | Santa Maria Campus, Boardroom |
| March 13 | Santa Maria Campus, Boardroom |
| April 10* | May be held in Santa Ynez |
| May 8 | Santa Maria Campus, Boardroom |
| June 12 | Santa Maria Campus, Boardroom |
| July 10 | Santa Maria Campus, Boardroom |
| August 14 | Santa Maria Campus, Boardroom |
| September 11 | Santa Maria Campus, Boardroom |
| October 9* | Lompoc Campus, Room 3-114 |
| November 13 | Santa Maria Campus, Boardroom |
| December 11 | Santa Maria Campus, Boardroom |

The Board of Trustees meet on the second Tuesday of the month.

*Meeting may not be held on the Santa Maria campus.

ACTION ITEM

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: County Committee on School District Organization | Item Number: 8.C. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

Pursuant to Education Code 72403, the governing board of each community college district, at its annual organizational meeting, selects one of its members as its representative to nominate and elect members to the County Committee on School District Organization. The representative has one vote for each member to be elected to the committee, pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3 of the California Education Code. Trustee Zacarías served as the representative in 2016.

The County Committee on School District Organization is comprised of eleven elected members, two from each of the five supervisorial districts and one member at-large.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees appoint one trustee to serve on the County Committee on School District Organization.

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

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Appointment of Trustees to Board and Committees | Item Number: 8.D. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

- A. The bylaws of the Allan Hancock College Foundation specify that two of its directors shall be members of the district Board of Trustees, and each shall be appointed annually by the board of trustees for a one-year term. Trustee Hall served in 2017 and Trustee Pensa served 2011, 2012, 2013, 2014, 2015, 2016, and in 2017.
- B. The bylaws of the PCPA Foundation specify that one of the directors of the foundation shall be designated by the district Board of Trustees. Trustee Zacarías served in 2013 and 2014. Trustee Hilker served in 2017.
- C. The agreement between Allan Hancock College and Solvang Theaterfest includes the establishment of a coordinating committee composed of three representatives from Solvang Theaterfest and three representatives from the college. Trustees Pensa served as representative in 2011, 2012, 2013, 2014, 2015, 2016, and 2017. Trustee Hall served in 2017. The district superintendent/president serves as the third college representative. The board may appoint two board representatives for one year or for a specified period of time.
- D. The bylaws of the Allan Hancock College Auxiliary Programs Corporation specify that a college trustee serve as a non-voting member of its board of directors. Trustee Hall served in 2017. Trustee Lahr served in 2015 and 2016.
- E. The operating agreement between the district and Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the boosters board of directors. Trustee Zacarías served in 2017.
- F. Resolution 14-25 specifies one trustee will serve on the Retirement Board of Authority. Trustee Lahr was appointed on 2/17/15. There is no limit on the length of term.

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2018.
- B. Select one trustee to serve on the PCPA Foundation Board for 2018.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2018.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2018.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2018.
- F. Select one trustee to serve on the Retirement Board of Authority as of July 2018.
- G. Select one trustee to serve on the Viticulture & Enology Foundation as of July 2018.
- H. Select one trustee to serve on the County School Boards Committee as of July 2018.

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| Administrator Initiating Item: Kevin G. Walthers | Final Disposition: |
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- G. The bylaws of the Allan Hancock College Viticulture & Enology Foundation indicate one trustee shall be elected to serve a three year term on its foundation board. Trustee Lahr was appointed on 3/18/14, and confirmed again on 1/20/15. His term will expire in June 2017.
- H. The county superintendent of schools meets with a representative group of college trustees and school board members on a regular basis. Trustee Pensa has attended the County School Boards Committee meetings over the last few years and has represented the needs of Hancock College.

**ACTION ITEM**

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| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | December 12, 2017 |
| Subject: | Authorized Signature Forms for the 2018 Calendar Year and Resolution 17-39, Delegation of Governing Board Powers and Duties | Item Number: | 8.E. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 4 |

BACKGROUND

School Business Advisory Services uses authorized signature forms and board resolutions to verify information and validate signatures on various documents audited and released from the Santa Barbara County Education Office (SBCEO). SBCEO requires that new authorized signature forms and a board resolution be approved each December for the upcoming calendar year and also when new board members take office or other key personnel changes occur.

Resolution 17-39 authorizes the superintendent/president, the associate superintendent/vice president of finance and administration, the director of business services, and the associate superintendent/vice president of academic affairs to make cash and budget transfers.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the authorized signature forms for the 2018 calendar year and adopt resolution 17-39, Delegation of Governing Board Powers and Duties.

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| Administrator Initiating Item: Michael R. Black | Final Disposition: |
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Authorized Signatures
District Personnel Approved by the Superintendent or his/her Designee
for Release of Commercial and Payroll Warrants

District: _____

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| Signature | <input type="checkbox"/> Commercial Warrants | <input type="checkbox"/> Payroll Warrants |
| Typed Name/Title | | |

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| Signature | <input type="checkbox"/> Commercial Warrants | <input type="checkbox"/> Payroll Warrants |
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| Signature | <input type="checkbox"/> Commercial Warrants | <input type="checkbox"/> Payroll Warrants |
| Typed Name/Title | | |

I certify that the names and signatures above are authorized district personnel who may pick up warrants on behalf of our district.

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| _____ Signature Superintendent or his/her Designee | _____ Date |
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Authorized Signatures
District Personnel Approved by the Board to Act as District Agents

District: _____

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| Signature | <input type="checkbox"/> Vendor Prelists | <input type="checkbox"/> Contracts | <input type="checkbox"/> Payroll Prelists |
| Typed Name/Title | | | |

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| Signature | <input type="checkbox"/> Vendor Prelists | <input type="checkbox"/> Contracts | <input type="checkbox"/> Payroll Prelists |
| Typed Name/Title | | | |

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

| | |
|------------------------------------|---------------|
| _____ Board President/Secretary | _____ Date |
|------------------------------------|---------------|

RESOLUTION 17-39

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DELEGATION OF GOVERNING BOARD POWERS AND DUTIES

(Authority to make cash and budget transfers)

Reference: Education Code Section 70902(d)

WHEREAS, Education Code Section 70902(d) provides that “Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate...,” and

WHEREAS, Education Code Section 70902(d) further provides, “However the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation;” and

WHEREAS, the governing board of the Allan Hancock Joint Community College District recognizes that, while the authority provided in Education Code Section 70902(d) authorizes the board to delegate its vested powers, the governing board retains the ultimate responsibility over the performance of those vested powers; and

WHEREAS, the governing board further recognizes that where other statutory provisions make certain powers nondelegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the authority provided in Education Code Section 70902(d), the governing board of the Allan Hancock Joint Community College District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective January 1, 2018, through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

| | |
|---------------------------------------|--|
| Authorized District Employee/Officer: | Dr. Kevin G. Walthers, Superintendent/President |
| Authorized District Employee/Officer: | Michael R. Black, Associate Superintendent/Vice President, Finance and Administration |
| Authorized District Employee/Officer: | Jessica Blazer, Director, Business Services |
| Authorized District Employee/Officer: | Dr. George A. Railey, Jr., Associate Superintendent/ Vice President, Academic Affairs |

PASSED and ADOPTED this 12th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Joint Board Meeting
with
Hancock College Foundation Board Members
Thursday, November 9, 2017

Gregory A. Pensa, President
Hilda Zacarias, Vice President
Jeffery C. Hall
Dan Hilker
Larry Lahr
Yesenia Beas, Student Trustee

Allan Hancock College
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Pensa called the meeting to order at 4:00 p.m. with the following trustees present: Lahr, Pensa, Zacarías. Foundation board members present: Moya-Boice, Walker, Bray, Cox,

Trustees absent: Hilker, Hall

2. Public Comment to Open Session

No public comment was made.

3. Information

The trustees and board members met with the Chancellor's Office representative to discuss guided pathways.

4. Adjournment

Trustee Pensa adjourned the meeting at 5:00 p.m.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes Regular Board Meeting Tuesday, November 14, 2017

Gregory A. Pensa, President
Hilda Zacarías, Vice President
Jeffery C. Hall
Dan Hilker
Larry Lahr
Yesenia Beas, 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 5:08 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 5:08 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 6:02 p.m.

5. Action Taken in Closed Session

Trustee Pensa reported no action was taken in closed session.

6. Pledge of Allegiance

Leandra Burns, director of student organizations for Associated Student Body Government, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Consent Items 11.K. and 11.E. removed from the consent agenda for further consideration.

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None
 Concur: Student Trustee

8. Public Comment

Kim Ensing, introduced the football team. She noted they earned the first championship in 20 years and congratulated them for their accomplishment. She acknowledged the coaches, players, and all the support staff for their hard work. She recognized Coach Maltagliati for coaching more than 35 years. Coach Dutra thanked Associate Dean Ensing, the board of trustees and Dr. Walthers for their support.

Katherine Escobar Jakulsky said she met with Trustee Hilker during his open hour and received his support and encouragement. She looks forward to speaking to other trustees in the future.

9. Approval of Minutes

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

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board voted unanimously to approve the minutes for the October 10, 2017 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Sabbatical Presentation

Mr. Timothy Webb, film professor, gave an overview of his sabbatical plan which was to create a degree in the film studies. He reviewed the new film studies classes. He was able to attend film festival and seminars to learn from world class film makers. He went to a film festival featuring student work. He is working on a grant to bring two international film makers to Hancock College and present information to students.

10.B. Sofia Ramirez Gelpi, Dean, Academic Affairs, gave an update on the Adult Education Block Grant (AEBG).

Dr. Ramirez Gelpi went over the need for community education in the area. She reviewed the goals for AEBG that included improving literacy skills and job skills. She explained how investment in growing new programs, accelerating student progress, and improving program quality will help the community.

11. Consent Agenda

Items 11.K. and 11.E. were removed from the consent agenda for further consideration.

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board voted to approve the consent agenda on a roll-call vote 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 invited everyone to the football game this Saturday. He noted the Foundation's Anniversary gala was a great success.

12.B. Board Member Reports

Student Trustee Beas reported ASBG passed two resolutions in support of DACA legislation to send to Congressman Carbajal and another resolution to provide a Dream Center for students.

Trustee Hall attended the reopening of the Public Safety Training Complex firing range. He noted the work to make it sound proof is complete. He has completed the Excellence in Trusteeship Program.

Trustee Zacarías went to two conferences. She was happy to learn HACU offers a leadership academy for students. She also attended a LGBTQ conference and learned how to take steps to be more inclusive of everyone at the college

Trustee Pensa accompanied Dr. Walthers and Mike Black to refinance the bonds. He accepted, on behalf of the college, an Innovation Award from the Economic Alliance Group for the Promise Program. He also attended a meeting with a representative from the Chancellor's Office regarding Guided Pathways.

Trustee Hilker had no report.

Trustee Lahr commended everyone on the success of the gala.

12.C. Association Reports

1) Management Association

No report was given.

2) Part-Time Faculty Association

No report was given.

3) Faculty Association

Roger Hall mentioned negotiations will resume soon. He feels their first offer was reasonable. The union has a minimum they will accept and cannot accept less.

4) Academic Senate

Marla Allegre attended the state academic senate plenary. Two issues were discussed: the Chancellor's proposal to establish an on-line college and Guided Pathways. She noted Guided Pathways should be faculty driven and has been discussed on campus. She reviewed the three steps to be eligible for funding. She said the Academic Senate Executive team is working with Dr. Railey on new pilot for faculty prioritization.

5) California School Employees Association

No report was given.

6) Associated Student Body Government

Janet Cruz attended an ASBG conference, and enjoyed a successful spirit week, as well as Alcohol Awareness week. She mentioned there was a great turn out for the Halloween costume contest. She reported ASBG gave veterans a goodie bag that included thank you letters from students for their service. She agreed with Student Trustee Beas on the importance of passing the two resolutions related to DACA and the Dream Center.

7) AHC Foundation

Trustee Hall reported the Foundation held its 40th anniversary gala and raised approximately \$140,000 in support of the promise program.

13. Action Items

13.A. Acceptance of Grants Approved

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

13.B. Faculty Emeritus Status

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

13.C. District Travel Request Outside of the State

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board authorized travel for Marc García-Martínez, English professor, to travel to Salamanca, Spain in May 2018 to attend the 11th International Conference on Chicano Literature and Latino Studies. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.D. Resolution 17-37, Acceptance of Assembly Bill 104 Adult Education Block Grant

On a motion by Trustee Zacarías, seconded by Trustee Hall, the Board voted to approve the Resolution 17-37 to accept Assembly Bill 104 Adult Education Block Grant on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.E. Building K Roof Replacement Project, Bid No. 17-200, Change Order #01

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board approved change order number 01 to the contract with Craig Roof Company Inc. and authorized the associate superintendent/vice president, finance and administration to sign change order #01. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.F. Building K Roof Replacement Project, Bid No. 17-200, Notice of Completion

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board approved filing a notice of completion for Craig Roof Company Inc. for the Building K Roof Replacement Project. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.G. Delegation, Award of Contract for Architectural Services, Fine Arts Complex Project, RFQ/P. 17-103

On a motion by Trustee Zacarías, seconded by Trustee Hall, the Board voted to hold a special board meeting to award the contract for architectural services for the Fine Arts Complex Project, RFQ/P 17-103. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.H. Authorization, Renew Lease Agreement with TVJ Sons I, Inc. dba Honda of Santa Maria

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board authorized renewing the lease agreement between the district and TVJ Sons I, Inc. dba Honda of Santa Maria. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.I. Approval of Revised Student Worker Salary Schedule

On a motion by Trustee Zacarías, seconded by Trustee Hall, the Board approved the proposed revised student worker salary schedule effective January 1, 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.J. Resolution 17-38, Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program

On a motion by Student Trustee Beas, seconded by Trustee Zacarías, the Board voted to approve the Resolution 17-38 to accept Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program on a roll-call vote as follows:

Ayes: Hall, Lahr, Pensa, Zacarías

Noes: Hilker

Abstentions: None

Concur: Student Trustee

14. Information Items

14.A. Grant Proposals Submitted

Executive Director Houghton briefly reviewed the grant proposals.

14.B. 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Associate Superintendent Ornelas noted the draft of the Integrated Plan has been revised and consolidates a lot of our plans. Hancock has worked on integrating program planning, developing new funding formulas, funding guidelines to support all the activities and outcomes that support student equity and will work to incorporate funds to support the LBGTQ population.

14.C. Employee Resignations and Retirements

Dr. Walthers noted Carol Masuda's resignation was changed to retirement and acknowledged the retirements and separations as reported.

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

Associate Superintendent Railey acknowledged the class of 2016 graduates upon the 100 percent passing rate from the LVN Program.

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

Associate Superintendent Ornelas mentioned Hancock collaborated with Cuesta College to host the 2017 Equity Summit. She said it was a great event and gave Hancock students the opportunity to attend. Hunger on campus was discussed and noted Hancock is working to expand our food share program. She added the Chancellor's Office has allocated over \$18,000 to expand the program. Staff will also work closely with CalFresh to help students secure food vouchers.

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

Dr. Murphy briefly reviewed the results of a student survey regarding measures students take to reduce the cost of textbooks.

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

Executive Director Houghton thanked everyone who helped make the 40th Anniversary Gala a success. She shared a copy of the Bulldog Bound plan and acknowledged Marna Lombardi and others for a great job. She gave an overview of the upcoming Hancock Promise activities. Ms. Houghton acknowledged Associate Superintendent Ornelas for securing a donation from the Kiwanis.

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

Associate Superintendent Black noted the college will begin using Facilitron, a web-based software, to rent facilities. He also gave an update on the progress of the Fine Arts Complex, bond refunding, and the transition of facilities oversight into his department.

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

Associate Superintendent Black discussed the reasons why employee benefits are slightly higher than normal.

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

Associate Superintendent Black would like to take closed projects off the list and revise it to include other projects.

15. New Business

Trustee Hilker would like to revise the language in the DACA resolution and will propose a revision at the next board meeting.

16. Calendar

Dr. Walthers shared events from the calendars.

17. Adjournment

Trustee Pensa adjourned the meeting at 8:38 p.m.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Thursday, November 30, 2017

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

Allan Hancock College
Captain's Room, B-102
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Pensa called the meeting to order at 9:01 a.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment

John Hood, Fine Arts department chair, said the Fine Arts department is very excited to see the project moving forward. He described the interview and selection process to choose an architect for the Fine Arts Complex project. The consensus was to select DLR Group from Los Angeles, CA to build the beautiful complex.

Trustee Pensa asked if Mr. Hood was happy with the vetting process. Mr. Hood replied he appreciated being part of the selection process.

3. Action Item

3.A. Award of Contract for Architectural Services for the Fine Arts Complex Project, RFQ/P 17-103

On a motion by Trustee Lahr, seconded by Trustee Zacarías, the Board awarded the contract for architectural services for the Fine Arts Complex Project to DLR Group, Los Angeles, CA. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

4. Adjournment

Trustee Pensa adjourned the meeting at 9:12 a.m.



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

**CONSENT ITEM**

| | |
|--|--|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 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 | \$ 2,082,412.01 | |
| PAYROLL 10/1/17 – 10/31/17 | 5,095,853.31 | |
| TOTAL GENERAL FUND | | \$ 7,178,265.32 |
| CHILD DEVELOPMENT FUND 9433 | | |
| INVOICE WARRANTS | 14,684.41 | |
| PAYROLL 10/1/17 – 10/31/17 | 71,414.74 | |
| TOTAL CHILD DEVELOPMENT FUND | | 86,099.15 |
| GO BOND CLEARING FUND 9446 | | |
| INVOICE WARRANTS | 2,026.84 | |
| TOTAL GO BOND CLEARING FUND | | 2,026.84 |
| GO BOND BUILDING FUND 9447 | | |
| INVOICE WARRANTS | 68,362.87 | |
| TOTAL GO BOND BUILDING FUND | | 68,362.87 |
| CAPITAL OUTLAY PROJECTS FUND 9441 | | |
| INVOICE WARRANTS | 4,291.30 | |
| TOTAL CAPITAL OUTLAY PROJECTS FUND | | 4,291.30 |
| SELF INSURANCE DENTAL FUND 9461 | | |
| INVOICE CHECK | 65,451.00 | |
| TOTAL SELF INSURANCE DENTAL FUND | | 65,451.00 |
| STUDENT CENTER FEE TRUST FUND 9473 | | |
| INVOICE WARRANTS | 0.00 | |
| TOTAL STUDENT CENTER FEE TRUST FUND | | 0.00 |
| SELF INSURANCE HEALTH FUND 9462 | | |
| INVOICE WARRANTS | 1,475.09 | |
| TOTAL SELF INSURANCE HEALTH FUND | | 1,475.09 |
| SELF INSURANCE PROPERTY/LIABILITY FUND 9463 | | |
| INVOICE WARRANTS | | |
| TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND | | |
| <u>GRAND TOTAL ALL FUNDS</u> | | <u>\$ 7,405,971.57</u> |

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 1859553 through 1860189 for a subtotal of \$2,238,703.52, and payroll warrants in the amount of \$5,167,268.05, for a grand total of \$7,405,971.57.

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

10/01/17-10/31/17

PAYROLL
FUND 9410CERTIFICATED:

| | | |
|------|---|------------------------|
| 1100 | Academic Salaries, regular schedule, instructional time | \$ 930,615.53 |
| 1200 | Academic Salaries, regular schedule, non-instructional time | 596,628.71 |
| 1300 | Certificated Salaries other than regular schedule teaching | 767,711.96 |
| 1400 | Certificated Salaries other than contract non-teaching | 121,625.15 |
| 3100 | State Teachers Retirement | 2,780.92 |
| 3300 | Medicare | 298,105.96 |
| 3400 | Health and Welfare Benefits | 157,605.25 |
| 3500 | State Unemployment Insurance | 1220.21 |
| 3600 | Worker's Compensation Insurance | 45,334.67 |
| 3700 | State Teachers Retirement/Cash Balance Plan/PARS | 14,911.93 |
| 3911 | Academic Retirement Incentive | 0.00 |
| | SUB TOTAL | \$ 2,936,540.29 |

CLASSIFIED:

| | | |
|------|--|------------------------|
| 2100 | Classified Salaries, regular schedule | \$ 1,230,196.34 |
| 2200 | Classified Instructional Aide Salaries, regular schedule | 108,596.88 |
| 2300 | Classified Salaries, hourly | 71,756.16 |
| 2300 | Student Workers, regular | 116,442.01 |
| 2400 | Instructional Aides, hourly | 118,381.51 |
| 2400 | Student Workers, Tutors, Peer Counselors | 2,353.00 |
| 3200 | Public Employees Retirement | 203,907.85 |
| 3300 | Social Security/Medicare | 89,733.40 |
| 3400 | Health and Welfare Benefits | 190,780.57 |
| 3500 | State Unemployment Insurance | 911.56 |
| 3600 | Worker's Compensation Insurance | 23,803.93 |
| 3700 | PARS | 2,449.81 |
| 4512 | Uniform Allowance | 0.00 |
| 5113 | Externships (Grants Only) | 0.00 |
| 8890 | Income released for stale dated warrant | 0.00 |
| | SUB TOTAL | \$ 2,159,313.02 |
| | TOTAL FUND 9410 | \$ 5,095,853.31 |

FUND 9433

| | | |
|------|---|---------------------|
| 1200 | Academic Salaries, regular schedule, non-instructional time | \$ 17,679.52 |
| 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 | 5,880.35 |
| 2300 | Classified Salaries, hourly | 40,238.92 |
| 2300 | Student Workers, regular | 0.00 |
| 2400 | Classified Salaries, non-regular schedule instructional aides | 0.00 |
| 3100 | State Teachers' Retirement System | 2,188.16 |
| 3200 | Public Employees Retirement System (PERS) | 527.29 |
| 3300 | Social Security/Medicare | 503.73 |
| 3400 | Health and Welfare Benefits | 3,282.52 |
| 3500 | State Unemployment Insurance | 9.29 |
| 3600 | Workers' Compensation Insurance | 1,104.96 |
| 3700 | State Teachers' Retirement/Cash Balance Plan | 0.00 |
| | SUB TOTAL | \$ 71,414.74 |
| | TOTAL FUND 9433 | \$ 71,414.74 |

FUND 9447

| | | |
|------|---|------------------------|
| 1200 | Academic Salaries, regular schedule, non-instructional time | \$ - |
| 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 | \$ - |
| | TOTAL FUND 9447 | \$ - |
| | TOTAL DISTRICT PAYROLL | \$ 5,167,268.05 |

Allan Hancock College
Warrant Register
Check Dates from 10/1/2017 to 10/31/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant | |
|---------------------------|-------------------------------|---------------------------|---------------|-------------|-------------|-------------|
| 1800CALCULATORS.COM | TI-84 plus - brand new | 17010000 4310 | 1,061.10 | | | |
| | TI-84 plus graphing | 17010006 4310 | 2,122.20 | | | |
| | | | 3,183.30 | | WA 00859553 | |
| AHC - AUXILIARY | GENERAL FUND ALLOCATION | 10070000 7394 | 100,000.00 | | | |
| | | | 100,000.00 | | WA 00859554 | |
| AMAZON | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 14.74 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 28.62 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 14.89 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 17.06 | | | |
| | The Kids Room by Stupell | 64300002 4520 | 11.04 | | | |
| | Stupell Home DÃ©cor Dream Big | 64300002 4520 | 11.04 | | | |
| | Tot Tutors Kids' Toy Storage | 64300002 4520 | 23.04 | | | |
| | Noahas Super Soft 4.5cm Thick | 64300008 4520 | 12.48 | | | |
| | Costzon kids 5 Piece | 64300008 4520 | 44.99 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 14.99 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 12.53 | | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 19.99 | | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 166.33 | | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 11.53 | | | |
| | E-Z UP SIERRA II 10X10 FEET | 21335000 4520 | 233.26 | | | |
| | EXTERNAL HARD DRIVE - | 69610000 4514 | 59.39 | | | |
| | Vibrant Orange & White Dots - | 64300008 4520 | 24.50 | | | |
| | Oversized Bean Bag Chair in | 64300008 4520 | 24.50 | | | |
| | Tot Tutors Kids Book Rack | 64300008 4520 | 16.85 | | | |
| | Tot Tutors Kids' Toy Storage | 64300008 4520 | 23.02 | | | |
| | Stupell Home DÃ©cor Dream Big | 64300008 4520 | 11.03 | | | |
| | The Kids Room by Stupell | 64300008 4520 | 11.03 | | | |
| | Costzon kids 5 Piece | 64300002 4520 | 45.00 | | | |
| | Noahas Super Soft 4.5cm Thick | 64300002 4520 | 12.48 | | | |
| | Vibrant Orange & White Dots - | 64300002 4520 | 24.50 | | | |
| | Oversized Bean Bag Chair in | 64300002 4520 | 24.50 | | | |
| | Tot Tutors Kids Book Rack | 64300002 4520 | 16.85 | | | |
| | | | 930.18 | | WA 00859555 | |
| | AMAZON | Misc books 9/7/17-5/31/18 | 61201400 6310 | 179.43 | | |
| | | | | 179.43 | | WA 00859556 |
| | AMAZON | Misc books 9/7/17-5/31/18 | 61201400 6310 | 25.47 | | |
| | | | | 25.47 | | WA 00859557 |
| | AMAZON | BOOKS FOR SM LIBRARY | 61201009 6310 | 11.75 | | |
| BOOKS FOR SM LIBRARY | | 61201009 6310 | 12.94 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 140.87 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 164.55 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 10.80 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 386.95 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 21.69 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 21.40 | | | |
| Misc books 9/7/17-5/31/18 | | 61201400 6310 | 8.37 | | | |
| | | 779.32 | | WA 00859558 | | |

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| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------|--------------------------------------|---------------|-------------------------------|--------|-------------|
| AMERICAN ASSN OF | 2018 ANNUAL MEMBERSHIP | 66200000 5310 | 11,458.00 <u>11,458.00</u> | | WA 00859559 |
| AMERICAN BUSINESS | IR2525 SN#RMU01022 | 63220003 5640 | 76.35 <u>76.35</u> | | WA 00859560 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO | 64945000 4640 | 3,112.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,400.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 3,550.00 <u>8,062.00</u> | | WA 00859561 |
| AMERIPRIDE VALLEY | RAGS, APRONS AND SAFETY | 67760000 5550 | 35.00 <u>35.00</u> | | WA 00859562 |
| ATKINSON ANDELSON | LEGAL FEES MONTH OF | 67342000 5730 | 1,301.75 | | |
| | EMPLOYEE TRAINING | 67300100 5220 | 4,000.00 <u>5,301.75</u> | | WA 00859563 |
| BLUE ROSE STUDIO | CERAMICS CLAY SUPPLIES | 10021000 4311 | 146.08 <u>146.08</u> | | WA 00859564 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 271.84 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 165.24 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 214.96 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 67.62 <u>719.66</u> | | WA 00859565 |
| CARR'S BOOT SHOP | SAFETY BOOTS FOR | 67343000 3920 | 125.00 | | |
| | UNIFORMS FOR LE STAFF | 21055000 4512 | 106.89 <u>231.89</u> | | WA 00859566 |
| CARSEL CONSULTING | Grant Writer as needed | 60200200 5112 | 1,470.00 <u>1,470.00</u> | | WA 00859567 |
| CDW GOVERNMENT INC | FUJITSU SCAN Fi7260 Q#JBSZ2863221021 | 63221021 6411 | 2,662.42 | | |
| | HP SCANJET 3000S3 Q#JBTD423 | 63221021 6411 | 1,178.61 <u>3,841.03</u> | | WA 00859568 |
| CHRONICLE OF HIGHER | 1-YEAR SUBSCRIPTION TO THE | 66200000 4520 | 96.00 <u>96.00</u> | | WA 00859569 |
| CITY OF SANTA MARIA | WATER SERVICES AND | 65700000 5530 | 2,689.50 | | |
| | WATER SERVICES AND | 65700000 5530 | 4,298.01 | | |
| | WATER SERVICES AND | 65700000 5530 | 5,918.88 | | |
| | WATER SERVICES AND | 65700000 5530 | 547.11 | | |
| | WATER SERVICES AND | 65700000 5530 | 1,442.90 | | |
| | WATER SERVICES AND | 65700000 5530 | 1,731.82 | | |
| | WATER SERVICES AND | 65700000 5530 | 3,655.24 | | |
| | WATER SERVICES AND | 65700000 5530 | 87.20 | | |
| | WATER SERVICES AND | 65700000 5530 | 192.79 | | |

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|----------------------|------------------------------|---------------|-----------|--------|-------------|
| | WATER SERVICES AND | 65700000 5530 | 149.77 | | |
| | WATER SERVICES AND | 65700000 5530 | 95.27 | | |
| | WATER SERVICES AND | 68103000 5530 | 672.38 | | |
| | WATER SERVICES AND | 68103000 5530 | 1,074.50 | | |
| | WATER SERVICES AND | 68103000 5530 | 1,479.72 | | |
| | WATER SERVICES AND | 68103000 5530 | 136.78 | | |
| | WATER SERVICES AND | 68103000 5530 | 360.72 | | |
| | WATER SERVICES AND | 68103000 5530 | 432.96 | | |
| | WATER SERVICES AND | 68103000 5530 | 913.81 | | |
| | WATER SERVICES AND | 68103000 5530 | 21.80 | | |
| | WATER SERVICES AND | 68103000 5530 | 48.20 | | |
| | WATER SERVICES AND | 68103000 5530 | 37.44 | | |
| | WATER SERVICES AND | 68103000 5530 | 23.82 | | |
| | WATER SERVICES AND | 65700000 5530 | 1,003.87 | | |
| | WATER SERVICES AND | 68103000 5530 | 250.97 | | |
| | | | 27,265.46 | | WA 00859570 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 34.86 | | |
| | | | 34.86 | | WA 00859571 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 123.70 | | |
| | | | 123.70 | | WA 00859572 |
| DEX MEDIA | PHONE DIRECTORY LISTING | 65700000 5540 | 25.50 | | |
| | | | 25.50 | | WA 00859573 |
| ELECTRONIC PARTS | ELECTRONICS INSTRUCTIONAL | 09340017 4310 | 170.10 | | |
| | | | 170.10 | | WA 00859574 |
| EN POINTE | Annual renewal VEEAM backup | 67873100 5660 | 3,938.06 | | |
| | VEEAM backup and replace ENT | 67873100 5660 | 3,357.62 | | |
| | | | 7,295.68 | | WA 00859575 |
| FEDERAL EXPRESS CORP | MAILINGS FOR ACCT #1104-8488 | 6240000 5870 | 52.26 | | |
| | | | 52.26 | | WA 00859576 |
| FISHER FLOORS INC | CARPET TILES, SHAW | 65110000 6211 | 1,088.64 | | |
| | BURK RUBBER BASE, 4 INCH | 65110000 6211 | 194.40 | | |
| | CA CARPET STEWARDSHIP | 65110000 6211 | 9.25 | | |
| | LABOR CHARGES | 65110000 6212 | 690.00 | | |
| | | | 1,982.29 | | WA 00859577 |
| FISHER SCIENTIFIC CO | Thermometers, -10 to 260 | 19050000 4311 | 145.84 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 28.64 | | |
| | | | 174.48 | | WA 00859578 |
| GRAINGER | MAINTENANCE SUPPLIES | 65110000 4520 | 124.32 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 84.84 | | |
| | | | 209.16 | | WA 00859579 |
| HARDY DIAGNOSTICS | SCIENCE LAB SUPPLIES | 60100407 4310 | 280.20 | | |

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|----------------------|----------------------------|---------------|-----------------|--------|-------------|
| | | | 280.20 | | WA 00859580 |
| HAYWARD LUMBER INC | MAINTENANCE SUPPLIES | 65110000 4520 | 182.18 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 80.50 | | |
| | | | <u>262.68</u> | | WA 00859581 |
| INDUSTRIAL MEDICAL | MEDICAL EXPENSES JULY 1, | 67300100 5821 | 100.00 | | |
| | | | <u>100.00</u> | | WA 00859582 |
| INTERMOUNTAIN LOCK | KEY/LOCK SUPPLIES | 65110000 4520 | 35.05 | | |
| | SCHLAGE ELECTRONIC | 65110000 6413 | 1,630.23 | | |
| | | | <u>1,665.28</u> | | WA 00859583 |
| JOBELEPHANT.COM INC | ADVERTISING FOR | 59902000 5880 | 175.00 | | |
| | ADVERTISING FOR | 67300100 5880 | 400.00 | | |
| | ADVERTISING FOR | 67300100 5880 | 135.00 | | |
| | | | <u>710.00</u> | | WA 00859584 |
| KAP7 INTERNATIONAL | SWIM SUITS ROYAL | 69610007 4310 | 1,134.00 | | |
| | SHIPPING | 69610007 4310 | 13.95 | | |
| | | | <u>1,147.95</u> | | WA 00859585 |
| KELLY PAPER CO | PAPER CONSUMABLES FOR | 67762000 4520 | 1,932.39 | | |
| | PAPER CONSUMABLES FOR | 67762000 4520 | 597.51 | | |
| | PAPER CONSUMABLES FOR | 67762000 4520 | 813.30 | | |
| | PAPER CONSUMABLES FOR | 67762000 4520 | 1,551.11 | | |
| | | | <u>4,894.31</u> | | WA 00859586 |
| KINCARES INC | Promote, coordinate, | 13051021 5112 | 1,200.00 | | |
| | | | <u>1,200.00</u> | | WA 00859587 |
| KNIGHT'S PUMPING & | RENTAL OF PORTABLE TOILETS | 89610810 5690 | 712.50 | | |
| | | | <u>712.50</u> | | WA 00859588 |
| KUBOTA LEASING | 2017 PERSONAL PROPERTY TAX | 65511400 6450 | 434.98 | | |
| | | | <u>434.98</u> | | WA 00859589 |
| LAERDAL MEDICAL CORP | Power Supply for SimMan 3G | 12500007 4310 | 340.09 | | |
| | Handling | 12500007 4310 | 10.50 | | |
| | | | <u>350.59</u> | | WA 00859590 |
| LAHR INDUSTRIAL | STEEL SHIMS | 65110000 4520 | 10.80 | | |
| | LABOR CHARGES | 65110000 5650 | 682.50 | | |
| | | | <u>693.30</u> | | WA 00859591 |
| LENS MASTERS OF | PRESCRIPTION SAFETY | 67343000 4520 | 209.00 | | |
| | | | <u>209.00</u> | | WA 00859592 |
| Lozano, Marivel | Other Classified Benefits | 67302000 3920 | 1,000.00 | | |
| | | | <u>1,000.00</u> | | WA 00859593 |

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| Lucas, Ann D | REIMBURSEMENT SHEET MUSIC | 00042007 4310 | 133.27 | | |
| | | | <u>133.27</u> | | WA 00859594 |
| Lujan, Melissa D | LIVE SCAN REIMB FOR | 64700000 5820 | 20.00 | | |
| | | | <u>20.00</u> | | WA 00859595 |
| Mahon, Richard David | REIMB FOR ACCCA GREAT | 60100100 5310 | 350.15 | | |
| | | | <u>350.15</u> | | WA 00859596 |
| Maldonado, Jessica E | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00859597 |
| MARTENIS, MALLORY | INDEPENDENT CONTRACTOR | 60100100 5110 | 1,520.00 | | |
| | | | <u>1,520.00</u> | | WA 00859598 |
| MATRANGA FLORAL | INSTRUCTIONAL SUPPLIES FOR | 01092020 4311 | 137.80 | | |
| | | | <u>137.80</u> | | WA 00859599 |
| MISSION LINEN & | LAUNDRY SERVICES FOR AUTO | 09480000 5550 | 29.28 | | |
| | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |
| | LAUNDRY SERVICES FOR AUTO | 09480000 5550 | 29.28 | | |
| | LAUNDRY SERVICES FOR AUTO | 09482000 5550 | 7.87 | | |
| | LAUNDRY SERVICES FOR AUTO | 09482000 5550 | 7.87 | | |
| | | | <u>104.86</u> | | WA 00859600 |
| Morales, Maribel B | LIVE SCAN REIMB FOR | 64700000 5820 | 7.00 | | |
| | | | <u>7.00</u> | | WA 00859601 |
| NCS PEARSON INC | CAREER ASSESSMENT | 49301000 4311 | 1,932.00 | | |
| | SHIPPING | 49301000 4311 | 96.60 | | |
| | | | <u>2,028.60</u> | | WA 00859602 |
| NEXT DAY SIGNS | SIGN-1-CADE W/1 SIGN, RED | 65110000 4520 | 162.00 | | |
| | | | <u>162.00</u> | | WA 00859603 |
| Nolan-Chavez, Holly | Membership reimbursement for | 60200212 5310 | 50.00 | | |
| | | | <u>50.00</u> | | WA 00859604 |
| Nolazco, Saira G | LIVE SCAN REIMB FOR | 64700000 5820 | 20.00 | | |
| | | | <u>20.00</u> | | WA 00859605 |
| OFFICE DEPOT INC | INSTRUCTIONAL SUPPLIES | 09240000 4311 | 41.15 | | |
| | PO180116 Credit | 21330000 4520 | -14.95 | | |
| | | | <u>26.20</u> | | WA 00859606 |
| ORCHARD | HARDWARE SUPPLIES | 65110000 4520 | 30.77 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 35.90 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 36.07 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 5.66 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 9.22 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 34.86 | | |

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|-------------------------|-----------------------------|---------------|----------|--------|-------------|
| | | | 152.48 | | WA 00859607 |
| Ornelas, Sabrina N | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859608 |
| Pena, Jessica T | LIVE SCAN REIMB FOR | 64700000 5820 | 14.40 | | |
| | | | 14.40 | | WA 00859609 |
| Perez, Yesenia | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859610 |
| PHARMEDIX | PHARMEDIX PRESCRIPTION | 64400002 4530 | 390.04 | | |
| | PHARMEDIX PRESCRIPTION | 64400002 4530 | 88.62 | | |
| | | | 478.66 | | WA 00859611 |
| POLAR BEAR SERVICES | REFRIGERANT, R407C | 69491000 4520 | 14.19 | | |
| | LABOR CHARGES | 69491000 5650 | 340.00 | | |
| | | | 354.19 | | WA 00859612 |
| PPG ARCHITECTURAL | PAINT SUPPLIES | 65110000 4520 | 54.59 | | |
| | | | 54.59 | | WA 00859613 |
| PRAXAIR DISTRIBUTION | CYLINDER RENTAL FOR | 10091020 4311 | 28.48 | | |
| | INSTRUCTIONAL SUPPLIES | 19020007 4310 | 43.20 | | |
| | CARBON DIOXIDE LIQUID | 65110000 4520 | 239.49 | | |
| | CYLINDER DEMURRAGE | 65110000 4520 | 140.75 | | |
| | CARBON DIOXIDE LIQUID | 65110000 4520 | 239.49 | | |
| | | | 691.41 | | WA 00859614 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 262.27 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 234.74 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,464.79 | | |
| | | | 2,961.80 | | WA 00859615 |
| QUINN COMPANY | WALK-BEHIND TRENCHER | 65511400 5690 | 243.00 | | |
| | ENV. REC FEE | 65511400 5690 | 3.65 | | |
| | FIRE, THEFT & VANDALISM | 65511400 5690 | 31.50 | | |
| | | | 278.15 | | WA 00859616 |
| Ramirez Arredondo, Erik | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859617 |
| RAVATT ALBRECHT AND | ARCHITECTURAL SERVICES | 09340011 6220 | 7,670.00 | | |
| | | | 7,670.00 | | WA 00859618 |
| RAYNE WATER | REVERSE OSMOSIS FOR | 65700000 5690 | 220.90 | | |
| | REVERSE OSMOSIS: BLDG B 204 | 67220002 5690 | 25.95 | | |
| | | | 246.85 | | WA 00859619 |
| RAYS AUTO PARTS | GREASE GUN | 65511400 4520 | 50.75 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 139.97 | | |

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|-------------------------|----------------------------|---------------|----------|--------|-------------|
| | PARTS/SUPPLIES | 67772000 4520 | 50.19 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 265.95 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 6.88 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 27.51 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 22.51 | | |
| | | | 563.76 | | WA 00859620 |
| RCS INVESTIGATIONS | LEGAL SERVICES | 67342000 5730 | 3,870.00 | | |
| | | | 3,870.00 | | WA 00859621 |
| READYREFRESH BY | WATER DELIVERY SERVICE | 65510000 4710 | 64.65 | | |
| | | | 64.65 | | WA 00859622 |
| SAFEWAY INC - VONS | SCIENCE LAB SUPPLIES | 60100407 4310 | 55.68 | | |
| | | | 55.68 | | WA 00859623 |
| SAMY'S CAMERA | GRAPHICS INSTRUCTIONAL | 10300007 4310 | 800.85 | | |
| | | | 800.85 | | WA 00859624 |
| Sanders, Tobin L | LIVE SCAN REIMB FOR | 64700000 5820 | 14.40 | | |
| | | | 14.40 | | WA 00859625 |
| Shaw, Bettie | Other Classified Benefits | 67302000 3920 | 602.00 | | |
| | | | 602.00 | | WA 00859626 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | 99.74 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | 70.00 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 1092020 4311 | -99.74 | | |
| | | | 70.00 | | WA 00859627 |
| Smalling, Kaylee S | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859628 |
| SMART & FINAL | Food supplies for MESA | 60100707 4710 | 251.75 | | |
| | food supplies, snacks for | 63300000 4710 | 29.46 | | |
| | FOOD SUPPLIES FOR | 13060020 4311 | 173.08 | | |
| | | | 454.29 | | WA 00859629 |
| SMITH PIPE & SUPPLY INC | LANDSCAPE SUPPLIES | 65510000 4520 | 113.28 | | |
| | LANDSCAPE SUPPLIES | 65510000 4520 | 61.05 | | |
| | LANDSCAPE SUPPLIES | 65510000 4520 | 69.80 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 369.10 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 57.29 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 11.99 | | |
| | SUPPLIES PER INVOICES: | 65511400 4520 | 323.89 | | |
| | | | 1,006.40 | | WA 00859630 |
| SOLVANG PROPERTIES | LEASE FOR THE ROOMS AT THE | 60100800 5630 | 2,000.00 | | |
| | | | 2,000.00 | | WA 00859631 |
| SOUTHERN CALIFORNIA | GAS SUPPLY 7/1/17-6/30/18 | 65700000 5510 | 527.29 | | |

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| | GAS SUPPLY 7/1/17-6/30/18 | 68103000 5510 | 131.82 | | |
| | | | <u>659.11</u> | | WA 00859632 |
| SPECIALTY GLASS AND | WINDOW, STYLELINE VINYL, | 71220000 6211 | 235.47 | | |
| | GAS FILLED: ARGON | 71220000 6211 | 11.64 | | |
| | STANDARD Z-BAR | 71220000 6211 | 22.85 | | |
| | WINDOW, STYLELINE VINYL, | 71220000 6211 | 235.46 | | |
| | GAS FILLED: ARGON | 71220000 6211 | 11.64 | | |
| | STANDARD Z-BAR | 71220000 6211 | 22.85 | | |
| | LABOR CHARGES - ROOM 106 | 71220000 6212 | 364.30 | | |
| | LABOR CHARGES - ROOM 107 | 71220000 6212 | 364.30 | | |
| | | | <u>1,268.51</u> | | WA 00859633 |
| SPORTS BOOSTERS INC | FULL-PAGE, FULL-COLOR | 67111000 5880 | 499.00 | | |
| | | | <u>499.00</u> | | WA 00859634 |
| TROESH COLEMAN | PLASTER SAND NO. 2 | 65510000 4520 | 100.39 | | |
| | | | <u>100.39</u> | | WA 00859635 |
| TURF TIME WEST INC | AERIFICATION SERVICES FOR | 65511400 5650 | 8,712.00 | | |
| | | | <u>8,712.00</u> | | WA 00859636 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 49.87 | | |
| | | | <u>49.87</u> | | WA 00859637 |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 125.28 | | |
| | HVAC SUPPLIES | 65110000 4520 | 19.09 | | |
| | HVAC SUPPLIES | 65110000 4520 | 513.87 | | |
| | COMPRESSOR, DANFOSS, | 65110000 6413 | 1,549.80 | | |
| | SPORLAN DRIER | 65110000 6413 | 28.97 | | |
| | R-22 REFRIGERANT, 30 LB | 65110000 6413 | 729.00 | | |
| | FREIGHT CHARGES | 65110000 6413 | 752.72 | | |
| | | | <u>3,718.73</u> | | WA 00859638 |
| US BANK CORPORATE | HOMEDEPOT.COM (LAMINATE | 65110000 4520 | 117.76 | | |
| | EASYKEYS.COM (LOCKS FOR | 65110000 4520 | 42.15 | | |
| | EASYKEYS.COM (LOCKS FOR | 65110000 4520 | 8.77 | | |
| | NEXT DAY SIGNS (RESTROOM | 65110000 4520 | 293.76 | | |
| | THE HOME DEPOT (BOLTS AND | 65110000 4520 | 5.64 | | |
| | NEX DAY SIGNS (AHC | 65110000 4520 | 79.92 | | |
| | APW DISTRIBUTING (PRESSUR | 65110000 4520 | 88.00 | | |
| | APW DISTRIBUTING (PRESSUR | 65110000 4520 | 15.49 | | |
| | SHIFFLER EQUIPMENT (SHOWE | 65110000 6410 | 299.30 | | |
| | THE HOME DEPOT (WIRE LOCK | 65110400 4520 | 27.13 | | |
| | HOMEDEPOT.COM (WIRE LOCK | 65110400 4520 | 54.13 | | |
| | NEXT DAY SIGNS (SANTA YNE | 65110400 4520 | 199.80 | | |
| | CLEANING SUPPLY | 65311000 4520 | 120.06 | | |
| | INTEGRATED INDUSTRIAL | 65510000 4520 | 154.22 | | |
| | EAGLE EQUIPMENT (TIRE | 67772000 4520 | 95.00 | | |
| | EAGLE EQUIPMENT (TIRE | 67772000 4520 | 20.84 | | |
| | DIY GOLF CART (CHARGER) | 67772000 6410 | 274.99 | | |
| | HOST PUENTE EVENT MEETING | 63220014 4520 | 31.02 | | |

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| | HOST PROMISE | 63220014 4710 | 140.67 | | |
| | HOST PROMISE | 63220014 4710 | 11.58 | | |
| | HOST PUENTE EVENT MEETING | 63220014 4710 | 57.19 | | |
| | HOST PUENTE EVENT | 63220014 4710 | 5.40 | | |
| | PURCHASE ITEMS FOR INFO | 63220014 4710 | 757.30 | | |
| | SS FALL EVENT - | 64510000 4520 | 35.61 | | |
| | STUDENT SERVICES FALL | 64510000 4710 | 42.88 | | |
| | SS FALL EVENT - NETWORKING | 64510000 4710 | 63.53 | | |
| | SS FALL EVENT - | 64510000 4710 | 37.34 | | |
| | POSTAGE FOR LETTERS FROM | 64510000 5870 | 45.53 | | |
| | HOST TRAINING LUNCH | 64947000 4710 | 124.20 | | |
| | HOST TRAINING SESSION | 64947000 4710 | 6.59 | | |
| | | | <u>3,255.80</u> | | WA 00859639 |
| VERIZON WIRELESS | MONTHLY CHARGES FOR | 08350000 5540 | 34.51 | | |
| | | | <u>34.51</u> | | WA 00859640 |
| WARD'S SCIENCE INC | Supplies for Biology Labs, | 04011007 4310 | 181.85 | | |
| | | | <u>181.85</u> | | WA 00859641 |
| WAWAK SEWING | ROWENTA PRO MASTER IRONS | 13030021 4310 | 199.98 | | |
| | | | <u>199.98</u> | | WA 00859642 |
| Zaas, Corey R | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | <u>25.00</u> | | WA 00859643 |
| RAVATT ALBRECHT AND | ARCHITECTURAL SERVICES | 71820062 6220 | 1,089.00 | | |
| | ARCHITECTURAL SERVICES | 71870001 6220 | 3,062.50 | | |
| | | | <u>4,151.50</u> | | WB 00859644 |
| Duran, Teresa L | Classified Health and Welfare | 67900009 3420 | 77.81 | | |
| | | | <u>77.81</u> | | WC 00859645 |
| AMAZON | Kitchen Supplies for | 33697017 4520 | 599.50 | | |
| | | | <u>599.50</u> | | WE 00859646 |
| COAST LINE | Food Supplies for Children's | 33697017 4710 | 302.15 | | |
| | | | <u>302.15</u> | | WE 00859647 |
| SAVE MART | Food Supplies for Childrens | 33697017 4710 | 42.02 | | |
| | Food Supplies for Childrens | 33697017 4710 | 47.53 | | |
| | Food Supplies for Childrens | 33697017 4710 | 36.38 | | |
| | Food Supplies for Childrens | 33697017 4710 | 47.91 | | |
| | | | <u>173.84</u> | | WE 00859648 |
| SYSCO FOOD SERVICES OF | Kitchen supplies for | 33697017 4520 | 5,265.39 | | |
| | Food Supplies for Children's | 33697017 4710 | 1,916.55 | | |
| | | | <u>7,181.94</u> | | WE 00859649 |
| DEAN J VLAHOS FAIA AND | CONSULTING SERVICES | 71710117 5112 | 5,531.25 | | |
| | | | <u>5,531.25</u> | | WI 00859650 |

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| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|--------------------------------|---|--------------------------------|-----------------------------------|--------|-------------|
| Aleman, Bianca X | 10.15-18.17 | 04010018 5210 | 443.56 <u>443.56</u> | M RV | WA 00859651 |
| Alldredge, Sharon M | Mileage reimbursement | 63102001 5210 | 84.00 <u>84.00</u> | | WA 00859652 |
| Auten, Diane K | Writers' Conference | 67520001 5210 | 332.43 <u>332.43</u> | | WA 00859653 |
| Brackett, Ashley R | CC Counselor Conference | 63231034 5210 | 75.00 <u>75.00</u> | | WA 00859654 |
| Camacho, Aimee Melissa | Mileage reimbursement | 66240000 5210 | 53.50 <u>53.50</u> | | WA 00859655 |
| CCC MHWA | D.ReddingStewart 10.19-20.17 | 63220014 5210 | 225.00 <u>225.00</u> | | WA 00859656 |
| CCC MHWA | DalilaSantaCruz 10.19-20.17 | 63220014 5210 | 225.00 <u>225.00</u> | | WA 00859657 |
| Cottam, Michael Allen | IVES Training | 67720000 5210 | 510.44 <u>510.44</u> | | WA 00859658 |
| COURTYARD BY | Carissa Perales 10.19-20.17 | 63230018 5210 | 168.37 <u>168.37</u> | | WA 00859659 |
| Diaz Estrada, Claudia Victoria | SpanishDebateWorkshop | 63220014 4640 | 10.00 <u>10.00</u> | | WA 00859660 |
| ENTERPRISE RENT-A-CAR | RENTAL VEHICLE: SEPT 17-22, VEHICLE RENTAL CHARGES | 64300002 5210 64945000 4640 | 360.87 73.10 <u>433.97</u> | | WA 00859661 |
| Gomez De Torres, Ana Maria | SpanishDebateWorkshop SpanishDebateWorkshop | 63220014 4640 63220014 4640 | 60.00 156.13 <u>216.13</u> | | WA 00859662 |
| GREEN TECHNOLOGY | Saad Sadig 11.26-29.17 | 60100201 5210 | 305.00 <u>305.00</u> | | WA 00859663 |
| Hernandez, Felix O | PublicSafetyComplexMeeting Mileage reimbursement | 66240000 5210 66240000 5210 | 181.37 162.16 <u>343.53</u> | | WA 00859664 |
| HISPANIC | Hilda Zacarias 10.27-31.17 | 66100000 5210 | 150.00 <u>150.00</u> | | WA 00859665 |
| HOLIDAY INN | DalilaSantaCruz 10.18-21.17 | 63220014 5210 | 166.63 | | |

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|------------------------|--------------------------------|---------------|-----------------------------|--------|-------------|
| | DalilaSantaCruz 10.18-21.17 | 63220014 5210 | <u>132.28</u> 298.91 | | WA 00859666 |
| HOLIDAY INN | D.ReddingStewart 10.19-20.17 | 63220014 5210 | <u>132.28</u> 132.28 | | WA 00859667 |
| Lamica, Thomas J | BlueCourageLeadershipAcademy | 21055014 5210 | <u>849.04</u> 849.04 | | WA 00859668 |
| Mabry, Robert D | CCC Maker Project | 68400382 4710 | 62.14 | | |
| | CCC Maker Project | 68400382 5210 | <u>1.61</u> 63.75 | | WA 00859669 |
| Mccann, Mitch Glen | Mileage reimbursement | 21055000 5210 | 74.37 | | |
| | Mileage reimbursement | 21055000 5210 | <u>25.68</u> 100.05 | | WA 00859670 |
| Mclaughlin, Toby | Mileage reimbursement | 60100400 5210 | <u>74.64</u> 74.64 | | WA 00859671 |
| Millan, Jose A | 10.20-22.17 | 63220008 4640 | <u>2,660.00</u> 2,660.00 | | WA 00859672 |
| MISSION INN | Antonio Ramirez 11.10-11.17 | 63231034 5210 | <u>142.00</u> 142.00 | | WA 00859673 |
| NATIONAL CAREER | LynnBecerra-Valencia 10.4-6.17 | 63220014 5210 | <u>245.00</u> 245.00 | | WA 00859674 |
| Ornelas, Nohemy | StudentSuccessConference | 63221021 5210 | <u>402.99</u> 402.99 | | WA 00859675 |
| Parisi, Robert | Mileage reimbursement | 64642002 5210 | 29.96 | | |
| | Mileage reimbursement | 64642002 5210 | <u>26.96</u> 56.92 | | WA 00859676 |
| Perales, Carissa Marie | UC Counselor Conference | 63231034 5210 | <u>274.06</u> 274.06 | | WA 00859677 |
| RAMADA | Jose Millan 10.20-21.17 | 63220008 4640 | <u>3,285.00</u> 3,285.00 | | WA 00859678 |
| Reyes, Griselda | Mileage reimbursement | 66240000 5210 | <u>374.76</u> 374.76 | | WA 00859679 |
| Rylant, Chuck J | ARCON Seminar | 21055014 5210 | <u>179.76</u> 179.76 | | WA 00859680 |
| Sanchez, Veronica F | DegreeWorks Training | 63231034 5210 | <u>15.00</u> 15.00 | | WA 00859681 |

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|----------------------------|-------------------------------|---------------|-------------------------|--------|-------------|
| Teniente, Cecelia Kathleen | CC Counselor Conference | 63231034 5210 | 441.88 <u>441.88</u> | | WA 00859682 |
| Tuan, Juanita C | CC Counselor Conference | 63231034 5210 | 425.76 <u>425.76</u> | | WA 00859683 |
| Uribe, Eduardo | 10.19-21.17 | 04010018 5210 | 259.51 <u>259.51</u> | | WA 00859684 |
| Valdiviezo, Alicia | Mileage reimbursement | 63220001 5210 | 334.91 <u>334.91</u> | | WA 00859685 |
| Villa, Kiri | CC Counselor Conference | 63231034 5210 | 263.48 <u>263.48</u> | | WA 00859686 |
| West, Veronica D | Mileage reimbursement | 63230018 5210 | 13.38 | | |
| | Train the Trainer Workshop | 63230018 5210 | 92.00 <u>105.38</u> | | WA 00859687 |
| Zepeda De Rosas, Maria | SpanishDebateWorkshop | 63220014 4640 | 45.01 <u>45.01</u> | | WA 00859688 |
| Aguayo, David R | TB TEST REIMB FOR STUDENT | 64900034 5821 | 5.00 <u>5.00</u> | | WA 00859689 |
| AIR CLEAN SYSTEMS | HEPA filter, 99.997% | 04010000 4520 | 570.00 | | |
| | prefilters, pack of 12, | 04010000 4520 | 185.00 | | |
| | Shipping and Handling Charges | 04010000 4520 | 126.00 <u>881.00</u> | | WA 00859690 |
| Allebe, Adrienne | Reimburse for printing | 60100400 4340 | 29.74 <u>29.74</u> | | WA 00859691 |
| Allen, Jeffery P | REIMBURSEMENT FOR GAS | 67772000 4560 | 50.79 | | |
| | REIMBURSEMENT FOR PENSKE | 67772000 5690 | 772.70 <u>823.49</u> | | WA 00859692 |
| AMAZON | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 48.11 | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 26.99 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 62.74 | | |
| | BULLETIN BOARD 36 x 24 BLK | 69610000 4520 | 49.13 <u>186.97</u> | | WA 00859693 |
| AMAZON | BOOKS FOR SM LIBRARY | 61201000 6310 | 54.36 | | |
| | BOOKS FOR SM LIBRARY | 61201009 6310 | 217.30 <u>271.66</u> | | WA 00859694 |
| AMERICAN BUSINESS | IR3570 SN#KJV07627 | 64900006 5640 | 162.51 | | |
| | IR4251 SN#RKP06410 | 63220001 5640 | 54.92 | | |
| | IR4251 SN#RKP09130 | 63220003 5640 | 177.89 | | |

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|--------------------------|-----------------------------|---------------|----------|--------|-------------|
| | IR4225 SN#RKF10470 | 63220014 5640 | 123.56 | | |
| | IR5050 SN#CHE09176 | 64642002 5640 | 81.32 | | |
| | COLOR CLICK CHARGES FOR | 67762000 5640 | 27.50 | | |
| | BLACK CLICK CHARGES FOR | 67762000 5640 | 91.03 | | |
| | | | 718.73 | | WA 00859695 |
| AMERICAN INDUSTRIAL | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 35.35 | | |
| | | | 35.35 | | WA 00859696 |
| AMERICAN SOCIETY OF | LICENSE FEE FOR NON- | 67710300 5320 | 1,402.92 | | |
| | | | 1,402.92 | | WA 00859697 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO LA | 64945000 4640 | 1,080.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,460.00 | | |
| | | | 2,540.00 | | WA 00859698 |
| Argueta-Moreno, Jennifer | Live scan reimb for student | 64700000 5820 | 14.40 | | |
| | | | 14.40 | | WA 00859699 |
| ARMSTRONG'S LOCK AND | KEY/LOCK SUPPLIES | 65110000 4520 | 44.12 | | |
| | | | 44.12 | | WA 00859700 |
| B & H PHOTO-VIDEO | CANON LC-E6 BATTERY | 10110000 4310 | 52.84 | | |
| | MAKERBOT REPLICATOR MINI | 10300000 4520 | 172.73 | | |
| | | | 225.57 | | WA 00859701 |
| BLICK ART MATERIALS | INSTRUCTIONAL SUPPLIES PERI | 10021007 4310 | 1,924.53 | | |
| | | | 1,924.53 | | WA 00859702 |
| Bowie, Cordell E | LIVE SCAN REIMB FOR | 64700000 5820 | 14.10 | | |
| | | | 14.10 | | WA 00859703 |
| BREMER AUTO PARTS | PARTS/TOOLS FOR LE TRAININ | 01055003 4520 | 105.95 | | |
| | PARTS/TOOLS FOR LE TRAININ | 01055003 4520 | 161.82 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 17.43 | | |
| | | | 285.20 | | WA 00859704 |
| BURNHAM INSURANCE | CONSULTING SERVICES FOR | 67300100 5112 | 3,250.00 | | |
| | | | 3,250.00 | | WA 00859705 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 330.48 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 642.60 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 168.48 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 129.30 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 647.35 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 112.41 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 168.48 | | |
| | | | 2,199.10 | | WA 00859706 |
| Campos, Sebonay F | LIVE SCAN REIMB FOR | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00859707 |

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|-------------------------|-------------------------------|---------------|-----------|--------|-------------|
| CAROLINA BIOLOGICAL | Supplies for Biology Labs, | 04011007 4310 | 72.07 | | |
| | pH Electrode Saver bottle, | 04011007 4310 | 122.86 | | |
| | pH Electrode Storage Solution | 04011007 4310 | 40.93 | | |
| | Freight and Handling | 04011007 4310 | 16.15 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 30.87 | | |
| | | | 282.88 | | WA 00859708 |
| CDW GOVERNMENT INC | ENVIRONMENTAL FEE | 67873200 5571 | 6.00 | | |
| | ENVIRONMENTAL FEE | 67873200 5571 | 6.00 | | |
| | DELL MINI TOWER 3050 | 67873200 6411 | 741.55 | | |
| | DELL 24" MONITOR Q#JBSV985 | 67873200 6411 | 238.98 | | |
| | SOUND BAR | 67873200 6411 | 29.85 | | |
| | LATITUDE 15" 5580 Q#JDSV443 | 67873200 6411 | 1,000.00 | | |
| | ENVIRONMENTAL FEE | 68400301 5571 | 6.00 | | |
| DELL AIO 7450 Q#JBSW245 | 68400301 6411 | 1,232.07 | | | |
| | | | 3,260.45 | | WA 00859709 |
| CENTRAL CITY LEASING | CHEVROLET PICKUP, 2016 | 67772000 6450 | 473.85 | | |
| | CHEVROLET PICKUP, 2016 | 67772000 6450 | 473.85 | | |
| | | | 947.70 | | WA 00859710 |
| CITY OF SANTA MARIA | FALSE ALARM RESPONSES | 67775200 5590 | 181.00 | | |
| | | | 181.00 | | WA 00859711 |
| Colberg, Melissa A | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859712 |
| Cole, Vethea C | Live scan reimb for student | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00859713 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 216.10 | | |
| | | | 216.10 | | WA 00859714 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 1,624.53 | | |
| | | | 1,624.53 | | WA 00859715 |
| COMPUTERLAND OF | MICROSOFT CAMPUS | 67873002 5322 | 21,978.00 | | |
| | MICROSOFT CAMPUS | 67873100 5322 | 14,445.00 | | |
| | ENTERPRISE CAL SERVICES | 67873100 5322 | 0.00 | | |
| | OFFICE 365 EDUCATION - PER | 67873100 5322 | 0.00 | | |
| | VISIO PRO PER DEVICE | 67873100 5322 | 275.00 | | |
| | VISUAL STUDIO PRO W/MSDN | 67873100 5322 | 64.00 | | |
| | WINDOWS REMOTE DESKTOP | 67873100 5322 | 250.00 | | |
| | AZURE MONETARY | 67873100 5322 | 2,640.00 | | |
| | CORE INFRASTRUCTURE SVR | 67873100 5322 | 1,120.00 | | |
| | EXCHANGE SERVER STANDARD | 67873100 5322 | 276.00 | | |
| | SHAREPOINT SERVER | 67873100 5322 | 2,630.00 | | |
| | SQL SERVER STANDARD CORE | 67873100 5322 | 13,224.00 | | |
| | WINDOWS SERVER | 67873100 5322 | 5,040.00 | | |
| WINDOWS SERVER STANDARD | 67873100 5322 | 1,300.00 | | | |
| AZURE ACTIVE DIRECTORY | 67873100 5322 | 0.00 | | | |

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|---------------------|-----------------------------|---------------|-----------|--------|-------------|
| | | | 63,242.00 | | WA 00859716 |
| CREATION ENGINE INC | SKETCHUP PRO 2017 M/W 1 | 09000000 5322 | 555.00 | | |
| | | | 555.00 | | WA 00859717 |
| CULLIGAN OF LOMPOC | MONTHLY RENTAL FOR | 04011100 5690 | 23.50 | | |
| | | | 23.50 | | WA 00859718 |
| CULLIGAN/CENTRAL | DEIONIZED WATER FOR BLDG | 65700000 5530 | 100.00 | | |
| | | | 100.00 | | WA 00859719 |
| CULLIGAN/CENTRAL | MONTHLY RENTAL FOR 9" | 04011100 5690 | 25.00 | | |
| | | | 25.00 | | WA 00859720 |
| CUSTOM COLORS & | INSTRUCTIONAL SUPPLIES FOR | 09482000 4310 | 30.24 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 09482000 4310 | 86.35 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 09482000 4310 | 51.22 | | |
| | | | 167.81 | | WA 00859721 |
| DE LA TORRE-REED, | SPANISH TRANSLATION OF | 49306022 5110 | 15.00 | | |
| | SPANISH TRANSLATION OF AIM | 60106082 5110 | 10.00 | | |
| | SPANISH TRANSLATION OF | 67111000 5110 | 15.00 | | |
| | | | 40.00 | | WA 00859722 |
| Diaz, Christopher | REIMBURSEMENT FOR CABLES | 10040000 4520 | 60.48 | | |
| | | | 60.48 | | WA 00859723 |
| DOCUTEAM | CONFIDENTIAL 32 GAL BIN, | 67220000 5571 | 25.00 | | |
| | DESTRUCTION OF OLD | 67300100 5571 | 25.00 | | |
| | | | 50.00 | | WA 00859724 |
| DOVELEWIS ANIMAL | Access to atdove.org for up | 01021002 5670 | 449.10 | | |
| | | | 449.10 | | WA 00859725 |
| Duguran, Hayley M | Live scan reimb for student | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00859726 |
| EBSCO PUBLISHING | ANNUAL MAGAZINE | 61201400 6330 | 641.00 | | |
| | | | 641.00 | | WA 00859727 |
| ELLUCIAN COMPANY LP | Professional Services for | 71302000 5112 | 50,708.56 | | |
| | | | 50,708.56 | | WA 00859728 |
| Ewart, Erin K | Live scan reimb for student | 64700000 5820 | 20.00 | | |
| | | | 20.00 | | WA 00859729 |
| EYEMED VISION CARE | AHC VISION INSURANCE | 00000010 9538 | 2,486.00 | | |
| | | | 2,486.00 | | WA 00859730 |
| Fellbaum, Tyler K | Live scan reimb for student | 64700000 5820 | 15.00 | | |

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|----------------------|------------------------------|---------------|----------|--------|-------------|
| | | | 15.00 | | WA 00859731 |
| FLINN SCIENTIFIC INC | Supplies for the Chemistry | 19050007 4310 | 181.49 | | |
| | | | 181.49 | | WA 00859732 |
| FOLLETT HEG - AHC | INSTRUCTIONAL SUPPLIES ARTI | 0021007 4310 | 16.19 | | |
| | INSTRUCTIONAL SUPPLIES FORI | 0081007 4310 | 16.15 | | |
| | PURCHASE TEXTBOOKS USING | 49306007 4520 | 1,233.90 | | |
| | Instructional supplies for | 60100707 4310 | 658.80 | | |
| | BOOKS FOR BOOK LENDING | 63220008 4520 | 550.80 | | |
| | BOOKS FOR PRISON | 63220014 4520 | 3,322.62 | | |
| | PURCHASE TEXTBOOKS FOR | 64300301 7620 | 3,479.49 | | |
| | | | 9,277.95 | | WA 00859733 |
| FOLLETT HEG - AHC | FALL 2017 BOOK GRANTS | 64300301 7620 | 3,562.61 | | |
| | | | 3,562.61 | | WA 00859734 |
| FOLLETT HEG - AHC | BOOK VOUCHERS AND | 64300008 7620 | 8,247.59 | | |
| | | | 8,247.59 | | WA 00859735 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 6,747.38 | | |
| | | | 6,747.38 | | WA 00859736 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 23.92 | | |
| | | | 23.92 | | WA 00859737 |
| GARDA CL WEST INC | MONTHLY ARMORED CAR | 67211000 5112 | 362.29 | | |
| | | | 362.29 | | WA 00859738 |
| Genovese, Jakob A | Live scan reimb for student | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00859739 |
| GOLDEN GATE LOTUS | Return of refundable deposit | 00000010 9535 | 500.00 | | |
| | | | 500.00 | | WA 00859740 |
| Gonzales, Alyssa S | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859741 |
| Halpin, Patrick | REIMBURSEMENT FOR TIRE FO | 67772000 4520 | 95.00 | | |
| | REIMBURSEMENT FOR TIRE FO | 67772000 5650 | 25.00 | | |
| | | | 120.00 | | WA 00859742 |
| HARDY DIAGNOSTICS | Supplies for Biology Labs, | 04011007 4310 | 43.64 | | |
| | | | 43.64 | | WA 00859743 |
| HOME MOTORS | SUPPLIES PER INVOICES: | 67772000 4520 | 59.23 | | |
| | SUPPLIES PER INVOICES: | 67772000 4520 | 134.74 | | |
| | | | 193.97 | | WA 00859744 |
| INDUSTRIAL MEDICAL | MEDICAL EXPENSES JULY 1, | 67300100 5821 | 150.00 | | |
| | MEDICAL EXPENSES JULY 1, | 67300100 5821 | 75.00 | | |

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| | | | 225.00 | | WA 00859745 |
| INNOVATIVE INTERFACES | POLARIS STAFF CLIENT | 61201000 5660 | 0.00 | | |
| | API RENEWAL | 61201000 5660 | 155.25 | | |
| | COURSE RESERVES | 61201000 5660 | 388.13 | | |
| | INVENTORY MANAGER | 61201000 5660 | 657.23 | | |
| | MOBILE PAC RENEWAL | 61201000 5660 | 517.50 | | |
| | SERVER SOFTWARE RENEWAL | 61201000 5660 | 4,657.50 | | |
| | SIMPLY REPORTS RENEWAL | 61201000 5660 | 776.25 | | |
| | SYNDETTIC SOLUTIONS | 61201000 5670 | 845.60 | | |
| | MULTI-TENANT HOSTING | 61201000 5675 | 5,175.00 | | |
| | | | <u>13,172.46</u> | | WA 00859746 |
| J GLAU INVESTIGATIONS | INTERNAL AFFAIRS | 67342000 5112 | 6,256.00 | | |
| | | | <u>6,256.00</u> | | WA 00859747 |
| JOBELEPHANT.COM INC | ADVERTISING FOR | 67300100 5880 | 125.00 | | |
| | | | <u>125.00</u> | | WA 00859748 |
| JOHN SERGIO FISHER & | DESIGN, DOCUMENTATION AND | 61100000 5112 | 690.75 | | |
| | | | <u>690.75</u> | | WA 00859749 |
| KEAST, LAWRENCE | PIANO TUNING, MAINTENANCE | 00400000 5650 | 450.00 | | |
| | | | <u>450.00</u> | | WA 00859750 |
| Killough, Bailey A | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | <u>15.00</u> | | WA 00859751 |
| Korpela, Alyssa A | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | <u>25.00</u> | | WA 00859752 |
| KRUEGER | 700 Series Files Mobile | 63102001 6410 | 399.06 | | |
| | ALL PRICING PER FCCC | 63300000 6410 | 965.80 | | |
| | TREK FIXED LEG TABLE 24 X | 63300000 6410 | 591.95 | | |
| | TREK FIXED LAG TABLE 42 X | 63300000 6410 | 1,186.23 | | |
| | TORSION POLY CHAIR PER LINE | 63300000 6410 | 1,192.32 | | |
| | TORSION PEDESTAL CHAIR PER | 63300000 6410 | 1,051.92 | | |
| | MODESTY PANEL PER LINE 1.10 | 63300000 6410 | 279.72 | | |
| | IN TANDEM PARTS PER LINE | 63300000 6410 | 1,592.72 | | |
| | MOBILE PED FILE PER LINE 1.1 | 66201000 6410 | 470.34 | | |
| | TORSION GUEST CHAIR PER | 66201000 6410 | 306.72 | | |
| | 48" OVERHEAD PER LINE 1.3 | 66201000 6410 | 737.16 | | |
| | WALL LOAD BAR PER LINE 1.4 | 66201000 6410 | 71.54 | | |
| | 36" TASK LIGHT PER LINE 1.5 | 66201000 6410 | 58.06 | | |
| | TACKBOARD BAR | 66201000 6410 | 22.81 | | |
| | OVERHEAD TACKBOARD PER | 66201000 6410 | 180.40 | | |
| | 84" SQUARE CRANK DESK PER | 66201000 6410 | 1,496.88 | | |
| | CUSTOM SQUARE TABLE 24" X | 66201000 6410 | 379.08 | | |
| | ALL KEYED ALIKE. QUOTE | 66201000 6410 | 0.00 | | |
| | GENESIS RECTANGULAR TABLE | 67300100 6410 | 496.45 | | |
| | 42" OVERHEAD W/TASKLIGHT | 67300100 6410 | 967.33 | | |
| | | | <u>12,446.49</u> | | WA 00859753 |

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Warrant Register**

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| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-----------------------------|---------------|-----------------|--------|-------------|
| LA TAPATIA BAKERY | FOOD FOR EST UNIDOS ON | 63222025 4710 | 1,825.20 | | |
| | FOOD FOR INMIGRACION | 63222025 4710 | 176.00 | | |
| | | | <u>2,001.20</u> | | WA 00859754 |
| LAHR INDUSTRIAL | MATERIALS - FABRICATE AND | 65110000 4520 | 1,850.00 | | |
| | LABOR CHARGES | 65110000 5650 | 7,280.00 | | |
| | | | <u>9,130.00</u> | | WA 00859755 |
| Lazaro, Joanna | Live scan reimb for student | 64700000 5820 | 7.00 | | |
| | | | <u>7.00</u> | | WA 00859756 |
| LEE CENTRAL COAST | FOOTBALL-HELMET STICKY ON | 67111000 5880 | 678.00 | | |
| | MONTHLY ONLINE | 67111000 5880 | 122.80 | | |
| | MONTHLY ONLINE | 67111000 5880 | 377.20 | | |
| | | | <u>1,178.00</u> | | WA 00859757 |
| Lodes, Craig G | Live scan reimb for student | 64700000 5820 | 31.00 | | |
| | | | <u>31.00</u> | | WA 00859758 |
| LONCHERIA EL | FOOD FOR EST UNIDOS | 63222025 4710 | 1,755.00 | | |
| | | | <u>1,755.00</u> | | WA 00859759 |
| LYNN MUSIC | MUSIC INSTRUMENTS REPAIR | 10040000 5650 | 120.00 | | |
| | | | <u>120.00</u> | | WA 00859760 |
| MADLAND TOYOTA-LIFT | SERVICE CALL ON FORKLIFTS | 67772000 4520 | 65.45 | | |
| | SERVICE CALL ON FORKLIFTS | 67772000 4520 | 71.88 | | |
| | SERVICE CALL ON FORKLIFTS | 67772000 5650 | 196.61 | | |
| | SERVICE CALL ON FORKLIFTS | 67772000 5650 | 215.89 | | |
| | | | <u>549.83</u> | | WA 00859761 |
| MARTINSEN, CHAZ | REIMBURSEMENT FOR TRAVEL | 59902000 5221 | 300.00 | | |
| | | | <u>300.00</u> | | WA 00859762 |
| MCMASTER-CARR SUPPLY | Instructional supplies for | 09563007 4310 | 57.15 | | |
| | | | <u>57.15</u> | | WA 00859763 |
| MID STATE CONTAINER | CONTAINER RENTAL, | 65110400 5690 | 134.69 | | |
| | | | <u>134.69</u> | | WA 00859764 |
| MISSION LINEN & | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |
| | LAUNDRY SERVICES FOR AUTO | 09480000 5550 | 29.28 | | |
| | | | <u>59.84</u> | | WA 00859765 |
| Monigan, Phanna P | Live scan reimb for student | 64700000 5820 | 7.00 | | |
| | | | <u>7.00</u> | | WA 00859766 |
| MOORE MEDICAL LLC | MEDICAL SUPPLIES, PLEASE | 64400002 4530 | 1,192.28 | | |
| | | | <u>1,192.28</u> | | WA 00859767 |

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|-------------------|-----------------------------|---------------|---------|--------|-------------|
| MR POOL MAN | CHLORINE TABLETS, 25 LB. | 65110000 4520 | 74.47 | | |
| | | | 74.47 | | WA 00859768 |
| MUSSON THEATRICAL | DANCE CONCERT SUPPLIES | 10081007 4310 | 179.41 | | |
| | | | 179.41 | | WA 00859769 |
| NILES BIOLOGICAL | Supplies for Biology Labs, | 04011007 4310 | 13.94 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 12.00 | | |
| | | | 25.94 | | WA 00859770 |
| NOBLE POWER | SUPPLIES PER INVOICES: | 65510000 4520 | 51.02 | | |
| | SUPPLIES PER INVOICES: | 65510000 4520 | 13.46 | | |
| | BID ASSIST DISCOUNT | 65510000 6410 | -129.59 | | |
| | LAWNMOWER, HON, 21" | 65510000 6410 | 863.95 | | |
| | | | 798.84 | | WA 00859771 |
| | | | 0.00 | | |
| | | | 0.00 | V VD | WA 00859772 |
| OFFICE DEPOT INC | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 6.79 | | |
| | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 6.79 | | |
| | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 98.63 | | |
| | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 9.71 | | |
| | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 165.13 | | |
| | CONAN E40 BLK TONER | 06122000 4520 | 154.98 | | |
| | EPSON 69 T069120-BCS | 06122000 4520 | 45.20 | | |
| | HAMMERMIL GREATWHITE | 06122000 4520 | 80.57 | | |
| | OD FILE FOLDERS | 06122000 4520 | 8.26 | | |
| | DISCOUNT | 06122000 4520 | -1.45 | | |
| | SANDISK ULTRA USB 3.0 FLASH | 06122000 4520 | 128.94 | | |
| | MISC OFFICE/OPERATIONAL | 09000000 4520 | 202.63 | | |
| | Office Supplies | 09480000 4520 | 54.49 | | |
| | INSTRUCTIONAL SUPPLIES | 10000017 4310 | 67.86 | | |
| | INSTRUCTIONAL SUPPLIES | 10042007 4310 | 78.30 | | |
| | INSTRUCTIONAL SUPPLIES | 10042007 4310 | 19.42 | | |
| | Office Supplies | 17010000 4520 | 7.52 | | |
| | Office Supplies | 17010000 4520 | 70.89 | | |
| | Office Supplies | 17010000 4520 | 71.16 | | |
| | Instructional Supplies | 17010007 4310 | 35.23 | | |
| | Instructional Supplies | 17010007 4310 | 29.92 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 21055000 4310 | 5.99 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 25.13 | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 61.29 | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 153.38 | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | 152.44 | | |
| | INSTRUCTIONAL SUPPLIES: | 22000017 4310 | -96.54 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 17.68 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 52.16 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 60100400 4520 | 69.11 | | |
| | OFFICE DEPOT LOW-ODOR | 60100407 4310 | 46.52 | | |
| | PURELL SANTIZING WIPES, | 60100407 4310 | 76.79 | | |
| | PAPER AND TONER SUPPLIES | 61100014 4310 | 8.37 | | |

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|--------------------|-------------------------------|---------------|----------|--------|-------------|
| | OFFICE SUPPLIES | 67111000 4520 | 61.69 | | |
| | OFFICE SUPPLIES | 67111000 4520 | 74.78 | | |
| | PO170067 Credit | 67210600 4520 | -669.50 | | |
| | OPERATIONAL SUPPLIES | 67220000 4520 | 88.55 | | |
| | OPERATIONAL SUPPLIES | 67220000 4520 | 18.34 | | |
| | OPERATIONAL SUPPLIES | 67220000 4520 | 237.68 | | |
| | OPERATIONAL SUPPLIES | 67220000 4520 | -18.24 | | |
| | OPERATIONAL SUPPLIES FOR | 60100719 4520 | 43.44 | | |
| | Office supplies 7/27/17- | 63300000 4520 | 257.68 | | |
| | OFFICE SUPPLIES FOR 7/1/17 TO | 64744000 4520 | 677.71 | | |
| | OFFICE SUPPLIES FOR 7/1/17 TO | 64744000 4520 | 149.77 | | |
| | OFFICE SUPPLIES FOR 7/1/17 TO | 64744000 4520 | 29.18 | | |
| | INSTRUCTIONAL SUPPLIES | 68400381 4310 | 57.73 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 15.87 | | |
| | PAPER AND TONER SUPPLIES | 61100014 4310 | 559.36 | | |
| | OFFICE SUPPLIES FOR | 63220003 4520 | 1,900.78 | | |
| | COPY PAPER 8.5 X 11" | 67700000 4520 | -161.57 | | |
| | OFFICE DEPOT WRITG PADS | 69610000 4520 | 43.09 | | |
| | HP126 BLACK TONER | 69610000 4520 | 96.56 | | |
| | OFFICE SUPPLIES | 67873000 4520 | 149.26 | | |
| | DEPARTMENT OFFICE SUPPLIES | 67775000 4520 | 108.76 | | |
| | Swingline Electronic Stapler | 69600003 4520 | 147.95 | | |
| | | | 5,782.16 | | WA 00859773 |
| OFFICE DEPOT INC | PAPER AND TONER SUPPLIES | 61100014 4310 | -309.33 | | |
| | OFFICE SUPPLIES FOR | 63220003 4520 | 896.21 | | |
| | OFFICE SUPPLIES FOR | 63220003 4520 | 24.62 | | |
| | OFFICE SUPPLIES FOR | 63220003 4520 | 173.57 | | |
| | OFFICE SUPPLIES-STUDENT | 63220014 4520 | 325.45 | | |
| | COPY PAPER 8.5 X 11" | 67700000 4520 | 1,381.96 | | |
| | | | 2,492.48 | | WA 00859774 |
| OFFICE DEPOT INC | Microsoft Natural Ergonomic | 64642000 4514 | 28.47 | | |
| | BIC Softfeel Retract ballpt | 64642000 4520 | 13.74 | | |
| | Printer Paper Xerox Vitality | 64642000 4520 | 4.34 | | |
| | Canon HS-1200TS Calculator | 64642000 4520 | 32.38 | | |
| | Fellowes Gel Wrist rest mouse | 64642000 4520 | 10.14 | | |
| | DISCOUNT | 64642000 4520 | -0.62 | | |
| | Rubbermaid wastebasket 7 | 64642000 4520 | 7.12 | | |
| | Open/Closed Sign US Stamp | 64642000 4520 | 5.71 | | |
| | Office Depot stand up sign | 64642000 4520 | 8.23 | | |
| | Post It Notes 3x3 canary | 64642000 4520 | 21.37 | | |
| | Post it print message flags | 64642000 4520 | 21.87 | | |
| | | | 152.75 | | WA 00859775 |
| ORACLE AMERICA INC | Oracle Linux Basic Limited | 67873100 5660 | 592.56 | | |
| | | | 592.56 | | WA 00859776 |
| Orozco, Raquel N | StepsToCollege/UnivFair2017 | 63220014 5210 | 210.89 | | |
| | | | 210.89 | | WA 00859777 |
| PACKET FUSION INC | IP930D Dect Phone Starter Kit | 67873200 6411 | 646.92 | | |
| | Handset: IP 930D Dect Phone | 67873200 6411 | 644.77 | | |

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|------------------------|------------------------------|---------------|----------|--------|-------------|
| | Repeater: IP930D Dect Phone; | 67873200 6411 | 806.77 | | |
| | S&H Estimate | 67873200 6411 | 11.22 | | |
| | | | 2,109.68 | | WA 00859778 |
| PANERA BREAD CAFE 3180 | FOOD FOR COUNSLG RETREAT | 63221021 4710 | 187.92 | | |
| | FOOD FOR WELLNESS WRKSH | 63222025 4710 | 288.45 | | |
| | | | 476.37 | | WA 00859779 |
| PASCO SCIENTIFIC | Tape Timer | 19020007 4310 | 194.40 | | |
| | Handling | 19020007 4310 | 12.96 | | |
| | | | 207.36 | | WA 00859780 |
| Pena, Grecia C | Live scan reimb for student | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00859781 |
| POSTVILLE POWER | AIRMITE VALVE (AIR STRIKING) | 09565000 4520 | 200.00 | | |
| | SHIPPING | 09565000 4520 | 16.00 | | |
| | | | 216.00 | | WA 00859782 |
| PRAXAIR DISTRIBUTION | INSTRUCTIONAL SUPPLIES FOR | 09565007 4310 | 429.67 | | |
| | | | 429.67 | | WA 00859783 |
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES | 65311400 4520 | 397.20 | | |
| | BOUNCE FABRIC SOFTENER | 08350017 4310 | 360.66 | | |
| | CLOROX DISINFECTING WIPES | 08350017 4310 | 81.13 | | |
| | DISINFECTING SPRAY ORIGINAL | 08350017 4310 | 675.43 | | |
| | LAUNDRY DETERGENT HE | 08350017 4310 | 67.37 | | |
| | TRAP DUSTER | 08350017 4310 | 152.69 | | |
| | CLEANER-GREEN LIGHT SUPER | 08350017 4310 | 343.79 | | |
| | STAIN REMOVER OXICLEAN | 08350017 4310 | 202.60 | | |
| | BLEACH-GERMICIDAL PURE | 08350017 4310 | 83.43 | | |
| | STAIN TREATMENT-SHOUT | 08350017 4310 | 122.32 | | |
| | ULTRA DOWNEY | 08350017 4310 | 74.25 | | |
| | LAUNDRY DETERGENT DUAL | 08350017 4310 | 202.11 | | |
| | TIDE HE | 08350017 4310 | 280.78 | | |
| | HAND SANIZTIZER SYMMETRY | 08350017 4310 | 160.96 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,536.48 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 199.99 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 61.19 | | |
| | | | 6,002.38 | | WA 00859784 |
| RAYS AUTO PARTS | PARTS/SUPPLIES | 67772000 4520 | 69.36 | | |
| | | | 69.36 | | WA 00859785 |
| Rodriguez, Luis A | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00859786 |
| Rothanzl, Abigail | Live scan reimb for student | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00859787 |
| SAFEWAY INC - VONS | Instructional Supplies for | 04011007 4310 | 9.86 | | |

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|-----------------------|-----------------------------|---------------|----------|--------|-------------|
| | | | 9.86 | | WA 00859788 |
| Salazar, Carmen A | Live scan reimb for student | 64700000 5820 | 7.00 | | |
| | | | 7.00 | | WA 00859789 |
| Sanchez, Brianna A | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859790 |
| SANTA MARIA FORD | CONVERTER, 5C3Z5F250A | 67772000 4520 | 2,371.31 | | |
| | CONVERTER, 5C3Z5E212DA | 67772000 4520 | 2,295.87 | | |
| | GASKET, 5C3Z5B266BA | 67772000 4520 | 36.27 | | |
| | LABOR CHARGES | 67772000 5650 | 530.00 | | |
| | | | 5,233.45 | | WA 00859791 |
| SANTA MARIA SIGNS INC | TELESCOPING ROUND TUBE | 67111000 4520 | 139.32 | | |
| | | | 139.32 | | WA 00859792 |
| SANTA MARIA TIRE INC | TIRES PER INVOICES: | 67772000 4520 | 712.80 | | |
| | CA RECYCLE TAX | 67772000 4520 | 7.00 | | |
| | TIRES PER INVOICES: | 67772000 4520 | 557.45 | | |
| | CA RECYCLE TAX | 67772000 4520 | 7.00 | | |
| | | | 1,284.25 | | WA 00859793 |
| SIEMENS INDUSTRY INC | ALARM MAINTENANCE FOR SM | 7775000 5590 | 272.00 | | |
| | ALARM MAINTENANCE FOR SM | 7775000 5590 | 466.40 | | |
| | ALARM MAINTENANCE FOR SM | 7775000 5590 | 3,939.20 | | |
| | | | 4,677.60 | | WA 00859794 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 01092020 4311 | 148.00 | | |
| | | | 148.00 | | WA 00859795 |
| SLO PEST AND TERMITE | PEST CONTROL SERVICES FOR | 65511400 5640 | 120.00 | | |
| | | | 120.00 | | WA 00859796 |
| SMART & FINAL | FOOD SUPPLIES | 64300008 4710 | 445.28 | | |
| | FOOD SUPPLIES | 64300202 4710 | 250.52 | | |
| | FOOD SUPPLIES | 64300202 4710 | 120.31 | | |
| | | | 816.11 | | WA 00859797 |
| Smith, Anne M | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859798 |
| SNAP-ON INDUSTRIAL | Door Panel HM | 09482007 4310 | 63.39 | | |
| | | | 63.39 | | WA 00859799 |
| SO CA INTERSEGMENTAL | ANNUAL MEMBERSHIP DUES | 63941000 5310 | 100.00 | | |
| | | | 100.00 | | WA 00859800 |
| Solano, Ubaldo J | Live scan reimb for student | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00859801 |

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|-----------------------|-----------------------------|---------------|-----------|--------|-------------|
| SPECIALTY GLASS AND | WINDOW, STYLELINE VINYL, | 71230000 6211 | 229.43 | | |
| | OPTIONAL EXTERIOR COLOR - | 71230000 6211 | 108.24 | | |
| | GAS FILLED: ARGON | 71230000 6211 | 12.94 | | |
| | WINDOW, STYLELINE VINYL, | 71230000 6211 | 204.84 | | |
| | OPTIONAL EXTERIOR COLOR - | 71230000 6211 | 107.38 | | |
| | GAS FILLED: ARGON | 71230000 6211 | 10.78 | | |
| | WINDOW, STYLELINE VINYL, | 71230000 6211 | 204.84 | | |
| | OPTIONAL EXTERIOR COLOR - | 71230000 6211 | 107.38 | | |
| | GAS FILLED: ARGON | 71230000 6211 | 10.78 | | |
| | 9" FLASHING - ADHESIVE BACK | 71230000 6211 | 79.34 | | |
| | SCREWS, SELF TAP 1.25" | 71230000 6211 | 9.37 | | |
| | LABOR CHARGES | 71230000 6212 | 980.00 | | |
| | CARDINAL DURAFRONT | 65110000 6211 | 10,494.80 | | |
| | CAULKING/SCREWS/TRIMMERS | 65110000 6211 | 59.40 | | |
| | LABOR CHARGES | 65110000 6212 | 2,600.00 | | |
| | | | 15,219.52 | | WA 00859802 |
| SPORT & CYCLE TEAM | DRI FIT POLO SHIRTS GREY | 69610007 4310 | 3,515.94 | | |
| | SHIPPING | 69610007 4310 | 177.29 | | |
| | WIND FLAGS (pairs) | 69610007 4310 | 57.24 | | |
| | HELMET INFLATOR | 69610007 4310 | 90.66 | | |
| | CHIN STRAPS ROYAL | 69610007 4310 | 168.22 | | |
| | SHIPPING | 69610007 4310 | 21.43 | | |
| | AGILITY LADDERS 12' | 69610007 4310 | 140.38 | | |
| | AGILITY LADDER DOUBLE | 69610007 4310 | 139.59 | | |
| | SHIPPING | 69610007 4310 | 21.75 | | |
| | FOOTBALL GAME PANTS | 69610007 4310 | 388.74 | | |
| | SHIPPING | 69610007 4310 | 24.30 | | |
| | BAG OF 50 CHIN STRAP | 69610800 4520 | 32.39 | | |
| | BAG OF 50 SHORT T NUTS | 69610800 4520 | 14.57 | | |
| | BAG OF 50 SHORT STUD | 69610800 4520 | 22.67 | | |
| | SHIPPING | 69610800 4520 | 13.50 | | |
| | | | 4,828.67 | | WA 00859803 |
| STERLING | LABOR CHARGES | 65110400 5650 | 240.01 | | |
| | TRIP AND TRAVEL CHARGES | 65110400 5650 | 60.00 | | |
| | REPEATER XPR8400 | 65110400 6410 | 810.00 | | |
| | | | 1,110.01 | | WA 00859804 |
| Stoll, Greg | REIMBMT FOR MUSIC FOLDERS | 0042007 4310 | 457.02 | | |
| | | | 457.02 | | WA 00859805 |
| SUBWAY | 13TH ANNUAL CAREER | 64744101 4710 | 1,000.00 | | |
| | | | 1,000.00 | | WA 00859806 |
| TACO ROCO | FOOD FOR REGISTRATION | 63222025 4710 | 137.52 | | |
| | | | 137.52 | | WA 00859807 |
| TESTA CATERING | LUNCH EXPENSE FOR AEBG | 49306022 4710 | 715.15 | | |
| | | | 715.15 | | WA 00859808 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 127.20 | | |

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|------------------------|-----------------------------|---------------|----------|--------|-------------|
| | | | 127.20 | | WA 00859809 |
| US BANK CORPORATE | WALMART PURCHASES FOR | 71220000 4520 | 446.82 | | |
| | WALMART PURCHASES FOR | 71230000 4520 | 446.82 | | |
| | POPEYES - BOARD DINNER ON | 66100000 4710 | 87.44 | | |
| | COSTCO - BOARD MEETING | 66100000 4710 | 6.99 | | |
| | USPS - POSTAGE FOR BOARD | 66200000 5870 | 12.48 | | |
| | OLD TOWN SHIRT FACTORY | 67169800 4520 | 24.00 | | |
| | COSTCO - PIZZA LUNCH FOR | 67169800 4710 | 42.98 | | |
| | SMART & FINAL | 67169800 4710 | 29.23 | | |
| | COSTCO | 67169800 4710 | 36.56 | | |
| | | | 1,133.32 | | WA 00859810 |
| VALLEY GLASS & MIRROR | GLASS | 65110000 4520 | 119.39 | | |
| | LABOR CHARGES | 65110000 5650 | 260.61 | | |
| | | | 380.00 | | WA 00859811 |
| VERIZON SELECT SVC INC | LONG DISTANCE AND TOLL | 65700000 5540 | 169.91 | | |
| | | | 169.91 | | WA 00859812 |
| VERIZON WIRELESS | JETPACK 4G LTE MOBILE | 08350000 4520 | 16.00 | | |
| | MONTHLY CHARGES FOR | 08350000 5540 | 64.99 | | |
| | | | 80.99 | | WA 00859813 |
| VIRTUAL VRI | REMOTE TYPEWELL SERVICES | 61142000 5112 | 2,655.00 | | |
| | | | 2,655.00 | | WA 00859814 |
| VTC ENTERPRISES | BULK MAIL PREP OF PUBLIC | 67111000 5112 | 174.24 | | |
| | | | 174.24 | | WA 00859815 |
| WARD'S SCIENCE INC | Supplies for Biology Labs, | 04011007 4310 | 98.43 | | |
| | | | 98.43 | | WA 00859816 |
| WASHINGTON STATE | TEACHER TRAINING AND | 49306022 5112 | 7,500.00 | | |
| | | | 7,500.00 | | WA 00859817 |
| WEST COAST WATER | MONTHLY WATER TREATMENT | 5110000 5640 | 1,400.00 | | |
| | MONTHLY WATER TREATMENT | 5110400 5640 | 1,066.00 | | |
| | | | 2,466.00 | | WA 00859818 |
| WEST COVINA NURSERY | TREE, ACER P. SANGU KAKU, 2 | 5510000 6120 | 241.31 | | |
| | | | 241.31 | | WA 00859819 |
| Wood, Sean A | Live scan reimb for student | 64700000 5820 | 31.00 | | |
| | | | 31.00 | | WA 00859820 |
| Zamora, Esther | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 | | |
| | | | 49.00 | | WA 00859821 |
| AMAZON | Kitchen Supplies for | 33697017 4520 | 681.48 | | |
| | Kitchen Supplies for | 33697017 4520 | 606.56 | | |

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|-------------------------------|-----------------------------|---------------|-----------|--------|-------------|
| | Kitchen Supplies for | 33697017 4520 | 971.45 | | |
| | Kitchen Supplies for | 33697017 4520 | 437.56 | | |
| | | | 2,697.05 | | WE 00859822 |
| COLUMBIA CHILDREN'S | Off Campus Childcare for | 69297114 5112 | 318.10 | | |
| | Off Campus Childcare for | 69297114 5112 | 274.38 | | |
| | Off Campus Childcare for | 69297114 5112 | 903.17 | | |
| | Off Campus Childcare for | 69297114 5112 | 1,256.49 | | |
| | | | 2,752.14 | | WE 00859823 |
| US BANK CORPORATE | EL POLLO LOCO | 66100000 4710 | 206.42 | | |
| | DISTRICT BUSINESS | 66100000 5210 | 45.00 | | |
| | THE BOYS RESTAURANT | 66100000 5210 | 39.00 | | |
| | COSMOPOLITAN LAS VEGAS | 66100000 5210 | 907.04 | | |
| | COSMOPOLITAN LAS VEGAS | 66100000 5210 | 907.04 | | |
| | COSMOPOLITAN LAS VEGAS | 66100000 5210 | 907.04 | | |
| | COSMOPOLITAN LAS VEGAS | 66100000 5210 | 680.28 | | |
| | THE BOYS RESTAURANT | 66100000 5210 | 27.00 | | |
| | HACU CONFERENCE | 66100000 5210 | 791.00 | | |
| | DISTRICT BUSINESS | 66200000 5210 | 66.00 | | |
| | DISTRICT BUSINESS | 66200000 5210 | 470.00 | | |
| | CASE REGISTRATION FOR CEO | 66200000 5210 | 400.00 | | |
| | DISTRICT BUSINESS | 66200000 5210 | 48.05 | | |
| | COSMOPOLITAN LAS VEGAS | 66200000 5210 | 907.04 | | |
| | CANCELLATION - CASE | 66200000 5210 | -400.00 | | |
| | DOMINOS PIZZA | 67169800 4710 | 41.80 | | |
| | SANTA MARIA COUNTRY CLUB | 67610004 5210 | -250.00 | | |
| | PO172346 Credit | 71730003 6411 | -3,765.87 | | |
| | | | 2,026.84 | | WH 00859824 |
| PUBLIC AGENCY LAW | LEGAL ARBITRATION SERVICES | 51710046 5730 | 30,484.64 | | |
| | LEGAL MEDIATION SERVICES | 71710117 5730 | 278.00 | | |
| | | | 30,762.64 | | WI 00859825 |
| CA SCHOOLS DENTAL | DENTAL PREMIUMS FOR JULY | 67100061 5430 | 65,451.00 | | |
| | | | 65,451.00 | | WL 00859826 |
| COMFORT INN | Samuel Colvin 11.10-11.17 | 63220014 5210 | 134.47 | | |
| | | | 134.47 | | WA 00859827 |
| Diaz-Ramirez, Alan | HS Counselor Conference | 64900006 5210 | 68.00 | | |
| | UC Riverside Counselor Conf | 64900006 5210 | 117.00 | | |
| | | | 185.00 | | WA 00859828 |
| Escamilla Hernandez, Emiliano | 10.22-26.17 | 04010018 5210 | 180.00 | | |
| | | | 180.00 | | WA 00859829 |
| FOUNDATION FOR CA | Alex Sppiess 10.17-18.17 | 64300106 5210 | 150.00 | | |
| | | | 150.00 | | WA 00859830 |
| FOUR POINTS BY | Alex Spiess 10.17-18.17 | 64300106 5210 | 138.83 | | |

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|----------------------------|--------------------------------|---------------|--------|--------|-------------|
| | | | 138.83 | M RV | WA 00859831 |
| Grelck, Christine M | Mileage reimbursement | 60100400 5210 | 13.91 | | |
| | | | 13.91 | | WA 00859832 |
| Guerrero, Emmanuel E | MESA Grant Deliverable | 60100707 4640 | 15.00 | | |
| | | | 15.00 | | WA 00859833 |
| JOHN BURTON | Alex Spiess 10.16-17.17 | 64300008 5210 | 160.00 | | |
| | | | 160.00 | | WA 00859834 |
| Lau, Margaret S | Mileage reimbursement | 60100201 5210 | 225.50 | | |
| | | | 225.50 | | WA 00859835 |
| Loomis, Sherry M | CAP Workshop | 49306012 5210 | 494.18 | | |
| | | | 494.18 | | WA 00859836 |
| Mendoza Atilano, Lizbeth R | UC Riverside Counselor Conf | 64900006 5210 | 117.00 | | |
| | | | 117.00 | | WA 00859837 |
| MISSION INN | Emmanuel Guerrero 11.10-11.17 | 63220014 5210 | 160.74 | | |
| | | | 160.74 | | WA 00859838 |
| MISSION INN | TeresianaMatarrese 11.10-11.17 | 63220014 5210 | 160.74 | | |
| | | | 160.74 | | WA 00859839 |
| Nolan-Chavez, Holly | Mileage reimbursement | 68400309 5210 | 185.11 | | |
| | | | 185.11 | | WA 00859840 |
| Nolan-Chavez, Holly | 10.31-11.3.17 | 68400309 5210 | 427.20 | | |
| | | | 427.20 | | WA 00859841 |
| Olmedo, Rosa M | Community Outreach | 49306022 5210 | 1.07 | | |
| | Mileage reimbursement | 49308020 5210 | 106.68 | | |
| | Mileage reimbursement | 49308020 5210 | 95.44 | | |
| | Mileage reimbursement | 49308020 5210 | 14.23 | | |
| | | | 217.42 | | WA 00859842 |
| PENSA, GREG | ACCT LeadershipCongressConf | 66100000 5210 | 417.85 | | |
| | | | 417.85 | | WA 00859843 |
| Perez, Diana M | UC Riverside Counselor Conf | 64900006 5210 | 189.17 | | |
| | CSU HS Counselor Conference | 64900006 5210 | 247.76 | | |
| | | | 436.93 | | WA 00859844 |
| Perez, Liliana Mayte | CC Counselor Conference | 64900111 5210 | 392.05 | | |
| | | | 392.05 | | WA 00859845 |
| Pirman, Deborah L | EnglishCo-RequisiteRemediation | 49306012 5210 | 387.19 | | |
| | CA Acceleration Project | 60106093 5210 | 157.13 | | |

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|----------------------|-----------------------------|---------------|----------|--------|-------------|
| | | | 544.32 | | WA 00859846 |
| Prado-Rios, Patricia | CSU HS Counselor Conference | 64900006 5210 | 68.00 | | |
| | | | 68.00 | | WA 00859847 |
| RADISSON HOTEL SANTA | Elaine Healy 11.8.17 | 49306026 5210 | 632.88 | | |
| | | | 632.88 | | WA 00859848 |
| Ralston, Lawrence A | Core Academy Training | 21055000 5210 | 50.00 | | |
| | Core Academy Training | 21055014 5210 | 180.98 | | |
| | | | 230.98 | | WA 00859849 |
| Ramirez, Antonio | CSU Counselor Conference | 63231034 5210 | 219.00 | | |
| | | | 219.00 | | WA 00859850 |
| SHERATON | Alex Spiess 10.16-17.17 | 64300008 5210 | 172.38 | | |
| | | | 172.38 | | WA 00859851 |
| Spiess, Alexandra | Alex Spiess 10.16-17.17 | 64300008 5210 | 201.80 | | |
| | | | 201.80 | | WA 00859852 |
| Walthers, Kevin Glen | Mileage reimbursement | 66200000 5210 | 855.20 | | |
| | | | 855.20 | | WA 00859853 |
| ZACARIAS, HILDA | ACCT LeadershipCongressConf | 66100000 5210 | 553.30 | | |
| | | | 553.30 | | WA 00859854 |
| 3 WIRE GROUP INC | Thermostat Part #MAR10-5990 | 04010000 4520 | 191.43 | | |
| | Temperature Gauge, Part # | 04010000 4520 | 199.52 | | |
| | Shipping charges | 04010000 4520 | 15.07 | | |
| | | | 406.02 | | WA 00859855 |
| AHC - PART-TIME | REIMBURSEMENT FOR OFFICE | 49420000 4520 | 189.92 | | |
| | REIMBURSEMENT FOR | 49420000 5110 | 100.00 | | |
| | REIMBURSEMENT FOR | 49420000 5110 | 1,000.00 | | |
| | REIMBURSEMENT FOR | 49420000 5540 | 205.22 | | |
| | REIMBURSEMENT FOR RENT | 49420000 5630 | 1,540.26 | | |
| | REIMBURSEMENT FOR | 49420000 5870 | 20.00 | | |
| | | | 3,055.40 | | WA 00859856 |
| ALDRIDGE CONCRETE | COATING FOR POOL DECK | 65110000 6211 | 1,357.07 | | |
| | LABOR CHARGES | 65110000 6212 | 2,753.24 | | |
| | EQUIPMENT | 65110000 6212 | 360.00 | | |
| | | | 4,470.31 | | WA 00859857 |
| ALIBRIS | BOOKS FOR SM LIBRARY | 61201009 6310 | 13.18 | | |
| | | | 13.18 | | WA 00859858 |
| AMAZON | THE OFFICIAL GUIDE TO THE | 49306007 4310 | 16.88 | | |
| | LA GUIA OFICIAL PARA EL | 49306007 4310 | 18.36 | | |
| | INSTRUCTIONAL SUPPLIES | 49308007 4310 | 29.16 | | |

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|---------------------|----------------------------|---------------|-----------------|--------|-------------|
| | Instructional Supplies | 13063000 4311 | 21.99 | | |
| | | | <u>86.39</u> | | WA 00859859 |
| AMAZON | MISC BOOKS 10/2/17-5/31/18 | 61201400 6310 | 76.00 | | |
| | BOOKS FOR SM LIBRARY | 61201009 6310 | 43.42 | | |
| | BOOKS FOR SM LIBRARY | 61201009 6310 | 11.10 | | |
| | BOOKS FOR SM LIBRARY | 61201000 6310 | 60.62 | | |
| | MISC DVD'S 10/2/17-5/31/18 | 61201400 6320 | 378.43 | | |
| | MISC DVD'S 10/2/17-5/31/18 | 61201400 6320 | 80.24 | | |
| | MISC BOOKS 10/2/17-5/31/18 | 61201400 6310 | 5.42 | | |
| | BOOKS FOR SM LIBRARY | 61201000 6310 | 11.73 | | |
| | BOOKS FOR SM LIBRARY | 61201009 6310 | 269.67 | | |
| | BOOKS FOR SM LIBRARY | 61201009 6310 | 13.46 | | |
| | | | <u>950.09</u> | | WA 00859860 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO | 64945000 4640 | 2,116.00 | | |
| | CHARTER BUS SERVICE ON | 64945000 4640 | 500.00 | | |
| | CHARTER BUS SERVICE TO SAN | 64945000 4640 | 3,112.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | CHARTER BUS SERVICE TO LA | 64945000 4640 | 1,080.00 | | |
| | CHARTER BUS SERVICE TO | 64945000 4640 | 1,058.00 | | |
| | | | <u>8,924.00</u> | | WA 00859861 |
| AQUAPULSE CHEMICALS | AQUA-CHLOR 12.5 SODIUM | 65110000 4520 | 777.60 | | |
| | ENVIRO FEE | 65110000 4520 | 15.12 | | |
| | | | <u>792.72</u> | | WA 00859862 |
| ARAMARK UNIFORM | MONTHLY TOWEL RENTAL FOR | 11055000 5550 | 17.25 | | |
| | MONTHLY TOWEL RENTAL FOR | 11335000 5550 | 17.25 | | |
| | | | <u>34.50</u> | | WA 00859863 |
| AZCOMP TECHNOLOGIES | MEDISOFT SOFTWARE | 12080001 5322 | 1,044.00 | | |
| | | | <u>1,044.00</u> | | WA 00859864 |
| BATTERY SYSTEMS INC | BATTERIES FOR ALARM PANELS | 10500001 4520 | 62.95 | | |
| | | | <u>62.95</u> | | WA 00859865 |
| BERRY MAN INC, THE | Instructional Supplies | 13063000 4311 | 41.65 | | |
| | Instructional Supplies | 13063000 4311 | 20.40 | | |
| | | | <u>62.05</u> | | WA 00859866 |
| BLICK ART MATERIALS | INSTRUCTIONAL SUPPLIES PER | 10021007 4310 | 95.26 | | |
| | INSTRUCTIONAL SUPPLIES PER | 10021007 4310 | 80.53 | | |
| | | | <u>175.79</u> | | WA 00859867 |
| BREMER AUTO PARTS | PARTS/TOOLS FOR LE TRAININ | 10550003 4520 | 11.36 | | |
| | PARTS/TOOLS FOR LE TRAININ | 10550003 4520 | 48.37 | | |
| | PARTS/TOOLS FOR LE TRAININ | 10550003 4520 | 348.22 | | |
| | PARTS/TOOLS FOR LE TRAININ | 10550003 4520 | 92.87 | | |
| | | | <u>500.82</u> | | WA 00859868 |
| BSN SPORTS INC | WOMENS POWER RD TANK | 69610007 4310 | 287.20 | | |

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|-----------------------|-------------------------------|---------------|-----------|--------|-------------|
| | MEN'S POWER RD TIGHT TANK | 69610007 4310 | 449.14 | | |
| | WOMENS POWER RD BOY | 69610007 4310 | 107.95 | | |
| | MENS POWER RD HALF TIGHT | 69610007 4310 | 224.55 | | |
| | BRASILIA SMALL DUFFEL | 69610007 4310 | 280.69 | | |
| | HOODIE PULLOVER FLEECE | 69610007 4310 | 534.44 | | |
| | CREW FLEECE CLUB | 69610007 4310 | 291.55 | | |
| | COMPETITOR TEE | 69610007 4310 | 403.55 | | |
| | FREIGHT | 69610007 4310 | 95.32 | | |
| | | | 2,674.39 | | WA 00859869 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 167.73 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 124.20 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 500.99 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | -367.20 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 12.96 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 503.12 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 14.68 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 42.06 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 124.20 | | |
| | ELECTRICAL/LIGHTING | 65110000 4520 | 459.00 | | |
| | | | 1,581.74 | | WA 00859870 |
| CAMPANELLA, TOSH | SETUP FOR PLACEMENT TOOL | 63221021 5110 | 4,500.00 | | |
| | 1 YEAR HOSTING | 63221021 5675 | 200.00 | | |
| | | | 4,700.00 | | WA 00859871 |
| CAMPUS ALTERNATIVE, | TRAINING FOR CONTRACT | 21333000 5130 | 16,677.00 | | |
| | | | 16,677.00 | | WA 00859872 |
| CANON FINANCIAL | MAINTENANCE AND COPY | 67761001 5640 | 401.58 | | |
| | CANON COPIER LEASE | 67761001 5680 | 500.47 | | |
| | MAINTENANCE AND COPY | 67762000 5640 | 3,614.30 | | |
| | DUPLO CD-616 PRO | 67762000 5680 | 484.96 | | |
| | CANON COPIER LEASE | 67762000 5680 | 4,504.23 | | |
| | | | 9,505.54 | | WA 00859873 |
| CAROLINA BIOLOGICAL | SCIENCE LAB SUPPLIES | 60100407 4310 | 332.55 | | |
| | | | 332.55 | | WA 00859874 |
| CARSEL CONSULTING | Grant Writer as needed | 60200200 5112 | 4,660.00 | | |
| | | | 4,660.00 | | WA 00859875 |
| CDW GOVERNMENT INC | HP SCANJET 3000S3 Q#JBTD423 | 68400500 6411 | 392.87 | | |
| | | | 392.87 | | WA 00859876 |
| CENTRAL COAST | health and physicals & TB for | 67300100 5821 | 446.00 | | |
| | | | 446.00 | | WA 00859877 |
| CENTURY AUTO ELECTRIC | 245-12070 SOLENOID | 21335000 4520 | 86.35 | | |
| | 248-12047 PLUNGER | 21335000 4520 | 12.85 | | |
| | LABOR | 21335000 5650 | 65.00 | | |

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|----------------------|-----------------------------|---------------|------------------|--------|-------------|
| | | | 164.20 | | WA 00859878 |
| CITY OF LOMPOC | COMMERCIAL LIGHT ELECTRIC | 65700400 5520 | 24,957.77 | | |
| | WATER SERVICES | 65700400 5530 | 5,970.87 | | |
| | WASTE DISPOSAL/SEWER FEES | 65700400 5570 | 1,797.98 | | |
| | | | <u>32,726.62</u> | | WA 00859879 |
| CITY OF SANTA MARIA | WATER SERVICES AND | 65700000 5530 | 90.43 | | |
| | WATER SERVICES AND | 68103000 5530 | 22.61 | | |
| | | | <u>113.04</u> | | WA 00859880 |
| CLEANTECH | USED MOTOR OIL DISPOSAL | 67710000 5570 | 95.00 | | |
| | 30 GAL GAS AND DIESEL WASTE | 67710000 5570 | 240.00 | | |
| | PARTS WASHER RENTAL | 67710000 5690 | 172.80 | | |
| | | | <u>507.80</u> | | WA 00859881 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 126.10 | | |
| | | | <u>126.10</u> | | WA 00859882 |
| COMCAST CABLE | MONTHLY RECURRING COSTS | 65700000 5560 | 236.05 | | |
| | | | <u>236.05</u> | | WA 00859883 |
| CONSOLIDATED | DANCE CONCERT SUPPLIES | 10081007 4310 | 200.00 | | |
| | | | <u>200.00</u> | | WA 00859884 |
| | | | 0.00 | | |
| | | | <u>0.00</u> | V VD | WA 00859885 |
| CONTINENTAL ATHLETIC | STAINLESS STEEL HARDWARE | 69610007 4310 | 39.53 | | |
| | FACEMASK REPLACED | 69610007 4310 | 150.01 | | |
| | PARTS FOR TOTAL UNIT | 69610007 4310 | 116.64 | | |
| | RIDDELL ACCESSORY KIT | 69610007 4310 | 329.40 | | |
| | RIDDELL ACCESSORY KIT | 69610007 4310 | 275.40 | | |
| | FREIGHT | 69610007 4310 | 35.00 | | |
| | FACEMASK REPLACED | 69610007 4310 | 45.36 | | |
| | SPEED/REVO HARDWARE | 69610007 4310 | 11.23 | | |
| | RIDDELL RUBBER GROMMET | 69610007 4310 | 8.64 | | |
| | SPEED/REVO HARDWARE | 69610007 4310 | 22.46 | | |
| | PARTS FOR TOTAL UNIT | 69610007 4310 | 38.88 | | |
| | SPEEDFLEX 2BD FACEMASK | 69610007 4310 | 59.67 | | |
| | SPEED S2BD FACEMASK | 69610007 4310 | 46.22 | | |
| | FLEX FRAME PAD 1" | 69610007 4310 | 44.28 | | |
| | FACEMASK REPLACED | 69610007 4310 | 134.52 | | |
| | PARTS FOR TOTAL UNIT | 69610007 4310 | 64.80 | | |
| | HELMET HARDWARE REPLACED | 69610007 4310 | 33.70 | | |
| | RECERTIFIED FOOTBALL | 69610800 5650 | 82.50 | | |
| | NOCSAE RECERTIFICATION | 69610800 5650 | 36.60 | | |
| | SHELL PREPARATION | 69610800 5650 | 36.60 | | |
| | PAINT CUSTOMER HELMET AH | 69610800 5650 | 101.70 | | |
| | PRE ISSUE PERSONALS | 69610800 5650 | 41.70 | | |
| | NOCSAE RELATED CHARGE | 69610800 5650 | 4.20 | | |

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|-----------------------|-------------------------------|---------------|-----------|--------|-------------|
| | FREIGHT | 69610800 5650 | 33.78 | | |
| | RECERTIFIED FOOTBALL | 69610800 5650 | 13.75 | | |
| | NOCSAE RECERTIFICATION | 69610800 5650 | 6.10 | | |
| | SHELL PRPARATION | 69610800 5650 | 6.10 | | |
| | PAINT HELMET #1515 GOLD | 69610800 5650 | 16.95 | | |
| | NOCSAE RELATED CHARGE | 69610800 5650 | 0.70 | | |
| | FREIGHT | 69610800 5650 | 13.37 | | |
| | RECERTIFIED FOOTBALL | 69610800 5650 | 27.50 | | |
| | NOCASE RECERTIFICATION | 69610800 5650 | 12.20 | | |
| | SHELL PREPARATION | 69610800 5650 | 12.20 | | |
| | PAINT HELMET #1515 MATTE | 69610800 5650 | 33.90 | | |
| | NOCSAE RELATED CHARGE | 69610800 5650 | 1.40 | | |
| | RECERTIFIED FOOTBALL | 69610800 5650 | 41.25 | | |
| | NOCSAE RECERTIFICATION | 69610800 5650 | 18.30 | | |
| | PAINT CUSTOMER HELMET | 69610800 5650 | 50.85 | | |
| | NOCSAE RELATED CHARGE | 69610800 5650 | 2.10 | | |
| | FREIGHT | 69610800 5650 | 42.41 | | |
| | SHELL PREPARATION | 69610800 5650 | 18.30 | | |
| | | | 2,110.20 | | WA 00859886 |
| COOK ERECTORS INC. | REPAIR WELDS ON 9 BOTTOM | 21335000 5650 | 180.00 | | |
| | | | 180.00 | | WA 00859887 |
| DEPARTMENT OF JUSTICE | DOJ & FBI clearance for | 64700000 5820 | 1,653.00 | | |
| | DOJ & FBI clearance for staff | 67300100 5820 | 360.00 | | |
| | | | 2,013.00 | | WA 00859888 |
| DEPT OF FORESTRY & | Billing for FSTEP Course: Low | 21330000 4310 | 280.00 | | |
| | Billing for CFSTES course | 70102110 4310 | 3,760.00 | | |
| | SHIPPING | 70102110 4310 | 8.00 | | |
| | Billing for FSTEP Course: | 70102110 4310 | 460.00 | | |
| | SHIPPING | 70102110 4310 | 8.00 | | |
| | SHIPPING | 70102110 4310 | 8.00 | | |
| | | | 4,524.00 | | WA 00859889 |
| DUMMIES UNLIMITED | AGILITY TRAINING DUMMY- | 21055012 6410 | 1,085.40 | | |
| | SHIPPING AND HANDLING | 21055012 6410 | 225.00 | | |
| | | | 1,310.40 | | WA 00859890 |
| EFREN'S 2 | FOOD FOR FAMILY NIGHT ON | 63220014 4710 | 216.00 | | |
| | FOOD FOR CNSLOR FIN AID | 63220014 4710 | 1,474.20 | | |
| | | | 1,690.20 | | WA 00859891 |
| ELLUCIAN COMPANY LP | Oracle Data Integrator | 71302000 5322 | 5,000.00 | | |
| | Evisions FormFusion E-mail | 71302000 5322 | 10,815.00 | | |
| | Oracle Data Integrator | 71302000 5660 | 862.00 | | |
| | Evisions FormFusion E-Mail | 71302000 5660 | 1,623.00 | | |
| | | | 18,300.00 | | WA 00859892 |
| Ensing, Kim J | REIMB FOR OPERATIONAL | 69610000 4520 | 64.61 | | |
| | | | 64.61 | | WA 00859893 |

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|----------------------|----------------------------|---------------|-----------|--------|-------------|
| EPILOG CORPORATION | PART# 260558 LENS 2 FOCAL | 67761001 4520 | 119.25 | | |
| | PART#LF0905 MIRROR | 67761001 4520 | 197.56 | | |
| | | | 316.81 | | WA 00859894 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 46.47 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 115.54 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 33.62 | | |
| | PLUMBING SUPPLIES | 65110000 4520 | 48.14 | | |
| | POWER SUPPLY CORD, RAPTOR | 65110400 4520 | 3.77 | | |
| | COMPRESSION CARTRIDGE | 65110400 4520 | 163.63 | | |
| | | | 411.17 | | WA 00859895 |
| FIRE EDUCATION | TRAINING FOR CONTRACT | 21333000 5130 | 24,786.00 | | |
| | | | 24,786.00 | | WA 00859896 |
| FISHER FLOORS INC | TILES | 65110000 4520 | 102.60 | | |
| | LABOR CHARGES | 65110000 5650 | 65.00 | | |
| | | | 167.60 | | WA 00859897 |
| FOLLETT HEG - AHC | BOOKS AND SUPPLIES FOR | 00000010 9516 | 4.84 | | |
| | BOOKS AND SUPPLIES FOR | 00000010 9516 | 72.36 | | |
| | BOOKS AND SUPPLIES FOR | 00000010 9516 | 48.52 | | |
| | BOOKS AND SUPPLIES FOR | 00000010 9516 | 14.31 | | |
| | BOOKS AND SUPPLIES FOR | 00000010 9516 | 56.54 | | |
| | BOOKS AND SUPPLIES FOR | 00000010 9516 | -72.36 | | |
| | BOOKS AND SUPPLIES FOR THE | 00000010 9542 | 72.36 | | |
| | | | 196.57 | | WA 00859898 |
| FREESTYLE | SILVER OXIDE BATTERY 6.2 | 10110007 4310 | 43.06 | | |
| | ALKALINE BATTER VARTA A751 | 10110007 4310 | 53.66 | | |
| | SHIPPING | 10110007 4310 | 9.99 | | |
| | | | 106.71 | | WA 00859899 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 32.86 | | |
| | | | 32.86 | | WA 00859900 |
| FRONTIER | TELEPHONE SERVICE | 65700400 5540 | 151.74 | | |
| | | | 151.74 | | WA 00859901 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 2,233.08 | | |
| | TELEPHONE SERVICE | 65700400 5540 | 807.49 | | |
| | TELEPHONE SERVICE | 65700500 5540 | 100.16 | | |
| | TELEPHONE SERVICE | 68103000 5540 | 530.11 | | |
| | | | 3,670.84 | | WA 00859902 |
| GRAINGER | SAFETY PIN, SINGLE | 65110400 4520 | 65.14 | | |
| | BUNGEE STRAP ASSORTMENT, | 65311000 4520 | 53.48 | | |
| | CORD REEL, 150 FT. | 65510000 4520 | 41.70 | | |
| | | | 160.32 | | WA 00859903 |
| GREAT SCOTTS PIZZA | FOOD FOR MULT MEASURES | 63221021 4710 | 91.00 | | |

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| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|-------------------------------|---------------|-----------|--------|-------------|
| | | | 91.00 | | WA 00859904 |
| HALL, JEFFERY | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | | | 240.00 | | WA 00859905 |
| HARBOR FREIGHT TOOLS | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 274.35 | | |
| | | | 274.35 | | WA 00859906 |
| HARDY DIAGNOSTICS | SCIENCE LAB SUPPLIES | 60100407 4310 | 106.03 | | |
| | | | 106.03 | | WA 00859907 |
| HARTFORD, THE | AHC GROUP LIFE INSURANCE | 00000010 9537 | 5,173.74 | | |
| | | | 5,173.74 | | WA 00859908 |
| HEALTH SANITATION | GREEN/YARD WASTE - | 65510000 5570 | 84.40 | | |
| | ROLL- OFF FEES | 65510000 5690 | 137.50 | | |
| | ADJUSTMENT CREDIT | 65510000 5690 | -80.28 | | |
| | | | 141.62 | | WA 00859909 |
| HENRY SCHEIN INC | VACUUM CANISTER 3/4 INCH | 12401000 4520 | 17.06 | | |
| | GATORADE POWDER LEMON | 69610000 4530 | 62.82 | | |
| | | | 79.88 | | WA 00859910 |
| HILKER, DANIEL | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | | | 240.00 | | WA 00859911 |
| HISTORIC SANTA MARIA | Human Resources Investigation | 67342000 5730 | 100.80 | | |
| | Human Resources Investigation | 67342000 5730 | 100.80 | | |
| | | | 201.60 | | WA 00859912 |
| HOME DEPOT | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 175.44 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 355.06 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 201.64 | | |
| | SUPPLIES FOR LE TRAINING | 21055000 4520 | 80.10 | | |
| | SUPPLIES FOR LE TRAINING | 21055000 4520 | 192.11 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 63.36 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 21335007 4310 | 271.04 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 21335007 4310 | 246.30 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 21335007 4310 | 12.51 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 25.62 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 12.18 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 48.50 | | |
| | MAINTENANCE SUPPLIES | 65110400 4520 | 29.03 | | |
| | MAINTENANCE SUPPLIES | 65110400 4520 | 78.53 | | |
| | MAINTENANCE SUPPLIES | 65110400 4520 | 99.05 | | |
| | MAINTENANCE SUPPLIES | 65110400 4520 | -4.00 | | |
| | GROUNDS SUPPLIES, LOMPOC | 65511400 4520 | 30.13 | | |
| | GROUNDS SUPPLIES, LOMPOC | 65511400 4520 | 196.91 | | |
| | GROUNDS SUPPLIES, LOMPOC | 65511400 4520 | 60.51 | | |
| | | | 2,174.02 | | WA 00859913 |
| INSTITUTE OF BEAUTY | AGREEMENT FOR | 30070000 5130 | 37,619.10 | | |

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|----------------------|-------------------------------|---------------|------------------|--------|-------------|
| | DSL LINE FEES REQUIRED TO | 30070000 5560 | 123.20 | | |
| | DSL LINE FEES REQUIRED TO | 30070000 5560 | 123.20 | | |
| | AGREEMENT FOR | 30070000 5630 | 25,079.40 | | |
| | | | <u>62,944.90</u> | | WA 00859914 |
| INTERMOUNTAIN LOCK | KEY/LOCK SUPPLIES | 65110000 4520 | 139.32 | | |
| | KEY/LOCK SUPPLIES | 65110000 4520 | 160.95 | | |
| | | | <u>300.27</u> | | WA 00859915 |
| INTERNATIONAL | Business+ Membership | 09481001 5310 | 540.00 | | |
| | | | <u>540.00</u> | | WA 00859916 |
| JONES & MAYER | Legal services Chief | 67342000 5730 | 180.18 | | |
| | | | <u>180.18</u> | | WA 00859917 |
| KELLY PAPER CO | PAPER CONSUMABLES FOR | 67762000 4520 | 2,962.95 | | |
| | | | <u>2,962.95</u> | | WA 00859918 |
| LA TAPATIA BAKERY | FOOD FOR AB540 WRKSHP | 63220014 4710 | 21.00 | | |
| | | | <u>21.00</u> | | WA 00859919 |
| LAHR, LARRY | DENTAL PREMIUM | 00000010 9533 | -186.52 | | |
| | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | | | <u>53.48</u> | | WA 00859920 |
| LYNN MUSIC | REPAIR/MAINTENANCE OF | 10040009 5650 | 1,141.00 | | |
| | | | <u>1,141.00</u> | | WA 00859921 |
| Mahon, Richard David | Reimb for Apple TV for Use in | 19050000 4315 | 60.00 | | |
| | | | <u>60.00</u> | | WA 00859922 |
| METROPOLITAN LIFE | AHC LTD/INCOME PROTECTION | 00000010 9544 | 5,987.73 | | |
| | | | <u>5,987.73</u> | | WA 00859923 |
| MIKE BROWN | FOOTBALL GRANDSTANDS | 69610810 5690 | 9,550.00 | | |
| | 48' x 8' x 10' | 69610810 5690 | 1,500.00 | | |
| | ADA PLATFORM WITH RAMP | 69610810 5690 | 1,750.00 | | |
| | | | <u>12,800.00</u> | | WA 00859924 |
| MISSION LINEN & | LAUNDRY SERVICES FOR AUTO | 09482000 5550 | 7.87 | | |
| | LAUNDRY SERVICES FOR AUTO | 09482000 5550 | 7.87 | | |
| | UNIFORM SERVICES/TOWELS | 67772000 5550 | 95.25 | | |
| | LAUNDRY SERVICES FOR AUTO | 09480000 5550 | 29.28 | | |
| | UNIFORM SERVICES/TOWELS | 67772000 5550 | 30.56 | | |
| | | | <u>170.83</u> | | WA 00859925 |
| MOORE MEDICAL LLC | PO181283 CR SANITIZER REFILL | 64400002 4530 | -77.20 | | |
| | AFLURIA QIV 0.5ML PFS SOI | 64400002 4530 | 2,346.40 | | |
| | SHIP ON ICE FEE | 64400002 4530 | 7.51 | | |
| | | | <u>2,276.71</u> | | WA 00859926 |

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|------------------------|-------------------------------|---------------|------------------|--------|-------------|
| OCEAN CITIES PIZZA INC | FOOD FOR CAREER | 63221021 4710 | 7,600.00 | | |
| | | | <u>7,600.00</u> | | WA 00859927 |
| OFFICE DEPOT INC | GENERAL OFFICE SUPPLIES | 64300002 4520 | 70.10 | | |
| | GENERAL OFFICE SUPPLIES | 64300202 4520 | 25.80 | | |
| | GENERAL OFFICE SUPPLIES | 64300202 4520 | 161.03 | | |
| | GENERAL OFFICE SUPPLIES | 64300202 4520 | 14.98 | | |
| | OFFICE SUPPLIES FOR HUMAN | 67300100 4520 | 63.23 | | |
| | | | <u>335.14</u> | | WA 00859928 |
| OPEN EDUCATION | OPEN EDUCATION | 60100100 5310 | 525.00 | | |
| | | | <u>525.00</u> | | WA 00859929 |
| OPTIV SECURITY INC | HPE Foundation Care NBD | 67873100 5660 | 7,769.79 | | |
| | | | <u>7,769.79</u> | | WA 00859930 |
| ORACLE AMERICA INC | Five Year Order Document | 67873100 5322 | 554.49 | | |
| | 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 | 413.35 | | |
| | | | <u>28,381.48</u> | | WA 00859931 |
| ORCHARD | HARDWARE SUPPLIES | 65110000 4520 | 86.12 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 16.39 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 20.49 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 31.74 | | |
| | | | <u>154.74</u> | | WA 00859932 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 1,467.60 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 366.90 | | |
| | | | <u>1,834.50</u> | | WA 00859933 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 3,704.52 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 926.13 | | |
| | | | <u>4,630.65</u> | | WA 00859934 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 62.83 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 15.71 | | |
| | | | <u>78.54</u> | | WA 00859935 |

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| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 16.37 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 4.09 | | |
| | | | <u>20.46</u> | | WA 00859936 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 51.98 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 13.00 | | |
| | | | <u>64.98</u> | | WA 00859937 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 366.88 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 91.72 | | |
| | | | <u>458.60</u> | | WA 00859938 |
| PANERA BREAD CAFE 3180 | FOOD FOR MULT MEASURES | 63222025 4710 | 72.30 | | |
| | | | <u>72.30</u> | | WA 00859939 |
| PENSA, GREG | DENTAL PREMIUM | 00000010 9533 | -129.88 | | |
| | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 | | |
| | | | <u>110.12</u> | | WA 00859940 |
| PLAY IT AGAIN SPORTS | ATEC 7' REPLACEMENT | 69610300 6410 | 874.80 | | |
| | DIMPLE MACHINE | 69610300 6410 | 324.00 | | |
| | ATEC T3 PRO BATTING TEE | 69610300 6410 | 194.40 | | |
| | PRO WEIGHTED BALL 3 SETS OF | 69610300 6410 | 54.00 | | |
| | R3 BASEBALL TRAINING | 69610300 6410 | 2,970.00 | | |
| | SHIPPING | 69610300 6410 | 90.00 | | |
| | | | <u>4,507.20</u> | | WA 00859941 |
| PORTABLE JOHNS INC | RENTAL/SERVICING CHARGES | 68102000 5690 | 730.95 | | |
| | RENTAL/SERVICING CHARGES | 68102000 5690 | 284.80 | | |
| | ADDITIONAL CLEANING | 68102000 5690 | 220.00 | | |
| | | | <u>1,235.75</u> | | WA 00859942 |
| POWERSTRIDE BATTERY | BATTERIES PER INVOICES: | 65311000 4520 | 430.95 | | |
| | BATTERY RECYCLING FEE | 65311000 4520 | 3.00 | | |
| | CREDIT MEMO 81882 | 65311000 4520 | -606.70 | | |
| | BATTERIES PER INVOICES: | 65311000 4520 | 606.70 | | |
| | BATTERY RECYCLING FEE | 65311000 4520 | 4.00 | | |
| | BATTERIES PER INVOICES: | 65311000 4520 | 433.92 | | |
| | BATTERIES PER INVOICES: | 67772000 4520 | 475.30 | | |
| | | | <u>1,347.17</u> | | WA 00859943 |
| PPG ARCHITECTURAL | PAINT SUPPLIES | 65110000 4520 | 30.74 | | |
| | GRAC PUMP ARMOR LIQUID | 65510000 4520 | 9.71 | | |
| | GRAC TSL 0.25 LITRE BOTTLE, | 65510000 4520 | 11.33 | | |
| | | | <u>51.78</u> | | WA 00859944 |
| PRAXAIR DISTRIBUTION | INSTRUCTIONAL SUPPLIES FOR | 09565007 4310 | 621.62 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 461.22 | | |
| | PO180653 TO PO180597 | 09565007 4310 | -461.22 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 43.20 | | |
| | | | <u>664.82</u> | | WA 00859945 |

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|----------------------|------------------------------|---------------|-------------------|--------|-------------|
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 196.70 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,511.45 | | |
| | | | <u>2,708.15</u> | | WA 00859946 |
| SIGNS OF SUCCESS INC | SIGN, CUSTOM SPEC TACTILE | 65110000 4520 | 675.00 | | |
| | ROOM NAME INSERT, ACETATE | 65110000 4520 | 40.50 | | |
| | SIGN, ROOM ID 1/4 THICK | 65110000 4520 | 2,111.40 | | |
| | RESTROOM WALL CIRCLE OR | 65110000 4520 | 194.40 | | |
| | DISCOUNT | 65110000 4520 | -540.00 | | |
| | PAINT SET UP | 65110000 4520 | 81.00 | | |
| | RESTROOM WALL ID 1/4 THICK | 65110000 4520 | 183.60 | | |
| | SIGN, CUSTOM SPEC TACTILE | 65110000 4520 | 1,620.00 | | |
| | CHANGEABLE ACETATE ROOM | 65110000 4520 | 135.00 | | |
| | SIGN, ROOM ID 1/4 THICK | 65110000 4520 | 2,386.80 | | |
| | RESTROOM WALL CIRCLE OR | 65110000 4520 | 194.40 | | |
| | PAINT SET UP | 65110000 4520 | 81.00 | | |
| | DISCOUNT | 65110000 4520 | -756.00 | | |
| | RESTROOM WALL ID 1/4 THICK | 65110000 4520 | 367.20 | | |
| | RESTROOM DOOR SYMBOL, | 65110000 4520 | 140.40 | | |
| | RESTROOM DOOR SYMBOL, | 65110000 4520 | 140.40 | | |
| | DESIGN LABOR | 65110000 5650 | 85.00 | | |
| DESIGN LABOR | 65110000 5650 | 85.00 | | | |
| | | | <u>7,225.10</u> | | WA 00859947 |
| SISC III | MEDICAL PREMIUMS FOR SISC | 00000010 9534 | 515,602.00 | | |
| | | | <u>515,602.00</u> | | WA 00859948 |
| SKYLINE FLOWER | INSTRUCTIONAL SUPPLIES FOR | 01092020 4311 | 87.00 | | |
| | INSTRUCTIONAL SUPPLIES FOR | 01092020 4311 | 15.00 | | |
| | | | <u>102.00</u> | | WA 00859949 |
| SMARDAN-HATCHER CO | BACKING PLATE, HAWS BP-3 | 65110000 4520 | 61.74 | | |
| | PLUMBING SUPPLIES PER | 65110000 4520 | 105.26 | | |
| | PLUMBING SUPPLIES PER | 65110000 4520 | 551.01 | | |
| | PLUMBING SUPPLIES PER | 65110000 4520 | 3,122.41 | | |
| | DRINKING FOUNTAIN, HAWS | 65110000 6410 | 626.58 | | |
| | CREDIT MEMO S3081404.001 FOR | 65110000 6410 | -626.59 | | |
| | RESTOCKING CHARGE PER | 65110000 6410 | 145.04 | | |
| | SHIPPING AND HANDLING | 65110000 4520 | 8.51 | | |
| | SHIPPING AND HANDLING | 65110000 4520 | 9.26 | | |
| | SHIPPING AND HANDLING | 65110000 4520 | 15.29 | | |
| | SHIPPING AND HANDLING | 65110000 6410 | 30.16 | | |
| | | | <u>4,048.67</u> | | WA 00859950 |
| SMART & FINAL | FOOD SUPPLIES FOR | 13060020 4311 | 54.70 | | |
| | Instructional Supplies | 13063000 4311 | 11.99 | | |
| | Instructional Supplies | 13063000 4311 | 50.69 | | |
| | Instructional Supplies | 13063000 4311 | 47.58 | | |
| | Instructional Supplies | 13063000 4311 | 126.19 | | |
| | Instructional Supplies | 13063000 4311 | 50.00 | | |
| | Instructional Supplies | 13063000 4311 | 63.18 | | |
| | Instructional Supplies | 13063000 4311 | 10.00 | | |

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| | Instructional Supplies | 13063000 4311 | 86.48 | | |
| | Instructional Supplies | 13063000 4311 | 144.42 | | |
| | Instructional Supplies | 13063000 4311 | 95.73 | | |
| | FOOD SUPPLIES FOR THE 13TH | 64744101 4710 | 117.29 | | |
| | | | <u>858.25</u> | | WA 00859951 |
| SMITH PIPE & SUPPLY INC | LANDSCAPE SUPPLIES | 65510000 4520 | 101.90 | | |
| | REPAIRS TO HANDHELD | 65510000 5650 | 334.80 | | |
| | SUPPLIES PER INVOICE 319351065511400 | 4520 | 63.48 | | |
| | | | <u>500.18</u> | | WA 00859952 |
| SPORT & CYCLE TEAM | FOOTBALL HELMETS | 69610000 6410 | 1,069.20 | | |
| | SHIPPING | 69610000 6410 | 29.75 | | |
| | | | <u>1,098.95</u> | | WA 00859953 |
| STRATA INFORMATION | CCCApply Technical Support | 63220001 5112 | 2,790.00 | | |
| | Professional Services for | 63221021 5112 | 1,240.00 | | |
| | DEGREEWORKS | 63221021 5112 | 1,317.50 | | |
| | Banner Oracle DBA | 67873100 5112 | 3,410.00 | | |
| | Banner Oracle DBA Consulting | 71302000 5112 | 2,557.50 | | |
| | | | <u>11,315.00</u> | | WA 00859954 |
| STUDENT HEALTH 101 | DISCOUNT GRANDFATHER | 64400002 5670 | -2,842.00 | | |
| | STUDENT HEALTH 101 ONLINE | 64400002 5670 | 7,700.00 | | |
| | | | <u>4,858.00</u> | | WA 00859955 |
| SYMPPLICITY | ADVOCATE GME WITH | 64510000 5660 | 9,950.00 | | |
| | | | <u>9,950.00</u> | | WA 00859956 |
| TEMPLETON UNIFORMS | LYCRA UNIFORM PANTS FOR | 69500001 4512 | 152.53 | | |
| | 5.11 POLO-ULIITY SHIRTS | 69500001 4512 | 48.24 | | |
| | | | <u>200.77</u> | | WA 00859957 |
| TESTA CATERING | BEVERAGES FOR 13TH ANNUAL | 64744101 4710 | 402.44 | | |
| | | | <u>402.44</u> | | WA 00859958 |
| TOTAL COMPENSATION | FULL VALUATION BALANCE | 67710300 5112 | 3,060.00 | | |
| | | | <u>3,060.00</u> | | WA 00859959 |
| U.S. BANK | GO BOND ADMINISTRATIVE FEE | 67710300 5892 | 385.00 | | |
| | | | <u>385.00</u> | | WA 00859960 |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 98.88 | | |
| | | | <u>98.88</u> | | WA 00859961 |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 27.31 | | |
| | HVAC SUPPLIES | 65110000 4520 | -100.00 | | |
| | HVAC SUPPLIES | 65110000 4520 | 17.28 | | |
| | HVAC SUPPLIES | 65110000 4520 | 606.29 | | |
| | HVAC SUPPLIES-DISCOUNT | 65110000 4520 | -5.61 | | |
| | HVAC SUPPLIES | 65110000 4520 | 63.79 | | |

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|-------------------------|-------------------------------|---------------|-----------|--------|-------------|
| | HVAC SUPPLIES | 65110000 4520 | 185.63 | | |
| | HVAC UNIT, ICP PACK GAS 14S | 65110000 6410 | 2,494.02 | | |
| | ROOF CURB ADAPTOR, PGAD036 | 65110000 6410 | 702.00 | | |
| | DISCOUNT 1% 10thprox | 65110000 6410 | -29.59 | | |
| | DISCOUNT 1% 10thprox | 65110400 6413 | -73.71 | | |
| | REFRIGERANT R410A, 25 LB | 65110400 6413 | 546.75 | | |
| | SPORLAN ACTIVATED DRIER | 65110400 6413 | 25.66 | | |
| | FREIGHT CHARGES | 65110400 6413 | 216.00 | | |
| | COMPRESSOR, ZPDT27MCE- | 65110400 6413 | 7,388.28 | | |
| | | | 12,064.10 | | WA 00859962 |
| UNITED SITE SERVICES OF | SERVICE MONTHLY THREE | 68102000 5570 | 324.00 | | |
| | | | 324.00 | | WA 00859963 |
| US BANK CORPORATE | OFFICE DEPOT (KEYBOARD | 65110000 4520 | 257.03 | | |
| | CENTRAL CITY TOOL SUPPLY | 65110000 4520 | 199.80 | | |
| | HON COMPANY (CHAIR PARTS) | 65110000 4520 | 238.26 | | |
| | GLOBAL INDUSTRIES (DRILL | 65110000 4520 | 53.89 | | |
| | INK TECHNOLOGIES (LASER | 65110000 4520 | 536.00 | | |
| | OFFICE DEPOT (SUPPLIES) | 65110000 4520 | 49.19 | | |
| | ROCKLER (CIRCLE TEMPLATE | 65110000 4520 | 51.82 | | |
| | WALMART.COM (CABINET | 65110000 4520 | 32.12 | | |
| | WALMART.COM (CABINET | 65110000 4520 | 2.99 | | |
| | UNITED REFRIGERATION | 65110000 6413 | 1,171.32 | | |
| | ROBERT BROOKE AND | 65110400 4520 | 64.00 | | |
| | ROBERT BROOKE AND | 65110400 4520 | 15.20 | | |
| | NEXT DAY SIGNS (ROOM SIGNS) | 65118000 4520 | 35.64 | | |
| | HOME DEPOT (SPREADER) | 65510000 6410 | 226.75 | | |
| | HOUSEHOLD PURCHASES FOR | 71220000 4520 | 85.84 | | |
| | R1 & R2 - TARGET | 71220000 4520 | 142.49 | | |
| | R1 & R2 HOUSEHOLD ITEMS - | 71220000 4520 | 167.78 | | |
| | HOUSEHOLD PURCHASES FOR | 71230000 4520 | 85.83 | | |
| | R1 & R2 - TARGET | 71230000 4520 | 142.48 | | |
| | R1 & R2 HOUSEHOLD ITEMS - | 71230000 4520 | 503.34 | | |
| | Barcode scanner and stand; | 67873000 4514 | 73.98 | | |
| | Hard Drive Caddy for Dell | 67873000 4514 | 14.97 | | |
| | Hard Drive Caddy for Dell | 67873000 4514 | 139.70 | | |
| | Domain renewals (8) | 67873100 5322 | 319.92 | | |
| | | | 4,610.34 | | WA 00859964 |
| US BANK CORPORATE | WEBINAR - STUDENT SERVICES | 64510000 5220 | 350.00 | | |
| | Webinar - Student Services. | 64510000 5220 | 350.00 | | |
| | EXPEDIA FEE FOR PETRA | 64900108 5210 | 3.84 | | |
| | EXPEDIA FEES FOR PETRA | 64900108 5210 | 2.59 | | |
| | United Airlines - Petra Gomez | 64900108 5210 | 281.80 | | |
| | Delta Air - Petra Gomez | 64900108 5210 | 168.20 | | |
| | United Airlines - Petra Gomez | 64900108 5210 | -281.80 | | |
| | Delta Air - Petra | 64900108 5210 | -168.20 | | |
| | Registration Fees for Petra | 64900108 5210 | 895.00 | | |
| | Alaska Airlines - Petra Gomez | 64900108 5210 | 138.20 | | |
| | Delta Air - Petra Gomez | 64900108 5210 | 168.20 | | |
| | | | 1,907.83 | | WA 00859965 |

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|---------------------|-------------------------------|---------------|-----------------------------|--------|-------------|
| VERIZON | LONG DISTANCE TELEPHONE | 65700000 5540 | 19.37 <u>19.37</u> | | WA 00859966 |
| VERIZON | LONG DISTANCE TELEPHONE | 65700000 5540 | 40.00 <u>40.00</u> | | WA 00859967 |
| VERIZON | LONG DISTANCE TELEPHONE | 65700000 5540 | 422.25 <u>422.25</u> | | WA 00859968 |
| VTC ENTERPRISES | COLLECTION OF RECYCLING | 65700000 5570 | 660.00 <u>660.00</u> | | WA 00859969 |
| WARD'S SCIENCE INC | Supplies for Biology Labs, | 04011007 4310 | 42.28 <u>42.28</u> | | WA 00859970 |
| WAYPOINT COACHING & | Independent Contractor | 67610004 5112 | 2,000.00 <u>2,000.00</u> | | WA 00859971 |
| WESTERN | PEST CONTROL SERVICES | 65510000 5640 | 114.00 <u>114.00</u> | | WA 00859972 |
| WESTERN | PEST CONTROL SERVICES FOR | 65110000 5640 | 275.00 <u>275.00</u> | | WA 00859973 |
| WESTERN PROPANE | PROPANE EXPENSES FOR | 67772000 4520 | 12.20 <u>12.20</u> | | WA 00859974 |
| WILD WEST PIZZA AND | FOOD FOR TRANSFER THURS | 63220014 4710 | 77.55 <u>77.55</u> | | WA 00859975 |
| ZACARIAS, HILDA | DENTAL PREMIUM | 00000010 9533 | -63.23 | | |
| | TRUSTEE COMPENSATION FOR | 66100000 5110 | 240.00 <u>176.77</u> | | WA 00859976 |
| Duran, Teresa L | Classified Health and Welfare | 67900009 3420 | 140.24 | | |
| | Classified Health and Welfare | 67900009 3420 | 19.19 <u>159.43</u> | | WC 00859977 |
| Garcia, Jesse | Classified Health and Welfare | 67900009 3420 | 214.00 <u>214.00</u> | | WC 00859978 |
| Henretta, Joan K | Classified Health and Welfare | 67900009 3420 | 22.00 <u>22.00</u> | | WC 00859979 |
| Jasso, Jennifer | Classified Health and Welfare | 67900009 3420 | 229.95 <u>229.95</u> | | WC 00859980 |
| AMAZON | Children's Center classroom | 69297105 4520 | 72.34 | | |
| | Children's Center Supplies | 69297108 4520 | 72.34 <u>144.68</u> | | WE 00859981 |

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|------------------------|------------------------------|---------------|------------------|--------|-------------|
| COAST LINE | Food Supplies for Children's | 33697017 4710 | 343.96 | | |
| | | | <u>343.96</u> | | WE 00859982 |
| FEDERAL EXPRESS CORP | Mailing Expenses through | 33697009 5870 | 6.32 | | |
| | | | <u>6.32</u> | | WE 00859983 |
| SAVE MART | Food Supplies for Childrens | 33697017 4710 | 50.56 | | |
| | Food Supplies for Childrens | 33697017 4710 | 32.27 | | |
| | | | <u>82.83</u> | | WE 00859984 |
| DIVISION OF THE STATE | DSA RE-EXAMINATION FEE TO | 71710046 5320 | 750.00 | | |
| | | | <u>750.00</u> | | WI 00859985 |
| PUBLIC AGENCY LAW | LEGAL MEDIATION SERVICES | 71710117 5730 | 282.00 | | |
| | AMENDMENT ONE EXTENSION | 71710117 5730 | 0.00 | | |
| | | | <u>282.00</u> | | WI 00859986 |
| Beas Ramirez, Yesenia | LOCAL MILEAGE | 66100000 5210 | 30.60 | | |
| | | | <u>30.60</u> | | WA 00859987 |
| Becerra-Valencia, Lynn | Nat'lCareerDevAssocConf | 63220014 5210 | 996.89 | | |
| | | | <u>996.89</u> | | WA 00859988 |
| Bowman, Leana M | 10.31-11.15.17 | 60200200 5210 | 929.36 | | |
| | | | <u>929.36</u> | | WA 00859989 |
| Camacho, Carmen | LOCAL MILEAGE | 66100000 5210 | 22.95 | | |
| | | | <u>22.95</u> | | WA 00859990 |
| Campos, Mary Laine | N4A/3C4A Region V Conference | 63230018 5210 | 280.83 | | |
| | | | <u>280.83</u> | | WA 00859991 |
| COUNCIL FOR | Leana Bowman 10.31-11.5.17 | 60200200 5210 | 54.36 | | |
| | Leana Bowman 10.31-11.5.17 | 60200212 5210 | 570.64 | | |
| | | | <u>625.00</u> | | WA 00859992 |
| COURTYARD | Michelle Moreno 11.10-11.17 | 63220014 5210 | 127.91 | | |
| | | | <u>127.91</u> | | WA 00859993 |
| Densmore, Andrew J | CA FireTechDirectionsAssnMtg | 21330000 5210 | 799.21 | | |
| | | | <u>799.21</u> | | WA 00859994 |
| ELUMEN | SAAS Products:Core | 67873100 5675 | 14,190.00 | | |
| | | | <u>14,190.00</u> | | WA 00859995 |
| Ensing, Kim J | WesternStateConfMtg | 69610000 5210 | 20.00 | | |
| | | | <u>20.00</u> | | WA 00859996 |
| ENTERPRISE RENT-A-CAR | CAR RENTAL | 63231034 5210 | 136.17 | | |

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|-------------------------|--------------------------------|---------------|---------------|--------|-------------|
| | VEHICLE RENTAL CHARGES | 64945000 4640 | 126.64 | | |
| | VEHICLE RENTAL CHARGES | 64945000 4640 | 126.64 | | |
| | | | <u>389.45</u> | | WA 00859997 |
| HALL, JEFFERY | ACCT Leadership Conference | 66100000 5210 | 348.15 | | |
| | | | <u>348.15</u> | | WA 00859998 |
| HILKER, DANIEL | LOCAL MILEAGE | 66100000 5210 | 21.40 | | |
| | | | <u>21.40</u> | | WA 00859999 |
| Hodges, Edwin | New Coordinators Training | 60100112 5210 | 57.00 | | |
| | | | <u>57.00</u> | | WA 00860000 |
| LAHR, LARRY | LOCAL MILEAGE | 66100000 5210 | 20.22 | | |
| | ACCT Leadership Conference | 66100000 5210 | 335.49 | | |
| | | | <u>355.71</u> | | WA 00860001 |
| Lau, Margaret S | SoCal RegionalGreatDeansWksp | 60100201 5210 | 362.20 | | |
| | | | <u>362.20</u> | | WA 00860002 |
| Legaspi, Fernhiel P | LOCAL MILEAGE | 63221021 5210 | 2.25 | | |
| | | | <u>2.25</u> | | WA 00860003 |
| Lombardi, Marna E | LOCAL MILEAGE | 63221021 5210 | 113.42 | | |
| | | | <u>113.42</u> | | WA 00860004 |
| Lucas, Ann D | Int'lMedievalConfPresentation | 67520001 5210 | 700.00 | | |
| | | | <u>700.00</u> | | WA 00860005 |
| Mahon, Richard David | Great Deans Meeting | 60100100 5210 | 161.62 | | |
| | | | <u>161.62</u> | | WA 00860006 |
| Mathieu, Dorine M | 10.27-29.17 | 60100707 5210 | 125.00 | | |
| | | | <u>125.00</u> | | WA 00860007 |
| MILLENNIUM BILTMORE | Dornie Mathieu 10.27-28.17 | 60100707 5210 | 365.14 | | |
| | D.Mathieu-student 10.27-28.17 | 60100707 5210 | 182.57 | | |
| | D.Mathieu-student 10.27-28.17 | 60100707 5210 | 182.57 | | |
| | | | <u>730.28</u> | | WA 00860008 |
| Nelson, Mary Pat | RegionalPost-acuteCareTraining | 60100201 5210 | 108.61 | | |
| | | | <u>108.61</u> | | WA 00860009 |
| Nourse, Robert Sinclair | LOCAL MILEAGE | 67761001 5210 | 182.01 | | |
| | | | <u>182.01</u> | | WA 00860010 |
| Panther, Gary C | LOCAL MILEAGE | 63221021 5210 | 74.37 | | |
| | | | <u>74.37</u> | | WA 00860011 |
| PENSA, GREG | LOCAL MILEAGE | 66100000 5210 | 22.90 | | |

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|---------------------------|-----------------------------|---------------|-----------|--------|-------------|
| | | | 22.90 | | WA 00860012 |
| Pompa Rios, Elizabeth | LOMPOC MILEAGE | 63221021 5210 | 25.89 | | |
| | LOCAL MILEAGE | 63221021 5210 | 22.79 | | |
| | | | 48.68 | | WA 00860013 |
| Ramirez, Nancy R | LOCAL MILEAGE | 63221021 5210 | 38.78 | | |
| | | | 38.78 | | WA 00860014 |
| Robles Jr., Fernando | LOCAL MILEAGE | 63221021 5210 | 92.66 | | |
| | | | 92.66 | | WA 00860015 |
| Robles, Cristal | LOMPOC MILEAGE | 63221021 5210 | 25.90 | | |
| | | | 25.90 | | WA 00860016 |
| Salgado Olivera, Lucerito | LOCAL MILEAGE | 63220003 5210 | 13.11 | | |
| | LOCAL MILEAGE | 63220003 5210 | 10.33 | | |
| | LOCAL MILEAGE | 63220003 5210 | 7.92 | | |
| | | | 31.36 | | WA 00860017 |
| SANTA MARIA FORD | 2017 FORD AWD POLICE | 21055005 6410 | 3,761.95 | | |
| | 2017 FORD AWD POLICE | 21055011 6410 | 27,797.95 | | |
| | | | 31,559.90 | | WA 00860018 |
| Sims, Nathan W | LOCAL MILEAGE | 63102001 5210 | 55.64 | | |
| | | | 55.64 | | WA 00860019 |
| Spiess, Alexandra | MandatoryTraining EOPS/CARE | 64300002 5210 | 97.20 | | |
| | Mandatory CAFYES Training | 64300008 5210 | 69.13 | | |
| | MandatoryTraining EOPS/CARE | 64300202 5210 | 97.20 | | |
| | | | 263.53 | | WA 00860020 |
| Vannest, Patty J | LOCAL MILEAGE | 67220000 5210 | 21.29 | | |
| | | | 21.29 | | WA 00860021 |
| Walters, Kevin Glen | ACCT Leadership Conference | 66200000 5210 | 369.48 | | |
| | | | 369.48 | | WA 00860022 |
| Wheeler, Cynthia L | LOCAL MILEAGE | 30070000 5210 | 26.75 | | |
| | | | 26.75 | | WA 00860023 |
| ZACARIAS, HILDA | LOCAL MILEAGE | 66100000 5210 | 28.14 | | |
| | | | 28.14 | | WA 00860024 |
| ANTIOCH UNIVERSITY | Karan Demchak 11.4.17 | 69297131 5210 | 400.00 | | |
| | | | 400.00 | | WE 00860025 |
| 4IMPRINT INC | RETRACTABLE BANNER | 63220014 4520 | 232.20 | | |
| | FREIGHT | 63220014 4520 | 11.03 | | |
| | ECONOMY TABLETOP BANNER | 63220014 4520 | 193.32 | | |
| | FREIGHT | 63220014 4520 | 9.76 | | |

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|----------------------|------------------------------|---------------|------------|--------|-------------|
| | | | 446.31 | | WA 00860026 |
| AHC - AUXILIARY | GENERAL FUND ALLOCATION | 10070000 7394 | 150,000.00 | | |
| | | | 150,000.00 | | WA 00860027 |
| AIR TEST AND BALANCE | FUME HOOD VELOCITY, | 65110000 5650 | 4,300.00 | | |
| | FUME HOOD VELOCITY, SMOKE | 65110400 5650 | 2,400.00 | | |
| | | | 6,700.00 | | WA 00860028 |
| AMAZON | Instructional Supplies | 13063000 4311 | 57.44 | | |
| | Instructional Supplies | 13063000 4311 | 23.55 | | |
| | Instructional Supplies | 13063000 4311 | 60.32 | | |
| | Electric Pencil Sharpener | 19050007 4310 | 47.39 | | |
| | 3-ring binder, red | 19050007 4310 | 8.60 | | |
| | 12 inch balloons | 19050007 4310 | 9.99 | | |
| | Anchor Hocking Montana Glass | 04011007 4310 | 64.78 | | |
| | White placemats 50 count | 04010000 4311 | 78.60 | | |
| | Flame King YSN230 Steel | 09563001 4310 | 207.16 | | |
| | Camp Chef Camping Outdoor | 09563001 6410 | 863.96 | | |
| | Nitrile Gloves, Medium | 19050000 4311 | 232.00 | | |
| | Nitrile Gloves, Small | 19050000 4311 | 59.95 | | |
| | Nitrile Gloves, Large | 19050000 4311 | 172.35 | | |
| | Nitrile Gloves, Extra Large | 19050000 4311 | 123.96 | | |
| | | | 2,010.05 | | WA 00860029 |
| AMAZON | MISC DVD'S 10/2/17-5/31/18 | 61201400 6320 | 18.93 | | |
| | | | 18.93 | | WA 00860030 |
| AMERICAN BUSINESS | MAINTENANCE TO INCLUDE | 63102001 6410 | 37.71 | | |
| | MAINTENANCE TO INCLUDE | 63102001 6410 | 15.36 | | |
| | MAINTENANCE AGREEMENT, | 64300002 5640 | 21.76 | | |
| | MAINTENANCE AGREEMENT, | 64300002 5640 | 17.94 | | |
| | MAINTENANCE AGREEMENT, | 64300008 5640 | 21.77 | | |
| | MAINTENANCE AGREEMENT, | 64300008 5640 | 17.93 | | |
| | MAINTENANCE AGREEMENT, | 64300202 5640 | 50.25 | | |
| | MAINTENANCE AGREEMENT, | 64900111 5640 | 27.93 | | |
| | MAINTENANCE FOR IP C60 | 67710300 5640 | 204.44 | | |
| | | | 415.09 | | WA 00860031 |
| AMERICAN STAR TOURS | CHARTER BUS SERVICE TO | 64945000 4640 | 1,080.00 | | |
| | | | 1,080.00 | | WA 00860032 |
| Arroyo, Alejandra | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00860033 |
| AT&T | AT&T PHONE DIRECTORY | 65700000 5540 | 9.31 | | |
| | | | 9.31 | | WA 00860034 |
| ATLAS PERFORMANCE | OFFICE TRAILER W/RR | 68102000 5690 | 650.00 | | |
| | RAMP-UNDER 30" STRAIGHT | 68102000 5690 | 435.00 | | |
| | | | 1,085.00 | | WA 00860035 |

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|--------------------------------|--------------------------------|---------------|-----------------------------|--------|-------------|
| ATMF INC | Instructional supplies for | 09563000 4311 | 74.00 <u>74.00</u> | | WA 00860036 |
| AUTOMOTIVE | Fluke 115 True RMS Multimeter | 09481001 4310 | 965.52 | | |
| | Shipping | 09481001 4310 | 10.00 <u>975.52</u> | | WA 00860037 |
| Avila-Estevez, Pablo M | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 <u>15.00</u> | | WA 00860038 |
| Ayala, Fransisco J | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 <u>15.00</u> | | WA 00860039 |
| B & B STEEL & SUPPLY | INSTRUCTIONAL SUPPLIES FOR | 09565007 4310 | 2,627.99 <u>2,627.99</u> | | WA 00860040 |
| BAKKE, DANA | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 <u>25.00</u> | | WA 00860041 |
| Barajas, Angel M | LIVE SCAN REIMB FOR | 64700000 5820 | 5.00 <u>5.00</u> | | WA 00860042 |
| Bautista-Cervantes, Candelaria | LIVE SCAN REIMB FOR | 64700000 5820 | 49.00 <u>49.00</u> | | WA 00860043 |
| Beard, Sean R | LIVE SCAN REIMB FOR | 64700000 5820 | 18.00 <u>18.00</u> | | WA 00860044 |
| BLICK ART MATERIALS | CRESCENT BLACK CORE | 10090007 4310 | 200.23 | | |
| | ALVIN HERITAGE DELUXE | 10090007 4310 | 70.16 | | |
| | ALVIN DOUBLE-SIDED TAPE | 10090007 4310 | 10.76 | | |
| | FLETCHER REPLACE BLADE | 10090007 4310 | 65.02 | | |
| | FLETCHER REPLACEMENT | 10090007 4310 | 53.48 <u>399.65</u> | | WA 00860045 |
| BREMER AUTO PARTS | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 91.61 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 18.30 | | |
| | FIRE ACADEMY OPERATIONAL | 21335000 4520 | 56.77 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 23.83 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 200.94 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 107.74 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 569.99 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 18.26 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 47.59 | | |
| | PARTS/TOOLS FOR LE TRAINING | 01055003 4520 | 74.21 <u>1,209.24</u> | | WA 00860046 |
| CA ELECTRIC SUPPLY | ELECTRICAL/LIGHTING | 65110000 4520 | 151.35 <u>151.35</u> | | WA 00860047 |
| Calderon, Fernando | Calderon, F. FP TEST REIMB FOR | 64900026 5820 | 15.00 | | |

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| | | | 15.00 | | WA 00860048 |
| CAROLINA BIOLOGICAL | Supplies for Biology Labs, | 04011007 4310 | 396.40 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 31.66 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 45.93 | | |
| | | | <u>473.99</u> | | WA 00860049 |
| CDW GOVERNMENT INC | ENVIRONMENTAL FEE | 60100201 5571 | 3.00 | | |
| | DELL MINI TOWER 3050 | 60100201 6411 | 370.79 | | |
| | DELL 24" MONITOR Q#JBSV985 | 60100201 6411 | 119.49 | | |
| | SOUND BAR | 60100201 6411 | 14.93 | | |
| | ENVIRONMENTAL FEE | 60200141 5571 | 3.00 | | |
| | DELL MINI TOWER 3050 | 60200141 6411 | 370.76 | | |
| | DELL 24" MONITOR Q#JBSV985 | 60200141 6411 | 119.49 | | |
| | SOUND BAR | 60200141 6411 | 14.92 | | |
| | HP SCANJET 3000S3 Q#JBTD423 | 67873200 6411 | 1,964.36 | | |
| | DELL MINI TOWER 3050 | 67873200 6411 | 741.55 | | |
| | | | <u>3,722.29</u> | | WA 00860050 |
| CENGAGE LEARNING | MISC BOOKS 10/5/17-5/31/18 | 61201400 6310 | 485.85 | | |
| | | | <u>485.85</u> | | WA 00860051 |
| CENTRAL CITY TOOL | SHARPEN 1"-2" SELF FEED BIT | 65110000 5650 | 18.50 | | |
| | | | <u>18.50</u> | | WA 00860052 |
| COASTAL REPROGRAPHIC | BINDERY AND WIDE FORMAT | 67762000 4520 | 295.16 | | |
| | | | <u>295.16</u> | | WA 00860053 |
| COLUMBIA BUSINESS | LEASE OF 890 E. STOWELL (CBG) | 67710300 5630 | 23,283.00 | | |
| | | | <u>23,283.00</u> | | WA 00860054 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 22,222.53 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 5,555.63 | | |
| | | | <u>27,778.16</u> | | WA 00860055 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 24.74 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 6.18 | | |
| | | | <u>30.92</u> | | WA 00860056 |
| CONSTELLATION | ELECTRICITY SERVICES | 65700000 5520 | 0.03 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 0.01 | | |
| | | | <u>0.04</u> | | WA 00860057 |
| COP QUEST INC | TEXTBOOK-COLLISION | 21055000 4311 | 491.40 | | |
| | SHIPPING | 21055000 4311 | 25.00 | | |
| | | | <u>516.40</u> | | WA 00860058 |
| COURIER SYSTEMS INC. | Courier Services between the | 66241000 5112 | 140.00 | | |
| | | | <u>140.00</u> | | WA 00860059 |
| DE LA TORRE-REED, | SPANISH TRANSLATION | 63220014 5110 | 485.00 | | |

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|----------------------|------------------------------|---------------|-----------------|--------|-------------|
| | SPANISH TRANSLATION | 63221021 5110 | 25.00 | | |
| | SPANISH TRANSLATION | 63220003 5110 | 50.00 | | |
| | | | <u>560.00</u> | | WA 00860060 |
| Diaz, Madalena J | Diaz, M. FP TEST REIMB | 64900019 5820 | 31.00 | | |
| | | | <u>31.00</u> | | WA 00860061 |
| DOCUTEAM | 9/8/17 DESTROY CONTENTS | 63100000 5571 | 25.00 | | |
| | 9/25/17 DESTROY CONTENTS | 63100000 5571 | 25.00 | | |
| | | | <u>50.00</u> | | WA 00860062 |
| Donates, Vanessa | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | <u>25.00</u> | | WA 00860063 |
| DUNN-EDWARDS PAINTS | PAINT SUPPLIES | 65110000 4520 | 25.86 | | |
| | PAINT SUPPLIES | 65110000 4520 | 21.88 | | |
| | | | <u>47.74</u> | | WA 00860064 |
| EFREN'S 2 | FOOD FOR QUEERS & ALLIES | 63220014 4710 | 1,663.20 | | |
| | | | <u>1,663.20</u> | | WA 00860065 |
| ENARTIS USA INC | Supplies Used by Students in | 01120000 4311 | 4.59 | | |
| | Supplies Used by Students in | 01120000 4311 | 679.32 | | |
| | | | <u>683.91</u> | | WA 00860066 |
| FEDERAL EXPRESS CORP | ST EQUITY OVERNIGHT | 63220014 5870 | 56.64 | | |
| | ST EQUITY OVERNIGHT | 63220014 5870 | 56.50 | | |
| | ST EQUITY OVERNIGHT | 63220014 5870 | 64.95 | | |
| | FedEx Postage charges | 64900006 5870 | 7.35 | | |
| | MAILINGS FOR ACCT #1104-8488 | 67710300 5870 | 56.64 | | |
| | MAILINGS FOR ACCT #1104-8488 | 67710300 5870 | 60.21 | | |
| | MAILINGS FOR ACCT #1104-8488 | 67710300 5870 | 18.23 | | |
| | | | <u>320.52</u> | | WA 00860067 |
| FERGUSON ENTERPRISES | PLUMBING SUPPLIES | 65110000 4520 | 189.11 | | |
| | | | <u>189.11</u> | | WA 00860068 |
| FISHER SCIENTIFIC CO | Supplies for the Chemistry | 19050007 4310 | 217.14 | | |
| | SCIENCE LAB SUPPLIES | 60100407 4310 | 190.02 | | |
| | | | <u>407.16</u> | | WA 00860069 |
| FLINN SCIENTIFIC INC | Supplies for the Chemistry | 19050007 4310 | 121.71 | | |
| | | | <u>121.71</u> | | WA 00860070 |
| FREESTYLE | EPSON ULTRACHROM HD | 10110007 4310 | 140.02 | | |
| | HD VIVID MAGENTA INK | 10110007 4310 | 140.02 | | |
| | HD PHOTO BLACK INK | 10110007 4310 | 140.02 | | |
| | HD CYAN INK CARTRIDGE | 10110007 4310 | 140.02 | | |
| | HD LIGHT CYAN INK | 10110007 4310 | 150.80 | | |
| | HD LIGHT LIGHT BLACK INK | 10110007 4310 | 150.80 | | |
| | HDX ORANGE INK CARTRIDGE | 10110007 4310 | 75.43 | | |

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| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|---------------------------|----------------------------|---------------|----------|--------|-------------|
| | HDX GREEN INK CARTRIDGE | 10110007 4310 | 75.42 | | |
| | SHIPPING | 10110007 4310 | 49.99 | | |
| | HD VIVID LIGHT MAGENTA INK | 10110007 4310 | 140.02 | | |
| | HD LIGHT BLACK INK | 10110007 4310 | 140.02 | | |
| | | | 1,342.56 | | WA 00860071 |
| Friedrich, Bonny J | REIMB FOR FOOD FOR | 12032002 4710 | 32.08 | | |
| | | | 32.08 | | WA 00860072 |
| FRONTIER | TELEPHONE SERVICE | 65700000 5540 | 15.95 | | |
| | | | 15.95 | | WA 00860073 |
| FRONTIER | TELEPHONE SERVICE | 65700400 5540 | 805.20 | | |
| | | | 805.20 | | WA 00860074 |
| GM FINANCIAL LEASING | LEASE PAYMENT FOR 2016 | 64945000 5680 | 764.58 | | |
| | LEASE PAYMENT FOR 2016 | 64945000 5680 | 764.58 | | |
| | | | 1,529.16 | | WA 00860075 |
| GM FINANCIAL LEASING | LEASE PAYMENT FOR 2017 | 64945000 5680 | 769.79 | | |
| | LEASE PAYMENT FOR 2017 | 64945000 5680 | 769.79 | | |
| | | | 1,539.58 | | WA 00860076 |
| Gomez-Garcia, Eduardo X | Gomez-Garcia, E. FP TEST | 64900019 5820 | 15.00 | | |
| | | | 15.00 | | WA 00860077 |
| GREAT SCOTTS PIZZA | FOOD FOR TRANS THURS ON | 63220014 4710 | 86.00 | | |
| | FOOD FOR INTEGRATED PLAN | 63221021 4710 | 164.01 | | |
| | | | 250.01 | | WA 00860078 |
| GRIEGO POOL SERVICE | POOL SERVICE | 65110000 5640 | 1,200.00 | | |
| | | | 1,200.00 | | WA 00860079 |
| HARDY DIAGNOSTICS | Supplies for Biology Labs, | 04011007 4310 | 115.26 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 118.64 | | |
| | | | 233.90 | | WA 00860080 |
| HAYWARD LUMBER INC | MAINTENANCE SUPPLIES | 65110000 4520 | 5.39 | | |
| | MAINTENANCE SUPPLIES | 65110000 4520 | 37.78 | | |
| | | | 43.17 | | WA 00860081 |
| HENRY SCHEIN INC | TAPEWRAP COHESIVE | 69610000 4530 | 83.04 | | |
| | | | 83.04 | | WA 00860082 |
| Hernandez-Chavoy, Lorena | LIVE SCAN REIMB FOR | 64700000 5820 | 7.00 | | |
| | | | 7.00 | | WA 00860083 |
| Herrera Sifuentes, Antony | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00860084 |
| INTERMOUNTAIN LOCK | KEY/LOCK SUPPLIES | 65110000 4520 | 44.89 | | |

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|-----------------------|-------------------------------|---------------|------------|--------|-------------|
| | KEY/LOCK SUPPLIES | 65110000 4520 | 231.24 | | |
| | KEY/LOCK SUPPLIES | 65110000 4520 | 166.26 | | |
| | KEY/LOCK SUPPLIES | 65110000 4520 | 813.59 | | |
| | KEY/LOCK SUPPLIES | 65110000 4520 | 403.97 | | |
| | | | 1,659.95 | | WA 00860085 |
| K & A CONSULTING CORP | Technical Consulting Services | 67873000 5112 | 15,400.00 | | |
| | | | 15,400.00 | | WA 00860086 |
| | | | 0.00 | | |
| | | | 0.00 | V VD | WA 00860087 |
| KCDA PURCHASING | ALL PRODUCT IS PURCHASED | 10070001 6410 | 0.00 | | |
| | 68" MODESTY RAILS | 10070001 6410 | 2,518.39 | | |
| | 48" MODESTY RAILS | 10070001 6410 | 2,203.20 | | |
| | MID-AISLE HANDRAILS | 10070001 6410 | 12,983.59 | | |
| | FRONT/ELEC DRAPERY 16" H | 10070001 6410 | 8,163.98 | | |
| | SIDE DRAPERY (IFR W/VELCRO) | 10070001 6410 | 3,548.28 | | |
| | STAGETK DECK 4X4 CPT | 10070001 6410 | 3,172.61 | | |
| | STAGETK DK 4X6 CL CPT | 10070001 6410 | 14,903.48 | | |
| | STAGETK DK 4X8 CL CPT | 10070001 6410 | 13,164.12 | | |
| | STETK TRI 4FT NONE CPT | 10070001 6410 | 8,820.58 | | |
| | LEG STGTK FIX 16" ELEV | 10070001 6410 | 356.14 | | |
| | LEG STGTK FIX 32" ELEV | 10070001 6410 | 905.30 | | |
| | LEG STGTK FIX 48" ELEV | 10070001 6410 | 996.19 | | |
| | LEG STGTK ADJ 16" ELEV | 10070001 6410 | 195.05 | | |
| | LEG STGTK ADJ 32" ELEV | 10070001 6410 | 245.72 | | |
| | LEG STGTK ADJ 48" ELEV | 10070001 6410 | 483.62 | | |
| | BOX STP 12.0 X 48.0" CPT | 10070001 6410 | 6,579.92 | | |
| | STAGETEK HORIZ CART KIT 4FT | 10070001 6410 | 4,778.75 | | |
| | GUARDRAIL CARTS | 10070001 6410 | 6,014.74 | | |
| | GUARDRAIL 4' STANDARD | 10070001 6410 | 279.85 | | |
| | GUARDRAIL 6' STANDARD | 10070001 6410 | 442.89 | | |
| | GUARDRAIL 8' STANDARD | 10070001 6410 | 761.27 | | |
| | FORM OPER INST STAGETEK | 10070001 6410 | 2.20 | | |
| | LEG STRAP 45" 2 PKG | 10070001 6410 | 180.66 | | |
| | STAGETEK CONNECT 2 LEG | 10070001 6410 | 1,980.29 | | |
| | STABILIZER SET 8' 41"-72" | 10070001 6410 | 2,160.30 | | |
| | STABILIZER SET 4" 41"-72" | 10070001 6410 | 1,695.43 | | |
| | CHAIRSTOP REMOVEABLE | 10070001 6410 | 726.02 | | |
| | CHAIR STOP REMEVBABLE | 10070001 6410 | 1,739.75 | | |
| | CHAIR STOP REMOVABLE | 10070001 6410 | 1,310.00 | | |
| | CHAIR AUD STD MODEL 23 | 10070001 6410 | 12,778.56 | | |
| | CHAIR AUD STD MODEL 23 | 10070001 6410 | 11,051.25 | | |
| | CHAIR AUD STD MODEL 23 | 10070001 6410 | 45,659.12 | | |
| | STORAGE CART AUDIENCE | 10070001 6410 | 8,298.35 | | |
| | NUMBER STE 1-50 MAGNETIC | 10070001 6410 | 903.31 | | |
| | FREIGHT | 10070001 6410 | 17,799.00 | | |
| | HANDLING CHARGES | 10070001 6410 | 6,044.40 | | |
| | | | 203,846.31 | | WA 00860088 |
| KNIGHT'S PUMPING & | RENTAL OF PORTABLE TOILET | 69610810 5690 | 712.50 | | |

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| | | | 712.50 | | WA 00860089 |
| KNUTH MACHINE TOOLS | E-KRM 12/2.5 and 15/2.2 Rope | 09565007 4310 | 97.20 | | |
| | Shipping and Handling | 09565007 4310 | 20.00 | | |
| | | | 117.20 | | WA 00860090 |
| KUBOTA LEASING | LEASE PURCHASE OF KUBOTA | 65511400 6450 | 806.02 | | |
| | | | 806.02 | | WA 00860091 |
| LINCOLN ELECTRIC | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 806.97 | | |
| | | | 806.97 | | WA 00860092 |
| LOMPOC HIGH SCHOOL | FULL-PAGE DISPLAY AD IN | 67111000 5880 | 100.00 | | |
| | | | 100.00 | | WA 00860093 |
| MAILFINANCE INC | LEASE PAYMENT ON IM5000 | 67700000 5680 | 1,949.18 | | |
| | | | 1,949.18 | | WA 00860094 |
| MATHESON TRI-GAS INC | INSTRUCTIONAL SUPPLIES FOR | 09565000 4311 | 559.96 | | |
| | | | 559.96 | | WA 00860095 |
| MCMASTER-CARR SUPPLY | Instructional supplies for | 09563007 4310 | 65.77 | | |
| | | | 65.77 | | WA 00860096 |
| Mesesan, Kevin W | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00860097 |
| MISSION LINEN & | LAUNDRY SERVICES FOR AUTO | 09480000 5550 | 29.28 | | |
| | LAUNDRY SERVICES FOR AUTO | 09482000 5550 | 7.87 | | |
| | | | 37.15 | | WA 00860098 |
| Navarro, Arnulfo | Navarro, A. FP TEST REIMB FOR | 64900019 5820 | 15.00 | | |
| | | | 15.00 | | WA 00860099 |
| NCS PEARSON INC | SMARTHINKING TUTORING | 49306012 5670 | 10,368.00 | | |
| | | | 10,368.00 | | WA 00860100 |
| NEXT DAY SIGNS | ALUPANLE CIRCLE 52.25" | 10021007 4310 | 189.00 | | |
| | | | 189.00 | | WA 00860101 |
| NILES BIOLOGICAL | Supplies for Biology Labs, | 04011007 4310 | 30.89 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 10.25 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 24.77 | | |
| | Supplies for Biology Labs, | 04011007 4310 | 11.00 | | |
| | | | 76.91 | | WA 00860102 |
| Ochoa, Valarie | LIVE SCAN REIMB FOR | 64700000 5820 | 16.00 | | |
| | | | 16.00 | | WA 00860103 |
| OFFICE DEPOT INC | OFFICE/OPERATIONAL SUPPLIES | 03030000 4520 | 13.77 | | |

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|----------------|--------------------------------|---------------|----------|--------|-------------|
| | Office/Operational Supplies | 04010000 4520 | 50.53 | | |
| | Office Supplies | 09480000 4520 | 138.22 | | |
| | OFFICE AND OPERATIONAL | 13051021 4520 | 9.83 | | |
| | Cleaning dusters for computers | 15011207 4310 | 16.09 | | |
| | 3/pack Command Hooks | 15011207 4310 | 10.03 | | |
| | Goldenrod copy paper | 15011207 4310 | 4.34 | | |
| | Ream of cardstock | 15011207 4310 | 15.38 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 102.59 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 60100400 4520 | 37.78 | | |
| | OFFICE/OPERATIONAL SUPPLIES | 60100400 4520 | 24.88 | | |
| | Screen Kleen | 60100700 4520 | 8.62 | | |
| | Expansion Pockets | 60100700 4520 | 42.10 | | |
| | Lead | 60100700 4520 | 9.14 | | |
| | Mech Pencils | 60100700 4520 | 5.27 | | |
| | Mech Pencils | 60100700 4520 | 5.39 | | |
| | Holder | 60100700 4520 | 11.19 | | |
| | 5-tab insertable indexes | 60100700 4520 | 11.29 | | |
| | OFFICE SUPPLIES 7/1/17-5/31/18 | 67210600 4520 | 33.56 | | |
| | OFFICE CONSUMABLES FOR | 67760000 4520 | 154.83 | | |
| | DEPARTMENT OFFICE SUPPLIES | 67775000 4520 | 136.04 | | |
| | DEPARTMENT OFFICE SUPPLIES | 67775000 4520 | 11.87 | | |
| | INSTRUCTIONAL SUPPLIES | 68400382 4310 | 161.46 | | |
| | COPY PAPER 8.5 X 11" | 67700000 4520 | -161.57 | | |
| | COPY PAPER 8.5 X 11" | 67700000 4520 | 1,381.96 | | |
| | GEN OFF SUPP 08/03/2017 - | 60100112 4520 | 222.44 | | |
| | GENERAL OFFICE SUPPLIES | 64300008 4520 | 65.70 | | |
| | SUPPLIES FOR LAW | 21055000 4520 | 57.23 | | |
| | SUPPLIES FOR STUDENT | 21055000 4311 | 57.00 | | |
| | Box/144 Pencils | 15011207 4310 | 10.75 | | |
| | Pack/5 Colored Pens | 15011207 4310 | 12.05 | | |
| | Pack/5 Paper Clilps | 15011207 4310 | 14.97 | | |
| | Hand Sanitizer | 15011207 4310 | 5.49 | | |
| | Pack/12 Pens | 15011207 4310 | 20.78 | | |
| | | | 2,701.00 | | |
| | | | | | WA 00860104 |
| OLD TOWN SHIRT | 5.4 OZ 100% COTTON | 63220008 4520 | 91.50 | | |
| | 5.4 OZ 100% COTTON | 63220008 4520 | 125.81 | | |
| | 5.4 OZ 100% COTTON | 63220008 4520 | 68.62 | | |
| | 5.4 OZ 100% COTTON | 63220008 4520 | 14.68 | | |
| | L-SPORT TEK | 63220008 4520 | 23.31 | | |
| | L-PORT AUTHORITY SHORT | 63220008 4520 | 51.26 | | |
| | L-PORT AUTHORITY POLO | 63220008 4520 | 13.69 | | |
| | EMBROIDERY | 63220008 4520 | 28.62 | | |
| | L-SPORT TEK COLORBLOCK | 63220008 4520 | 64.74 | | |
| | M-SPORT TEK | 63220008 4520 | 32.38 | | |
| | L-SHORT SLEEVE SHIRT S50 | 63220008 4520 | 142.43 | | |
| | M-LADIES EASY CARE SHIRT | 63220008 4520 | 71.22 | | |
| | XL-LADIES EASY CARE SHIRT | 63220008 4520 | 71.22 | | |
| | L-STAIN RESISTANT POLO | 63220008 4520 | 38.84 | | |
| | M-LADIES STAIN RESISTANT | 63220008 4520 | 19.42 | | |
| | XXL-LADIES STAIN RESISTANT | 63220008 4520 | 38.84 | | |
| | XL-LADIES STAIN RESISTANT | 63220008 4520 | 19.42 | | |
| | SHIRTS/JACKETS FOR PLANT | 65110000 4520 | 644.97 | | |
| | SHIRTS/JACKETS FOR PLANT | 65110001 4520 | 500.00 | | |

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| | SHIRTS/JACKETS FOR PLANT | 65311002 4520 | 500.04 | | |
| | SHIRTS/JACKETS FOR PLANT | 65510004 4520 | 400.05 | | |
| | | | 2,961.06 | | WA 00860105 |
| OLIVE GARDEN | FOOD FOR EST UNIDOS MTG | 63222025 4710 | 365.28 | | |
| | | | 365.28 | | WA 00860106 |
| ORCHARD | HARDWARE SUPPLIES | 65110000 4520 | 50.06 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 19.39 | | |
| | HARDWARE SUPPLIES | 65110000 4520 | 5.41 | | |
| | | | 74.86 | | WA 00860107 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 1,801.44 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 450.36 | | |
| | | | 2,251.80 | | WA 00860108 |
| PACIFIC GAS & ELECTRIC | ELECTRICITY SERVICES | 65700000 5520 | 158.80 | | |
| | ELECTRICITY SERVICES | 68103000 5520 | 39.70 | | |
| | | | 198.50 | | WA 00860109 |
| PANERA BREAD CAFE 3180 | FOOD FOR TRANS THURS ON | 63220014 4710 | 349.65 | | |
| | FOOD FOR NC ONLINE ORIENT | 63222025 4710 | 61.62 | | |
| | FOOD FOR WELLNESS | 63222025 4710 | 190.98 | | |
| | | | 602.25 | | WA 00860110 |
| Parker, Shemarr J | LIVE SCAN REIMB FOR | 64700000 5820 | 15.00 | | |
| | | | 15.00 | | WA 00860111 |
| PATON GROUP | ULR-60 Laser - Refurbished | 60200141 6410 | 2,322.00 | | |
| | | | 2,322.00 | | WA 00860112 |
| Perez, Liliana Mayte | REIMB FOR FOOD: HEALTH & | 63220014 4710 | 122.85 | | |
| | | | 122.85 | | WA 00860113 |
| Phillips, Lizabeth A | Reimb for Operational | 67610001 4520 | 45.17 | | |
| | | | 45.17 | | WA 00860114 |
| POLAR BEAR SERVICES | T-STAT GAS VALVE | 69491000 4520 | 382.05 | | |
| | MOUNTING FLANGE | 69491000 4520 | 28.94 | | |
| | TEMP ADJUST | 69491000 4520 | 45.12 | | |
| | MISC. MATERIAL | 69491000 4520 | 45.12 | | |
| | FREIGHT/HANDLING | 69491000 4520 | 30.00 | | |
| | LABOR CHARGES | 69491000 5650 | 200.00 | | |
| | | | 731.23 | | WA 00860115 |
| POSTAGE ONE | MAIL SORTING FEES | 67700000 5870 | 75.00 | | |
| | | | 75.00 | | WA 00860116 |
| Powell, Ja'taivian G | LIVE SCAN REIMB FOR | 64700000 5820 | 25.00 | | |
| | | | 25.00 | | WA 00860117 |

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|----------------------|-------------------------------|---------------|----------|----------|-------------|
| PROCARE JANITORIAL | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 2,644.65 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 258.51 | | |
| | CUSTODIAL SUPPLIES FOR | 65311000 4520 | 320.31 | | |
| | CUSTODIAL SUPPLIES | 65311400 4520 | 277.21 | | |
| | | | 3,500.68 | | WA 00860118 |
| PROFORMA COLOR PRESS | PATCHES-HEAT SEAL FOR | 21055000 4311 | 405.00 | | |
| | FREIGHT | 21055000 4311 | 15.00 | | |
| | | | 420.00 | | WA 00860119 |
| PUBLIC AGENCY LAW | LEGAL SERVICES FOR THE | 69500004 5730 | 1,973.00 | | |
| | | | 1,973.00 | | WA 00860120 |
| RAYS AUTO PARTS | PARTS/SUPPLIES | 67772000 4520 | 39.66 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 35.33 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 18.15 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 22.66 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 14.84 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 201.04 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 24.30 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 77.22 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 50.33 | | |
| | PARTS/SUPPLIES | 67772000 4520 | 20.12 | | |
| | | | 503.65 | | WA 00860121 |
| SAFEWAY INC - VONS | SCIENCE LAB SUPPLIES | 60100407 4310 | 17.91 | | |
| | | | 17.91 | | WA 00860122 |
| SANTA BARBARA CO | WRC PARTNER CHARGES | 10000020 5630 | 1,430.12 | | |
| | | | 1,430.12 | | WA 00860123 |
| SANTA MARIA TIRE INC | SERVICE CALL | 21335000 5650 | 176.00 | | |
| | FUEL CHARGE | 21335000 5650 | 12.50 | | |
| | METAL VALVE STEMS | 21335000 5650 | 13.50 | | |
| | TIRE DISPOSAL FEE | 21335000 5650 | 32.00 | | |
| | TIRES, FUSION SUV, P225/65R17 | 67772000 4520 | 384.48 | | |
| | RUBBER VALVE STEM | 67772000 4520 | 8.64 | | |
| | LEAD FREE WHEEL WEIGHTS | 67772000 4520 | 21.60 | | |
| | CA RECYCLE TAX | 67772000 4520 | 7.00 | | |
| | TIRE DISPOSAL FEE | 67772000 5571 | 16.00 | | |
| | WHEEL BALANCE | 67772000 5650 | 56.00 | | |
| | TIRES PER INVOICES: | 67772000 4520 | 305.78 | | |
| | TIRES PER INVOICES: | 67772000 4520 | 144.49 | | |
| | TIRES PER INVOICES: | 67772000 4520 | 604.66 | | |
| | TIRES PER INVOICES: | 67772000 5571 | 6.96 | | |
| | TIRES PER INVOICES: | 67772000 5571 | 3.29 | | |
| | TIRES PER INVOICES: | 67772000 5571 | 13.76 | | |
| | TIRES PER INVOICES: | 67772000 5650 | 20.29 | | |
| | TIRES PER INVOICES: | 67772000 5650 | 9.59 | | |
| | TIRES PER INVOICES: | 67772000 5650 | 40.13 | | |
| | | | | 1,876.67 | |

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| SAVE MART | Instructional Supplies | 13063000 4311 | 49.56 | | |
| | | | <u>49.56</u> | | WA 00860125 |
| SIEMENS INDUSTRY INC | ALARM MAINTENANCE FOR SM | 7775000 5590 | 32,655.00 | | |
| | | | <u>32,655.00</u> | | WA 00860126 |
| Simms, Lacey L | LIVE SCAN REIMB FOR | 64700000 5820 | 7.00 | | |
| | | | <u>7.00</u> | | WA 00860127 |
| SMART & FINAL | Instructional Supplies | 13063000 4311 | 127.71 | | |
| | FOOD SUPPLIES FOR THE 13TH | 63220014 4710 | 269.80 | | |
| | FOOD SUPPLIES FOR THE 13TH | 63220014 4710 | 742.80 | | |
| | FOOD AND SUPPLIES | 63300000 4710 | 154.79 | | |
| | | | <u>1,295.10</u> | | WA 00860128 |
| SNAP-ON INDUSTRIAL | Master Fuel Injector | 09481001 6410 | 789.00 | | |
| | | | <u>789.00</u> | | WA 00860129 |
| Solis, Manuel | LIVE SCAN REIMB FOR | 64700000 5820 | 14.40 | | |
| | | | <u>14.40</u> | | WA 00860130 |
| SOUTHERN CALIFORNIA | GAS SUPPLY 7/1/17-6/30/18 | 65700000 5510 | 4,238.49 | | |
| | GAS SUPPLY 7/1/17-6/30/18 | 68103000 5510 | 1,059.62 | | |
| | | | <u>5,298.11</u> | | WA 00860131 |
| SPRINT | SPRINT BILL FROM SEP 04, 2017 | 67775000 5540 | 44.28 | | |
| | | | <u>44.28</u> | | WA 00860132 |
| STANTEC CONSULTING | AMENDMENT FIVE FOR | 69500004 6230 | 5,341.45 | | |
| | | | <u>5,341.45</u> | | WA 00860133 |
| STERLING | SERVICE/REPAIRS TO | 65110000 4520 | 426.61 | | |
| | SERVICE/REPAIRS TO | 65110000 5650 | 168.00 | | |
| | | | <u>594.61</u> | | WA 00860134 |
| STONEWARE INC | Stoneware LanSchool Educ. | 49306022 5322 | 280.00 | | |
| | | | <u>280.00</u> | | WA 00860135 |
| STOTZ EQUIPMENT | JOHN DEERE PROGATOR, 2020A | 67710300 6410 | 10,260.00 | | |
| | | | <u>10,260.00</u> | | WA 00860136 |
| STYLEHOUSE | FURNISHINGS FOR LIVING | 71220000 6410 | 9,554.76 | | |
| | FURNISHINGS FOR LIVING | 71230000 6410 | 3,363.12 | | |
| | FURNISHINGS FOR LIVING | 71230000 6410 | 14.04 | | |
| | FURNISHINGS FOR LIVING | 71230000 6410 | 1,723.68 | | |
| | | | <u>14,655.60</u> | | WA 00860137 |
| SUBWAY | FOOD FOR INTEGRATED PLAN | 63221021 4710 | 120.00 | | |
| | | | <u>120.00</u> | | WA 00860138 |

**Allan Hancock College
Warrant Register**

Check Dates from 10/1/2017 to 10/31/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant | |
|----------------------------|-------------------------------|---------------|-----------------|---------------|-------------|--|
| SUPPLY DOC INC | MICRO BRUSH APPLICATOR | 12401000 4310 | 28.06 | | | |
| | STERILIZATION POUCHES 3.5X10 | 12401000 4310 | 30.20 | | | |
| | STERILIZATION POUCHES | 12401000 4310 | 43.16 | | | |
| | VENTED ORAL EVACUATION | 12401000 4310 | 12.92 | | | |
| | SURGICAL ASPIRATOR TIP BLUE | 12401000 4310 | 4.16 | | | |
| | SALIVA EJECTOR | 12401000 4310 | 6.46 | | | |
| | PLASTIC DRINKING CUPS BLUE | 12401000 4310 | 20.51 | | | |
| | NON WOVEN SPONGES - 4PLY - | 12401000 4310 | 31.31 | | | |
| | B TRAY SLEEVE - 10.5 X 14 | 12401000 4310 | 22.67 | | | |
| | WHITE COIN ENVELOPES - DUXI | 12401000 4310 | 29.15 | | | |
| | BITE TRAYS, SIDELESS PLUS 501 | 12401000 4310 | 9.45 | | | |
| | PRE-BENT DISPENSING TIPS- | 12401000 4310 | 5.39 | | | |
| | HANDLING FEE | 12401000 4310 | 8.97 | | | |
| | | | <u>252.41</u> | | WA 00860139 | |
| TESTA CATERING | FOOD FOR FINCL AID WRKSP | 63220014 4710 | 654.11 | | | |
| | FOOD FOR CAREER EXPL DAY | 63220014 4710 | 72.50 | | | |
| | FOOD FOR COUNSLG RETREAT | 63221021 4710 | 508.10 | | | |
| | | | <u>1,234.71</u> | | WA 00860140 | |
| Torres, David A | Torres, D. FP TEST REIMB FOR | 64900006 5820 | 15.00 | | | |
| | | | <u>15.00</u> | | WA 00860141 | |
| Trujillo, Luis | Trujillo, L., FP TEST REIMB | 64900035 5820 | 15.00 | | | |
| | | | <u>15.00</u> | | WA 00860142 | |
| UNITED HEALTH CARE | AARP HEALTH INSURANCE | 00000010 9533 | 1,282.54 | | | |
| | | | 1,282.54 | | | |
| | | | <u>2,565.08</u> | | WA 00860143 | |
| UNITED PARCEL SERVICE | UPS CHARGES | 67700000 5870 | 78.72 | | | |
| | | | <u>78.72</u> | | WA 00860144 | |
| UNITED REFRIGERATION | HVAC SUPPLIES | 65110000 4520 | 114.43 | | | |
| | | | DISCOUNT | 65110000 4520 | -1.06 | |
| | | | <u>113.37</u> | | WA 00860145 | |
| US BANK CORPORATE | PUBLIC AFFAIRS ANNUAL | 10071300 4520 | 80.64 | | | |
| | FACEBOOK ADVERTISING | 49306022 5880 | 50.00 | | | |
| | SPANISH AP STYLEBOOK | 67111000 4520 | 26.00 | | | |
| | PUBLIC AFFAIRS ANNUAL | 67111000 4520 | 80.65 | | | |
| | PUBLIC AFFAIRS ANNUAL | 67111000 4520 | 72.60 | | | |
| | COLLEGE ADVANCEMENT | 67160000 4520 | 161.29 | | | |
| | COLLEGE ADVANCEMENT | 67160000 4520 | 49.99 | | | |
| | | | <u>521.17</u> | | WA 00860146 | |
| Vaca, Juan A | Vaca, J. FP TEST REIMB FOR | 64900034 5820 | 18.00 | | | |
| | | | <u>18.00</u> | | WA 00860147 | |
| Vasquez-Ochoa, Cassandra M | LIVE SCAN REIMB FOR | 64700000 5820 | 16.00 | | | |
| | | | <u>16.00</u> | | WA 00860148 | |

Allan Hancock College
Warrant Register
Check Dates from 10/1/2017 to 10/31/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|------------------------|-------------------------------|---------------|-------------------------------|--------|-------------|
| WAYPOINT COACHING & | Independent Contractor | 67610004 5112 | <u>2,000.00</u> 2,000.00 | | WA 00860149 |
| WESTERN WAYS | JANITORIAL SERVICES AT | 66241000 5112 | <u>800.00</u> 800.00 | | WA 00860150 |
| WILD WEST PIZZA AND | FOOD FOR TRANSFER TUES | 63220014 4710 | <u>66.77</u> 66.77 | | WA 00860151 |
| PUBLIC AGENCY LAW | LEGAL SERVICES RELATED TO | 71820053 5730 | <u>139.80</u> 139.80 | | WB 00860152 |
| Aquino, Lucy | Classified Health and Welfare | 67900009 3420 | <u>251.53</u> 251.53 | | WC 00860153 |
| Avila, Daniel G | Classified Health and Welfare | 67900009 3420 | <u>208.91</u> 208.91 | | WC 00860154 |
| Brown, David | Classified Health and Welfare | 67900009 3420 | <u>300.00</u> 300.00 | | WC 00860155 |
| Dill, Melissa Shanelle | Classified Health and Welfare | 67900009 3420 | <u>11.46</u> 11.46 | | WC 00860156 |
| PUBLIC AGENCY LAW | LEGAL ARBITRATION SERVICES | 71710046 5730 | <u>24,256.98</u> 24,256.98 | | WI 00860157 |
| SECRETARIAT | LITIGATION EXPERT SERVICES | 71710046 5730 | <u>6,780.00</u> 6,780.00 | | WI 00860158 |
| Adam III, James | LongBeachLandscapeExpo | 65510000 5210 | <u>67.90</u> 67.90 | | WA 00860159 |
| Biely, Erica | 2017 Tableau Conference | 66201005 5210 | <u>713.39</u> 713.39 | | WA 00860160 |
| Black, Michael R | Bond Rating Meeting | 67210600 5210 | <u>89.57</u> 89.57 | | WA 00860161 |
| CCCAOE | Nancy J Ward 10.31-11.3.17 | 60200143 5210 | <u>495.00</u> 495.00 | | WA 00860162 |
| Cortez, Armando Jesus | 2017 Tableau Conference | 66201005 5210 | <u>713.39</u> 713.39 | | WA 00860163 |
| De Jounge, Alexandra A | FluVaccinationClinicLVC | 64400002 5210 | <u>25.57</u> 25.57 | | WA 00860164 |
| Delgadillo, Vanessa | FluVaccinationClinicLVC | 64400002 5210 | <u>25.57</u> 25.57 | | WA 00860165 |

**Allan Hancock College
Warrant Register**
Check Dates from 10/1/2017 to 10/31/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------------|--------------------------------|---------------|-----------------------------|--------|-------------|
| Demchak, Karan E | Bridges to Resilience Conf | 60100201 5210 | <u>107.10</u> 107.10 | | WA 00860166 |
| Domingues, Gerald | LongBeachLandscapeExpo | 65510000 5210 | <u>93.30</u> 93.30 | | WA 00860167 |
| ENTERPRISE RENT-A-CAR | CAR RENTAL FOR HOLLY | 68400309 5210 | <u>161.64</u> 161.64 | | WA 00860168 |
| ENTERPRISE RENT-A-CAR | RENTAL CAR FOR PAUL | 66201005 5210 | <u>562.84</u> 562.84 | | WA 00860169 |
| Gisclon, Amy Lea | DentalAssistantEducatorsWkshp | 60100201 5210 | <u>1,118.76</u> 1,118.76 | | WA 00860170 |
| Healy, Elaine A | AEBG Leadership Conference | 49306022 5210 | <u>511.11</u> 511.11 | | WA 00860171 |
| Heaney, Todd | LongBeachLandscapeExpo | 65510000 5210 | <u>73.12</u> 73.12 | | WA 00860172 |
| Krelle, Stacy G | Mileage reimbursement | 60100112 5210 | <u>83.46</u> 83.46 | | WA 00860173 |
| Maxwell, Lydia V | Mileage reimbursement | 64300002 5210 | <u>50.93</u> 50.93 | | WA 00860174 |
| Meddings, Paul M | LongBeachLandscapeExpo | 65510000 5210 | <u>66.79</u> 66.79 | | WA 00860175 |
| Mendoza Atilano, Lizbeth R | CSU HS Counselor Conference | 64900006 5210 | <u>68.00</u> 68.00 | | WA 00860176 |
| Nolan-Chavez, Holly | AgricultureEducationConsortium | 68400309 5210 | <u>40.00</u> 40.00 | | WA 00860177 |
| Parisi, Robert | Mileage reimbursement | 64642002 5210 | <u>28.03</u> 28.03 | | WA 00860178 |
| Passage, Trevor F | ACRL FrameworkWorkshop | 67520001 5210 | <u>223.34</u> 223.34 | | WA 00860179 |
| Redding-Stewart, Debra | MentalHealth/WellnessAssnConf | 63220014 5210 | <u>253.30</u> 253.30 | | WA 00860180 |
| Reed, Christine L | Mileage reimbursement | 60100707 5210 | <u>80.25</u> 80.25 | | WA 00860181 |
| Robertson, Jennie A | Strengthening Student Success | 66201005 5210 | 1,281.19 | | |

Allan Hancock College
Warrant Register
Check Dates from 10/1/2017 to 10/31/2017

| Vendor Name | Description | Budget Code | Amount | Status | Warrant |
|----------------------|------------------------------|---------------|----------|--------|-------------|
| | | | 1,281.19 | | WA 00860182 |
| Roepke, Thesa S | CCCECE Board Meeting | 60100201 5210 | 743.19 | | |
| | | | 743.19 | | WA 00860183 |
| Rylant, Chuck J | ARCON Training Registration | 21055014 5210 | 895.00 | | |
| | | | 895.00 | | WA 00860184 |
| SANTA MARIA HIGH | BUS TRANSPORTATION TO | 63220014 4640 | 644.11 | | |
| | | | 644.11 | | WA 00860185 |
| Shaw, Bettie | Mileage reimbursement | 60100112 5210 | 40.12 | | |
| | Mileage reimbursement | 64300202 5210 | 40.13 | | |
| | | | 80.25 | | WA 00860186 |
| Spiess, Alexandra | Mileage reimbursement | 64300002 5210 | 62.06 | | |
| | Mileage reimbursement | 64300008 5210 | 62.06 | | |
| | | | 124.12 | | WA 00860187 |
| Vazquez, Yesenia | CSU HS Counselor Conference | 64900006 5210 | 68.00 | | |
| | | | 68.00 | | WA 00860188 |
| Walthers, Kevin Glen | CCLC Tech Assistance Project | 66200000 5210 | 210.13 | | |
| | | | 210.13 | | WA 00860189 |

Warrant Register

Check Dates from 10/1/2017 to 10/31/2017

Fund and Reversal Summary

Totals By Fund:

| | |
|---------------------|--------------|
| Total for Fund 9410 | 2,082,412.01 |
| Total for Fund 9421 | 0.00 |
| Total for Fund 9433 | 14,684.41 |
| Total for Fund 9441 | 4,291.30 |
| Total for Fund 9446 | 2,026.84 |
| Total for Fund 9447 | 68,362.87 |
| Total for Fund 9461 | 65,451.00 |
| Total for Fund 9462 | 1,475.09 |
| Total for Fund 9463 | 0.00 |
| Total for Fund 9473 | 0.00 |
| Total for Fund 9476 | 0.00 |

Reversals:

| | |
|---------------------|--------|
| Total for Fund 9410 | 582.39 |
| Total for Fund 9421 | 0.00 |
| Total for Fund 9433 | 0.00 |
| Total for Fund 9441 | 0.00 |
| Total for Fund 9446 | 0.00 |
| Total for Fund 9447 | 0.00 |
| Total for Fund 9461 | 0.00 |
| Total for Fund 9462 | 0.00 |
| Total for Fund 9463 | 0.00 |
| Total for Fund 9473 | 0.00 |
| Total for Fund 9476 | 0.00 |

Allan Hancock College
RCF Check Register
Checks dated: 10/1/2017 - 10/31/2017

| Check Date | Ck ID | Check # | Payee ID | Payee Name | Type | Status | Amount |
|---------------------|-------|----------|-----------|--------------------------------|------|--------|-----------------|
| 10/02/2017 | RC | 00014753 | E1009750 | Jennifer Jasso | MW | IS | 1,227.28 |
| 10/09/2017 | RC | 00014754 | V24733 | THE PAD CLIMBING GYM | MW | IS | 324.00 |
| 10/13/2017 | RC | 00014755 | V02585 | RAMADA | MW | IS | 438.11 |
| 10/24/2017 | RC | 00014756 | H01001226 | Bianca X Aleman | MW | IS | 443.56 |
| 10/26/2017 | RC | 00014757 | V24963 | BEST WESTERN PLUS SUTTER HOUSE | MW | IS | 3,336.90 |
| 10/26/2017 | RC | 00014758 | V24962 | CLAIM JUMPER | MW | IS | 1,021.37 |
| 10/26/2017 | RC | 00014759 | V18687 | HOLIDAY INN | MW | IS | 159.85 |
| 10/26/2017 | RC | 00014760 | E1009408 | Ricardo Angel Navarrette | MW | IS | 1,330.00 |
| Total | | | | | | | 8,281.07 |
| Reversals: | | | | | | | 0.00 |
| Grand Total: | | | | | | | 8,281.07 |

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

December 12, 2017

ACRONYMS

| | |
|--------------------------------|---|
| AHC-AUXILIARY | Allan Hancock College - Auxiliary |
| AHC - PART - TIME | Allan Hancock College - Part Time Faculty |
| AT&T | American Telephone & Telegraph |
| ATMF INC | Ano-Tech Metal Finishing Inc |
| BSN Sports | Best Supply Network in Sports |
| CCCAOE | California Community College Administrators of Occupational Education |
| CCC MHWA | California Community College Mental Health & Wellness Association |
| CDW Government Inc | Computer Discount Warehouse Government Inc |
| DOCUTEAM | Document Team |
| EBSCO Subscription Services | Elton B Stephens Company Subscription Services |
| FOLLETT HEG-AHC | Follett Higher Education Group-Allan Hancock College |
| GARDA CL West Inc | Garda Cash Logistics West Inc |
| GM FINANCIAL LEASING | General Motors Financial Leasing |
| KCDA Purchasing Cooperative | Kern County Directors' Assn Purchasing Cooperative |
| NCS Pearson | National Computer Systems Pearson |
| PPG Architectural Finishes Inc | Pittsburgh Paints & Glass Architectural Finishes |
| SISC III | Self Insured Schools of California |
| SLO Pest and Termite | San Luis Obispo Pest and Termite |
| VIRTUAL VRI | Virtual Video Remote Interpreting |
| VTC Enterprises | Vocational Training Center Enterprises |

**CONSENT ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 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

Maya Restaurant donated \$500 to assist with certifying nurses in the health sciences department.

Waugaman Properties donated \$500 to support a fundraising event to assist with expenses for the nursing program.

Community Bank of Santa Maria donated \$500 to assist with expenses for the football team's American Championship Bowl Game.

Home Motors donated \$2,500 to assist with expenses for the football team's American Championship Bowl Game.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees accept the monetary donation of \$500 from Maya Restaurant, monetary donation of \$500 from Waugaman Properties, monetary donation of \$500 from Community Bank of Santa Maria, and monetary donation of \$2,500 from Home Motors.

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

CONSENT ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Authorization to Declare District Property as Surplus | Item Number: 12.C. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 2 |

BACKGROUND

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

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

| Lot # | Description | Quantity | Condition | AHC ID# | Serial/License # |
|--------------|---|-----------------|--|---|---|
| 917 | Misc. computer/audio/video/printer accessories | 6 | Unknown | NA | NA |
| 918 | ABDICK 9995C twin tower offset press with Crestline-style water system, IR delivery, 2.2 million impressions. ¾ hp, single phase 208V, 12A, 60HZ, weight 1300 KG. | 1 | Excellent | 716907 | 031 |
| 919 | Multigraph 1652 offset press, 230V, Kompac water system, with Townsend T51 Swing Away second color head and Press Specialty C9000 envelope feeder, 1.5V, 60HZ | As 1 Unit | Press: Fair Envelope Feeder: Good T51 Head Good | Envelope Feeder: 716978 T51 Head: 718670 | Press: 418277 Envelope Feeder: 716978 T51 Head: 718670 |
| 920 | Glunz & Jensen Platemaker 2000, with various consumables | 1 | Good | 716902 | 10042733-0103 |
| 921 | Powis Printer Model 31 foil tape binding printer. | 1 | Good | | 02131 |

(continued)

FISCAL IMPACT

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

RECOMMENDATION

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

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

Education Code Section 81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000. The information technology services department would like to surplus and dispose of the following computers at private sale through Dell's Asset Recovery Services. This equipment is below the minimum standard to support the district computing needs, but may be of value in the open market.

| Desktop Computer/Monitor | Quantity | Total Value |
|---------------------------------|-----------------|--------------------|
| Core 2 Duo | 52 | \$382.20 |
| Core i5 2400 | 40 | \$1,963.20 |
| Core i7 2600 | 21 | \$1,267.98 |
| TOTALS | 113 | \$3,613.38 |

CONSENT ITEM

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends | Item Number: 12.D. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 11 |

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 2017-2018 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the attached list of part-time faculty appointments and regular faculty overload and special assignments/stipends

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

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2017

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|------------------------|------------|------------------------|--------------------------------|------------|
| | | FILM | | |
| Smith, Robin | 21368 | FILM 380 | Film Production Lab | .177 |
| | | FIRE TECHNOLOGY | | |
| Baker, David | 20487 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Burch, William | 20487 | FT 308 | Firefighter 1 Academy 1B | .177 |
| Camacho, Jeremy | 20487 | FT 308 | Firefighter 1 Academy 1B | .088 |
| Champion, Leonard | 20487 | FT 308 | Firefighter 1 Academy 1B | .032 |
| Cocks, Arthur | 20487 | FT 308 | Firefighter 1 Academy 1B | .206 |
| Crotty, John | 20487 | FT 308 | Firefighter 1 Academy 1B | .059 |
| D'Andrea, Dana | 20487 | FT 308 | Firefighter 1 Academy 1B | .059 |
| Dickson, Douglas | 20487 | FT 308 | Firefighter 1 Academy 1B | .029 |
| Dodds, Kyle | 20487 | FT 308 | Firefighter 1 Academy 1B | .090 |
| Gonzales, Richard | 20487 | FT 308 | Firefighter 1 Academy 1B | .269 |
| Hart, Stanley | 20487 | FT 308 | Firefighter 1 Academy 1B | .239 |
| Janatsch, Bruce | 20487 | FT 308 | Firefighter 1 Academy 1B | .206 |
| Markley, John | 20487 | FT 308 | Firefighter 1 Academy 1B | .147 |
| Martinez, Christopher | 20487 | FT 308 | Firefighter 1 Academy 1B | .236 |
| Martinez, Essex | 20487 | FT 308 | Firefighter 1 Academy 1B | .188 |
| McLeod, Derek | 20487 | FT 308 | Firefighter 1 Academy 1B | .269 |
| Mcmann, Scott | 20487 | FT 308 | Firefighter 1 Academy 1B | .118 |
| Shay, Kevin | 20487 | FT 308 | Firefighter 1 Academy 1B | .179 |
| | | LAW ENFORCEMENT | | |
| Camarena, Juan | 20828 | LE 320 | Basic Law Enforcement Academy | .029 |
| Camarena, Juan | 20949 | LE 424 | PC 832 Arrest | .042 |
| Camarena, Juan | 21558 | LE 426 | Patrol Rifle Course | .061 |
| Cox, Corey | 20828 | LE 320 | Basic Law Enforcement Academy | .059 |
| Dillard, Bryan | 20828 | LE 320 | Basic Law Enforcement Academy | .067 |
| Gotschall, Christopher | 20828 | LE 320 | Basic Law Enforcement Academy | .059 |
| Hammill, Marc | 20828 | LE 320 | Basic Law Enforcement Academy | .037 |
| Hutton, Trevor | 20828 | LE 320 | Basic Law Enforcement Academy | .059 |
| Hutton, Trevor | 21558 | LE 426 | Patrol Rifle Course | .061 |
| Lopez, Joe | 20949 | LE 424 | PC 832 Arrest | .167 |
| Martinez, Michael | 20828 | LE 320 | Basic Law Enforcement Academy | .059 |
| Olmstead, Brian | 20828 | LE 320 | Basic Law Enforcement Academy | .071 |
| Rauchhaus, Kristina | 20828 | LE 320 | Basic Law Enforcement Academy | .050 |
| Reyes, Geronimo | 20949 | LE 424 | PC 832 Arrest | .042 |
| Reyes, Geronimo | 21558 | LE 426 | Patrol Rifle Course | .061 |
| | | MISCELLANEOUS | | |
| Trigueros, Alicia | ASSIGNED | Preschool Teacher | Twilight Childcare Program Yr5 | .254 |

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2018**

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|--|------------|---------------|----------------------------------|------------|
| ACCOUNTING | | | | |
| Darwin, Brent | 30035 | ACCT 130 | Financial Accounting | .212 |
| ANTHROPOLOGY | | | | |
| Stokes, Brian | 30006 | ANTH 101 | Intro to Biological Anthropology | .212 |
| Stokes, Brian | 30007 | ANTH 102 | Intro to Cultural Anthropology | .212 |
| BUSINESS | | | | |
| Bryant, Robert | 30003 | BUS 106 | Small Business Management | .212 |
| Comstock, Marie | 30004 | BUS 107 | Human Relations in Business | .212 |
| COMPUTER SCIENCE | | | | |
| Wagner, Michael | 30005 | CS 102 | Intro to Computing with HTML | .212 |
| ECONOMICS | | | | |
| Elliott, Herbert | 30008 | ECON 101 | Principles of Macro-Economics | .212 |
| Elliott, Herbert | 30009 | ECON 121 | Business Economics | .212 |
| Elliott, Herbert | 30031 | ECON 102 | Principles of Micro-Economics | .212 |
| ENVIRONMENTAL HEALTH & SAFETY | | | | |
| Treur, Kristy | 30037 | ENVT 454 | Respiratory Protection/QNFT | .034 |
| FILM | | | | |
| Webb, Timothy | 30064 | FILM 101 | Film Art & Communication | .212 |
| HEALTH EDUCATION | | | | |
| Bates, Sheri | 30022 | HED 100 | Health and Wellness | .212 |
| HISTORY | | | | |
| Bierly, Gary | 30011 | HIST 101 | World Civilizations to 1600 | .212 |
| Bierly, Gary | 30013 | HIST 102 | World Civilizations Since 1500 | .212 |
| Hall, Roger | 30023 | HIST 107 | US History to 1877 | .212 |
| Hall, Roger | 30024 | HIST 108 | US History 1877 to Present | .212 |
| NURSING | | | | |
| Bellrose, Joann | 30036 | NURS 416 | Certified Home Health Aide | .188 |
| PERSONAL DEVELOPMENT | | | | |
| English, Blake | 30021 | PD 115 | Career Planning | .075 |
| PHILOSOPHY | | | | |
| Bierly, Gary | 30032 | PHIL 101 | Survey of Philosophy | .212 |
| POLITICAL SCIENCE | | | | |
| Patrick, Frederic | 30027 | POLS 103 | American Government | .212 |
| Patrick, Frederic | 30029 | POLS 103 | American Government | .212 |
| PSYCHOLOGY | | | | |
| Haddad, Lubna | 30016 | PSY 101 | General Psychology | .212 |
| Haddad, Lubna | 30017 | PSY 118 | Lifespan Development | .212 |

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2018**

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|----------------------|------------|--|-------------------------------------|------------|
| | | ART | | |
| Tye Talkin, Helen | 30059 | ART 101 | Art Appreciation | .212 |
| | | COMPUTER BUSINESS INFORMATION SYSTEMS | | |
| Reinwald, Eileen | 30019 | CBIS 371 | Introduction to Excel | ..075 |
| | | COMPUTER BUSINESS OFFICE TECHNOLOGY | | |
| Reinwald, Eileen | 30022 | CBOT 100 | Keyboarding | .075 |
| | | COUNSELING | | |
| Clardy, Daniel | ASSIGNED | Counseling | Adult Ed Block | .091 |
| Eulloqui, Angelica | ASSIGNED | Counseling | STEM | .035 |
| Eulloqui, Angelica | ASSIGNED | Counseling | Student Equity | .127 |
| Garcia, Beverly | ASSIGNED | Counseling | EOPS/CTEA | .177 |
| Machado, Michelle | ASSIGNED | Counseling | 3SP | .001 |
| McKinley, Lisa | ASSIGNED | Counseling | 3SP | .192 |
| Paz, Cynthia | ASSIGNED | Counseling | 3SP | .153 |
| Wright-Morgan, C. | ASSIGNED | Counseling | Coordinator CalWORKS | .075 |
| Wright-Morgan, C. | ASSIGNED | Counseling | CARE Program | .020 |
| Wright-Morgan, C. | ASSIGNED | Counseling | EOPS Program | .055 |
| | | DENTAL ASSISTING | | |
| Detter, Diane | 30068 | DA 330 | Coronal Polish | .089 |
| Detter, Diane | 30069 | DA 330 | Coronal Polish | .089 |
| Gisclon, Amy | 30068 | DA 330 | Coronal Polish | .123 |
| Gisclon, Amy | 30069 | DA 330 | Coronal Polish | .090 |
| | | DRAMA | | |
| Blanchard Foster, D. | 30060 | DRMA 110 | History of World Theatre 1 | .212 |
| | | EMERGENCY MEDICAL SERVICES | | |
| Roehl, Susan | 30002 | EMS 300 | Intro to Emergency Medical Services | .066 |
| Roehl, Susan | 30051 | EMS 306 | CPR for Healthcare Providers | .034 |
| | | GEOGRAPHY | | |
| Chaudhari, Rajni | 30020 | GEOG 101 | Physical Geography | .212 |
| Chaudhari, Rajni | 30042 | GEOG 102 | Human Geography | .212 |
| | | NURSING | | |
| Royce, Geraldine | 30063 | NURS 416 | Certified Home Health Aide | .088 |
| | | PHILOSOPHY | | |
| Tenberg, Chris | 30025 | PHIL 121 | Religions of the Modern World | .212 |

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
WINTER 2018**

| INSTRUCTOR | CRN | COURSE | COURSE NAME | FTE |
|-------------------|------------|-------------------------------------|--------------------------|------------|
| | | ADULT BASIC SKILLS | | |
| Gonzalez, Carlos | 30061 | BASK 7005B | GED Test Preparation | .041 |
| Suarez, Hedy | 30061 | BASK 7005B | GED Test Preparation | .027 |
| | | ENGLISH AS A SECOND LANGUAGE | | |
| Elliott, Barbara | 30067 | BASK 7005B | ESL Instructional Lab | .086 |
| Franklin, Suzanne | 30066 | BASK 7005B | ESL Instructional Lab | .086 |
| | | SHORT-TERM VOCATIONAL | | |
| Gary, Cary | 30062 | VOCE 7502 | Intro to Tax Preparation | .027 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-----------------------|---|----------------------|
| Allen, Jeffery | Stipend for Benjamin Williams' fall 2017 part-time faculty evaluation per article 13.4.1 of the Part-time Faculty Association Agreement. | \$105.00 |
| Bergstrom-Smith, Joan | To complete of all course outlines (CORs) for noncredit certificates; launch all new courses and modified courses in CurricUNET; respond to any questions and requests to revisions from curriculum committee until they are approved (8/22 - 12/15/17) | \$556.80 |
| Bianchi, Catherine | Coordination duties for LE Program/Contract Education/Not-for-Credit. Class preparation: Lesson plans, outline-development, power-point development, booklet/handout update and development, and schedule instructors for FTO and Crisis Intervention Training/SLO PD (11/2, 11/4, & 11/7/17). | \$469.95 |
| Bierly, Gary | Stipend for large class: fall 2017 (Term 2), HIST 102, CRN 20020 linked with HUM 1012 CRN 20045 had 82 students at census. \$410 per unit x 3 units = \$1,230 per full-time faculty agreement 14.6.5 (10/16 – 12/9/17). | \$1,230.00 |
| Brannon, Tammy | Stipend to read SESMC applications (6/1 – 8/15/17). | \$400.00 |
| Brannon, Tammy | Stipend - the faculty advisor is to provide guidance and assistance to the Bridges to Scholars in preparation of their summer research presentation at the BttB 2017 fall Symposium. The faculty member will provide ongoing consultation for research studies support to Lizandra Cortez and Maria Tafoya (9/26 - 11/16/17). | \$300.00 |
| Brannon, Tammy | Stipend to serve as a SESMC Faculty Mentor for two (2) SESMC scholars, fall 2017 (9/15 – 11/30/17). | \$200.00 |
| Britten, Ben | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/6, 9/7, 9/13 & 9/14/17). | \$800.00 |
| Camarena, Juan | Delivered not-for-credit Perishable Skills training via Contract Education (10/4/17). | \$457.84 |
| Camarena, Juan | Delivered not-for-credit Perishable Skills training via Contract Education (10/17/17). | \$457.84 |
| Camarena, Juan | Delivered not-for-credit Perishable Skills training via Contract Education (10/18/17). | \$457.84 |
| Chaudhari, Rajni | Stipend for large class: fall 2017 (Term 2), GEOG 101, CRN 22014 had 77 students at census. \$338 per unit x 3 units = \$1,014 per full-time faculty agreement 14.6.5 (10/16 – 12/9/17). | \$1,014.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-------------------|--|----------------------|
| Conner, Bethany | Stipend for support retention and success of NURS 310 Pharmacology students through on-site tutoring support by appointment (10/23 - 12/7/17). | \$500.00 |
| Day, Alan | Contract Education: EVOC (not-for-credit) class, fall 2017 (10/3 - 10/14/17). | \$2,382.00 |
| Day, Alan | Delivered not-for-credit Perishable Skills Training (FOS/EVOC) via Contract Education (11/6, 11/7, & 11/9/17). | \$1,429.20 |
| Day, Alan | Delivered not-for-credit Perishable Skills training via Contract Education (11/18/17). | \$476.40 |
| Dickel, Jason | Delivered not-for-credit Safety Training (EVOC) via Contract Education (10/16/17). | \$226.16 |
| Dickel, Jason | Delivered not-for-credit Perishable Skills training via Contract Education (11/18/17). | \$452.32 |
| Dickson, Doug | Non-Instructional: Public Safety Site Safety Officer (9/18 - 12/8/17). | \$917.04 |
| Dodds, Kyle | Delivered not-for-credit Trench Rescue training via Contract Education (10/25, 10/26, & 10/27/17). | \$1,441.20 |
| Helvey, Rochelle | CTEA grant funding for 2017-18 approved budget for the purposes of outreach and recruitment of students for the sports medicine program. Faculty member will bring back information on possible enrollment potential, present curriculum information to students on site at local high schools, and schedule current ATC students for observational hours (10/23 - 12/1/17). | \$1,670.03 |
| Hernandez, David | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/6, 9/7, 9/13 & 9/14/17). | \$800.00 |
| Knight, Julie | MOU with Faculty Association (April 2017 Board Agenda) for 2017-18 department chairs allocated 13 additional days to evaluate all Pool 2 part-time faculty who are due for evaluation prior to June 30, 2018 (Aug. 2017 - May 2018). | \$6,739.79 |
| Kopecky, Susannah | Stipend - Summer 2017: assist faculty to research, review, evaluate, and select OER materials to use in course(s). Fall 2017/Winter 2018/Spring 2018: create OER web page assist in raising college awareness of OERs, provide information to Coordinator, attend meetings with OER instructor cohort, organize and participate in college PD activities (July 2017 - January 2018). | \$1,500.00 |
| Lang, Mark | Provide not-for-credit Welding training via Contract Education to FCC Inmates (10/3/17 - 3/29/18). | \$16,560.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-----------------------|---|----------------------|
| LeMaire, Neal | Non-Instructional: Coordination duties for Core Custody Academy, summer 2017 (11/16-11/30/17). | \$903.75 |
| Lennihan, Robert | Stipend to serve as a SESMC Faculty Mentor for one (1) SESMC scholar, fall 2017 (9/15 – 11/30/17). | \$100.00 |
| Liddi, Scott | Shop locally for class every week, often visiting multiple stores. Stipend to cover time and mileage for his purpose (8/21 - 12/14/17). | \$500.00 |
| Lopez, Joe | Delivered not-for-credit Perishable Skills training via Contract Education (10/3/17). | \$500.16 |
| Lopez, Joe | Delivered not-for-credit Perishable Skills training via Contract Education (10/10/17). | \$500.16 |
| Mabry, Robert | Project director to oversee the Makerspace implementation project (9/1/17 - 6/30/18). | \$11,440.00 |
| Martinez, Alison | Non-Instuctional: Coordination duties for LE program fall 2017 (scheduling, recruit counseling, evaluations, surveys, and instructor evaluations) (11/1, 11/7, 11/9, 11/14, 11/16, 11/28, 11/30/17). | \$1,654.84 |
| Martinez, Christopher | Provide not-for-credit safety training for Santa Barbara County Public Works employees via Contract Education (10/12/17). | \$384.79 |
| Martinez, Mike | Delivered not-for-credit Perishable Skills training via Contract Education (10/16/17). | \$247.44 |
| Metaxas, Linda | Serve as a SESMC Faculty Mentor for two (2) SESMC scholars, fall 2017 (9/15 - 11/30/17). | \$200.00 |
| Meyer, Robert | Stipend to read SESMC applications (6/1/17 – 8/15/17). | \$400.00 |
| Millan, Jose | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/6, 9/7, 9/13 & 9/14/17). | \$800.00 |
| Miller, Steven | Contract Education: EVOG (not-for-credit) course (8/29 & 8/31/17). | \$952.80 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/3/17). | \$476.40 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/10/17). | \$476.40 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/12/17). | \$476.40 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/16/17). | \$238.20 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/17/17). | \$476.40 |
| Miller, Steven | Delivered not-for-credit Perishable Skills training via Contract Education (10/18/17). | \$476.40 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|---------------------|--|----------------------|
| Miller, Steven | Delivered not-for-credit Perishable Skills training (FOS/EVOC) via Contract Education (11/6, 11/7, & 11/9/17). | \$1,429.20 |
| Mullen, Marcy | Stipend - the faculty supports Bridges to Baccalaureate at the Anatomy Lab (10/20 - 12/2/17). | \$600.00 |
| Navarrette, Ricardo | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/6, 9/7, 9/13 & 9/14/17). | \$800.00 |
| Nelson, Mary Pat | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/7/17). | \$200.00 |
| Nouri, Dustin | Serve as a SESMC Faculty Mentor for one (1) SESMC scholar, fall 2017 (9/15 - 11/30/17). | \$100.00 |
| Olmstead, Brian | Contract Education: EVOC (not-for-credit) class, fall 2017 (10/14/17). | \$519.44 |
| Patrick, Frederic | Stipend - Summer 2017: assist faculty to research, review, evaluate, and select OER materials to use in course(s). Fall 2017/Winter 2018/Spring 2018: create OER web page assist in raising college awareness of OERs, provide information to Coordinator, attend meetings with OER instructor cohort, organize and participate in college PD activities (July 2017 - January 2018). | \$1,500.00 |
| Perry, Mary | Stipend - the faculty advisor is to provide guidance and assistance to the Bridges to Scholars in preparation of their summer research presentation at the BttB 2017 fall Symposium. The faculty member will provide ongoing consultation for research studies support to David Morales and Sofia Carrillo (9/26 - 11/16/17) | \$300.00 |
| Passage, Trevor | Stipend - Summer 2017: assist faculty to research, review, evaluate, and select OER materials to use in course(s). Fall 2017/Winter 2018/Spring 2018: create OER web page assist in raising college awareness of OERs, provide information to Coordinator, attend meetings with OER instructor cohort, organize and participate in college PD activities (July 2017 - January 2018). | \$1,500.00 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|-------------------|--|----------------------|
| Passage, Trevor | Stipend - Support work plan execution, fiscal and final narrative reporting, and close-out of the CCC Maker Grant, including but not limited to Makerspace planning, development of a community of practice, curriculum planning and development, and student engagement through a variety of educational outreach activities (9/1 - 6/30/18). | \$2,418.00 |
| Pucciarelli, Bill | To provide (not-for-credit) First Aid, CPR, and AED training via Contract Education (9/26 & 10/11/17). | \$801.22 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (10/4/17). | \$512.56 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (10/5/17). | \$512.56 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (10/10/17). | \$512.56 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (10/16/17). | \$256.28 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (10/17/17). | \$512.56 |
| Purcell, Mark | Dilvered not-for-credit Safety Training (EVOC) via Contract Education (10/18/17). | \$384.42 |
| Purcell, Mark | Delivered not-for-credit Perishable Skills training via Contract Education (11/6, 11/7, & 11/9/17). | \$1,537.68 |
| Ramirez, Antonio | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/13 & 9/14/17). | \$400.00 |
| Reid, Robert | Non-Instructional: Coordination and scheduling for Perishable Skills Program (not-for-credit) fall 2017 classes (10/2, 10/10, 10/11, 10/17, 10/18, 10/19, & 10/20/17). | \$1,921.68 |
| Reid, Robert | Contract Education: FOS (not-for-credit) course (10/3 - 10/14/17). | \$2,343.20 |
| Reid, Robert | Non-Instructional: Coordination and scheduling for Perishable Skills Program (not-for-credit) fall 2017 classes (10/2, 10/10, 10/11, 10/17, 10/18, 10/19, & 10/20/17). | \$1,921.68 |
| Reid, Robert | Delivered not-for-credit perishable skills training (FOS/EVOC) via contract education (11/7, 11/9, 11/17, & 11/18/17). | \$1,405.92 |
| Reid, Robert | Delivered not-for-credit Perishable Skills training via Contract Education (11/18/17). | \$468.64 |
| Reid, Robert | Non-Instructional: Coordination and scheduling for Perishable Skills Program (not-for-credit) classes, fall 2017 (11/8, 11/20, 11/28, 11/29 & 11/30/17). | \$1,507.20 |

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

| INSTRUCTOR | ASSIGNMENT | DOLLAR AMOUNT |
|---------------------|---|----------------------|
| Reyes, Geronimo | Delivered not-for-credit Perishable Skills training via Contract Education (10/3/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Perishable Skills training via Contract Education (10/4/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Perishable Skills training via Contract Education (10/5/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Perishable Skills training via Contract Education (10/10/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Safety Training (EVOC) via Contract Education (10/16/17). | \$238.20 |
| Reyes, Geronimo | Delivered not-for-credit Safety Training (EVOC) via Contract Education (10/17/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Safety Training (EVOC) via Contract Education (10/18/17). | \$476.40 |
| Reyes, Geronimo | Delivered not-for-credit Perishable Skills training via Contract Education (11/6, 11/7/17). | \$952.80 |
| Rivera, Griselda | Develop a pre-GED class curriculum and Reading Library (7/3 to 7/28/17). | \$942.24 |
| Rivera, Griselda | Serve on the Basic Skills Workgroup planning meeting for AEBG Consortium (11/17/17). | \$72.48 |
| Ruth, Ross | Non-Instructional: Assist Law Enforcement Coordinator with LE program/LE 310 Pre-Academy (orientation, PT, and Pellet B testing (10/7 & 10/8/17). | \$728.28 |
| Shigenaka, Margaret | Provide orientations, advising, tours, follow-up and counseling to noncredit students during the Estudiantes Unidos event per Section 1 of the 2015-2016 3SP Noncredit Plan (9/13 & 9/14/17). | \$400.00 |
| Vega, Woodrow | Contract Education: EVOC (not-for-credit) course, fall 2017 (10/5 & 10/12/17). | \$888.96 |
| Vega, Woodrow | Delivered not-for-credit Perishable Skills Training via Contract Education (10/17/17). | \$444.48 |
| Wagner, Michael | Stipend to serve as a SESMC Faculty Mentor for four (4) SESMC scholars, fall 2017 (9/15 – 11/30/17). | \$400.00 |
| Whitham, David | Non-Instructional: Coordination duties for advanced officer training program for fall 2017 (11/27 - 11/30/17). | \$809.20 |
| Whitham, David | Non-Instructional: Coordination duties for advanced officer training program for fall 2017 (12/01 - 12/14/17). | \$2,427.60 |

CONSENT ITEM

| | |
|---|--------------------------------|
| To: Board of Trustees | Date: December 12, 2017 |
| From: Superintendent/President | |
| Subject: Appointment of Department Chair | Item Number: 12.E. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The following regular full-time faculty members are recommended by their department and the associate superintendent/vice president, academic affairs and superintendent/president, to serve as department chair for the specified term:

| <u>NAME</u> | <u>DEPARTMENT</u> | <u>TERM OF OFFICE</u> |
|--------------------|-----------------------------|---|
| Gabriel Marquez | Industrial Technology | Gabriel Marquez was elected to serve a term of two years, for the academic years 2018-2019 and 2019-2020. |
| Nishimori, Melinda | Languages and Communication | Melinda Nishimori was elected to serve a term of two years, for the academic years 2018-2019 and 2019-2020. |

FISCAL IMPACT

The estimated cost to the unrestricted general fund is approximately \$52,406 for the 2018-2019 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the department chair appointments of Gabriel Marquez, Industrial Technology and Melinda Nishimori, Languages and Communication, for the terms stated.

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

**CONSENT ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Equivalency Certification for Faculty | Item Number: 12.F. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 2 |

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 CertificationNameDiscipline

Azucena Vargas

Adults with Disabilities

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

Allan Hancock College
Community Education

- Regular Certification
- Provisional Certification
- From: _____ To: _____
- Not Approved

**Equivalency Certification for Noncredit
Disabled/Handicapped**

| | |
|---------------------------------|--|
| Name: <u>Azucena Vargas</u> | Department: <u>Community Education</u> |
| Semester/Year: <u>Fall 2017</u> | Discipline/Area: <u>Adults with Disabilities</u> |

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


- A bachelor's degree in any discipline and two years work experience related to the subject of the course taught.
- An associate degree in any discipline and four years of occupational experience.
- Six years of continuous related experience.

Professional experience in the area of specialization may be used to balance course work. Education work in progress may be used in the evaluation process.

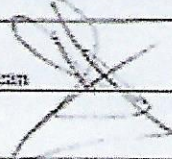
Rationale: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation.

Education:
B.A. Sociology / Cal State University, Long Beach / 2009

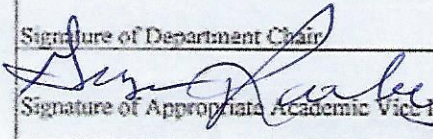
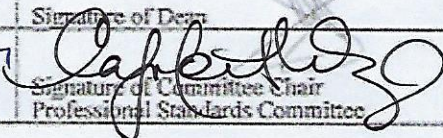
Experience:
Employment & Services Coordinator, VTC Enterprises, 12/2014- present, full-time

| | |
|---|------------------------|
| Signature of Candidate:  | Date: <u>10/5/2017</u> |
|---|------------------------|

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

| | | | |
|--|------|---|-----------------------|
| Signature of Department Chair/Coordinator | Date | Signature of Dean:  | Date: <u>10/10/17</u> |
| Signature of Appropriate Academic Vice President | | | Date |

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

| | | | |
|---|----------------------|---|-----------------------|
| Signature of Department Chair | Date | Signature of Dean | Date: <u>11/30/17</u> |
| Signature of Appropriate Academic Vice President:  | Date: <u>12-1-17</u> | Signature of Committee Chair Professional Standards Committee:  | Date: <u>12-04-17</u> |

CONSENT ITEM

| | |
|---|--------------------------------|
| To: Board of Trustees | Date: December 12, 2017 |
| From: Superintendent/President | |
| Subject: Community Services (Fee-Based) Education Courses | Item Number: 12.G. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 3 |

BACKGROUND

The following pages list the proposed community services and College for Kids (fee-based) classes for spring 2018.

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 spring 2018.

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

**COMMUNITY SERVICES
(FEE-BASED) EDUCATION CLASSES
SPRING 2018**

| Date | Class | Instructor | Fee |
|--------------|---|-------------------------|------------|
| 1/22-5/16/18 | CFK Beginning Ballet I Ages 6-12 | Yolar-Gropetti, Madison | \$248 |
| 1/22-5/16/18 | CFK Beginning Ballet II Ages 7-13 | Grimnes, Courtney | \$248 |
| 1/22-5/16/18 | Football Techniques Ages 16+ | Dutra, Kris | \$20 |
| 1/22-5/16/18 | CFK Intermediate Ballet I Ages 8-18 | Grimnes, Courtney | \$248 |
| 1/22-5/16/18 | Physical Fitness Lab Ages 16+ | Dutra, Kris | \$46 |
| 1/22-5/16/18 | Sports Techniques Ages 16+ | Staff | \$20 |
| 1/22-5/16/18 | Swim Lab Ages 16+ | Stevens, Chris | \$46 |
| 1/22-5/19/18 | Symphonic Band | Stoll, Greg | \$20 |
| 1/23-5/17/18 | CFK Advanced Ballet/Pointe Ages 12-18 | Grimnes, Courtney | \$384 |
| 1/23-5/17/18 | CFK Beginning Hip-Hop/Jazz Ages 6-14 | Andrade, Cecelia | \$256 |
| 1/23-5/17/18 | CFK Beginning Pointe Ages 12-18 | Grimnes, Courtney | \$128 |
| 1/23-5/17/18 | CFK Intermediate Ballet II Ages 10-18 | Grimnes, Courtney | \$256 |
| 1/23-5/17/18 | CFK Intermediate Pointe Ages 12-18 | Grimnes, Courtney | \$128 |
| 1/23-5/17/18 | CFK Intermediate/Advanced Ballet Ages 12-18 | Grimnes, Courtney | \$320 |
| 1/23-5/17/18 | CFK Intermediate/Advanced Jazz-Funk/Hip-Hop Ages 12-18 | Andrade, Cecelia | \$256 |
| 1/24-3/14/18 | Beginning Yoga | Mann, Shandy | \$32 |
| 1/26-3/30/18 | Beginning Tai Chi | Mann, Shandy | \$32 |
| 1/26-3/30/18 | Beginning Yoga | Mann, Shandy | \$32 |
| 1/26-5/18/18 | CFK Intermediate/Advanced Contemporary Dance Ages 11-18 | Yolar-Gropetti, Madison | \$180 |
| 1/27-5/19/18 | CFK Beginning Tap Ages 6-12 | Yolar-Gropetti, Madison | \$120 |
| 1/27-5/19/18 | CFK Beginning/Intermediate Ballet Folklorico Ages 6-9 | Vega, Marlene | \$112 |
| 1/27-5/19/18 | CFK Beginning/Intermediate Ballet Folklorico Ages 10-15 | Vega, Marlene | \$112 |
| 1/27-5/19/18 | CFK Introduction to Ballet Ages 4-5 | Yolar-Gropetti, Madison | \$90 |
| 1/27-2/14/18 | Introduction to Beekeeping | Hupp, John | \$72 |
| 1/27-5/19/18 | CFK Introduction to Hip-Hop & Jazz Funk Ages 4-5 | Yolar-Gropetti, Madison | \$90 |
| 2/3-5/19/18 | CFK Magical Moments Production Ages 12-18 | Grimnes, Courtney | \$55 |
| 2/3-5/19/18 | CFK Youth Dance Company Ages 12-18 | Grimnes, Courtney | \$110 |
| 2/26-3/26/18 | Awaking the Consciousness | Hupp, John | \$48 |
| 2/28-3/7/18 | Fresh Pasta! The Italian Way | Liddi, Scott | \$36 |
| 3/3-3/31/18 | Intermediate Beekeeping | Hupp, John | \$72 |
| 3/10-3/10/18 | Auto Wholesale Dealer | Williams, Wayne | \$89 |

**COMMUNITY SERVICES
(FEE-BASED) EDUCATION CLASSES
SPRING 2018**

| | | | |
|--------------|--|------------------------|-------|
| 3/16-3/17/18 | BAR Smog Update Training | Leonard, Richard | \$200 |
| 3/19-3/19/18 | Educational Bus Tour – The Getty Center, Los Angeles | Rogers, Ron | \$56 |
| 4/12-4/12/18 | Loan Signing Specialist | Masters Notary Academy | \$36 |
| 4/12-4/19/18 | Fresh Pasta! The Italian Way | Liddi, Scott | \$36 |
| 4/28-4/28/18 | Become a CA Notary Public | Masters Notary Academy | \$65 |
| 5/5-5/5/18 | Smartphone Photography 101 | Messina, Michael | \$36 |
| 5/11-5/11/18 | Infection Control in Dentistry | Detter, Diane | \$350 |

CONSENT ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service | Item Number: 12.H. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 2 |

BACKGROUND

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

Short-Term/On-Call:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|------------------|-----------------------|---------------------|---|--------------------|
| Helvey, Rochelle | Program Assistant V | 11/14/17 – 11/22/17 | Assist with intercollegiate programs, kinesiology, recreation & athletics | \$25.00 |
| Hall, Terilyn | Program Assistant V | 12/1/17 – 6/30/18 | Assist department during software transition, human resources | \$25.00 |

Professional Expert:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|-----------------|-----------------------|--------------------|---|--------------------|
| Peinado, Marcus | Lifeguard I | 10/24/17 – 6/30/18 | Lifeguard for instructional credit/non-credit courses | \$12.20 |

(Continued)

FISCAL IMPACT

Assignments for the 2017-2018 fiscal year are included in the 2017-2018 fiscal year budget.

RECOMMENDATION

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

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

Substitutes:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> | <u>Hourly Rate</u> |
|--------------------|---|-------------------|--|--------------------|
| Maldonado, Monica | Student Success Outreach Retention Specialist | 12/1/17 – 6/30/18 | Assist with 3SP related activities during recruitment up to 100 days | \$21.01 |
| Vignocchi, Carmela | Grants Analyst II | 1/1/18 – 6/30/18 | Substitute during recruitment up to 100 days | \$27.98 |

Short-Term/On-Call:**EMS, Fire, Law Enforcement Programs**

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

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

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

On-Call: Instructional Aide I, III, IV, V, and VI:

| <u>Name</u> | <u>Position Title</u> | <u>Dates</u> | <u>Duties/Responsibilities</u> |
|----------------------|-----------------------|------------------|---|
| Pucciarelli, William | Instructional Aide VI | 9/1/17 – 6/30/18 | See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs |

**CONSENT ITEM**

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

BACKGROUND

The following tenure-track faculty appointments are recommended:

Appointments

- Bethany Conner, assistant professor, licensed vocational nurse, health sciences department, full time, tenure-track, 10 months, 175 days, column II, step 8, full-time faculty contract salary schedule, effective January 18, 2018.

Reason: Ms. Conner fills the vacancy of Megan McComas, who transferred to assistant professor, registered nursing (RN), health sciences department, effective January 18, 2018.

Ms. Conner earned a Master of Science in Nursing from the University of Phoenix, Phoenix, Arizona; and she earned a Bachelor of Science in Nursing from Medical College of Georgia, Augusta, Georgia. Ms. Conner has been employed with Allan Hancock College as a part-time LVN instructor from January 2015 to present.

- Ron Lovell, assistant professor/program coordinator, culinary arts & management, applied behavioral sciences department, full time, tenure-track, 10 months, 175 days, column II, step 8, full-time faculty contract salary schedule, effective January 18, 2018.

Reason: Mr. Lovell replaces Robert Weir, who retired, effective June 1, 2017.

Mr. Lovell earned a Bachelor of Science in Business Administration from Cal State University Northridge, Northridge, California. Mr. Lovell has been employed with Allan Hancock College as a part-time instructor in Culinary Arts from September 2002 to present.

FISCAL IMPACT

- The cost to the unrestricted general fund is approximately \$44,760 for the 2017-2018 fiscal year.
- The cost to the unrestricted general fund is approximately \$44,760 for the 2017-2018 fiscal year.

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

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Bethany Conner, assistant professor, licensed vocational nurse, health sciences department, effective January 18, 2018; and Ron Lovell, assistant professor/program coordinator, culinary arts and management, applied behavioral sciences department, effective January 18, 2018.

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

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|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Appointment of Temporary Nontenure-Track Faculty Member | Item Number: 12.J. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

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

Elaine Healy, FROM coordinator, community education, full time, 12 months, 37 hours weekly, range 33-E, classified bargaining unit salary schedule TO assistant professor, program coordinator of the academic resource center, learning resources, temporary, full time, 10 months, 175 days, nontenure-track faculty, column II step 8, faculty contract salary schedule, effective January 18, 2018 through December 21, 2018, or earlier per district need.

Reason: Replaces the vacancy of Donna Bishop.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$44,760 for the 2017-2018 fiscal year and is included in the 2017-2018 fiscal year budget. The cost to the unrestricted general fund is approximately \$45,587 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary nontenure-track faculty appointment of Elaine Healy, assistant professor, program coordinator of the academic resource center, learning resources, effective January 18, 2018 through December 21, 2018, or earlier per district need.

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

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Appointments, Transfers, and Promotions of Classified Service Employees | Item Number: 12.K. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The following personnel actions are recommended:

Appointment

Eric Lofstrand, custodial lead worker (late night), facilities, full time, 12 months, 37 hours weekly, range 14-A, classified bargaining unit salary schedule, effective January 1, 2018.

Reason: Mr. Lofstrand fills the vacancy of Gary Allcorn, who transferred to the evening shift, effective October 1, 2017.

Promotion

Sarah Van Winkle, FROM laboratory assistant, writing center, learning resources, part time, 10 months, 19 hours weekly, range 13-B (prorated at .5135), classified bargaining unit salary schedule TO instructional assistant, learning assistance program, full time, 11 months, 37 hours weekly, range 20-A, classified bargaining unit salary schedule, effective January 1, 2018.

Reason: Ms. Van Winkle fills the vacancy of Jacqueline Widle, who was promoted to DSPP specialist, learning assistance program, effective March 1, 2017.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$32,217 for the 2017-2018 fiscal year.

The cost to the unrestricted general fund is approximately \$33,571 for the 2017-2018 fiscal year.

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

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Eric Lofstrand, custodial lead worker (late night), facilities, effective January 1, 2018; and approve the promotion of Sarah Van Winkle, instructional assistant, learning assistance program, effective January 1, 2018.

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

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|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Appointment of Educational Management Employees | Item Number: 12.L. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The following personnel action is recommended:

Promotion

Thomas Lamica, FROM instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule TO project director K-12 partnerships, cooperative work experience & career development, academic affairs, full time, 12 months, range 18-B, management salary schedule, effective January 1, 2018, and contingent upon continued funding.

FISCAL IMPACT

The cost to the CTE Transitions Grant is approximately \$18,553 (33.6629 percent) and the cost to the Strong Workforce Grant is approximately \$36,563 (66.3371 percent) for a total cost of approximately \$55,116 for the 2017-2018 fiscal year and is included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the promotion of Thomas Lamica, project director K-12 partnerships, cooperative work experience & career development, academic affairs, effective January 1, 2018, and contingent upon continued funding.

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

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

BACKGROUND

The following personnel actions are recommended:

Out-of-Classification Assignments

1. Stefanie Aye, FROM human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule TO human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 18-C plus five percent, classified bargaining unit salary schedule, retroactive to October 1, 2017 through April 30, 2018, or earlier per district need.

Reason: Ms. Aye is performing duties for Cornerstone implementation project. Ms. Aye will return to her regular assignment effective May 1, 2018.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$1,543 for the 2017-2018 fiscal year.
2. The cost to the unrestricted general fund is approximately \$1,493 for the 2017-2018 fiscal year.
3. The cost to the unrestricted general fund is approximately \$3,609 for the 2017-2018 fiscal year.
4. The cost to the unrestricted general fund is approximately \$2,050 for the 2017-2018 fiscal year.
5. The cost to the unrestricted general fund is approximately \$298 for the 2017-2018 fiscal year.

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

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Stefanie Aye, human resources assistant, human resources, retroactive to October 1, 2017 through April 30, 2018, or earlier per district need; Aimee Camacho, administrative assistant V, administrative services, retroactive to October 1, 2017 through February 28, 2018, or earlier per district need; Ricardo Lopez, scheduling/course data technician II, academic affairs, retroactive to August 1, 2017 through June 30, 2018, or earlier per district need; Anna Rice, distance learning/academic support technical specialist, learning resources, effective January 1, 2018 to June 30, 2018, or earlier per district need; and Yvette Valadez-Andrade, administrative assistant II, academic affairs (fifty percent) and administrative assistant III, academic affairs (fifty percent), retroactive to December 8, 2017 through January 31, 2018, or earlier per district need.

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| Administrator Initiating Item: Kelly Underwood | Final Disposition: |
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2. Aimee Camacho, FROM administrative assistant V, administrative services, full time, 12 months, 37 hours weekly, range 29-B, classified bargaining unit salary schedule TO administrative assistant V, administrative services, full time, 12 months, 37 hours weekly, range 29-B plus five percent, classified bargaining unit salary schedule, retroactive to October 1, 2017 through February 28, 2018, or earlier per district need.

Reason: Ms. Camacho is performing duties related to facilities and operations transition. Ms. Camacho will return to her regular assignment effective March 1, 2018.

3. Ricardo Lopez, FROM scheduling/course data technician II, academic affairs, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule TO scheduling/course data technician II, academic affairs, full time, 12 months, 37 hours weekly, range 26-E plus five percent, classified bargaining unit salary schedule, retroactive to August 1, 2017 through June 30, 2018, or earlier per district need.

Reason: Mr. Lopez is performing duties outside of his job description related to changes to Banner course coding. Mr. Lopez will return to his regular assignment effective July 1, 2018.

4. 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 percent, effective January 1, 2018 to June 30, 2018, or earlier per district need.

Reason: This is a continuation of the out-of-classification assignment approved at the August 14, 2017 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 the vacancy of the tutorial center/open access computer lab (OACL) position. Ms. Rice will return to her regular assignment effective July 1, 2018, or earlier per district need.

5. Yvette Valadez-Andrade, FROM administrative assistant II, academic affairs, full time, 10 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule, TO administrative assistant II, academic affairs (fifty percent) and administrative assistant III, academic affairs (fifty percent), full time, 12 months, 37 hours weekly, range 17-E (fifty percent) and range 25-B (fifty percent), classified bargaining unit salary schedule, retroactive to December 8, 2017 through January 31, 2018, or earlier per district need.

Reason: Ms. Valadez-Andrade is assuming additional responsibilities due to an employee on leave. Ms. Valadez-Andrade will return to her regular assignment effective February 1, 2018, or earlier per district need.

CONSENT ITEM

| | |
|---|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: New and/or Revised Classified Bargaining Unit Job Descriptions | Item Number: 12.N. |
| Strategic Goal: Goal IR1: To recruit and retain quality employees. | Enclosures: Page 1 of 14 |

BACKGROUND

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

REVISED

- | | |
|---|--|
| 1. Academic Load/Scheduling Specialist Replaces: Academic Load/Scheduling Specialist | Technical – Range 33 Technical – Range 33 |
| 2. Instructional Assistant Writing Center Laboratory Replaces: Instructional Assistant Writing Center Laboratory | Professional – Range 20 Professional – Range 20 |
| 3. Student Account Specialist Replaces: Cashier II | Fiscal – Range 18 Fiscal – Range 16 |
| 4. Tutorial/Open Access Computer Lab Technician Tutorial/Open Access Computer Lab Technician | Technical – Range 19 Technical – Range 19 |

NEW

- | | |
|-----------------------------------|---------------------|
| 5. Student Services Technician II | Clerical – Range 18 |
|-----------------------------------|---------------------|

FISCAL IMPACT

1. To be determined when the position is filled.
2. To be determined when the position is filled.
3. To be determined when the position is filled.
4. To be determined when the position is filled.
5. To be determined when the position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised classified bargaining unit job descriptions academic load scheduling specialist, instructional assistant writing center laboratory, student account specialist, and tutorial/open access computer lab technician, as presented, including some range changes for these positions and approve the new classified bargaining unit job description student services technician II, as presented, pending ratification by CSEA.

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

Allan Hancock College
Human Resources

Classified-Technical
Range 33

(Revised)

ACADEMIC LOAD / SCHEDULING SPECIALIST

DEFINITION:

Under ~~minimal~~ supervision of the associate superintendent/vice president, academic affairs, use broad discretion to perform a wide variety of difficult, highly complex, and technical duties associated with the production of college schedules, working in close cooperation with academic deans, student services personnel, department chairs, and program coordinators; valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position works with a great deal of independence under the minimal direction of the associate superintendent/vice president, academic affairs. The ~~incumbent in this~~ position performs highly technical duties and a variety of data entry processes often requiring complex mathematical calculations. The incumbent must possess a broad knowledge of relational databases and be specifically knowledgeable of scheduling operations and a variety of other data entry and report production operations. The incumbent provides statistical information regarding instructional programs to the office of academic affairs.

~~The incumbent has a high frequency of responsible contact with administrative staff.~~

ESSENTIAL FUNCTIONS:

1. Analyzes pay and load for all faculty; calculates proportion of lecture, lab, and activity pay hour to check for accuracy.
2. Audits assignment hours, FTE values and select proper budget code for matrixes.
3. Coordinates and assists in monitoring full-time faculty loads, faculty action forms, load averaging, reassigned times, etc.
4. Analyzes and generates overloads and distributes notice of assignments to full-time faculty.
5. Coordinates with Information Technology Services to develop and test faculty load and pay programs to ensure contract agreement compliance.
6. Computes and enters faculty workload and pay data for courses in the academic database and catalog.
7. Performs work with Information Technology Services department to verify load assignments for annual staff MIS submission.
8. Checks and edits FTE values for extra payroll assignments processing.
9. Develops and produces schedule production process and timelines in conjunctions with the associate superintendent/vice president, academic affairs.
10. Performs work with upper-level management to gather, input, and edit class schedule information for the production of semester, term, and summer schedules.
11. Performs work with academic deans and appropriate administrators in all process of credit schedule development including information gathering and productions of reports.
12. Compile and analyze information/data, input data in a variety of programs, and prepare schedules, reports and documents as required.
- 13.-_Performs other related duties as needed

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Higher education organization, operations and policies;
- Computer operations and software applications;
- Master coding used for course requirements and state management information systems reporting;
- Complex mathematical computations;
- Methods and practices of technical record and report preparation and maintenance;
- Office organization and management, including the development and maintenance of filing systems;
- Record keeping practices and procedures.

Demonstrated ability to:

- Interpret and apply related regulations, policies, and procedures;
- Develop and implement related policies and procedures;
- Understand faculty load/computations and regulations;
- Analyze situations accurately and adapt an effective course of action;
- Maintain current knowledge of state reporting policies as necessary;
- Work effectively and demonstrate current knowledge with computers and other forms of advanced technology;
- Manage multiple tasks and meet deadlines with frequently demanding time constraints;
- Communicate effectively both orally and in writing;
- Proofread and edit with accuracy;
- ~~Establish and maintain cooperative working relationships with administrators, faculty and staff.~~

Education and Experience:

A bachelor's degree in any discipline requiring emphasis in mathematics and five to seven years of increasingly technical responsibility for the productions of documentation from comprehensive relational databases. Coursework and experience in computer programming and mathematical analysis preferred.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer-terminal.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, 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-keyboard.
- 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 12/17

R 07/12

R_5/05

2/12

(Revised)

INSTRUCTIONAL ASSISTANT WRITING CENTER LABORATORY**DEFINITION:**

Under supervision of the Dean, Academic Affairs, this position will assist with the planning, scheduling, operation, and coordination of a learning laboratory; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The instructional assistant, under minimal supervision, is expected to assist with the operation of a ~~department's writing center laboratory which that~~ provides supplemental instruction to students taking writing and remedial classes and writing across the curriculum. The incumbent is required to perform at a skilled level with a considerable degree of independence. The incumbent is expected to work with individual instructors to design, develop, and order learning materials. The instructional assistant receives direction and technical supervision from the department which operates the laboratory.

ESSENTIAL FUNCTIONS:

1. Assists ~~department~~ English and ESL instructors in the design and development of laboratory materials and in understanding lab policies and procedures.
2. ~~Tutors and assigns and reviews practice worksheets and/or assignments.~~
3. ~~2. Coordinates learning materials and time with instructors.~~ Assists with scheduling instructors and maintaining scheduling matrix.
4. ~~3. Supervises student workers and coordinates work of staff in lower classifications and maintains schedule for faculty assigned to work in the lab.~~
5. ~~4. Tutors and assists students on an individual basis.~~
6. ~~5. Maintains order and discipline in the laboratory.~~
7. ~~6. Monitors the budget and creates purchase requests for all equipment and supplies for the laboratory.~~
8. ~~7. Provides instructors with information relative to student attendance and achievement in the laboratory.~~
9. ~~8. Coordinates and instructs~~ Assists students in the use of computers.
10. ~~9. Updates, maintains and stores laboratory records as required.~~
11. ~~10. Reports to the department for program modification approval.~~
12. ~~11. Develops supplemental worksheets as required.~~
13. ~~12. Attends departmental meetings, staff meetings, workshops, and presentations as required.~~
14. ~~13. May develop posters, handouts, and other informational materials regarding the laboratory and its services.~~
15. ~~14. Serves as general receptionist to the laboratory.~~
16. ~~15. Conducts orientations.~~
17. ~~16. Prepares, delivers, and tallies~~ student surveys and end of semester data for the laboratory.
18. ~~17. Assists coordinator in planning and organizing professional development workshops for faculty.~~

MINIMUM QUALIFICATIONS**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation;

- Basic arithmetic;
- Writing as a process;
- Computer assisted writing;
- Tutorial techniques for students with diverse backgrounds;
- Filing and business correspondence.

Demonstrated ability to:

- Perform at a college graduate level in the assigned academic field;
- Tutor students effectively on correct English usage, spelling, grammar and punctuation;
- Instruct remedial or bilingual students on a group and individual basis;
- Collaborate effectively with faculty and staff to ensure completion of all projects;
- Learn laboratory and department operations, procedures and practices;
- Learn, interpret, and apply department and district procedures and policies relating to the laboratory with sound judgment;
- Analyze situations accurately and make sound judgments on laboratory matters without immediate supervision;
- Understand and carry out oral and written instructions.

Education:

Equivalent to a bachelor of arts degree in English or a closely related field, including or supplemented by completion of English classes at or above the level of instruction in the laboratory.

Working Conditions:

- Duties are primarily performed in an ~~office-writing center~~ environment.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

Physical Demands:

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

Allan Hancock College
Human Resources

Classified - Fiscal
Range ~~4618~~

(Revised)

CASHIER II Student Account Specialist

DEFINITION:

Under supervision of ~~Director Business Services~~ the Auxiliary Accounting Supervisor, this position is to perform cashiering and student accounts receivable functions and related clerical and accounting functions requiring advanced training and experience, including receiving and distributing monies and ensuring that monies received are applied to appropriate accounts; values and promotes the mission and vision of the college-

CLASS CHARACTERISTICS:

The incumbent, under limited supervision, is assigned to perform clerical and technical accounting duties that require a good working knowledge of cashiering, banking and accounting receivable functions. Incumbents may serve as ~~an in-charge person and/or~~ a lead worker over entry level incumbents or student help in the performance of these functions. Incumbents may assist the Coordinator, Cashier Services and will perform the functions of the ~~cashier~~ Cashier Technician when needed.

ESSENTIAL FUNCTIONS:

1. Responsible for all aspects of third-party billing by placing students on contracts within the student account financial system; reconcile and invoice third party vendors; receive and post payments to vendor accounts; post detail of payments to student accounts; communicate with vendor agencies to exchange information and resolve issues ~~or concerns~~.
2. Provides backup support for the processing, evaluation and submission of student account financial aid disbursements and student account online, manual and exception refund requests.
- ~~1.3.~~ Posts and analyzes payments and charges to student accounts receivable; analyzes accounts for compliance with payment plans and repayment agreements; ~~and completes prepares, posts, and communicates with students regarding non-sufficient funds NSF process.~~
- ~~2.~~ Serves as district liaison with the refund management and parking permit companies regarding student refund and parking permit inquiries.
- ~~3.4.~~ May distribute monthly student payroll and student loan checks as needed or required.
- ~~4.5.~~ Reviews and ensures proper recording of all student financial transactions for accuracy as needed or required; contacts students or staff members to provide assistance and/or resolve issues or concerns.
- ~~5.~~ Verifies all on-campus and remote location district cashiering transactions and reconciliation reports and prepares deposits for bank.
- ~~6.~~ Coordinates third party billing as it relates to student tuition and fees and places and removes students from contracts.
7. Prepares, troubleshoots and Reconciles daily ~~cashier~~ credit card ~~entries~~ payments.

8. ~~Review, prepares, and Pposts all~~ childcare contracts into the student database and ~~verifies~~communicates with the Children's Center ~~that payments are made to~~ resolve issues.
9. Places, updates and removes holds from the student accounts receivable system for various campus departments.
10. Creates non-resident tuition payment plans; verifies registration status and units; verifies with Financial Aid Department the amount of aid to be received; communicates with parents~~students~~ regarding the payment plan process and requirements~~as permitted~~.
11. Prepares statistical analysis of student accounts using financial statements, spreadsheets, and reports as requested.
10. ~~Participates and/or assists in testing of student account system related to upgrades, patches, and implementations as requested.~~
11. ~~Prepares all cash box and ticket bag requests for clubs, trusts, and athletic events.~~
12. ~~Prepares and submits cashiering support documentation to warehouse for storage.~~
13. Perform other related ~~duties~~ functions as required.

Other Requirements:

~~Ability to qualify for district crime insurance coverage.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices of financial record keeping;
- Office equipment, procedures and practices;
- Bank deposit procedures;
- General office procedures, practices, and methods.

Demonstrated Ability to:

- Qualify for district crime insurance coverage;
- Prepare, maintain, and audit a variety of financial and statistical reports, spreadsheets, statements and records.
- Count and receive money; make change accurately;
- Perform mathematical computations quickly and accurately;
- Prepare, review, and control assigned accounts;
- Perform financial and statistical clerical work;
- Operate office equipment such as computer, 10-key calculator~~ing~~, copier~~y~~, and fax machines;~~;~~
~~and computer~~
- Understand and accurately carry out detailed oral and written directions.

Education and Experience:

~~Equivalent to completion of the 12th grade or higher with ability to read and make mathematic computations at a highly competent level~~An Associate's degree or higher in the field of accounting, business administration, or related field ~~and two years~~ and two years of increasingly responsible financial record keeping, banking or cashiering experience, ~~or one year experience~~

~~performing clerical work at a comparable level of accounting services assistant at Allan Hancock College or in a public school accounting office.~~

Physical Demands:

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

Working Conditions:

- Duties are primarily performed in an office environment, at a desk, or at a computer terminal.
- Duties require travel between offices to conduct work.
- 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 students, administrative, supervisory, academic, and classified staff and the general public.

Special Qualification:

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

(Revised)

TUTORIAL/OPEN ACCESS COMPUTER LAB TECHNICIAN**DEFINITION:**

Under supervision of ~~the~~ Dean, Academic Affairs, the incumbent performs and oversees a wide variety of specialized clerical and technical duties involved in implementing the district's onsite and online tutorial services, oversees the daily operations of the open access computer lab, and ~~to~~ values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent performs and oversees responsible clerical and technical routines of the tutorial center onsite and online tutoring and open access computer lab. Incumbents serve as a liaison between faculty, the tutorial center, and the open access computer lab. This position is required to have broad and extensive clerical and technical skills; and knowledge of ~~the~~ district's tutorial practices and operations, to make independent decisions concerning daily operations; and supervise the workflow of staff in lower classifications, student workers, and tutors. Incumbents are delegated a substantial amount of administrative detail and non-routine work with a high degree of visibility and contact with faculty, staff, and students.

ESSENTIAL FUNCTIONS:

1. Interviews, hires, schedules, evaluates, and supervises tutors and student assistants in the performance of their duties.
2. Provides tutors with training as necessary, including training in the use of study skill material and tutoring software.
3. Assigns students to specific tutors; schedules tutoring appointments.
4. ~~Provides an~~ Assists with ongoing evaluation of ~~individual~~ student progress and refers students to other appropriate college services; as necessary.
5. Assists in developing and enforcing student computer lab usage policies and guidelines; revises forms as necessary.
6. ~~Maintains computer lab equipment; manages computer lab software.~~
7. ~~6.~~ Maintains financial records; ~~maintains and~~ audit information appropriate to each fund as directed; prepares monthly payroll reports; ~~and~~ maintains other records as required.
8. ~~7.~~ Maintains records for appointments, financial purposes and usage statistics.
9. ~~8.~~ Develops and disseminates publicity regarding services of the tutorial/open access computer lab.
- Assists in the planning and management of the tutorial program budget; acquires and stocks materials and supplies.
9. ~~Prepares and updates~~ Revises forms as necessary.
10. ~~Acquires and stocks materials~~ supplies Performs other related functions as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Tutorial and study skill techniques;
- Computers and software;
- Modern office practices and procedures;

- Tracking and maintaining accurate and confidential records.

Demonstrates ability to:

- Analyze student needs for tutorial assistance;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationships;
- Supervise and train tutors and student assistants;
- Analyze situations accurately, make independent decisions and work with minimum supervision;
- Maintain a high level of accuracy in records management;
- Operate and maintain basic computer lab equipment;
- Learn AHC policies and procedures;-
- Keep accurate and confidential records.

Education and Experience:

An associate of arts degree, or higher, in a related area ~~field~~, and- two years of experience providing tutorial services to students, OR any equivalent combination of education 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 faculty, management, staff and students.

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, via email, and in person.

Special Qualification:

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

R 142/17
10/15
8/10
7/85

Allan Hancock College
Human Resources

Classified - Clerical
Range 18

(New)

STUDENT SERVICES TECHNICIAN II

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, community education, and counseling.

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 other enrollment related activities; serves as a liaison for dual enrollment programs (i.e. concurrent enrollment and College Now).
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. Schedules appointments; establishes and maintains files.
5. Verifies accuracy and completeness of forms and documents submitted by students and faculty; enters data; processes and transmits various forms to admissions and records, cashiering, or financial aid.
6. Processes student transcript requests; assists in resolving conflicts related to application and support documentation; removes holds.
7. Determines eligibility for fee waivers, residency, military waivers, agricultural waivers, AB 540.
8. 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.
9. 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;.
11. Maintains communication between student services and other departments and campus sites. Maintains and updates assigned website information.
12. Trains and monitors student employees.

13. Issues student and staff parking permits and keys.
14. Monitors, collects, and verifies census and positive attendance records for concurrent enrollment courses; maintains documentation for audit and accreditation.
15. Drafts reports, correspondence, and other written materials; compiles statistics and may develop databases and utilize other tools to assist the administrator regarding projects and programs.
16. Performs other related functions 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.

CONSENT ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: New and/or Revised Management Job Description | Item Number: 12.O. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 4 |

BACKGROUND

After review by the appropriate administrators and the director, human resources, the following revised educational management job description is being presented for approval:

Revised:

Project director K-12 partnerships,
cooperative work experience & career development

Management – Range 18

Replaces: Project director K-12 partnerships,
cooperative work experience & career development

Management – Range 18

FISCAL IMPACT

To be determined when the position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised educational management job description, project director K-12 partnerships, cooperative work experience & career development, as presented.

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

(Revised)

PROJECT DIRECTOR**K-12 PARTNERSHIPS, COOPERATIVE WORK EXPERIENCE & CAREER DEVELOPMENT****DEFINITION:**

Under supervision of the Associate Superintendent/Vice President, Academic Affairs, ~~the appropriate vice president,~~ the incumbent will coordinate and implement programs related to career and work experience development. The incumbent will partner with K-12, workforce, and industry to expand pursuit of community partnerships and search out opportunities to advance the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a certificated management position. The incumbent in this position facilitates linkages with business/industry, and community organizations to support student opportunities and transitions to employment and independently performs professional work implementing the programs in full compliance with all regulations and requirements. The incumbent is responsible for directing the implementation of activities that support achievement of grant objectives, developing, monitoring, ~~ing~~ and implementing area goals and objectives, and creating ~~e~~ connections that underscore students' involvement with the college and its community. In addition to having a good understanding of grants administration, an incumbent in this position must ~~be knowledgeable of student services counseling functions and~~ work collaboratively with career and transfer counselors.

ESSENTIAL FUNCTIONS:

- ~~1. Manages specialized programs related to Career and Work Experience development such as concurrent enrollment, cooperative work experience, internships, and high school articulation, etc.~~
- 1. ~~2. Manages and coordinates development of student employment on campus and off campus.~~
- 2. ~~3. Expands and maintains employer relationships with the goals of identifying and meeting their human resources needs and developing internships that lead to job placement.~~
- 3. ~~4. Promotes career and educational programs to students, college personnel, businesses, industry, government, and the public in general.~~
- 4. ~~5. Participates in and ensures implementation of departmental and college program review(s).~~
- 5. ~~6. Directs the marketing of the program and recruitment programs.~~
- 6. ~~7. Prepares and provides necessary in-service training for faculty and support staff; delivers presentations to agencies and businesses to facilitate the development of high quality internships and job referrals.~~
- 7. ~~8. Develops and schedules of CWE course offerings each semester.~~
- 8. ~~9. Directs the career center service efforts and eCollaborates with other student career development services on campus such as Career/Job Placement Center, success services departments.~~
- ~~10. Develops, coordinates, and leads or participates in classroom presentations, various workshops, orientations, high school visitations, and other outreach activities as needed.~~
- 9. ~~11. Participates in District meetings and state conferences on legislation and regulations governing specialized programs.~~
- 10. ~~12. Ensures all programs follows Title 5 requirements, including maintenance of required records.~~

- ~~13.~~ Represents the District at off campus meetings and conferences, in relationships with other educational institutions, community organizations and businesses; serves as a member of varied associations, chambers of commerce and other community or industry related groups in support of the institutional objectives.
- 11.
- ~~14.~~ Researches and analyzes employment trends and needs of the local business community as well as high growth industries in the region and state, to provide school staff and graduates with information.
- 12.
- ~~15.~~ Arranges site visits with employers to provide visibility of program and increase hiring opportunities for students; ~~conducts site visits to businesses regularly.~~ Monitors site visits of CWE Instructors of Record to ensure program requirements are met.
- ~~16.~~ Prepares a variety of reports and correspondence appropriate to assignments.
- ~~17.~~ Directs the preparation and management of the budgets for assigned areas of responsibility.
- ~~18.~~ Develops and chairs committees such as CWE Advisory Committee and Concurrent Enrollment; serves and participates on relevant campus-wide committees.
- ~~19.~~ Participates in coordination of ~~Coordinates~~ special events such as Career Exploration and other functions to promote careers; ~~;~~
18. ~~;~~
Coordinates the CTE Transitions grant.
- ~~20.~~ Performs other related ~~duties-functions~~ as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Technology commonly used in career services including career and job assessment tools;
- ~~• Career Services Technology~~
- Coordination techniques, office management, and organizational skills;
- Occupational information and the job market;
- Community ~~r~~Resources and ~~s~~Services;
- ~~• Career and job assessment tools~~
- ~~• Demonstrated excellence in oral and written communication~~
- ~~K~~nowledge of ~~b~~Budget development and fiscal management;
- ~~K~~nowledge of ~~p~~Project recordkeeping processes and procedures.

Demonstrated aAbility to:

- Communicate effectively in oral and written communication;
- ~~•~~
- Organize multiple tasks and events;
- Use computer software applications proficiently;
- Adjust priorities and work under pressure of deadlines;
- Establish effective working relationships;
- Work with a high degree of independence and initiative.

Education and Experience:

Master's degree ~~and~~ ~~Minimum two years experience~~ years' experience in cooperative work experience, workforce training, or career internship student services-program areas or related fields. ~~or administrative experience in areas working with underprepared or disadvantaged students.~~

Working Conditions:

- This is an exempt position.
- It is understood that the demands of a management position will often require more than eight (8) hours a day and/or forty (40) hours per workweek.
- 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 a contact, in person, by email, or over the telephone with staff and the general public.
- Work may require travel to off-campus meetings or conferences.

Physical Demands:

- May sit for extended periods of time.
- Operates a computer. —
- Communicates over the telephone, by email, and in person.
- Ability to lift, carry, 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.

CONSENT ITEM

| | |
|---|--------------------------------|
| To: Board of Trustees | Date: December 12, 2017 |
| From: Superintendent/President | |
| Subject: Coaching Appointments and Stipends | Item Number: 12.P. |
| 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 coaching appointments and stipends. 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 | December 12, 2017 |
| Subject: Academic Policy and Planning Committee Curriculum Summary | Item Number: 14.A. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 29 |

BACKGROUND

The curriculum report for the period April 20, 2017 to September 7, 2017 and for the period September 7, 2017 to November 2, 2017 are attached for consideration of the board of trustees. The reports include a summary of new and modified courses and programs that are being recommended for adoption, including removal of courses from the catalog, which are no longer offered.

FISCAL IMPACT:

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

RECOMMENDATION:

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

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

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period April 20 – September 7, 2017 **REVISED 12-7-2017**

December 12, 2017

Larry Manalo Jr., Committee Chairperson

Vice-Chair, Dave DeGroot

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Tim Webb, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Gabriel Marquez, Industrial Technology

Andrea Sanders, Languages & Communication

Kathy Headtke, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

ASBG Student Representative (Vacant)

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representative (non-voting)

Non-Credit Education (vacant)

Dave DeGroot, Articulation Officer (non-voting)

George Railey, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective fall 2018 and pending Chancellor's Office approval as needed and publication of course details.

| Course Prefix | Course Title | Units |
|----------------------|--|--------------|
| ART 199T | The Practice of Creativity Special topics courses provide students an opportunity to explore specific topics, which cannot be fully covered in regular course offerings. | <u>2</u> |
| BIOL 196 | Self- Directed Investigations Prerequisite: BIOL 189 Limitation on Enrollment: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate progression of knowledge or skills. | 1-3 |
| MT 306 | Advanced Machining This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the selection of optimum cutting speeds and feeds. | 1.5 |

COURSE REVIEW/COURSE MODIFICATIONS

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

COURSE MODIFICATIONS: Resulting from a regularly scheduled course review cycle. Effective fall 2018 and pending publication of course details where applicable. Catalog year: 2018-19

| Course Prefix | Course Title | Units |
|----------------------|--|--------------|
| AG 310 | Winemaking Operations I Advisory: AG 101 Limitation on enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture or must be at least 21 years old if not enrolled in the major. The new limitation on enrollment includes provisions of AB 1989. | 2 |
| AG 311 | Winemaking Operations II Advisory: AG 310 and AG 101 Limitation on enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old if not enrolled in the major. The limitation on Enrollment includes provisions of AB 1989. | 2 |

| | | |
|------------------|--|-------|
| AG 314 | Organic/Biodynamic Winegrowing The title of the course is being changed from Organic/Biodynamic Wine and instruction methods, and assignments have been updated. | 3 |
| BUS/ECON/FCS 130 | Consumer and Family Finance Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text. | 3 |
| CEL/EL/ET 104 | Introduction to Robotics and Mechatronics These cross-listed courses were reviewed for currency of content. The grading option is being changed to Letter Grade Only, evaluation methods, text and materials are being updated. | 3 |
| CEL/EL/ET 131 | Programmable Logic Controllers and Industrial Control Design Prerequisite: EL 125 These cross-listed courses were reviewed for currency of content. The prerequisite course, CS 141 is no longer offered and is being removed, the grading option is being changed to letter grade only, and instructional methods, evaluation methods, assignments, text and materials are being updated. | 3 |
| CEL/EL/ET 133 | Mechatronic Systems 1 Prerequisite: CEL 104 or EL 104 or ET 104 These cross-listed courses were reviewed for currency of content. The grading option is being changed to Letter Grade Only, assignments, evaluation and instructional methods, texts and materials are being updated. | 3 |
| CITZ 7000B | Preparation for Citizenship The hours for this course are being changed | 36-48 |
| DANC 110 | Beginning Modern Dance Advisory: ENGL 514 This course is being updated as part of a regularly scheduled course review cycle. | 2 |
| EMS 102 | First Aid and Safety The course was reviewed as part of a regularly scheduled course review cycle. The textbook has been updated. | 3 |
| EMS 306 | CPR for Healthcare Providers The course was reviewed as part of a regularly scheduled course review cycle. The textbook has been updated | 0.5 |
| FASH 101 | Fashion Industry and Marketing Formerly FCS 137 , the course update included prefix and course number change with corresponding exclusion of FCS 137 in catalog description, grading option of letter grade or pass/no pass, typographical corrections in the course | 3 |

objectives, and changes in methods of instruction, outside assignments, and text.

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| FASH 102 | Fashion Design Analysis Advisory: eligibility for ENGL 101 Formerly FCS 138, the course update includes prefix and course number change with corresponding exclusion of FCS 138 in catalog description, course title change, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text. | 3 |
| FASH 103 | Textiles Advisory: ENGL 101 eligibility or ENGL 514 Formerly FCS 139, the course update included prefix and course number change with corresponding exclusion of FCS 139 in catalog description, grading option of letter grade or pass/no pass, and changes in methods of instruction, outside assignments, and text. | 3 |
| FASH 110 | Apparel Construction 1 Formerly FCS 140, the course update includes prefix and course number change with corresponding exclusion of FCS 140 in catalog description, minor course title change, increase in the total number of units, changes in the course content, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text. | <u>3</u> |
| FILM | The FILM courses were reviewed as part of a regularly scheduled course review cycle to review all courses in the discipline. Modifications were made as described below. | |
| FILM 101 | Film as Art and Communication Evaluation methods, texts and materials, assignments have been updated. | <u>3</u> |
| FILM 107 | History of World Cinema The textbook edition has been updated.. | <u>3</u> |
| FILM 120/MUS 115 | Introduction to Sound Recording Mix The assignments, text and materials have been updated | 3 |
| FILM 123 | Directing for the Camera Advisory: Film 110 | 2 |
| FT 343 | Pump Theory Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. | 0.5 |
| FT 346 | Driver Operator 1B | 2 |

Limitation on enrollment: Valid Class C firefighter endorsed driver's license.
Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.

| | | |
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| FT 360 | Rescue Systems I Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. | 1.5 |
| FT 362 | Confined Space Rescue Technician Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes. | 1 |
| GRPH 112 | Digital Imagery Corequisite: Completion of or concurrent enrollment in GRPH 111 Catalog description, methods of evaluation, semester offering, and textbook are being updated. | 3 |
| GRPH 114 | Digital Illustration Lab Corequisite: completion or concurrent enrollment in GRPH 113 Advisory: CBIS 381 | 1 |
| RE 100 | Real Estate Principles Advisory: Eligibility for ENGL 101 | 3 |
| SPCH 189 | Independent Projects in Speech Updated for currency of course offering. | 1-3 |

MAJOR COURSE MODIFICATIONS (not resulting from Course Review)

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below. Catalog year: 2018-19

| Course Prefix | Course Title | Units |
|---------------|--|-------|
| MA 305 | Body Systems and Disease The Limitation on Enrollment was removed to accommodate the request by anatomy, physiology, and EMS faculty to allow non-medical assisting students to | 5 |

take the course. There were adequate resources to expand the course offering. The textbook was updated.

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|----------|---|-----|
| MA 361 | Coding for Medical Insurance Limitation on enrollment: admittance to MA program Modifications are being made to keep up with the industry standards, the course update included catalog description change to include current coding resources, and text. | 3 |
| WFT | The limitation on enrollment is being removed from the wildland firefighting courses listed below. | |
| WFTO 310 | Basic Fire Suppression Orientation Advisory: WFT 302 | 0.5 |
| WFTO 329 | Fire Business Management Principles <u>S-260</u> Advisory: WFTO 315, WFTO 321, and WFTO 330 | 1 |
| WFTO 330 | Basic Air Operations S-270 Advisory: WFTO 315 | 1 |
| WFTO 331 | Helispot Manager J-272 Advisory: WFTO 315, WFTO 320, and WFTO 330 | 0.5 |
| WFTO 334 | Leadership and Organizational Development <u>S-301</u> Advisory: WFTO 314, WFTO 315, and WFTO 329 | 1.5 |
| WFTO 335 | Task Force/Strike Team Leader S-330 Advisory: WFTO 336, and WFTO 344 | 1.5 |
| WFTO 336 | Fire Suppression Tactics S-336 Advisory: WFTO 315, WFTO 325, WFTO 330, and WFTO 344 | 2 |
| WFTO 337 | Division Group Supervisor S-339 Advisory: WFTO 334 | 1 |
| WFTO 338 | Intermediate Aviation Operations S-370 Advisory: WFTO 329, and WFTO 330 | 2 |
| WFTO 339 | Helibase Manager S-371 Advisory: WFTO 320 and WFTO 330 | 2 |
| WFTO 340 | Helicopter Coordinator J-374 Advisory: WFTO 330 and WFTO 336 | 2 |
| WFTO 341 | Air Support Group Supervisor S-375 Advisory: WFTO 303, WFTO 334, and WFTO 339 | 1.5 |
| WFTO 342 | Air Tanker Coordinator S-376 Advisory: WFTO 329, WFTO 330, and WFTO 338 | 2 |
| WFTO 343 | Air Tactical Group Supervisor S-378 Advisory: WFTO 330, and WFTO 340 | 2.5 |
| WFTO 344 | Introduction to Wildland Fire Behavior Calculations S-390 Advisory: WFTO 332 | 2 |
| WFTO 345 | Incident Commander S-400 Advisory: WFTO 304, and WFTO 329 | 2 |

| | | |
|-----------|---|-----|
| WFTO 346 | Liaison Officer S-402 Advisory: WFT 304 and WFTO 337 | 0.5 |
| WFTO 347 | Safety Officer S-404 Advisory: WFT 304 and WFTO 337 | 2 |
| WFTO 348 | Standards for Survival PMS 416 Advisory: WFT 302 | 0.5 |
| WFTO 350 | Command and General Staff S-420 Advisory: WFT 304 and WFTO 337 | 2 |
| WFTO 351 | Look Up, Look Down, Look Around PMS 427 Advisory: WFTO 311 | 0.5 |
| WFTO 352 | Learn to Behave PSM-428 Advisory: WFT 302, WFTO 344 | 1 |
| WFTO 354 | Operations Section Chief S-430 Advisory: WFT 304 and WFTO 337 | 2 |
| WFTO 358 | Facilitative Instructor PMS 925 Advisory: WFT 302 | 2 |
| WFTO 363 | Followership to Leadership L-280 Advisory: WFTO 311 | 1 |
| WFTO 364 | Incident Leadership L-381 Advisory: WFTO 363 | 2 |
| WFTO 399A | Dispatch Recorder D-110 Advisory: WFT 101 | 0.5 |
| WFTP 310 | Prescribed Fire for Burn Bosses RX-90 Advisory: WFTO 344 | 2 |
| WFTP 311 | Introduction to Wildfire Prevention P-101 Advisory: WFT 302 | 0.5 |
| WFTP 312 | Inspecting Fire Prone Property P-110 Advisory: WFTP 310 | 0.5 |
| WFTP 313 | California Basic Fire Prevention P-140 Advisory: WFT 302 | 2 |
| WFTP 314 | Wildfire Origin and Cause Determination P-151 Advisory: WFT 313 | 1.5 |
| WFTP 315 | Introduction to Public Information Officer S-203 Advisory: WFT 302 | 2 |
| WFTP 317 | Intermediate Fire Prevention P-240 | 2 |
| WFTP 320 | Wildland Fire Prevention Planning P-301 Advisory: WFT 302 and WFTP 316 | 2 |
| WFTP 321 | Wildland Fire Prevention Marketing P-303 | 2 |
| WFTP 322 | Advanced Fire Prevention P-340 | 2 |
| WFTP 323 | Introduction to Fire Effects RX-340 Advisory: WFTO 313 | 2 |
| WFTP 324 | Information Officer S-403 Advisory: WFT 304 | 2 |

| | | |
|----------|--|---|
| WFTP 326 | Smoke Management Techniques RX-450 Advisory: WFTP 322 | 2 |
|----------|--|---|

DL CONVERSIONEffective: spring 2018

| Course | Course Title | Units |
|----------|--------------------------------|-------|
| FILM 106 | Film and Television Writing II | 3 |
| MUS 106 | World Music Appreciation | 3 |

TEXTBOOK CHANGES

| Course | Course Title | Units |
|---------|----------------------------------|----------|
| AJ 101 | Introduction to Criminal Justice | 3 |
| CS 112 | Fundamentals of Programming 2 | <u>4</u> |
| ECS 151 | Infant and Toddler Development | 3 |

COURSE DROPS

Catalog Year: 2018-19

| Course | Course Title | Units |
|---------|---|-------|
| FCS 109 | Basic Nutrition for Health | 3 |
| FCS 112 | Nutrition, Weight Management & Eating Disorders | 3 |
| FCS 123 | Principles of Foods 2 | 2 |
| FCS 134 | Food, Nutrition, Customs, and Culture | 4 |
| FT 342 | Fireground Hydraulics | 0.5-1 |
| LS 501 | Individual Learning Assessment | 1 |
| SP 128 | Materials and Processing | 3 |

CORRECTION

| Course | Course Title | Units |
|--------|--|-------|
| AG 114 | Wine Business Advisory: BUS 101 and ENGL 514 The advisory was incorrectly reported as BUS 101 and ENGL 101 on a previous report. | 3 |

PROGRAM MODIFICATIONSCatalog Year: 2018-19

| Discipline | Program Title | Units |
|--------------|--|-------|
| Agribusiness | Associate in Science Wine Business The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education and hands-on experience allowing students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A | 25 |

new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness

Added: AG 105 to required core, and AG 106 to selected units, removed: CBIS 101 and CS 102

Agribusiness

Certificate of Achievement Wine Business

25

The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education and hands-on experience allowing students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness

Added: AG 105 to required core, and AG 106 to selected units, CBIS 101 and CS 102 are being removed from selected units.

Biology

Associate in Science in Biology for Transfer

60

PHYS 141 and PHYS 142 are being added as an alternative selection for PHYS 161 and PHYS 163. The total major units are 38 units.

Allan Hancock College

Program Outline

Title: AGRIBUSINESS: Wine Business

Award Type: Associate in Science and Certificate of Achievement

Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants, and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations, and promotion will find this program suited to their needs.

The graduate of the Associate in Science in AGRIBUSINESS: Wine Business will:

- Identify and suggest business strategies in the wine and grape industry considering financial management principles of vineyard and winery operations and strategic planning.
- Analyze promotion, selling, marketing and distribution possibilities.
- Evaluate benchmarking and brand name recognition alternatives.
- Analyze consumer and market conditions.
- Consider accounting, logistics, compliance, legal, labor and tax issues in the wine industry.

Program Requirements

A major of 25 units is required for the associate in science degree.

Units: 12 Required

Required core courses (12 units):

| | | |
|-------|------------------------------------|---|
| AG101 | Introduction to Winemaking/Enology | 3 |
| AG102 | Introduction to Viticulture | 3 |
| AG105 | Wine Marketing and Sales | 3 |
| AG114 | Wine Business | 3 |

Plus a minimum of 13 units selected from the following:

Units: 13 Required

| | | |
|---------|---|-------|
| ACCT130 | Financial Accounting | 3 |
| AG103 | Sensory Evaluation of Wine | 3 |
| AG104 | Advanced Sensory Evaluation of Wine | 3 |
| AG106 | Winery Organization | 3 |
| AG149 | Cooperative Work Experience: Occupation | 1 - 8 |
| AG301 | Pairing Wine and Food | 0.5 |
| AG302 | Advanced Pairing Wine and Food | 0.5 |
| AG303 | Epicurean Wine and Food | 0.5 |
| AG320 | Wine Tasting Room Sales | 1.5 |
| BUS101 | Introduction to Business | 3 |
| BUS103 | Advertising | 3 |
| BUS104 | Business Organization and Management | 3 |
| BUS110 | Business Law | 3 |
| ----- | Business Communications | 3 |

Total Units

Total: 25

91 - Revised
ALLAN HANCOCK COLLEGE
Narrative
Associate in Science in Biology for Transfer

Item 1. Program Goals and Objectives

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

Item 2. Catalog Description

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

Associate Degree for Transfer Program Requirements

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

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

Associate in Science in Biology for Transfer Program Requirements

1. GENERAL EDUCATION: Complete the following:
 - a) IGETC for STEM: 31 units
2. MAJOR CORE COURSES: A major of 37 units is required for the associate in science in biology for transfer program.

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

Required core courses (37 units):

| | | |
|----------|---------------------|---|
| BIOL 150 | Cellular Biology | 5 |
| BIOL 154 | General Botany | 5 |
| BIOL 155 | General Zoology | 5 |
| CHEM 150 | General Chemistry 1 | 5 |
| CHEM 151 | General Chemistry 2 | 5 |
| MATH 181 | Calculus 1 | 4 |
| PHYS 141 | General Physics 1 | 4 |

and

| | | |
|----------|-------------------|---|
| PHYS 142 | General Physics 2 | 4 |
|----------|-------------------|---|

or

| | | |
|------------|-----------------------|---|
| PHYS 161 | Engineering Physics 1 | 4 |
| <u>and</u> | | |
| PHYS 163 | Engineering Physics 3 | 4 |

| | IGETC |
|---|----------|
| Total Major Units: | 37 units |
| General Education IGETC for STEM: | 31 units |
| CSU Transferable Electives (as needed): | 2 units |
| IGETC for STEM Double-Counted: | 10 units |
| Total Program Units (maximum): | 60 units |

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM SUMMARY
for the period September 7 – November 2, 2017

December 12, 2017

Larry Manalo Jr., Committee Chairperson

Vice-Chair, Dave DeGroot

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Tim Webb, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Gabriel Marquez, Industrial Technology

Andrea Sanders, Languages & Communication

Kathy Headtke, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

ASBG Student Representative (Vacant)

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representative (non-voting)

Non-Credit Education, Sofia Ramirez -Gelpi (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

George Railey, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective 2018-19 and pending Chancellor's Office approval as needed, and publication of course details.

| Course Prefix | Course Title | Units |
|---------------|---|-------|
| ENGL 112 | Transfer Accelerated Reading and Writing Prerequisite: ENGL 512 or READ 510 or placement in ENGL 513 or READ 310. Corequisite: ENGL 101 Rationale: This course has been offered as an experimental course, English 179B with English 101 as a co-requisite course. This course will help students fulfill their GE English requirements effectively through acceleration. | 2 |
| GRPH 129 | Digital Tools for Visual Media This course teaches a foundational introduction to digital media that focuses on computer operations, software, media production techniques, and digital media file management. It is required for the ADT Graphic Design and will be an elective in both Applied Design/Media: Graphic Design and Multimedia A.S. degrees and certificates as it teaches students prerequisite industry standards and skills needed for success in further study of digital design and media production. | 3 |
| FILM 119 | Great Directors of the Cinema This course provides film students and GE students the opportunity to see, critique and write about films of the globe's most awarded filmmakers. | 3 |

NEW NONCREDIT Courses: Effective 2018-19 and pending Chancellor's Office approval

| Course Prefix | Course Title | Hours |
|---------------|--|-------|
| | This course will meet both a basic skill and transfer need as it is designed to give students support in any basic skill they are lacking yet need to complete for their transfer level courses. | |
| BASK 7015 | Reading and Writing Lab | 64 |

The vocational ESL (VESL) courses and the vocational education (VOCE) courses, listed in this section are designed to go hand in hand. This approach is called the IBEST approach and is a national model established in the state of Washington. Rather than have students spend 4 to 5 years on ESL and Basic Skills before they can get into the workforce at a living wage, these courses are designed to contextualize basic skill and work skill instruction on an accelerated path. One of the 7 important measures for student success under the AB104 Adult Ed California state grant is "Acceleration". Noncredit students will learn the vocabulary, math, study, reading and writing skills at the same time they are learning the career content. The demand was determined by input from community partners such as WALI and the Children's Resource and Referral program.

| | | |
|-----------|--|-------|
| VESL 7300 | Family Childcare Business | 9-15 |
| VESL 7303 | Caring for Infants and Toddlers Module 4 | 12-20 |

| | | |
|-----------|--|-------|
| VESL 7304 | Ethics and Business Contracts Module 5 | 12-20 |
| VESL 7310 | History of Child Development Module 1 | 36-48 |
| VESL 7311 | Guidance and Interaction Module 2 | 18-30 |
| VESL 7312 | The Importance of Play Module 3 | 18-30 |
| VESL 7313 | Observation Made Easy Module 4 | 36-48 |
| VESL 7314 | Assessment & Delivery Systems Module 5 | 15-25 |
| VOCE 7301 | Child Health and Safety | 18-30 |
| VOCE 7302 | Developmental Needs of a Child | 15-25 |
| VOCE 7303 | Infant and Toddler Care | 12-20 |

NEW TOPICS: Effective 2018-19 pending Chancellor's Office approval as needed.

| Course Prefix | Course Title | Units |
|---------------|--|-------|
| THEA 198K | Rep of Mamma Mia and Arcadia | 3 |
| THEA 198L | Exploration of Hunchback and Mamma Mia | 3 |
| THEA 198M | Rep of Hunchback and Vanya | 3 |
| THEA 199L | Rep of Hunchback and Mamma Mia | 3 |
| THEA 199M | Exploration of Hunchback and Mamma Mia | 3 |

COURSE REVIEW/COURSE MODIFICATIONS

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

DISCIPLINE COURSE REVIEW: The following courses are being reviewed as part of a regularly scheduled review of all courses in the discipline. Specific modifications are noted for each course below.

Effective 2018-19 and pending publication of course details.

| Course Prefix | Course Title | Units |
|---------------|--|-------|
| AG 302 | Progressive Wine and Food Pairing Limitation on enrollment: Must be 21 years of age or older Formerly Advanced Pairing Wine and Food, the title of the course is being modified to better describe the course. The catalog description has been modified and AG 301 is being removed as the prerequisite. | 0.5 |

The modifications for anthropology include updating text and materials, and distance learning addendum.

| | | |
|----------|---|---|
| ANTH 101 | Introduction to Biological Anthropology | 3 |
|----------|---|---|

| | | |
|--|---|---|
| | The course includes modifications for C-ID approval, the catalog description has been slightly modified, DL, methods of evaluation, and textbook have been updated. | |
| ANTH 102 | Introduction to Cultural Anthropology The modifications include adding an ethics element to this course necessary for C-ID approval. | 3 |
| ANTH 103 | Introduction to Archaeology | 3 |
| ANTH 110 | Biological Anthropology Lab Corequisite: ANTH 101 or completion of ANTH 101. | 1 |
| CS 102 | Introduction to computing with HTML Advisories: CBOT 100 and CBIS 373 A new advisory course has been added, content, assignments, evaluation methods text and materials, and the DL addendum have been updated. | 3 |
| The discipline course review of dance includes a review of general education status and course repeatability status. | | |
| DANC 130 | Beginning Jazz Advisory: ENGL 514. Repeatable: 2 enrollments | 2 |
| DANC 131 | Intermediate Jazz Advisory: ENGL 514 and DANC 130, Repeatable: 2 enrollments | 2 |
| DANC 135 | Advanced Jazz Advisory: ENGL 514 and DANC 131. Repeatable: 2 enrollments. Limitation on Enrollment: Audition. | 3 |
| DANC 137 | Funk Dance Advisories: DANC 133 and ENGL 514. The catalog description has been modified, and the grading option to letter grade or pass/no pass. | 2 |
| DANC 140 | Beginning Folklorico Advisory: ENGL 514. The discipline placement has been modified to include folk dance. | 2 |
| DANC 154 | Clinic in Partnering Prerequisite: DANC 110 or DANC 120 Or DANC 130 The course title has been changed from Pointe and Partnering Clinic, the advisory course, DANC 121 is being removed, and DANC 110, 120, or 130 is being added as advisory courses. | 1 |
| ECS 100 | Child Growth and Development Advisory: ENGL 513 The course modification serves the purpose of implementing the required revisions to the California Community Colleges ECE Curriculum Alignment Project (CAP, 2015) and as a result of course review. The course objectives are being modified. Meets local general education requirement. | 3 |
| ECS 112 | Introduction to Young Children with Special Needs | 3 |

Prerequisite: ECS 100. Advisory: ENGL 513

The prerequisite course is being changed to an advisory to meet industry standards and the textbook is being updated.

The modifications to the emergency medical services discipline include making the course outlines current with industry standards. The grading option has changed to P/NP only, texts and materials, evaluation and instructional methods have been updated. Specific modifications to units, hours, and/or prerequisites for each course are listed below.

| | | |
|----------------------|---|---------|
| EMS 134 | Internship Seminar Prerequisite: EMS 149 or CWE 149 The modifications include course offering to "A", grading method from letter grade only to P/NP, methods of instruction, and methods of evaluation. | 1 |
| EMS 149 | Cooperative Work Experience: Occupational LOE: To participate in Cooperative Work Experience: (1) students must be working at a job within their major; (2) students must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. | 1-8 |
| EMS 199 | Special Topics in Emergency Medical Services Training | 0.5-2.5 |
| EMS 300 | Introduction to Emergency Medical Services Advisory: ENGL 514. Limitation on enrollment: admittance to the program | 1 |
| EMS 301 | Emergency Medical Services Academy 1A (EMT) Prerequisite: EMS 300 and completion of or concurrent enrollment in EMS 306. Advisory: ENGL 514 or equivalent. Limitation on enrollment: Admittance to the program. | 6 |
| EMS 310 | Child Care First Aid & CPR | 0.5 |
| EMS 313 / WFT 303 | Intermediate Incident Command System (ICS) 1st Responders Advisory: WFT 302 The unit value is changing from 1 unit to 1.5 units and a new advisory course is being added. | 1.5 |
| EMS 314 / WFT 304 | Advanced Incident Command System First Responders ICS-400 | 1 |
| EMS 315 | Ambulance Strike Team Provider The modifications include course offering to as needed, and updating the DL addendum. | 1 |
| EMS 316 | Ambulance Strike Team Leader Limitation on enrollment: completion of application process. Corequisite: WFT 301 and WFT 302. Advisory: WFT 303 and ENVT 156 | 1 |
| EMS 320 | Emergency Medical Response to Hazardous Material Incidents | 1 |
| EMS 321 | Advanced Cardiac Life Support | 1 |
| EMS 325 | Lifeguard Certification | 2 |

| | | |
|--------------|--|-----|
| | Limitation on enrollment: American Red Requirements for swimming proficiency | |
| EMS 333 | <p>Paramedic Theory</p> <p>Prerequisite: EMS 302 or Current California EMT-1 (Basic) certification and EMS 303 plus a minimum of six months verified experience as an EMT-1 (Basic) responding to emergency medical responses within the past two years.</p> <p>The modifications include increase in units from 10 to 16 units.</p> | 16 |
| EMS 337 | Wilderness EMS-Aircraft Search Technology and Techniques | 2 |
| EMS / FT 338 | <p>Land Navigation</p> <p>The modifications include offering to as needed, increase in units from 1.5 to 2 units.</p> | 2 |
| EMS 343 | <p>Paramedic Clinical Laboratory</p> <p>Prerequisite: EMS 333. LOE: Current CPR certification for health care provider or professional rescuer.</p> <p>The modifications include modified prerequisite language and new limitation on enrollment.</p> | 7.5 |
| EMS 347 | <p>Wilderness EMS-Urban, Rural & Wilderness Search and Rescue Management</p> <p>The modifications include offering course as needed and unit change from 2 to 2.5 units.</p> | 2.5 |
| EMS 350 | <p>Wilderness EMS Essentials of Search and Rescue</p> <p>The units are increasing from 3 to 3.5 units.</p> | 3.5 |
| EMS 353 | <p>Paramedic Field Internship</p> <p>Prerequisite: EMS 343</p> <p>LOE: Current CPR certification for health care provider or professional rescuer</p> <p>The prerequisite has been modified to remove the CPR certification language as a prerequisite and place as limitation on enrollment.</p> | 10 |
| EMS 360 | Wilderness EMS-Man Tracking I | 0.5 |
| EMS 362 | <p>Wilderness EMS-Man Tracking 2</p> <p>Prerequisite: EMS 360</p> <p>A new prerequisite course has been added, course hours have modified, and assignments, methods of evaluation updated.</p> | 0.5 |
| EMS 378 | <p>Wilderness/ EMS—EMT Wilderness Transition</p> <p>Prerequisite: EMS 301 and EMS 306 or current EMT-1 certification and professional rescuer or health care provider CPR certification. The prerequisite is new.</p> | 2.5 |
| EMS 388 | Wilderness EMS - Searching with Canine (K9) Teams | 2.5 |
| EMS 401 | <p>Emergency Medical Technician 1 (Basic) Refresher</p> <p>Prerequisite: EMS 301 and EMS 306 or valid EMT-1 Basic certification within the last 4 years. Modified prerequisite.</p> | 1.5 |
| EMS 407 | <p>Wilderness EMS – First Responder and Survival Refresher</p> <p>Prerequisite: EMS 307</p> <p>The modifications include course title change from Wilderness EMS – First Aid Refresher to Wilderness EMS – First Responder and Survival</p> | 0.5 |
| EMS 409 | <p>Prehospital Trauma Life Support (PHTLS) Refresher</p> <p>Prerequisite: Current PHTLS Certification</p> | 0.5 |
| EMS 414 | Advanced Cardiac Life Support (ACLS) Refresher | 0.5 |

| | | |
|---------|--|------------|
| | Prerequisite: EMS 321 or current AHA ACLS certification Modified prerequisite to include EMS 321 | |
| EMS 415 | Pediatric Advanced Life Support Refresher Prerequisite: EMS 322 or current AHA PALS certification The modifications include changes in semester offering to as needed, addition of EMS 322 prerequisite. | 0.5 0.5 |
| EMS 416 | Child Care First Aid & CPR Refresher Prerequisite: EMS 310 or valid ARC Child Care First Aid and CPR certification Modified prerequisite to include EMS 310. | 0.5 |
| EMS 461 | Medical First Responder Update Prerequisite: WFT 302 Modified prerequisite to remove EMS 399. | 0.5 |

The discipline course review of film include updating texts and materials.

| | | |
|-----------------------|---|---|
| FILM 102 | Hollywood and the American Film | 3 |
| FILM 103 | Contemporary Latin American Film | |
| FILM 108 | Film and Television in the 21 st Century Advisory: ENGL 101 | 3 |
| FILM 104 | Documentary Studies | 3 |
| FILM 121 / MUS 116 | Sound Production Techniques | 3 |

The discipline course review of the food science, and nutrition courses include major modifications to the course outline to reflect current information in the field of food science and to ensure currency of course offerings. Courses in the food science, and nutrition discipline support the Nutrition and Dietetics transfer degree. Courses in this discipline are also included in the Culinary programs. The cross listing with family and consumer sciences (FCS) discipline is being removed.

| | | |
|----------|--|---|
| FSN 109 | Basic Nutrition for Health The course is being reviewed for currency of course offerings. Modifications include changes in course objectives, evaluation, text, and DL addendum. | 3 |
| FSN 112 | Nutrition, Weight Management & Eating Disorders Modifications include changes in course objectives, assignments, evaluation, and text. | 3 |
| FSN 133 | Introduction To Food Science Prerequisite: CHEM 120. Advisory: ENGL 514 Modifications include discipline placement change to Nutritional Science/Dietetics, modifications to catalog description, content, objectives, SLO, assignments, and texts, and ENGL 514 is being assigned as an advisory course | 3 |
| FSN 134 | Food, Nutrition, Customs and Culture Advisory: CA 120 or FCS 120 and CA 124 | 4 |
| GBST 101 | Introduction to Global Studies The modifications include text and materials change. | 3 |

Graphics discipline course review include updating texts and materials. Students may earn various degrees and certificates in the fine arts.

| | | |
|--------------|---|---------|
| GRPH/ART 108 | Design 1 on The Computer | 3 |
| GRPH 111 | Digital Imagery Lab Prerequisite: Completion of or concurrent enrollment in GRPH 112 | 1 |
| GRPH 113 | Digital Illustration Corequisite: GRPH 114. Advisory: GRPH 110, GRPH 108, or GRPH 112 | 3 |
| GRPH 116 | Digital Portfolio | 3 |
| GRPH 130 | 3D Modeling For Production Advisory: GRPH 112 or GRPH 113 | 3 |
| GRPH 360 | Applied Design Graphics Lab 1 Corequisites: Completion of, or concurrent enrollment in any of the following: ART 107 or ART 108 or GRPH 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130 | 0.5 - 1 |
| GRPH 361 | Applied Design Graphics Lab 2 Prerequisite: GRPH 360. Corequisites: GRPH 108 or ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130 | 0.5 - 1 |
| GRPH 362 | Applied Design Graphics Lab 3 Prerequisite: GRPH 361. Corequisite: Completion of or concurrent enrollment in any one of the following: GRPH 108 or ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 OR GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130. | 0.5 - 1 |

The discipline course review of history, humanities and philosophy courses include updating text and materials and DL addendum on course outlines. These disciplines support the mission of the college by providing transferrable general education coursework.

| | | |
|--------------|---------------------------------|---|
| HIST/HUM 102 | World Civilizations Since 1500 | 3 |
| HIST/HUM 104 | Western Civilizations to 1650 | 3 |
| HIST 107 | U S History to 1877 | 3 |
| HIST 108 | U S History 1877 to Present | 3 |
| HIST 118 | United States History | 3 |
| HIST 119 | History of California | 3 |
| HIST 120 | History of the Mexican-American | 3 |

The discipline course review for law enforcement include modifications that meet industry standards and requirements. Prerequisite and limitation on enrollment language has been updated to comply with Chancellor's Office guidelines for advanced public safety courses where appropriate.

| | | |
|--------|---|-----|
| LE 310 | Introduction to Law Enforcement Academy (Pre-Academy) LOE: Admission by application. <u>Unit increase from 0.5 to 1 unit.</u> | 1 |
| LE 354 | Training Management Update Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. | 1.5 |
| LE 356 | Crime Scene Investigation | 2 |

| | | |
|--------------------|--|----------|
| | Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. | |
| LE 366 | EVOC Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. | 0.5 -1 |
| LE 421 | Complaint Dispatcher The grading option has been changed to letter grade or pass / no pass | 4.5 |
| LE 440 | Basic Driving Skills LOE: Students must possess a valid driver's license and have no physical conditions that would prohibit them from safely operating a motor vehicle. The modifications include title change, semester offering to "as needed", and some changes in outside assignments, methods of evaluation, and text and materials. | 0.5 |
| LE 441 | Advanced Driving Skills Prerequisite: LE 440 | 0.5 |
| LE 480 | Women in Public Safety Careers LOE: Students may be prohibited from enrolling based on health and safety issues. Students will be participating in vigorous physical activities including lifting weights from the floor to overhead, strength training with weight machines and free weights, calisthenics such as push-ups and sit-ups, running distances of 1 ½ miles or farther, sprinting 200 yards, climbing 6 foot fences and walls, climbing ladders, walking and climbing embankments and stairways with ambulance gurneys and stretchers, climbing flights of stairs while dragging fire hoses and wearing several pounds of equipment. | 3 |
| MMAC / FILM 127 | Digital Video Post-Production Modifications include changes in the student learning outcomes, course objectives, methods of instruction, assignments, methods of evaluation, and text and materials. | 3 |
| MUS 100 | Music Appreciation | 3 |
| MUS 123 | Class Vocal Techniques Prerequisite: MUS 129 The grading method <u>is changing</u> from P/NP to letter grade and P/NP, addition of prerequisite MUS 129. | <u>2</u> |
| MUS 124 | Intermediate Vocal Techniques Prerequisite: MUS 123 | 2 |
| MUS 125 | Beginning Guitar | <u>1</u> |
| MUS 126 | Intermediate Guitar Prerequisite: MUS 125 New prerequisite course | 1 |

| | | |
|-----------|--|-------|
| MUS 127 | Vocal Repertoire Prerequisite: MUS 124 The advisory course is now the prerequisite, change grading method to letter grade or pass/no pass. | 2 |
| MUS 129 | Introduction to Singing | 2 |
| NURS 106 | Leadership & Management Limitation on enrollment: Admittance to RN program | 2 |
| NESL 7060 | ESL Instructional Lab | 8-240 |
| PD 110 | College Success Seminar | 1 |

The discipline course review includes updates to DL addendums.

| | | |
|----------|-------------------------------|---|
| PHIL 101 | Survey of Philosophy | 3 |
| PHIL 102 | Existence and Reality | 3 |
| PHIL 105 | Ethics | 3 |
| PHIL 112 | Logic | 3 |
| PHIL 114 | Critical Thinking | 3 |
| PHIL 121 | Religions of the Modern World | 3 |

Modifications to sociology courses are a result of course review and include updating the DL addendum, and textbooks.

| | | |
|---------|-----------------------------------|---|
| SOC 101 | Introduction to Sociology | 3 |
| SOC 110 | Introduction to Marriage & Family | 3 |

The wildland fire technology discipline course review maintains agency requirements. Modifications included changing prerequisites to advisories and grading method to pass/no pass only. Assignments and evaluation methods have also been updated. Specific modifications are noted below.

| | | |
|----------|---|-----|
| WFT 301 | Introduction to Incident Command System I-100 | 0.5 |
| WFT 302 | Basic Incident Command System I-200 Advisory: WFT 301 | 0.5 |
| WFT 305 | Multi-Agency Coordination I-401 Advisory: WFT 304 | 0.5 |
| WFT 306 | Incident Command System for Executives I-402 Advisory: WFT 305 | 0.5 |
| WFTO 311 | Firefighter Training S-130 Advisory: WFT 302 and WFTO 313 | 2 |
| WFTO 312 | Advanced Firefighter Training S-131 Advisory: WFTO 311 and WFTO 313 and WFTO 315 and WFTO 317 and WFTO 318 | 0.5 |
| WFTO 313 | Introduction to Wildland Fire Behavior S-190 Advisory: WFT 302 | 0.5 |
| WFTO 314 | Initial Attack Commander ICT S-200 Advisory: WFT 302 and WFTO 312 and WFTO 325 | 1.5 |
| WFTO 315 | Supervisory Concepts and Techniques S-201 | 0.5 |

| | | |
|----------|--|-----|
| | Advisory: WFT 302 and WFTO 311 and WFTO 313 | |
| WFTO 316 | Fire Operations in the Urban Interface S-205 Advisory: WFTO 311 | 2 |
| WFTO 318 | Wildfire Powersaws S-212 Prerequisite: WFTO 311 | 1.5 |
| WFTO 321 | Crew Boss S-230 Advisory: WFTO 315 and WFTO 325 and WFTO 330 | 1.5 |
| WFTO 322 | Engine Boss S-321 Advisory: WFTO 325 and WFTO 329 and WFTO 330 | 0.5 |
| WFTO 323 | Dozer Boss S-232 Advisory: WFTO 325 and WFTO 329 and WFTO 330 | 1 |
| WFTO 326 | Felling Boss S-235 Advisory: WFTO 315 and WFTO 329 | 1.5 |
| WFTO 327 | Staging Area Manager J-236 Advisory: WFTO 315 and WFTO 329 | 0.5 |
| WFTO 328 | Field Observer S-244 Advisory: WFTO 315 and WFTO 321 | 2 |
| WFTO 332 | Intermediate Wildland Fire Behavior S-290 Advisory: WFTO 311, WFTO 313 | 2 |
| WFTO 355 | Training Specialist S-445 Advisory: WFTO 335 and WFTO 327 and WFTO 328 and WFTL 329 | 1 |
| WFTO 356 | Air Operations Branch Director S-470 Advisory: WFT 304 | 2 |
| WFTO 357 | Advanced Wildland Fire Behavior Calculations S-490 Advisory: WFTO 344 | 2 |
| WFTO 360 | Hazardous Materials First Responder Update Advisory: WFT 302 | 0.5 |
| WFTO 362 | Campbell Prediction System Advisory: WFTO 312 and WFTO 332 | 1 |

MAJOR COURSE MODIFICATIONS (not resulting from Course Review)

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.
Effective 2018-19 and pending publication of course details.

| Course Prefix | Course Title | Units |
|---------------|---|-------|
| ESL 572 | Public Speaking Skills Prerequisite: ESL 540 or ESL 541 or START placement into READ 510 Student learning outcomes have been entered on the course outline. | 3 |
| PHYS 141 | General Physics 1 Assigned homework problems based on the course objectives to average 6 hours per week | 4 |
| PHYS 142 | General Physics 2 | 4 |

Assigned homework problems based on the course objectives to average 6 hours per week

PROGRAM MODIFICATIONS

Effective 2018-19 and pending Chancellor's Office approval

| Program Award | Program Title | Units |
|-------------------------------|--|--------------|
| Associate Degree for Transfer | Kinesiology CHEM 150 is being added to selected units. Removing PE 131 and 156, as they are no longer being offered; adding six courses to reflect the recent articulations with California State University Northridge: PE 121, 122, 140, 141, 142, 146. The program units have not changed. | 21-23 |

MISCELLANEOUS MODIFICATIONS

Effective 2018-19

| Proposal Type | Course Prefix | Course Title | Units |
|-----------------------|----------------------|-----------------------|--------------|
| Textbook updates only | MA 350 | MA Fundamentals | 2 |
| | SPAN 101 | Elementary Spanish I | 5 |
| | SPAN 102 | Elementary Spanish II | 5 |

REQUEST FOR DISTANCE LEARNING

| Course | Course Title | Units |
|---------------|--|--------------|
| ECS 100 | Child Growth and Development (effective spring 2018) | 3 |
| FILM 119 | Great Directors of the Cinema (effective 2018-19 pending publication of course details.) | <u>3</u> |

COURSE DROPS

Effective 2018-19

| Course | Course Title | Units |
|---------------|------------------------------------|--------------|
| EMS 408 | Disaster Survival and Preparedness | 0.5 |
| FCS 360 | Fashion Design/Construction Lab | <u>1</u> |
| FCS 361 | Fashion Design/Construction Lab | <u>0.5</u> |

REQUEST FOR GENERAL EDUCATION STATUS

Effective 2018-19 and pending CSU/UC approvals where appropriate.

| GE Category | Course Prefix | Course Title |
|--------------------|----------------------|---|
| AHC Area 3 | ENGL 140 | Graphic Novel as Literature |
| | FILM 104 | Documentary Studies |
| | FILM 108 | Film and Television in the 21 st Century |
| CSU Area C1 | GRPH 129 | Digital Tools for Visual Media |
| CSU Area C2 | ENGL 140 | Graphic Novel as Literature |
| | FILM 104 | Documentary Studies |
| | FILM 108 | Film and Television in the 21 st Century |
| IGETC Area 3B | ENGL 140 | Graphic Novel as Literature |
| | FILM 104 | Documentary Studies |
| | FILM 108 | Film and Television in the 21 st Century |

REQUEST FOR GRADUATION REQUIREMENT

Effective 2018-19

| Requirement | Course Prefix | Course Title |
|------------------------------|----------------------|------------------------------|
| Multicultural Gender Studies | ENGL 140 | Graphic Novel and Literature |

**Allan Hancock College
Program Outline**

Title: Kinesiology

Award Type: Associate in Arts for Transfer

The associate in arts in kinesiology for transfer will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching.

Associate Degree for Transfer Requirements

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

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

The graduate of the Associate in Arts for Transfer in Kinesiology will:

- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of adult-related diseases such as diabetes, obesity and cardiovascular disease.
- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

Program Requirements

Associate in Arts in Kinesiology for Transfer Program Requirements

Units: 60

General Education

Complete one of the following:

a) CSU General Education Pattern 39
or

b) Intersegmental General Education Transfer Curriculum 37

A major of 21-23 units is required for the associate in arts in kinesiology for transfer degree.

Required core courses (14 units):

BIOL124 Human Anatomy 4

| | | |
|-----------|-----------------------------|---|
| BIOL125 | Human Physiology | 4 |
| PE100 and | Introduction to Kinesiology | 3 |

a maximum of one (1) course from any three (3) of the following areas (3 units) minimum):

Aquatics

| | | |
|--------------|-----------------------------------|------------|
| PE120 | Beginning & Intermediate Swimming | 1 |
| <u>PE121</u> | <u>Swim Fitness Lab</u> | <u>1</u> |
| <u>PE122</u> | <u>Swim Fitness Lab</u> | <u>0.5</u> |
| PE123 | Aerobic Swim | 1 |

Combatives

| | | |
|-------|-------------------------|---|
| PE130 | Self Defense | 1 |
| PE132 | Cardio Kickboxing | 1 |
| PE134 | Martial Arts Techniques | 1 |

Fitness

| | | |
|--------------|--|------------|
| PE133 | Yoga Fitness | 1 |
| <u>PE140</u> | <u>Physical Fitness Laboratory</u> | <u>1</u> |
| <u>PE141</u> | <u>Physical Fitness Laboratory</u> | <u>0.5</u> |
| <u>PE142</u> | <u>Low Impact Conditioning Exercises</u> | <u>1</u> |
| PE143 | <u>Step Aerobics</u> | <u>1</u> |
| <u>PE146</u> | <u>Strength and Flexibility</u> | <u>1</u> |
| PE154 | Jogging/Walking | 1 |

Individual Sports

| | | |
|-------|--------|---|
| PE160 | Tennis | 1 |
|-------|--------|---|

Team Sports

| | | |
|-------|------------|---|
| PE164 | Soccer | 1 |
| PE167 | Basketball | 1 |
| PE170 | Softball | 1 |
| PE172 | Volleyball | 1 |

Restricted electives: select 2 courses (7-9 units) from the following:

| | | |
|----------------|----------------------------|----------|
| EMS102 | First Aid & Safety | 3 |
| MATH123 | Elementary Statistics | 4 |
| <u>CHEM150</u> | <u>General Chemistry 1</u> | <u>5</u> |

| | | |
|---------|-----------------------|---|
| PHYS141 | General Physics 1 | 4 |
| or | | |
| PHYS161 | Engineering Physics 1 | 4 |

Double Counting:

A maximum of 7-10 units can be double counted for the major and CSU GE or IGETC general education requirements.

Transferable Electives to Reach 60 units.

5-12 units as needed

Total Program Units**60**

**ACTION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Acceptance of Grants Approved | Item Number: 14.B. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 2 |

The office of institutional grants has been notified of the funding for the following grants in the amount of \$104,515.

BACKGROUND

1. The Towbes Foundation: AIM (\$5,000)
The AIM Fund (Advance, Innovate, Maintain) is a special scholarship program at Hancock College Foundation dedicated to improving the odds for underprepared and economically disadvantaged students by providing them with the opportunity for financial assistance. No matching funds are required. The project period is January 1, 2018 – December 31, 2018.
2. California Community College Chancellor's Office: Mathematics, Engineering, and Science Achievement (MESA) Augmentation (\$74,515)
The college has been awarded funding for the MESA program to continue support the academic success and transfer of financially and educationally disadvantaged students in math-based fields of study. Matching funds are required. The project period is October 4, 2017 – June 30, 2018.

(Continued)

FISCAL IMPACT

1. The Towbes Foundation: Initiative in amount of \$5,000. Matching funds are not required. The project period is January 1, 2018 – December 31, 2018.
2. California Community College Chancellor's Office: Mathematics, Engineering, and Science Achievement (MESA) (\$74,515). 1:1 Matching funds are required. The project period is October 4, 2017 – June 30, 2018.
3. Hutton Parker Foundation: Core support for Hancock Promise (\$25,000). 3:1 Matching funds are required. (Match will be fulfilled through grants and fundraising efforts conducted on behalf of the Promise program.) The project period is December 1, 2017 – December 1, 2018.

RECOMMENDATION

Staff recommends that the board of trustees accept these contracts for a total of \$104,515 in restricted funds to the district.

| | |
|--|--------------------|
| Administrator Initiating Item: Susan Houghton | Final Disposition: |
|--|--------------------|

3. Hutton Parker Foundation: Core support for Hancock Promise (\$25,000)
The college has been awarded funding for the Hancock Promise to continued student support for tuition, lab/school fees, etc. 3:1 Matching funds are required. The project period is December 1, 2017 – December 1, 2018.

ACTION ITEM

| | | | |
|-----------------|---|--------------|-------------------|
| To: | Board of Trustees | Date: | December 12, 2017 |
| From: | Superintendent/President | | |
| Subject: | 2018-2019 State Scheduled Maintenance Plan, District Project Priority Order | Item Number: | 14.C. |
| Strategic Goal: | Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work. | Enclosures: | Page 1 of 2 |

BACKGROUND

The district has participated annually in the State Scheduled Maintenance Plan and Special Repairs Program since the early 1980s, when it was called the Deferred Maintenance Program. Current parameters limit projects to no less than \$10,000 and no greater than \$600,000. Every year, the state allocates funds to the district, based on availability. In order to be eligible for state funding, the district needs to submit an annual State Scheduled Maintenance Plan, District Project Priority Order. Attachment A is the proposed prioritized list. The 2018-2019 State Scheduled Maintenance Plan, District Project Priority Order will be submitted to the State Chancellor's Office by December 15, 2017.

FISCAL IMPACT

There is no fiscal impact to approve the 2018-2019 State Scheduled Maintenance Plan, District Project Priority Order.

RECOMMENDATION

Staff recommends that the board of trustees approve the 2018-2019 State Scheduled Maintenance Plan, District Project Priority Order as presented.

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



**Allan Hancock Joint Community College District
2018-2019 State Scheduled Maintenance Plan
District Project Priority Order**

| <u>Projects</u> | <u>Project Cost</u> |
|--|---------------------|
| 1. Santa Maria Campus, Door Hardware & Keying Ph III | \$300,000 |
| 2. Building N, Boiler Replacement | 205,000 |
| 3. Building H and I200, Roof Replacement & Repair | 141,000 |
| 4. Building E & F 12 kV Electrical Upgrade | 350,000 |
| 5. HVAC Upgrade Building M400 | 600,000 |
| 6. Roof Replacement, Building G, Upper Level | 175,000 |
| 7. Roof Replacement, Building O300 | 425,000 |
| Total: | \$2,196,000 |

ACTION ITEM

| | | | |
|-----------------|---|--------------|-------------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | December 12, 2017 |
| Subject: | Award of contract for the Prop 39 Year 3, 4 & 5 Lompoc Valley Center Solar Project RFP 17-104 | Item Number: | 14.D. |
| Strategic Goal: | Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work. | Enclosures: | Page 1 of 1 |

This item was removed from the agenda.

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

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Public Safety Complex Project, Bid No. 11-02, Notice of Completion | Item Number: 14.E. |
| Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work. | Enclosures: Page 1 of 1 |

BACKGROUND

The Public Safety Complex Project resides on a 58-acre site, which includes five buildings consisting of administrative offices, classrooms, apparatus vehicle storage, fire training tower, fire prop house, and a shooting range. The project also includes an emergency vehicle operator course (EVOC), city grid, scenario village, running track, gym, confined space & trench rescue, and slow speed skills training area. The project was first put out to bid on April 19, 2011, and the notice to proceed for the project was given to Sinanian Development, Inc. (SDI) on August 16, 2011.

The close out of the construction requires technical procedures be implemented to ensure compliance with the district's construction contract documents and the California state public contract code. Part of the process is for the district's board of trustees to acknowledge final completion, accept the project, and to record a notice of completion with the Santa Barbara County Recorder's Office within fifteen (15) days of the district's acceptance. This notice starts the 30-day period within which subcontractors or material suppliers must file any stop payment notices. Whereas, there is a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150% of the district's disputed amount.

FISCAL IMPACT

There is no fiscal impact to file a notice of completion.

RECOMMENDATION

Staff recommends that the board of trustees approve filing a notice of completion for Sinanian Development Inc. for the Public Safety Complex Project.

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

ACTION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Accounts Payable Fiscal Oversight | Item Number: 14.F. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 3 |

BACKGROUND

Pursuant to Education Code 1240(I)(4), the college is taking initial steps towards fiscal independence through the pursuit of accounts payable fiscal oversight, independent of the Santa Barbara County Education Office (SBCEO). The district's Finance and Administration Department has worked closely with SBCEO over the past year to review internal audit procedures in preparation for the proposed changes. The following letter is from SBCEO supporting and recommending that the district officially take responsibility for issuing accounts payable warrants. The SBCEO will continue to provide fiscal oversight for payroll warrants. Warrants are currently signed by both the Santa Barbara County Superintendent of Schools and the district's board president. With the proposed changes, the college will assume responsibility for dual signature on accounts payable warrants.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the board of trustees approve the adoption of accounts payable fiscal oversight and to add the superintendent/president as the second signature on accounts payable warrants.

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



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

November 29, 2017

Dr. Kevin Walthers, Superintendent/President
 Allan Hancock College
 800 South College Drive
 Santa Maria, CA 93454

Dear Dr. Walthers:

A request was received last year from Allan Hancock College (AHC) to shift the Santa Barbara County Education Office's (SBCEO) audit of AHC's accounts payable warrants to the college's business office. In collaboration with AHC, we spent the last year reviewing AHC's processes and procedures to determine if this change would be possible. After careful review and consideration, we concur with the request.

We have had many conversations with Jessica Blazer and her staff. Together, we completed a variety of internal control tests following multiple audit checklists to survey the fiscal integrity of AHC's proposed process. Also, AHC has always processed accounts payable independent of SBCEO's financial system and uses their own system to generate warrants. Through our office's research, we discovered that AHC follows a detailed, robust purchasing work flow (approval beforehand) that is both comprehensive and thorough before warrants are issued.

Education Code outlines the county office's responsibility for community colleges:

- Education Code 1240(l)(4) states, "*(4) the county superintendent is not responsible for the fiscal oversight of the community colleges in the county, however, he or she may perform financial services on behalf of those community colleges.*"

In addition, included are selected procedures from the FCMAT *Fiscal Procedural Manual* for county offices:

1. P-002 "Which Entities are Included?" (table) – community colleges "No" (i.e., not included)
2. P-012 "Approving District Orders" (lists different levels of county office review of accounts payable)

Furthermore, we are aware that the college is on a timeline to implement a new financial system and will be seeking fiscal independence through the Chancellor's Office beginning on January 1, 2019. An additional benefit of AHC auditing accounts payable during the year prior to fiscal independence will be the ability to refine all elements of the auditing process prior to implementation of the new financial system.

Dr. Kevin Walthers

Page 2

The Santa Barbara County Education Office hereby grants Allan Hancock College's request to become responsible to perform their internal audit review of their accounts payable warrants. This change will be effective beginning January 1, 2018. If you have any questions, please contact our office.

Sincerely,



Susan C. Salcido
Santa Barbara County
Superintendent of Schools

SCS:dc

Attachments

c: Michael Black, Associate Superintendent, Finance and Administration
Jessica Blazer, Director, Business Services
Bill Ridgeway, Assistant Superintendent, Administrative Services
Denice Cora, Administrator, School Business Advisory Services
Theo Fallati, Santa Barbara County Auditor-Controller

**ACTION ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Change of Status of Management Employee | 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 |

The following personnel action is recommended:

BACKGROUND

Rex Van Den Berg, FROM director, facilities, full time, 12 months, range 14 step F, management salary schedule TO director, facilities, full time, 12 months, range 14 step F plus 10 percent out-of-class, management salary schedule, retroactive to October 1, 2017 through June 30, 2018, or earlier per district need.

Reason: Mr. Van Den Berg is assuming duties of the vice president, operations, due to the retirement of Felix Hernandez Jr., effective October 1, 2017.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$10,724 for the 2017-2018 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the change of status of Rex Van Den Berg, director, facilities, retroactive to October 1, 2017 through June 30, 2018, or earlier per district need.

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

**ACTION ITEM**

| | | | |
|-----------------|--|-------------------|--------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Classified Exempt Employees Status | Item Number: | 14.H. |
| Strategic Goal: | Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: | Page 1 of 25 |

BACKGROUND

On November 27, 2017, the District, CSEA, and its Chapter #251 tentatively agreed to establish a category of exempt classified employees who meet stringent California Labor Code requirements for exempt status (<https://www.dir.ca.gov/t8/11040.html>). Establishing this category of employee required negotiating a new classified salary schedule as well as changes to existing job descriptions, which are included with this Board item.

The following change of status recommendations apply to affected employees:

(Continued)

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$66,747 for the 2017-2018 fiscal year and is included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the memorandum of understanding (MOU) between the District and the California School Employees Association, Chapter #251, for classified exempt employee status including job descriptions for these positions and the new salary schedule for classified exempt employees, effective January 1, 2018.

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

Julia Townsend, FROM coordinator interpreting and communication services, learning assistance program, full time, 11 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule 55 TO coordinator, interpreting and communication services, learning assistance program, full time, 11 months, 40 hours weekly, range 1-A, classified bargaining unit salary schedule 56, effective January 1, 2018.

Andy Specht, FROM systems analyst, information technology services, full time, 12 months, 37 hours weekly, range 33-C, classified bargaining unit salary schedule 55 TO systems analyst, information technology services, full time, 12 months, 40 hours weekly, range 5-A, classified bargaining unit salary schedule 56, effective January 1, 2018.

Steven Reed, FROM systems analyst, information technology services, full time, 12 months, 37 hours weekly, range 33-E, classified bargaining unit salary schedule 55 TO systems analyst, information technology services, full time, 12 months, 40 hours weekly, range 5-A, classified bargaining unit salary schedule 56, effective January 1, 2018.

Eliseo Munoz, FROM athletic trainer, kinesiology, recreation and athletics department, full time, 12 months, 37 hours weekly, range 31-E, classified bargaining unit salary schedule 55 TO athletic trainer, kinesiology, recreation and athletics department, full time, 12 months, 40 hours weekly, range 3-A, classified bargaining unit salary schedule 56, effective January 1, 2018.

NOV 29 2017

President's Office
Allan Hancock College

MEMORANDUM OF UNDERSTANDING
between
Allan Hancock Joint Community College District
and
California School Employees Association
and
Its Allan Hancock Chapter #251

Exempt Status for CSEA Positions

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District"), and the California School Employees Association ("CSEA") and its Allan Hancock Chapter #251.

WHEREAS California Labor Code §11040 allows the employer to certify that positions that meet the requirements of code are exempt from overtime; and

WHEREAS the District experienced difficulty in recruiting software programmer positions with the Information Technology department and began exploring solutions, which led to discussion of exempt status for qualified classified positions; and

WHEREAS the parties met to negotiate which positions within the bargaining unit would meet the requirements of California Labor Code; and

WHEREAS the parties agreed to create a separate salary schedule for classified exempt positions based on the existing differentials in Salary Schedule 55 (SS55); and

WHEREAS California Labor Code states that employees in the computer software field cannot earn less than forty-two dollars and sixty four cents (\$42.64); and

WHEREAS the parties agreed to build the salary schedule based on the California Labor Code minimum salary of forty-two dollars and sixty four cents (\$42.64) for the Application Programmer position; and

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree as follows:

- 1) The following positions meet the standards of California Labor Code:
 - Winery Operations: meets Administrative Exemption
 - Coordinator, Interpreting and Communication: meets Professional Exemption
 - Application Programmer: meets Professional Exemption (computer software field)
 - Athletic Trainer: meets Professional Exemption
 - Programmer Analyst: meets Professional Exemption (computer software field)
 - Systems Analyst: meets Professional Exemption (computer software field)
 - Facilities Project Management Coordinator: meets Professional Exemption

- 2) The following monthly salary schedule meets the requirements of California Labor Code and accounts for current overtime accruals of the affected employees:

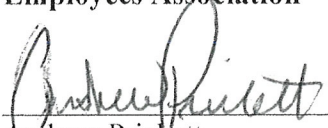
| Range | Step | A | B | C | D | E |
|-------|------|--------------|-------|-------|-------|-------|
| 1 | | 7,206 | 7,567 | 7,945 | 8,342 | 8,759 |
| 2 | | 7,391 | 7,761 | 8,149 | 8,556 | 8,984 |
| 3 | | 7,576 | 7,955 | 8,353 | 8,771 | 9,210 |
| 4 | | 7,765 | 8,153 | 8,561 | 8,989 | 9,438 |
| 5 | | 7,959 | 8,357 | 8,775 | 9,214 | 9,675 |

**The parties will approve a final salary schedule that meets the formatting of SS55, but the calculations will remain the same as presented above.

3) The positions will be placed on the above salary schedule as follows:

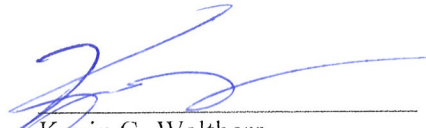
- Range 1
 - Winery Operations
 - Coordinator, Interpreting and Communications
 - Facilities Project Management Coordinator
- Range 2
 - Application Programmer
- Range 3
 - Athletic Trainer
- Range 4
 - Programmer Analyst
- Range 5
 - Systems Analyst

**For California School
Employees Association**


 Andrew Prickett
 Senior Labor Representative

11/27/17
 Date

For the District


 Kevin G. Walthers
 Superintendent/President

11/27/17
 Date

For Chapter #251


 Luis Flores-Gallardo
 President

11/27/17
 Date

Allan Hancock College
~~Professional Exempt~~
 Human Resources

Classified -
 Range 281

(Revised)

COORDINATOR, INTERPRETING AND COMMUNICATION SERVICES

DEFINITION:

Under general supervision, performs interpreting, transliterating, and/or real time captioning for deaf and hard-of-hearing students and the general public using both expressive and receptive modes; coordinates services for students with disabilities, including outreach; and performs related duties as required. Coordinates hourly interpreters and/or real time captionists and student workers.

CLASS CHARACTERISTICS:

An incumbent in this class will be supervised by the Director, Learning Assistance Program (LAP). The work schedule will vary from semester/term to semester/term depending upon student need and class/event schedules. Work schedule can include both day and evening hours.

ESSENTIAL FUNCTIONS:

1. Interprets and/or transliterates educational and general information within the educational setting using American Sign Language (ASL), Pidgin Signed English (PSE), or oral methods of communication preferred by deaf and hard of hearing people.
2. Provides real time captioning services within the educational setting using transcription software and hardware.
3. Interprets and/or provides real time captioning services for students in an academic setting including but not limited to lectures, seminars, laboratories, field trips, platform, and one-on-one or group discussions.
4. Assists in the recruitment of hourly sign language interpreters. Evaluates, and recommends interpreters, real time captionists, note-takers and other hourly personnel to provide services to students with disabilities.
5. Coordinates provision of interpreting and/or real time captioning services for deaf or hard-of-hearing students.
6. Coordinates, prepares and maintains schedules for interpreters, captionists and note-takers.
7. Recruits and schedules substitute interpreters as needed.
8. Assesses the communication needs and styles of deaf students and assigns personnel (interpreters, captionists, and/or notetakers) compatible with the communication styles of the students.
9. Observes and evaluates interpreters and/or captioners in the classroom.
10. Provides training for interpreters and/or real time captionists.
11. Provides input on interpreter and captionist performance to LAP supervisor.
12. Tutors deaf and hard-of-hearing students enrolled in basic skills courses.
13. Coordinates and trains note takers for deaf or hard-of-hearing students.
14. Assists in recruiting and assigning readers, scribes and in-class aides for visually impaired students.
15. Coordinates the acquisition and assignment of taped or digitally recorded texts for visually impaired and learning disabled students.
16. Coordinates and maintains adaptive equipment for deaf or hard-of-hearing students, including TDD's, video phones, personal FM systems and computers and software used to provide real time captioning services.

17. Coordinates provision of learning aides and equipment for students with disabilities.
18. Plans and organizes continuing education workshops and seminars for AHC interpreters and the interpreting.
19. Serve as a resource to college faculty and staff regarding issues related to deafness and appropriate accommodations for deaf and hard-of-hearing students.
20. Maintains current and accurate documentation of student contacts, and prepares student contact reports for LAP Director.
21. Provides outreach to feeder high schools and the community.
22. Maintains liaison with community agencies, such as Department of Rehabilitation.
23. Makes presentations to increase awareness in the college community about hearing impairments and methods of enhancing communications with deaf and hard-of-hearing students and the services available through the LAP.
24. Coordinates interpreting services for college-wide events and activities.

ADDITIONAL RESPONSIBILITIES:

1. Assists instructors with in-class seating arrangements and other in class accommodations for deaf/hard of hearing students when necessary.
2. Works with instructors and media services to ensure films and other media used campus wide are closed-captioned and/or subtitled.
3. Participates in and assists with various on campus and off campus in-service trainings.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Expressive and receptive modes of manual communication including, but not limited to, ASL (preferred), PSE, and/or oral interpreting;
- Real Time Captioning services and other in-class accommodations for deaf and hard of hearing students;
- Special educational needs, assistive devices, and services for deaf and hard-of-hearing students;
- Cultural and social aspects of deafness;
- Use of English grammar and vocabulary;
- Code of professional conduct prepared by the National Registry of Interpreters for the Deaf;
- Professional and technical signs or vocabulary used in the courses to which assigned;
- Fluency in ASL and/or PSE and ability to interpret or transliterate in both;
- Special software and hardware used in the provision of real time captioning services.

Demonstrated ability to:

- Adhere to the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct;
- Use ASL (preferred), PSE, and/or oral interpreting, and sign to voice interpreting;
- Use transcription software to provide real time captioning services;
- Tutor deaf and hard of hearing students in English and/or math courses;
- Work with minimum supervision;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative working relationships with those contacted during the course of work;
- Hear spoken speech communication.

Education and Experience:

Completion of an interpreter training program from an accredited college, university, or post secondary training center. Individuals possessing the education, knowledge, and abilities listed in this job description are considered to possess the necessary experience.
A baccalaureate degree is desirable.

Desirable Certifications:

1. Comprehensive Skills Certificate (CSC), Certificate of Interpretation (CI), Certificate of Transliteration (CT), or National Interpreter Certificate (NIC) from the Registry of Interpreters for the Deaf (RID)

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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.

Exempt 12/17
R 3/09
Reclass 10/08
R_1/97

Allan Hancock College
~~Technical Exempt~~
Human Resources

Classified -

Range 335

(Revised)

SYSTEMS ANALYST

DEFINITION:

Under supervision of the Director, Information Technology Services, this position supports enterprise resource planning (ERP) systems, associated databases, operating systems, and related software; performs configuration management tasks; builds and releases a functioning system; makes changes to existing programs; integrates new programs with existing programs; develops user and training documentation; provides direct support for functional users; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, this technical position will have a variety of professional and highly technical responsibilities in the development and support of enterprise systems from user and vendor specifications. The incumbent will interface with multiple vendors and users to manage and maintain a complex set of enterprise systems. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Performs the duties of senior level administration of enterprise resource planning (ERP) systems.
2. Supports the database, applications and functions associated with the ERP system, including technical maintenance and upgrades, module installation, as well as being responsible for research and resolution of the day-to-day operating issues that affect processing services.
3. Provisions and maintains ERP user accounts and security roles.
4. Provides technical advice and support to users including troubleshooting issues, creating data extracts and reports, and data analysis.
5. Configures system enhancements and software fixes; plans for and supports the processing of all upgrades, patches and major releases for these systems.
6. Coordinates with functional users to develop a thorough and rigorous testing of software and database performance before new versions are put into production.
7. Performs system analysis and design work for functional users.
8. Analyzes database efficiency and applies basic tuning strategies that may involve researching and resolving day-to-day operating issues that impact effectiveness.
9. Performs data extractions and develops integrations to other systems as required.

10. Creates, modifies and maintains customizations.
11. Assists other members of the information technology services staff with design, program logic, instruction and database structure.
12. Debugs programs by preparing test data and evaluate computer output for valid results, satisfying user requests.
13. Performs data refresh clones of production and test environments.
14. Monitors database system and performance.
15. Schedules and completes data submissions required by the Chancellor's Office MIS division.
16. Coordinates with network administrator on protocols and security to connect the enterprise resource planning (ERP) system to the infrastructure.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Server hardware, software and enterprise operating systems such as Linux and Microsoft Windows server;
- Local and wide area networks;
- Relational data base concepts, tools and techniques including the use of Structured Query Language (SQL) and Open Database Connectivity (ODBC);
- Oracle or Microsoft SQLServer relational data base management system;
- Enterprise ERP systems such as Ellucian Banner;
- Programming languages such as PL/SQL compatible with computer systems in use;
- General accounting, business procedures and statistical methods;
- UNIX shell scripting language desirable;
- Evisions reporting software (Argos, FormFusion, MAPS) desirable;
- Java Virtual Machine development tools (e.g. Groovy) desirable.

Demonstrated ability to:

- Develop and maintain databases and computer programs;
- Prepare documentation and user instructions;
- Assist in the development and analysis of conceptual and logical design of computer information systems;
- Communicate verbally and in writing supporting complex system descriptions.

Education and Experience:

Equivalent to a bachelor's degree or higher in computer science, information systems or a related field and five years direct experience in computer information systems programming with hardware, software, and database management systems comparable with Allan Hancock

College's ERP systems or equivalent combination of college education, training and experience may be considered.

Working Conditions:

- This is a FLSA exempt position.
- 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 requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email and in person.
- May lift, carry, and/or move objects weighing up to 20 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.

Exempt 12/17
R 9/17
R 7/15
R 5/10
R 9/04
R 6/01
7/90

Allan Hancock College
~~Professional Exempt~~
 Human Resources

Classified -

Range 3+3

(Revised)

ATHLETIC TRAINER

DEFINITION

Under the supervision of the Associate Dean/Athletic Director, this position will evaluate, treat, administer first aid and preventive and rehabilitative treatment for acute and chronic medical conditions for physical education students and student athletes involved in various inter-collegiate sports; provide training to students seeking careers in sports medicine and related health care programs; maintain and operate the campus training room facility, administer appropriate injury records system as required by laws; provide nutrition and health advice and counseling to athletes, coaches, and physical education faculty.

CLASS CHARACTERISTICS

The athletic trainer position under limited supervision is distinguished from other classes of the student support series in that incumbent are required to evaluate the physical condition of student athletes and administer first aid, emergency medical care, and provide rehabilitation and reconditioning techniques to injured students. The athletic trainer is also responsible for administrative duties required by law. The athletic trainers support student learning outcomes by ensuring student athletes have fulfilled all of the health requirements to participate in intercollegiate sports and to ensure that injured athletes are able to return safely to participate in sports activities and serves as a liaison to faculty and staff.

ESSENTIAL FUNCTIONS

1. Prepares written policies and procedures in collaboration with the college policy regarding emergency management, treatment and reconditioning of injuries for athletes including an annual review and update of established programs as necessary.
2. Oversees, directs, and schedules the day-to-day activities of the athletic training staff; including the recruitment, guidance, training, and evaluation of student athletic training interns in the performance of their duties.-
3. Administers first aid and emergency medical care including lifesaving procedures to student athletes; in the absence of the team physician, makes decisions concerning the ability of the injured athlete to participate.-
4. Administers rehabilitative treatment as prescribed by a physician to student athletes.
5. Oversees care and prevention of student athlete injuries for all intercollegiate athletic practices, home athletic contests for both the home team and visiting team, and travels to all away football contests.-
6. Acts as a consultant for all physical education activity student injury; advises student athletes about aspects of injuries, reconditioning programs, and nutrition.
7. Organizes annual health screening examinations with physician and health personnel in coordination with the requirements of the CCCAA.
8. Refers injured students to the team physician, college health center, or appropriate medical facility as necessary.-
9. Maintains impeccable, accurate and detailed records and reports including emergency and daily treatment reports, detailed records concerning injuries, treatment and recommendations.-

10. Submits, in accordance with CCCAA guidelines, appropriate medical documentation required for injury illness waiver requests which impacts student athlete eligibility.—
11. Facilitates communication between athletes, coaches, administration, and concerning the health and physical status of athletes.—
12. Maintains and operates the campus training room facility; maintains responsibility for sanitation log; inventory and order equipment and supplies.—
13. Works in collaboration with the students' insurance agent, reviews athletic insurance coverage and assists student athletes and staff in the correct submission of insurance claims.—
14. Organizes and implements concussion management system in accordance with governing bodies.
15. Works to identify troubled athletes with problems including sexuality, drug abuse, personal, social, and educational goals and objectives.
16. Monitors safety factors on playing areas and make recommendations regarding safety of athletes according to established guidelines.
17. Oversees the implementation of drug testing and counseling programs for student athletes.
18. Performs other related ~~duties~~ functions as assigned.—

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, practices, terminology, and techniques used in athletic training activities, —including the prevention and treatment of injuries;
- Principles and practices of training and providing work direction;
- Policies, procedures, and objectives of athletic training programs;
- Advanced principles of anatomy and physiology, symptoms of athletic injuries, applicable —treatment, and first aid methods;
- Various types of therapeutic treatment, equipment, and conditioning programs;
- Rules and regulations applying to safe equipment operation and medical care;
- Oral and written communication skill;
- Detail oriented record-keeping techniques;
- CCCA guidelines.

Demonstrated Ability to:

- Operate rehabilitation equipment and modalities;
- Develop and implement a program for the prevention of injuries to athletes;
- Administer first aid and emergency care;
- Treat injuries and provide reconditioning according to authorized medical directions;
- Oversee and provide direction to staff and student athletic trainers;
- Read, interpret, apply and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Communicate effectively both orally and in writing;
- Understand and work within the scope of authority;
- Meet schedules and timelines;
- Maintain records and prepare reports;
- Utilize word processing and database software applications;
- Adhere to Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) compliance guidelines.

Education and Experience:

- _____A bachelor's degree in kinesiology, athletic training, sports medicine, or a related field;
- _____five years of experience in athletic training. A graduate degree in a relevant field may
- _____substitute for two years of the required experience OR any combination equivalent to.

Licenses and Other certifications:

- Valid California driver's license.;
- Possession of a valid cardiopulmonary resuscitation (CPR) certificate issued by issued by a nationally recognized sanctioning organization.;
- Possession of a valid First Aid certificate issued by issued by a nationally recognized sanctioning organization.;
- A current Athletic Trainer Certificate (ATC) from the National Athletic Trainers; Association Board of Certification (NATABOC).

Working Conditions:

- This is a FLSA exempt position.
- Duties are performed in multiple environments. Environments may include but are not limited to gymnasiums, athletic fields, on or off campus.
- This position requires a flexible schedule according to the season of sport.—

Physical Demands:

- Bending at the waist to tape and lift athletes;
- Pulling and pushing heavy objects;
- Standing and walking for extended periods of time.

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.

Allan Hancock College
 Professional Exempt
 Human Resources

Classified –
 Range ~~26~~1

(Revised)

COORDINATOR WINERY OPERATIONS

DEFINITION:

Under supervision of the appropriate Dean, Academic Affairs and the direction of the program coordinator, the incumbent will plan, organize, coordinate, and perform duties that facilitate operations within the program and oversee the performance of the winery and vineyard including sales; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a classified exempt position. The incumbent provides instructional and programmatic support by working with faculty and students in the Viticulture and Enology Program as well as the day to day operations of the vineyard and winery. The incumbent, with a considerable degree of independence, is responsible for the coordination of maintenance, inventory, outreach, and all sales of the college's vineyard and winery. An incumbent in this class is designated as a working supervisor, and performs a full range of duties requiring a high level of technical knowledge and ability.

ESSENTIAL FUNCTIONS:

1. Oversee winery operations and supervises wine sales.
2. Assists faculty in prepping for and developing upcoming vineyard activities which can include readying equipment for student and staff use and inviting guest speakers.
3. Assists faculty in supervising students during group/team activities and in class-related vineyard operations and procedures.
4. Coordinates and communicate winemaking activities and information with custom crush clients.
5. Helps to coordinate year-round maintenance of vineyards including plowing, spraying, maintaining and repairing irrigations systems, servicing tractors, and implements.
6. Accurately reports and posts all pesticides and herbicides in use to program coordinator.
7. Provides walking tours of the vineyard.
8. Helps to coordinate maintenance for and servicing all winery equipment including barrels.
9. Maintains inventory of all chemicals and equipment in the winery and lab and the storage of empty wine bottles.
10. Pulls wine samples monthly for lab analysis, adds sulfur dioxide additions or tops off wines as needed. Runs wine sample analysis as needed.
11. Gathers data from vineyard physiology and winemaking operations including experiments in viticulture and wine business.
12. Coordinates monthly wine events including weekly college wine sales.
13. Reconcile daily sales and monthly inventory for accounting department.

14. Identifies, pursues, and maintains accounts with all retail markets, wine shops, and restaurants; hosts weekend wine tastings.
15. Coordinates with Auxiliary Accounting and AHC staff as necessary for the planning and development of sales and outreach activities.
16. Serves as liaison at mandatory Continuing Education seminars for PAC and in monthly wine and agricultural business symposiums and seminars.
17. Recruits, interviews, hires, schedules, and trains classified exempt and student worker employees.
18. Schedules and supervises wine production operations including but not limited to wine fermentation, blending, stabilization, bottling, and storage.
19. Helps prevent problems with wines and communicates potential issues promptly to program coordinator and faculty.
20. Maintains computer software database.
21. Prepares and participates in sensory evaluation trials.
22. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Subject matter terminology, techniques, equipment, and materials used in the Viticulture and Enology program, as demonstrated through college-level coursework, experience, and/or other assessment;
- Industry standards for winemaking and basic wine chemistry;
- Bottling and labeling tasks including preparation and execution;
- Use of tractors;
- Principles of supervision and training;
- Proper handling, storage, and disposal of hazardous materials;
- Accounting software systems, spreadsheets, and databases;
- Application of laws, regulations, and requirements related to area of assignment;
- Oral and written communication skills; strong attention to detail; ability to troubleshoot independently.

Demonstrated ability to:

- Plan, organize, and implement essential functions of a winemaking facility;
- Learn the procedures, functions, and requirements of assigned duties;
- Recognize student progress and take effective measures to enhance continued achievement;
- Train students and staff in the use of instructional and winery equipment;
- Work in campus network and computer-based applications;
- In-depth knowledge of word processing, spreadsheet, and database programs;
- Calibrate sprayers and seeders;
- Perform wine analysis including sulfites, titratable acidity, alcohol, YAN and others;
- Prepare clear and accurate operational reports and analyze winemaking and vineyard data;

- Understand, carry out, and communicate oral and written directions;
- Direct and review the work of subordinate staff.

Education and Experience:

A bachelor's degree in winemaking, viticulture, or wine business and at least 5 years of experience in the wine industry is required, a master's degree is preferred; or an equivalent combination of training and experience. Supervisory experience desirable.

License Required:

- Possession of a valid and appropriate California driver's license.
- Forklift Operator certificate within the first year of employment.
- HazMat General Site Worker certificate within first year of employment.

Working Conditions:

- This is an FLSA exempt position.
- Duties are performed in both an outdoor and office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- Work requires travel to other locations to attend meetings or conduct work.
- The incumbent will have contact, in person, via e-mail, and on the telephone, with faculty, staff, and the general public.
- May be required to work a flexible work week which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.

Physical Demands:

- Moderate work lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds with occasional heavy work.
- Work requires standing, walking, and sitting for extended periods of time.
- Operates a computer.
- Communicates over the telephone in person, and via email.
- Work outside without effective protection from the weather.

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.

(Revised)

APPLICATION PROGRAMMER**DEFINITION:**

Under direction of the Director, Information Technology Services, this position supports, upgrades, tests, documents and enhances existing applications and programs. Designs, develops, implements and supports enterprise system data reports. Creates user documents, web forms, training material and videos. Provides technical assistance on applications and enterprise systems to users. Values and promotes the mission and the vision of the college.

CLASS CHARACTERISTICS:

Under general supervision, the incumbent in this position performs technical and professional work in support of the district's various software applications and utilities. The incumbent will interface with users to gather and document reporting requirements to meet business needs. The incumbent will translate business requirements into specifications and use these to implement the required reports. The incumbent will be responsible for creating and maintaining the various electronic and web-based technical user request forms. The incumbent will be responsible for managing and publishing technical training material and videos for the department.

ESSENTIAL FUNCTIONS:

1. Work with users to gather and document requirements for programs, reports, forms, and training material.
2. Develop and test solutions that match the specified requirements.
3. Using database views develop enterprise reports as needed by functional users.
4. Maintain existing applications by performing upgrades, testing, creating user documentation, and providing training.
5. Evaluate existing applications to reprogram, update and add new features.
6. Develop technical procedures and training material that accurately represent the functionality of the application.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Knowledge of at least one programming language;
- Relational data base concepts, tools and techniques including the use of Structured Query Language (SQL);
- Oracle or Microsoft SQL server;
- PC/computer skills including experience with Microsoft Office products (Word, Excel, Visio, PowerPoint);
- Excellent written and communication skills.

Demonstrated ability to:

- Think in a logical, sequential manner;
- Learn new programming and report writing skills quickly;
- Analyze user requests and determine design of reports as needed;
- Work independently;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Manage multiple tasks and meet tight deadlines; and
- Perform work with great attention to detail.

Education and Experience:

Possession of or the equivalent to a bachelors' degree in computer science, information systems, or a related field.

Working Conditions:

- This is an FLSA exempt position.
- Duties primarily performed in an office environment at a desk or personal 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, by email, and in person.
- May lift, carry and/or moves objects weighing up to 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.

(Revised)

PROGRAMMER/ANALYST**DEFINITION:**

Under direction of the Director, Information Technology Services, this position analyzes needs, designs, writes and tests new programs and applications. Programs developed or modified are typically linked to several other programs and databases. Programs are implemented on application servers, web servers, and mobile devices. Maintains and revises existing .Net programs. Provides technical assistance to users as well as to others in IT Services. Values and promotes the mission and the vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent in this position performs highly technical and professional work in the development and support of the district's various software applications and utilities. The incumbent will interface with multiple vendors and users to manage and maintain enterprise wide and department specific programs. The incumbent is expected to keep abreast of changing technologies and to make recommendations to the director, information technology services for improved software solutions to meet changing user and service needs.

ESSENTIAL FUNCTIONS:

1. Analyze business, curriculum, student services, research and other needs of various departments and translate into programmable form.
2. Evaluate and recommend packaged software to meet the District needs.
3. Coordinate and implement installation of software packages.
4. Develop programs and database views to meet requirements of various departments.
5. Install, test, modify, and correct various information systems programs to assure their proper and effective operation.
6. Provide training during implementation of new projects, modifications or conversions.
7. Review, define, and resolve information systems problems with particular emphasis on developing effective resolutions.
8. Prepare test data and testing schedules for programs, applications or systems.
9. Support Internet Information Server applications developed for the Internet or District portal.
10. Hardware usage may vary from personal computers to virtual servers to mobile devices.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Programming languages for the .Net platform;
- Visual Studio;
- Relational data base concepts, tools and techniques including the use of Structured Query Language (SQL) and Open Database Connectivity (ODBC);

- Oracle or Microsoft SQL server ;
- PC/computer skills including experience with Microsoft Office products (Word, Excel, Visio, PowerPoint);
- Microsoft Windows environment including Internet Information Server (IIS);
- Windows-based file management;
- Excellent written and communication skills.

Demonstrated ability to:

- Think in a logical, sequential manner;
- Develop, modify and implement information system programs using current application programming and relational database management system toolsets;
- Analyze user requests and determine design of system as needed;
- Translate problem statements into programming language;
- Work independently;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Maintain a high level of technical currency in support of application design, maintenance, administration, and security;
- Manage multiple tasks and meet tight deadlines; and
- Perform work with great attention to detail.

Education and Experience:

Possession of or the equivalent to a bachelors' degree in computer science, information systems, or a related field. Three years of full-time recent programming experience using .Net platform and SQL. Experience with HTML5, XML, and CSS desirable. Experience with a system information system such as Ellucian Banner® is a plus.

Working Conditions:

- This is an FLSA exempt position.
- Duties primarily performed in an office environment at a desk or personal 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, by email, and in person.
- May lift, carry and/or moves objects weighing up to 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.

Exempt 12/17

8/17

Allan Hancock College
 Professional Exempt
 Human Resources

Classified-
 Range 291

(Revised)

FACILITIES PROJECT MANAGEMENT COORDINATOR, FACILITIES AND CONSTRUCTION

DEFINITION:

Under direction of the Director of Facilities, the incumbent is responsible for the project planning, coordination, and project management of construction, modernization maintenance, and alteration projects of District buildings, facilities, and other capital outlay projects; to plans, organizes, coordinates, facilitates, and oversees a wide range of activities in support of facilities and construction, and to perform related work as required; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position assumes responsibility for project coordination of construction facilitating projects and independently performs professional work in support of new capital facilities and construction, modernization, minor renovations, maintenance, and alteration projects. The coordinator reports to and is under the direction of the vice president, facilities and operations, relieving the supervisor-relieves the Director of construction coordination activities and various administrative and technical details of facilities and construction administration. The position requires interpretation and application of building codes, best construction practices, and quality assurance independent judgment in the interpretation and application of college policies and procedures, and the incumbent will have the frequent interaction with architects, contractors, faculty, support staff, administration, state agencies, and the general public. The responsibilities require sound judgment, tact, and excellent oral and written communication skills. The incumbent will be self-directed and able to work with minimal supervision.

ESSENTIAL FUNCTIONS:

1. Reviews plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, constructions plans, and specifications. Facilitates and assists in planning, organizing, and coordinating the district's facilities and construction projects.
2. Assumes, in conjunction with the business office, the responsibility to coordinate, schedule, facilitate, and monitor the bidding of construction projects and acquisition of furniture and equipment. Informs supervisor of status of construction projects through written reports and discussions of schedules, issues, and coordination.
3. Independently writes correspondence, memoranda, transmittals, reports, and other materials relating to facilities planning and construction projects. Reviews shop drawings, revised plans, and product submittals to assure compliance with original intent of design and functions, as well as stakeholder needs.
4. Coordinates, compiles, writes, edits, and facilitates submission of documents for state approval of the district's reports, such as five-year construction plan, scheduled maintenance plan, hazardous substance plan, and space inventory report. Provides continuous inspection through all stages of construction to ensure that requirements of approved plans and specifications are being completely followed and that no deviations are accepted.

5. ~~Prepares contracts relating to facilities planning and construction projects~~Notifies commissioned architects, engineers, and appropriate officials of any material or workmanship which does not meet specifications or quality standards.
6. ~~Coordinates, writes drafts, and edits information for board agenda items relating to facilities and construction projects~~Conducts investigations into request for information, change order notices, and field complaints or concerns.
7. ~~Recommends policies and procedures for internal construction documentation processing~~Prepares analyses, documentation, and reports on engineering and construction problems or changes.
8. Independently resolves, coordinates, or facilitates the resolution of routine complaints relating to facilities and construction projects.
9. ~~Coordinates, schedules, attends meetings, and facilitates follow up~~Assists in bidding process and job walks for construction and maintenance projects.
10. Coordinates and schedules planning, pre-construction, and construction meetings.
11. Serves as liaison with external agencies.
12. Monitors construction project budgets, researches budget allocations, prepares budget reports, and assists with pay requests and progress payments~~budget planning and monitoring.~~
13. ~~Establishes and maintains filing systems relating to facilities planning and construction projects~~Reviews contractor as-built drawings on a continuous basis to ensure that details are logged onto drawings and specifications.
14. ~~Explains college policies and procedures to staff~~Maintains records and files relating to each construction or maintenance project including submittals, reports, inspections, punch lists, correspondence, and project closeouts.
15. ~~Designs forms relating to facilities and construction projects~~Performs other functions as assigned.
16. ~~Processes forms and pay requests relating to facilities and construction projects.~~
17. ~~Maintains appropriate budget files, verifies funds available, and reconciles discrepancies.~~

ADDITIONAL RESPONSIBILITIES:

1. ~~Attends community meetings, conferences, and training as required.~~
2. ~~Updates information into the district's five-year construction plan and space inventory computer program.~~
3. ~~Performs related duties as assigned.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Building construction methods, materials, and terminology;
- Applicable education, building, and construction codes, rules regulations and policies;
- Planning, coordination, and inspection practices for building construction;
- Quality control and adherence to construction standards;
- Computer programs including Microsoft Projects, Excel, and Word;
- ~~Records and database management;~~
- ~~Correct usage of spelling, grammar, and punctuation;~~
- ~~Office methods, procedures, and equipment, including filing systems;~~
- ~~Organizational skills and techniques;~~
- Business/construction communications, correspondence and report writing;
- Record keeping.

Demonstrated ability to:

- Read and interpret construction plans, specifications, details, schedules, and documents;
- Be self-directed and able to work with minimal supervision;
- Plan, organize, and administer activities related to construction and maintenance projects~~coordinate, gather information, organize, monitor and maintain records;~~
- ~~Update information into computer data base programs;~~
- Coordinate and inspect construction and maintenance projects.
- Work with professionals and the general public;
- Evaluate work priorities and maintain flexible schedule;
- Analyze operational and procedural problems and develop effective solutions;
- Work with a high level of accuracy and great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- Apply strong negotiation skills to achieve results and expedite projects;
- Employ good public relations skills;
- Handle a complex, fast-paced work schedule with frequent interruptions;
- ~~Maintain composure in difficult situations;~~
- ~~Plan deadlines and keep executive director and staff informed of them;~~
- ~~Analyze document process needs and recommend changes;~~
- Communicate effectively, both orally and in writing;
- ~~Establish and maintain cooperative working relationships with others;~~
- ~~Operate a personal computer/word processor and other standard office equipment with speed and accuracy;~~
- ~~Operate other standard office equipment.~~

Education and Experience:

A bachelor's degree in ~~business administration~~construction management or a related area and two years' experience in ~~construction~~contract administration (~~construction contract administration~~ preferred) OR an associate of science degree in ~~business administration~~construction management or related subject matter and three years' experience as ~~an administrative assistant (construction administrative assistant experience preferred)~~a construction manager OR completion of the 12th grade and five years as a construction or project manager~~an administrative assistant (construction administrative assistant experience preferred)~~ OR any equivalent combination of training and experience.

Other Requirements:

Possession of a valid California, Class C driver's license.

Physical Demands:

- Typically sits for extended periods of time.
- Requires walking to various on campus buildings and project sites.
- ~~Operates a computer keyboard.~~
- ~~Communicates electronically and in person.~~
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.
- ~~May be required to attend off campus meetings or conferences.~~

Working Conditions:

- This is an FLSA exempt position.
- Duties primarily performed in an office environment ~~at a desk or personal computer and attending meetings,~~ in a construction trailer, or in the field and other on/off campus buildings.

- 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,~~
- ~~supervisorys, academic, classified staffs, outside agencies, design professionals, and the general public contractors.~~
- Work may be performed inside or outside in varying temperatures and weather conditions.
- Work requires travel to off campus meetings or conferences.

Special Qualification:

Evidence of and 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 12/17
R 5/11
R 6/06
2/03

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Appointment of Interim Classified Management Position | Item Number: 14.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 1 |

BACKGROUND

Chris Nartatez, interim district police chief, campus police, full time, 12 months, range 16-F plus twenty percent out-of-classification, management salary schedule, effective January 1, 2018 through May 31, 2018, or earlier per district need, and pending successful completion of pre-employment and POST background clearance requirements.

Reason: In addition to temporarily filling the vacancy due to the resignation of Ronald Schram, effective December 31, 2017, Mr. Nartatez will fill the sergeant vacancy due to the resignation of John Staugaard on August 7, 2017.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$51,890 for the 2017-2018 fiscal year and is included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary appointment of Chris Nartatez, interim district police chief, campus police, effective January 1, 2018 through May 31, 2018, or earlier per district need, and pending successful completion of pre-employment and POST background clearance requirements.

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

ACTION ITEM

| | | | |
|-----------------|--|-------------------|--------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | Ratification of the Entire Agreement Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 for Fiscal Years 2017 - 2018 through 2019 - 2020 | Item Number: | 14.J. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 87 |

BACKGROUND

Negotiations on the entire agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, for fiscal years 2017 - 2018 through 2019 - 2020 began on January 25, 2017 and were completed on October 23, 2017.

It is recommended that the board of trustees ratify the 2017 - 2018 through 2019 - 2020 agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, pending ratification by CFT/PFA.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$541,193* for the 2017-2018 fiscal year and is included in the 2017-2018 fiscal year budget.

* This includes an estimate of \$344,701 for those that may move to the associate faculty salary schedule.

RECOMMENDATION

Staff recommends that the board of trustees ratify the entire agreement between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, for fiscal years 2017 - 2018 through 2019 - 2020, pending ratification by CFT/PFA.

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



AGREEMENT BETWEEN

**ALLAN HANCOCK COLLEGE
JOINT COMMUNITY COLLEGE DISTRICT**

AND

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

EFFECTIVE

July 1, 2017 through June 30, 2020

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ARTICLE 1: DURATION

- 1.1 This Agreement is made and entered into this 1st day of July by and between the Allan Hancock Joint Community College District, hereafter referred to as the District, and the California Federation of Teachers/Part Time Faculty Association of Allan Hancock Joint Community College, Local 6185, hereafter referred to as CFT/PFA.
- 1.2 This Agreement was ratified by the CFT/PFA on _____ shall become effective on July 1, 2017~~3~~ and shall continue in effect to and including June 30, 2020~~14~~.

FOR THE DISTRICT

FOR THE CFT/PFA

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

 Mark James Miller
 President CFT/PFA, Local 6185

 Kelly Underwood
 Director, Human Resources
 Lead Negotiator/ District Negotiations
 Representative

 Jeffrey Stein
 Negotiations Representative
 CFT/PFA, Local 6185

 Richard Mahon, Ph.D.
 Dean, Academic Affairs
 District Negotiations Representative

 Danielle Foster Blanchard
 Negotiations Representative
 CFT/PFA, Local 6185

 Jessica Blazer
 Director, Business Services
 District Negotiations Representative

 Wes Davis
 Lead Negotiator/Field Representative
 California Federation of Teachers

ARTICLE 2: NEGOTIATIONS AND COMPLETION OF AGREEMENT

- 2.1 Notification and Public Notice: If either party desires to alter or amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendments and cause the public notice provisions of the law to be fulfilled. However, negotiations shall not begin prior to 120 days before the termination date set forth under Article 1, Duration.
- 2.2 Commencement of Negotiations: Negotiations shall commence as soon as possible after satisfaction of the public notice requirements. Negotiations shall commence at a mutually acceptable time and place for the purpose of considering changes in this Agreement.
- 2.3 Number of Negotiators: Each team shall consist of a chief negotiator and up to five (5) representatives.
- 2.4 Reopeners: The parties agree there shall be no reopeners in the current collective bargaining agreement (ending June 30, ~~2017~~2020). Should negotiations be reopened with another employee organization prior to the expiration of an existing multi-year contract on the issues of compensation those applicable articles shall also be reopened with CFT/PFA.
- 2.5 Additions or Changes: Any additions or changes in this Agreement shall become effective upon written agreement between the district and the CFT/PFA.
- 2.6 Completion of Agreement: This Agreement shall constitute the full and complete commitment between both the district and the CFT/PFA. In the event a conflict exists between the specific provisions contained in this Agreement and district practices, policies and procedures, the provisions of the Agreement shall prevail.

ARTICLE 3: RECOGNITION

- 3.1 Recognition: The district recognizes the CFT/PFA of Allan Hancock College as the sole and exclusive bargaining agent for all part-time academic employees on the Allan Hancock Joint Community College District CFT/PFA salary schedules set forth in the appendices of this Agreement. This includes all part-time faculty temporarily teaching overload greater than 0.67 under Ed Code Sections 87478, 87480, 87481, and 87482 as well as assistant athletic coaches not represented by another bargaining unit. Part-time academic employees will be referred to as “bargaining unit members” in this agreement. Bargaining unit members are comprised of two groups: members of the Part-Time Faculty Association with the rights afforded thereto and service fee payers.
- 3.2 Exclusions: Positions excluded from the bargaining unit are as follows:
- a. All contract (tenure-track), regular (tenured), and temporary contract faculty.
 - b. All faculty assigned to non-state apportionment generating classes.
 - c. All faculty assigned to fee-based classes.
 - d. All faculty who are contracted to teach through agreements with outside entities.
 - e. All positions paid exclusively by stipend.
 - f. All faculty interns.
 - g. All management, supervisory, confidential and classified employees.
- 3.3 Recognition: CFT/PFA recognizes the Board of Trustees as the duly elected representatives, and agrees to negotiate exclusively with its designated representatives through the provisions of the Government Code Section 3540, et seq.

ARTICLE 4: MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 4.1 All matters not specifically covered by this Agreement are reserved to the district. It is agreed that such reserved rights include, but are not limited to, the exclusive right and power to determine, implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently, any of the following:
- 4.1.1 The legal, operational, geographical, and organizational structure of the district, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees.
 - 4.1.2 The financial structure of the district, including all sources and amounts of financial support, income, funding, taxes, and debt, and all means and conditions necessary or incident to the securing of same, including compliance with any qualifications or requirements imposed by law or by funding sources as a condition of receiving funds; all investment policies and practices; all budgetary matters and procedures, including the budget calendar, the budget information process, accounting methods, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures.
 - 4.1.3 The acquisition, disposition, number, location, types, and utilization of all district properties, whether owned, rented, leased or otherwise controlled, including all facilities, grounds, parking areas, and other improvements.
 - 4.1.4 All services to be rendered to the public and to district personnel in support of the services rendered, including entering into contracts with private and public vendors for service to the public; the nature, methods, quality, quantity, frequency and standards of services, and the personnel, facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services; including educational, support, construction, maintenance, and repair services.
 - 4.1.5 The utilization of personnel not covered by this Agreement, including, but not limited to, substitutes, casual and provisional personnel, consultants, and supervisory or managerial personnel, and the methods of selection and assignment of such personnel.

- 4.1.6 The educational policies, procedures, objectives, goals, and programs, including those relating to curriculum, course content, textbook selection, educational equipment and supplies, student admission, student attendance, student advancement, student guidance, grading, student testing, student records, health and safety, student conduct, student discipline, transportation, food services, racial and ethnic balance, student extracurricular and co-curricular activities, emergency situations, and the substantive and procedural rights and obligations of students, parents, other personnel, and the public with respect to such matters.
 - 4.1.7 The selection, classification, direction, assignment, promotion, demotion, discipline, and termination of all personnel of the district; and equal employment opportunity policies and programs; and the determination as to whether, when, and where there is a job opening.
 - 4.1.8 The job classifications and the content and qualifications thereof.
 - 4.1.9 The duties and standards of performance for all bargaining unit members, and whether any bargaining unit member adequately performs such duties and meets such standards.
 - 4.1.10 The dates, times, and hours of operation of district facilities, functions, and activities, work schedules and the school calendar.
 - 4.1.11 Safety and security measures for students, the public, properties, facilities, vehicles, materials, supplies, and equipment, including the various rules and duties for all personnel with respect to such matters.
 - 4.1.12 The layoff of bargaining unit members as the result of the exercise of any of the rights enumerated above or as a result of the exercise of any of the rights of the district.
- 4.2 All other rights of management not expressly limited by the clear and explicit language of this Agreement are also expressly reserved to the district even though not enumerated above, and the express provisions of this Agreement constitute the only contractual limitations upon the district's rights. The exercise of any right reserved to the district herein in a particular manner or the non-exercise of any such rights shall not be deemed a waiver of the district's right or preclude the district from exercising the right in a different manner.

ARTICLE 5: CFT/PFA RIGHTS AND RESPONSIBILITIES

- 5.1 Bulletin Boards: The CFT/PFA shall have the right to use without charge a reasonable part of the non-classroom bulletin board space designated for communication at work sites. Any material to be posted must be dated and must identify the CFT/PFA as the source of the material.
- 5.2 College and Mail Communication Systems: The CFT/PFA is authorized to use the District's communications system, in accordance with District policy and procedures, to communicate matters of CFT/PFA concern and activities to bargaining unit members.
- 5.2.1 Intercampus Mail: The CFT/PFA is authorized to place written communications related to CFT/PFA activities and matters of CFT/PFA concern in bargaining unit members' district-designated mail boxes. ~~CFT/PFA shall provide a copy of written communications to the director of human resources at the time of distribution. Written communications must be dated and must identify CFT/PFA as distributor.~~ The CFT/PFA may use intercampus mail to send bulk materials from one bargaining unit member to another bargaining unit member to be distributed by that bargaining unit member. The District and CFT/PFA may use intercampus mail for distribution of written materials to bargaining unit members if the materials are of mutual interest to the District and the CFT/PFA. ~~The CFT/PFA will provide a copy of the material to the director, human resources. Unless there are extenuating circumstances, the District will review the material within five (5) business days and notify the CFT/PFA by e-mail that the material is approved or not approved for distribution by intercampus mail. If approved, the director, human resources, or designee, will e-mail its approval to the CFT/PFA. Once approved, the CFT/PFA will deliver the presorted and mail ready material to the campus mailroom. If the material is not approved, the director, human resources, or designee, will provide a written explanation to the CFT/PFA.~~
- 5.2.2 Group Voice Mail: Setting up group voice-mail, which cannot interfere with college business or work of other college employees, should be coordinated with the director of human resources.
- 5.2.3 Email: Each bargaining unit member is provided a district email address/account to facilitate the performance of college work, which is intended to be the sole email account used in the performance of that work.

- 5.3 Documents: The district agrees to provide to the CFT/PFA upon written request documents reasonably related to negotiations which are public record.
- 5.3.1 District Board of Trustee Meeting Agendas and Other Documents: Prior to each monthly meeting of the Board of Trustees, the CFT/PFA will be provided with ~~a~~ copy two (2) copies of the agenda for the current meeting, a copy of the minutes of the previous meeting, and a copy of the monthly warrants if the warrants are not included in the agenda. Confidential communications will be excluded.
- 5.3.2 Financials: The district will provide to the CFT/PFA upon written request a copy of the tentative budget, proposed budget, and adopted budget and other documents which are available for distribution to the public.
- 5.4 Contract Duplication and Distribution: CFT/PFA and its bargaining unit members have the right to receive a current copy of the contract and all amendments. The district shall print, without charge to CFT/PFA, and deliver to CFT/PFA 30 copies of this contract or amendments, 10 of which are designated for the part-time faculty executive board. The district will post the contract and amendments on the district website for access by all bargaining unit members.
- 5.5 Facility Use: In accordance with district procedures (which include district approval), CFT/PFA and bargaining unit members shall have the right to make reasonable and lawful use of available district facilities for union business at times that do not conflict with scheduled district activities including the instructional program. The CFT/PFA will pay for any cost associated with the use of a facility and/or services.
- 5.6 Telephone Use: The district authorizes the CFT/PFA to use district telephones (excluding facsimile machines) provided calls are placed only to college work sites and the use of the telephone equipment does not interfere with college business. Long-distance telephone calls will not be made from district telephones unless authorized by the vice president, administrative services, and in such cases, the call will be logged in advance with the district business services office, which will bill the CFT/PFA for the cost.
- 5.7 Equipment Use: The CFT/PFA is authorized to use college campus graphics for photocopy and print services for business purposes. CFT/PFA agrees to reimburse the district for the cost of such print services at the same rate as that charged by the district for printing and photocopying services.

- 5.8 Right of Access: The CFT/PFA shall have the right of access at reasonable times to areas in which bargaining unit members work. Reasonable times do not include access to bargaining unit members during their instructional or work assignment period.
- 5.9 Negotiation and Contract Administration: ~~Upon arriving at district locations, CFT/PFA representatives not employed by the district shall notify the administrator or designee in charge of the area of their presence and location on campus. When a CFT/PFA representative is on any district site in the course of conducting an investigation or meeting with an employee regarding working conditions, that representative shall notify the employee's supervisor of their presence. To the extent possible, these meetings or investigations shall not interfere with the normal conduct of business.~~
- 5.10 Personnel Roster: ~~Thirty (30) calendar days after the beginning of fall and spring semesters, the district will provide the CFT/PFA with a current personnel roster giving name, home address, and home telephone numbers (unless restricted by the bargaining unit member), of all bargaining unit members. An updated roster will be provided 60 days after the beginning of the semester. Upon request, the District will provide the CFT/PFA with a current personnel roster giving the name, home address, and home telephone number of all currently employed bargaining unit members.~~
- 5.11 Payroll Deduction List: No later than five (5) days after the payroll is distributed to part-time faculty, the district shall provide CFT/PFA with two (2) lists: one which indicates those employees who are members of the Part-Time Faculty Association, and another list which indicates those employees who have a service fee deduction.
- 5.12 Parking Passes: ~~The CFT/PFA may purchase up to three (3) staff parking passes annually to be used by CFT/PFA representatives for business use.~~

ARTICLE 6: GRIEVANCE PROCEDURE

6.1 Definitions:

- 6.1.1 A "grievance" is defined as a formal written allegation by a grievant that a specific provision of this Agreement has been misinterpreted, misapplied, or violated unless the provision has been made non-grievable.
- 6.1.2 A "grievant" is CFT/PFA or any bargaining unit member adversely affected by an alleged violation of the specific provisions of this Agreement.
- 6.1.3 A "day" in this article is a "business day."
- 6.1.4 The "immediate supervisor" in this article is the lowest level administrator who has immediate jurisdiction over the grievant and/or who has been designated by the district to adjust grievances.
- 6.1.5 A "CFT/PFA representative" is the person designated by the CFT/PFA to represent a grievant or CFT/PFA as the grievant.

6.2 General Provisions:

- 6.2.1 Until final disposition of a grievance, the grievant shall comply with the directions of the grievant's immediate supervisor.
- 6.2.2 All documents dealing with the processing of a grievance shall be filed in files separate from the personnel files of the participants.
- 6.2.3 Failure of the grievant to adhere to the time deadlines shall mean that the grievance is settled by the decision at the previous level and that the grievant waives the right to further appeal. The grievance will not be processed further.
- 6.2.4 Failure of the district to adhere to the time deadlines at any level shall mean that the grievance is automatically moved to the next level.
- 6.2.5 By mutual agreement in writing, the grievant and the district may extend the time deadlines at any time.

- 6.2.6 Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular workday of the participants. In any event, meetings shall not be scheduled so as to interfere with the grievant and CFT/PFA representative's teaching schedule unless mutually agreed otherwise by the CFT/PFA and the district. The CFT/PFA representative shall be released from teaching duties for meetings or hearings at Level III which conflict with her/his teaching schedule. If any grievance meeting or hearing must be scheduled during the teaching day, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time necessary for the presentation of the grievance.
- 6.2.7 Either party to the grievance may be represented at any step of the grievance procedure by an individual of the party's choice; however, an agent of a nonexclusive representative group shall not act on behalf of or represent the grievant.
- 6.2.8 The grievant may elect to have the grievance adjusted without the intervention of the CFT/PFA so long as the adjustment is not inconsistent with the terms of this Agreement. Prior to any decision CFT/PFA shall be notified of the grievance and provide input.
- 6.2.9 If a grievance is filed at the end of the academic year and if being left unresolved until the beginning of the subsequent academic year would result in harm to the grievant, then by mutual agreement, the time limits herein will be reduced so that the procedure will be exhausted as soon as practicable.
- 6.2.10 Grievances of a similar or like nature will be joined as a single grievance.
- 6.2.11 The day following a service of a written decision by either of the parties shall be counted as DAY ONE for any deadline.
- 6.2.12 By mutual agreement, at any time prior to arbitration, the grievance may revert to a prior level for reconsideration.
- 6.2.13 A grievant may withdraw a grievance at any step of the grievance procedure by serving written notice of the withdrawal to the district. The parties agree to encourage the handling of grievances in as informal and confidential manner as possible.
- 6.2.14 A formal grievance shall be made on the appropriate grievance form (Appendix D).

6.2.15 All documents pertaining to a grievance shall be maintained in a file separate from the bargaining unit member's personnel file. The grievant and CFT/PFA representative may inspect and copy the material contained in this file during business hours.

6.3 Procedures: Grievances shall be processed in accordance with the following procedures.

6.3.1 Level I Informal – Immediate Supervisor

Before filing a formal written grievance, the grievant shall attempt to resolve the issue by scheduling and attending an informal conference with her/his immediate supervisor. The grievant may request the presence of a CFT/PFA representative.

6.3.2 Level II Formal – ~~Immediate Supervisor~~ District Grievance Officer

6.3.2.1 Any bargaining unit member shall present the grievance in writing on the grievance form to the District Grievance Officer ~~immediate supervisor~~ within thirty (30) days of the incident or occurrence which forms the basis for the grievance. Failure to do so within the timelines will render the grievance null and void, and the grievance will be rejected. If the grievance is filed within the time limit, the immediate supervisor shall meet with the grievant and attempt to resolve the matter.

6.3.2.2 The written information provided by the grievant shall include a) a description of the specific grounds of the grievance, including, but not limited to, names, dates, and places necessary for a complete understanding of the grievance, b) a listing of the specific provisions of the agreement which are alleged to have been violated, and c) a listing of specific actions requested of the district which will remedy the grievance. Three (3) copies of the grievance form shall be completed by the grievant. The grievant shall submit one copy to the immediate supervisor, one copy to the CFT/PFA (if the CFT/PFA is representing the grievant), and one copy to the office of human resources.

6.3.2.3 The District Grievance Officer ~~immediate supervisor~~ shall communicate the decision on the grievance to the grievant in writing within ten (10) days after receiving the grievance.

6.3.2.4 Within the above time limits, either party may request a personal conference.

6.3.2.5 If the grievant is not satisfied with the decision of the immediate supervisor at Level II, he/she may, within ten (10) days, submit an appeal of the decision to Level III.

~~6.3.3 Level III Formal – District Grievance Officer~~

~~6.3.3.1 An appeal of the grievance from Level II shall be submitted to the district grievance officer or district designee on the district grievance form. The appeal shall include a copy of the original grievance, the decision rendered at Level II, and a clear, concise statement of the reason for the appeal. The district grievance officer or district designee shall submit to the grievant a decision within ten (10) days of the receipt of the appeal.~~

6.3.3.2~~26~~ Within the above time limits, either party may request a personal conference.

6.3.4 Level III – Mediation

6.3.4.1 If the grievant is not satisfied with the written decision in section 6.3.3, CFT/PFA may appeal the grievance on his/her behalf to level ~~IV~~ formal, under section 6.3.5, or at the written request of either the grievant, CFT/PFA, or the district, within five (5) working days after the grievant's receipt of the written reply in section 6.3.3, the party may request a mediator from the California State Mediation and Conciliation Service for mediation. If mediation is not acceptable to both parties, then the grievance moves to Level V.

6.3.5 Level IV Formal – Advisory Arbitration

6.3.5.1 Arbitrated Grievance: If the grievant is not satisfied with the decision at Level III, CFT/PFA may submit the grievance to arbitration. If CFT/PFA requests ~~binding~~ advisory arbitration, the district and CFT/PFA shall select an arbitrator from the California State Mediation and Conciliation Service (SMCS) by the method of alternate striking from a list of arbitrators supplied by the SMCS. The request for such list shall be made by the district within five (5) days of the receipt of the Level ~~III~~ appeal. The striking and resultant request for an arbitration hearing date shall be made by CFT/PFA as soon after receipt of the list as possible.

6.3.5.2 The arbitrator shall render a decision recommendation to the Board of Trustees as soon as possible. With the agreement of the grievant, a request may be made for a hearing bench decision. The arbitrator shall not have the authority to delete, add to or otherwise modify the provisions of this Agreement. The arbitrator's authority shall be limited

to deciding whether the district has violated, misinterpreted, or misapplied the referred-to express provision of this Agreement, and such decision shall not imply obligations and conditions to restrict the district in its administration of the terms of this Agreement, it being understood that any matter not specifically set forth herein remains within the management rights of the district.

6.3.6 Level V† Formal – Board of Trustees

- 6.3.6.1 The decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. The Board shall undertake review of the advisory recommendation at its next regularly scheduled meeting and take formal action accepting or rejecting the advisory recommendations. If a request for review is filed with the Board at least two days before the Board meeting, the Board may permit oral arguments by representatives of the parties, but only in the presence of one another. The Board shall then render a decision on the matter, which shall be final and binding on all parties. If the Board does not render such a decision within thirty (30) days of the board meeting, then it shall be deemed to have adopted the recommendations of the arbitrator.
- 6.3.6.2 The fees and expenses of the arbitrator shall be borne equally by the district and the CFT/PFA.

ARTICLE 7: SEVERABILITY

- 7.1 Savings Clause: If there exists any applicable court determination, law, rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 7.2 Replacement of Severed Provisions: In the event of invalidation of any article or section of this Agreement, the parties agree to meet and negotiate within thirty (30) business days after the provision becomes invalid to attempt to agree to a replacement for the article or section. A business day is any day in which the central administration office of the district is open for business.

ARTICLE 8: SAFETY

- 8.1 Allan Hancock College is committed to providing a safe and non-hazardous working environment. The success of the overall safety program is dependent upon the full cooperation of CFT/PFA. The district shall conform to and comply with all health, safety, and sanitation requirements imposed by state, federal, or applicable local regulations adopted under state, federal, or applicable local law.
- 8.2 Bargaining unit members are required to abide by established district safety rules, policies, and practices including the Illness and Injury Prevention Program.
- 8.3 When a bargaining unit member hears about or sees a condition or circumstance which may prove to be a safety hazard to themselves, co-workers, or students, it is the member's responsibility to report the situation or condition to his/her supervisor or the district safety coordinator and follow-up such verbal notification with a written notice to the district safety committee using the "Hazard/Safety Suggestion Report Form" ~~(Appendix D)~~.
- 8.4 Safety Complaint: Upon notification, the district safety coordinator or his/her designee shall investigate any complaint of unsafe or hazardous working condition and, if it is determined that it is unsafe or hazardous, shall work to eliminate or correct the unsafe or hazardous condition as soon as possible.
- 8.4.1 The district safety coordinator or his/her designee shall notify the bargaining unit member in writing how the hazardous condition has been eliminated or corrected if the member has used the "Safety Hazard Suggestion Report Form" available on the District portal and has identified ~~themselves~~ himself/herself ~~(Appendix D)~~.
- 8.4.2 No bargaining unit member shall be in any way discriminated against as a result of reporting any safety or hazardous condition.

ARTICLE 9: LEAVES OF ABSENCE

9.1 General Provisions: The following leaves of absence are available to bargaining unit members, subject to the provisions set forth in this article:

9.1.1 Sick Leave

9.1.2 Bereavement Leave

9.1.3 Personal Necessity Leave

9.1.4 Jury Duty and Subpoena Leave

9.1.5 Military Leave

9.1.6 Industrial Leave

9.2 ~~Retirement: All unused sick leave granted pursuant to the provisions of this article shall to the extent permitted by the retirement system be credited toward retirement.~~ Sick Leave Upon Retirement: A bargaining unit member may convert unused sick leave to retirement credit in accordance with California Government Code Section 20862.5 or California Education Code Section 22719 or its successor if the employee is filing a request for sick leave.

9.3 Sick Leave

9.3.1 Advanced Sick Leave (Healthy Workplace Healthy Family Act of 2014, AB1522): Part-time faculty will be advanced 24 hours of sick leave every July 1 per the “Healthy Workplace, Healthy Families Act” (AB1522). Employees hired after July 1 each year will receive a prorated allocation of the 24 hours of leave provided for by the Act. This 24 hours of advanced or ‘front-loaded’ sick leave will not accrue year to year.

9.3.1.1 This leave may be used in accordance to the more generous provisions of the Act, and those more generous provisions defining use and family member will apply to all sick leave provisions.

9.3.2 Accrued Sick Leave: Bargaining unit members shall be granted sick leave on the basis of one hour of sick leave for every sixteen and one-half (16.5) hours after the hours have been worked. Sick leave will not be advanced.

9.3.2.1 Sick leave will be accumulated from year to year. The district will retain sick leave accrual records indefinitely for active and inactive bargaining unit members currently in the human resources database as of October 1, 2007, and for future active and inactive bargaining unit members. The district will have no obligation to retain sick leave accrual records for bargaining unit members who transfer accrued sick leave in accordance with section 9.3.6. Should retention of sick leave accrual records become a future fiscal liability to the district (CalSTRS implementation of charges to the district), the issue will be brought back for further negotiations.

9.3.2.2 Sick leave may be accumulated during fall, spring, summer, and jump start sessions.

9.3.3 Upon returning from sick leave, the affected bargaining unit member shall complete a report of absence form within three (3) business days of his/her return. A physician's statement may be required by the district to certify the bargaining unit member's absence and/or to certify that the bargaining unit member is physically able to resume all responsibilities of the position.

9.3.4 Bargaining unit members shall be entitled to use up to the equivalent of sick leave granted in a six-month period for the illness or injury of a parent, spouse or domestic partner (as defined in Family Code §297 et. seq.), or child.

9.3.5 Upon request, ~~the a~~ bargaining unit member will be provided his or her sick leave balance. ~~The district shall provide CFT/PFA sick leave balances for all unit members by September 30 and May 30 of each year.~~

9.3.6 Accrued sick leave may be transferred to another district providing that the employing district has adopted a procedure to accept such a transfer. It is the bargaining unit member's responsibility to initiate the transfer request through the new employing agency.

9.4 Bereavement Leave

9.4.1 Bargaining unit members will be paid for absence from regularly scheduled classes falling within a seven (7) day period of bereavement, not to exceed three (3) successive working days. Bereavement leave may be extended to a maximum of five (5) days within a seven (7) day period when traveling beyond a two hundred fifty (250) mile radius in connection with the bereavement.

9.4.2 Additional leave of absence may be granted by the superintendent/president upon a request in writing by the bargaining unit member.

- 9.4.3 Bereavement leave shall not be charged against sick leave. Additional days approved by the superintendent/president or his/her designee will be charged as personal necessity leave in accordance with section 9.5.2.1.
- 9.4.4 Members of the immediate family mean the mother, father, grandmother, grandfather, grandchild of the bargaining unit member, or the spouse or registered domestic partner of the bargaining unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, brother-in-law, sister-in-law of the bargaining unit member or any relative in the immediate household of the bargaining unit member.
- 9.4.5 Bargaining unit members shall be paid only for those assigned days which fall within the days taken for bereavement leave. Bereavement leave must be used in the semester or term during which the bargaining unit member is assigned; such leave is not accumulated for future use.

9.5 Personal Necessity Leave

- 9.5.1 Bargaining unit members may be absent from duty without loss of pay for those duty days, approved on a day by day basis to a maximum of three (3) days each year, for personal necessity as outlined below. Such leave will be charged against sick leave. The number of scheduled working hours missed while the bargaining unit member is on personal necessity leave shall be deducted from their accumulated sick leave.
- 9.5.2 Personal necessity leave may be used under the following circumstances:
 - 9.5.2.1 The death of a member of the bargaining unit member's immediate family when additional leave is required beyond that provided by bereavement leave in accordance with Board Policy ~~3220~~7340 Leaves of Absence.
 - 9.5.2.2 Accident or illness involving a bargaining unit member's person or property or the person or property of the bargaining unit member's immediate family as defined in Board Policy ~~3220~~7340 Leaves of Absence.
 - 9.5.2.3 Other emergency or personal necessity involving essential bargaining unit member welfare which is substantiated by the bargaining unit member and approved by the superintendent/president or his/her designee.

- 9.5.2.4 Required appearance brought about as a result of a legal notice to appear as a witness before government or judicial agency or court of law or appearance as a litigant in a legal action. If a witness fee is payable, such fee shall be demanded and collected by the bargaining unit member and remitted to the district up to the bargaining unit member's prorated pay for such absence.
- 9.5.2.5 Absence for father on the occasion of childbirth and absence for mother and/or father to meet legal compliance for adoption.
- 9.5.2.6 An extraordinary special occasion that cannot be scheduled outside of work time (except for, but not limited to, political activities or demonstrations, vacations, recreation, CFT/PFA activities, job searches or investigations, or any form of concerted activities) that is substantiated by the bargaining unit member and approved by the superintendent/president or his/her designee. No more than two (2) days can be used for this purpose in any single fiscal year.
- 9.5.2.7 Maternity/Pregnancy Disability: Bargaining unit members are entitled to use sick leave as set forth in this article for pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absences for other illnesses.

9.5.3 Before utilization of personal necessity leave, when the leave is foreseeable, a bargaining unit member shall attempt to arrange leave at a time which is mutually acceptable to the bargaining unit member and his/her supervisor.

9.5.4 Immediate family is defined as set forth in section 9.4.4 above.

9.6. Jury Duty and Subpoena Leaves:

- 9.6.1 Bargaining unit members shall be granted paid leave for jury duty which is served and which is not voluntary (e.g., Grand jury service for which a person volunteers). The bargaining unit member shall provide the district human resources office with a copy of the jury duty notice as soon as it is received. The district reserves the right to discuss with the bargaining unit member the practicality of seeking exemption and/or deferment when jury duty would disrupt classroom instruction. The district will compensate a bargaining unit member who actually performs jury service by paying said bargaining unit member for service missed due to jury service. Such compensation shall be at the hourly rate appropriate to the class or service missed. Bargaining unit members shall submit to the district any fees received for jury duty, excluding travel and subsistence expenses, except when assigned classes are not missed. The district requires the bargaining unit member to perform his/her duties scheduled on the day of the jury service which does not conflict with the jury service.
- 9.6.2 Whenever any bargaining unit member is served with a subpoena which compels attendance as a witness, unless a party or an expert witness, said member shall be granted leave of absence with pay equal to the difference between the bargaining unit member's regular pay and any amount received for his/her appearance.
- 9.7 Military Leave: A bargaining unit member will be granted military leave in accordance with applicable state and federal laws.
- 9.8 Industrial Accident/Illness Leave
- 9.8.1 Bargaining unit members will be entitled to industrial accident leave according to the provisions in Education Code Section 87787 for personal illness or injury that has qualified for Workers' Compensation under the provisions of the State Workers' Compensation Insurance Program.
- 9.8.2 Bargaining unit members shall notify an administrator of any accident or illness arising out of employment with the district as soon as possible.
- 9.8.3 Pursuant to the statutory provisions of the State Workers' Compensation System, the district has a right to have bargaining unit members examined by a physician or psychologist designated by the district at the district's expense to assist in determining the length of time the bargaining unit members will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved.

- 9.8.3.1 The bargaining unit member shall have the right to be examined by his/her own personal physician of record at no expense to the district. The physician of record will be designated as required by law.
- 9.8.4 Allowable leave shall be for not less than sixty (60) days during which the college is required to be in session or when the bargaining unit member would otherwise have been performing work for the district in any one fiscal year for the same accident.
- 9.8.5 When an industrial accident or illness leave overlaps into the next fiscal year, the bargaining unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 9.8.6 Allowable leave shall not accumulate from year to year.
- 9.8.7 Industrial accident or illness leave shall commence on the first day of absence.
- 9.8.8 When a bargaining unit member is absent from her/his district work assignment on account of an industrial accident or illness, she/he shall be paid the portion of the salary due him/her for any month in which the absence occurs as when added to her/his temporary disability indemnity will result in a payment to him/her of not more than her/his full salary.
- 9.8.9 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability award.
- 9.8.10 When entitlement to industrial accident or illness leave under this section has been exhausted, accumulated sick leave or other applicable paid leave will be used in full-day increments for each day of industrial accident or illness absence. If, however, the bargaining unit member is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this section, the bargaining unit member shall be entitled to use only so much of the person's accumulated or available sick leave, which when added to the workers' compensation award, provides a regular day's pay at the bargaining unit member's regular rate of pay.
- 9.8.11 Bargaining unit members shall upon demand of the district endorse to the district workers' compensation checks issued in the name of the bargaining unit member for any day(s) for which the bargaining unit member received compensation from the district.

ARTICLE 10: PERSONNEL FILES

- 10.1 Personnel File: The district will create and maintain only one official personnel file for each bargaining unit member. The human resources office shall maintain the official personnel file of each bargaining unit member.
- 10.2 Right of Access to Personnel File: Bargaining unit members, or their designees with written authorization from the bargaining unit member, shall have the right to inspect their official personnel file upon reasonable notification during normal business hours of the human resources office. The right of inspection shall not include materials, ratings, reports, or records that were obtained prior to the employment of the bargaining unit member. The bargaining unit member may receive without charge one copy of any document in the official personnel file that has not been supplied previously to the member within the last six (6) months.
- 10.3 Procedure for Insertion of Material into Personnel File: Bargaining unit members shall be provided with copies of any derogatory written material ten (10) business days before it is placed in the member's official personnel file. The bargaining unit member shall be asked to sign a copy of such material as proof that he/she received the material. A bargaining unit member is entitled to respond to derogatory material within ten (10) business days. The written response shall be attached to the material. A business day is any day during which the central administration office of the district is open for business.
- 10.4 Identification of Document Origin: Any materials placed in the official personnel file shall contain the date on which such material was originated and the name of the person who originated the document.
- 10.5 Confidentiality and Access: The official personnel file shall be confidential and shall be available for inspection only to other authorized persons. With the exception of those responsible for maintaining the official personnel file, the district shall keep a log of the names of the persons who have examined the file or who have requested information contained in the file as well as the date such examinations or requests were made. Such log shall be available for examination by the bargaining unit member or his/her representative if authorized in writing by the member.

ARTICLE 11: COMPENSATION

11.1 ~~Salary Schedules: Effective Spring Semester 2015, the current salary schedules under Appendix A for credit instructors and Appendix B for non-credit instructors shall be increased by 4%. Effective Spring Semester 2015, the current salary schedules under Appendix C will include a Service Faculty Salary Schedule (Credit) SS29. The Service Faculty Salary schedule is for the positions of nurses, counselors, and librarians.~~

~~11.1.1- 2017-18 Fiscal Year: Effective Fall 2017, the part-time faculty salary schedules shall be increased by the 1.56% Cost of Living Adjustment (COLA) indicated in the 2017-18 California State Adopted Budget for Cost of Living Adjustment (COLA).~~

~~11.1.2 Effective Fall 2015, the Part time Faculty Association Salary Schedule (credit) and the Part time Faculty Association Salary Schedule (Non credit) shall increase across the board by 2%. 2018-19 Fiscal Year: Effective July 1, 2018 Fall 2018, if two-thirds the percentage of Cost of Living Adjustment (COLA) indicated the bargaining unit salary schedules shall be increased by two thirds of lagging the percentage of Cost of Living Adjustment (COLA) (the percentage amount indicated in the 20172018-189 California State Adopted Budget for Cost of Living Adjustment (COLA) is less than or equal to 0.5%, the entire amount shall be applied to the part-time faculty salary schedules only of 1.56%). If the amount is greater than 0.5%, the parties agree to meet to negotiate the application of the agreed upon COLA among the salary schedules. The meeting shall occur no later than 30 days after the release of the California State Adopted Budget.~~

~~11.1.2 Effective Fall 2016, the Part time Faculty Association Salary Schedule (credit) and the Part time Faculty Association Salary Schedule (Non credit) shall increase across the board by the percentage amount indicated in the 2015-2016 California State Adopted Budget for Cost of Living Adjustment (COLA) plus 25% of the percentage amount indicated in the 2015-2016 for compensation.~~

~~(Example: If the COLA is 1.6%, 25% of COLA is .4%, for a total COLA of 2.0%)~~

~~2019-2020 Fiscal Year: Effective Fall 2019, if two-thirds the percentage of Cost of Living Adjustment (COLA) indicated in the 2018-19 California State Adopted Budget for Cost of Living Adjustment (COLA) is less than or equal to 0.5%, the entire amount shall be applied to the part-time faculty salary schedules only. If the~~

amount is greater than 0.5%, the parties agree to meet to negotiate the application of the agreed upon COLA among the salary schedules. The meeting shall occur no later than 30 days after the release of the California State Adopted Budget.

11.1.3 Appendices:

APPENDIX A – Salary Schedules for Part-Time Faculty (SS70, 71, 72, 73, 74, 75)

And

APPENDIX B – Salary Schedules for Associate Faculty (SS76, 77, 78, 79)

And

APPENDIX C – Salary Schedule for Head Coaches (SS90)

11.1.4— _____ If the state provides restricted funding for part time faculty for the 2017—2018 or the 2018—2019 ~~2017—2019~~ years, the District agrees to meet with the Part Time Association no later than thirty (30) days after the budget is signed by the Governor to determine how the funds shall be allocated to the bargaining unit.

11.1.5 When part-time faculty are hired as temporary full-time faculty with extended load under Ed Code (except for Ed Code 87470), they will be placed on the full-time faculty salary schedule (SS#60) but remain under the conditions of the Part-Time Faculty Association bargaining agreement.

11.2 Cancellation or Change in Assignment of Classes:

11.2.1 Credit Classes: The district shall compensate a bargaining unit member for class preparation whose credit class is cancelled by the district ~~one week~~ one (1) week ~~two weeks~~ prior to the beginning of the semester, ~~summer session~~ summer session, or term or during the first week of late registration and who is not offered another class or non-teaching assignment. Compensation shall be the equivalent of one week's pay for semester length classes or the equivalent for short-term classes, plus actual hours worked in the classroom.

11.2.2 Low Enrollment Adjustment: Prior to canceling a class due to low enrollment the District may provide the assigned faculty the option to cancel the class or continue the class with a reduced load adjustment. The load adjustment shall be determined by the number of enrolled students divided by the minimum class size as defined in Board policy.

- 11.2.23 Noncredit Classes: The district shall compensate a bargaining unit member for class preparation whose noncredit lecture class is cancelled by the district ~~one week two weeks~~ one (1) week or less prior to the beginning of the class or during the first week of class, and who is not offered another class or non-teaching assignment. Compensation shall be three (3) hours for class preparation, plus actual hours worked in the classroom during the first week of class.
- 11.2.34 The district shall pay no compensation for cancelled classes if the bargaining unit member is offered and accepts another class or non-teaching assignment. ~~No compensation will be provided for class preparation if the cancellation decision is made after the first week of class.~~
- 11.3 Initial Column Placement: Initial column placement on the credit and noncredit salary schedules shall be based on the definitions for salary placement and procedures for initial column placement as listed with the part-time faculty association salary schedules.
- 11.3.1 Column and step placement on the associate faculty salary schedules shall be based on the definitions for salary placement and procedures as listed on those salary schedules (SS#76-79).
- 11.4 Credit/Noncredit Step Placement:
- 11.4.1 Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule and up to step 2 of the noncredit part-time faculty association salary schedule. Credit for initial step placement beyond step 1 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching thirty (30) or more credit units. Initial placement at step 2 would require a minimum of thirty (30) or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit member's current placement. Eligibility for step 2 placement for noncredit bargaining unit members shall begin fall semester 2006 and apply to all new hires and returning bargaining unit members at step 1 as of fall semester 2006. A bargaining unit member can request a review of their step and column placement at any time.
- 11.4.1.1 For non-teaching health services nurses, one (1) step placement for every two (2) years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

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

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

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

11.65 Professional Development: Bargaining unit members who are currently employed will receive compensation for professional development per CBA Article 12.16.

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

———11.65.1 Professional Development Presentations: If a bargaining unit member presents a paid ——staff development activity, they will receive two (2) hours of professional development —pay for each hour of presentation.

———11.65.2 Bargaining unit members who are currently employed will receive a maximum of six (6) —additional hours of professional development for taking part in Accreditation Process —during the academic year when the college is being accredited. No more than two (2) ——bargaining unit members will take part in accreditation process and they will be chosen ——by the CFT/PFA.

~~—————11.6.3 The proposed changes to Article 11.6 will be initiated as a pilot program in order to allow —— the District to assess the costs associated with it. The District and CFT/PFA agree to —— meet and confer if the District deems it necessary.~~

11.76 Reimbursement for Association Business: Effective July 1, 2008, when the parties are negotiating a full contract the district will reimburse up to \$29,135 per fiscal year for hours spent by district employees in negotiations or union activities at the activity rate, and for office expenses. There will be no reimbursement for concerted activities and committees, except for the budget, safety, and academic calendar committees. A district employee is defined as a person who currently has an assignment, or had an assignment for at least one of the prior two (2) semesters. When the parties are not negotiating a full contract (re-openers), the district will reimburse up to \$28,135 per fiscal year. Reimbursement claims will be submitted to business services, with supporting documentation, throughout the fiscal year, but not later than May 31.

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

11.87.1- Cooperative Work Experience Stipend: Bargaining unit members who participate in the supervision of students will be compensated up to \$100.00 paid on the following schedule: \$60.00 after completion of an initial meeting and relevant documentation is completed and \$40.00 upon the student's successful completion of work experience credit. The bargaining unit member will complete the following activities: meeting with the student, two (2) employer contacts including one (1) onsite visit and the review and completion of appropriate paperwork.

11.8 Distance Learning: The District retains the right to assign bargaining unit members to teach distance learning classes. The mode of instruction is not a vested right of the faculty member, and the District maintains the right to assign the faculty to teach onsite or online, as needed.

11.98.1 Teaching Requirements: Prior to teaching online, a bargaining unit member shall _____ demonstrate the skills necessary to teach online courses to the satisfaction of the _____ Associate Dean, Learning Resources. Should the bargaining unit member be _____ unable to demonstrate proficiency, he/she will participate in training in the _____ use of the Internet and ~~Canvas-Blackboard.com~~ or, or whatever provider or resource _____ the District has designated to the satisfaction of the Associate Dean, Learning _____

Resources. The bargaining unit member will also work with media services, as needed, for technical assistance.

11.98.2 If a bargaining unit member has never taught online before, he/she will receive a \$1,000 stipend the first time he/she teaches online for fulfilling the preparation requirement.

11.9 Preparation Time: The District recognizes the value of adequate preparation time to maintain quality of instruction and services. Instructional activities are identified as lecture or lab. For associate faculty, preparation time is compensated as part of the salary schedule. Part-time faculty may be offered preparation time for new courses or courses with exceptional workload at the discretion of the District at the following rates:

| <u>Course Type</u> | <u>Ratio</u> | <u>Definition</u> |
|---------------------------|----------------|--|
| <u>Lecture</u> | <u>1:1</u> | <u>1 hour of lecture = 1 hour of preparation;</u> |
| <u>Lab I</u> | <u>1:0.94</u> | <u>1 hour of lab = 56 minutes of preparation;</u> |
| <u>Lab II</u> | <u>1:0.88</u> | <u>1 hour of lab = 53 minutes of preparation;</u> |
| <u>Lab III</u> | <u>1:0.71</u> | <u>1 hour of lab = 43 minutes of preparation;</u> |
| <u>Non-Credit/Service</u> | <u>1:0.167</u> | <u>1 hour of assignment = 10 minutes of preparation.</u> |

*Non-Instructional activities do not have prep time.

ARTICLE 12: WORKLOAD, and ASSIGNMENT, AND SUPPORT SERVICES

- ⊖ 12.1 Purpose: The purpose of this Article is to address the instructional needs of the District and the education needs of students by ~~creating stable pools of~~ establishing the work assignments of highly experienced and proven part-time faculty members from which assignments can be made while providing objective and consistent treatment of bargaining unit members.
- ⊖ 12.2 Bargaining unit members are “temporary employees” in accordance with the Education Code Section 87482.5. ~~Nothing contained in this section, nor in any article of this Agreement, places a legal obligation on the district to provide continuing employment for bargaining unit members.~~ In all cases, part-time and associate faculty assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time, temporary faculty member.
- ⊖ 12.3 When there is need for additional faculty service beyond that provided by regular, contract, and/or other District full-time employees, the District will make assignments in accordance with this Article for bargaining unit members.
- ⊖ 12.4 Definitions

 - 12.4.1 Assignment: Any course, lab, activity, or extra assignment that generates load.
 - 12.4.2 Assignment Period: A semester, or term within a semester, excluding summer and intersession, ~~where~~ when a bargaining unit member has an assignment.
 - 12.4.3 Date Of Hire (DoH): The day an individual is initially hired by the District in a specific discipline. A bargaining unit member may have a DOH in more than one discipline. The DOH for those returning bargaining unit members who have taken a voluntary break in service will be the date they are rehired by the district in that discipline. In case a tie for priority assignment seniority date exists among adjunct faculty in the same discipline, the tie shall be broken by lot.
 - ~~12.4.4~~
 - 12.4.5 Part-Time Faculty:

1. All newly hired bargaining unit members with no previous service with the District;
2. All bargaining unit members whose job description is Activity;
3. All bargaining unit members whose assignment is exercise, conditioning, swimming, or a skills lab;
4. All bargaining unit members with an FTE of less than 0.10;
5. All bargaining unit members whose assignment is a lab only;
6. Any bargaining unit member who has not received his/her Gateway evaluation;
7. Former full-time faculty with the District in their initial Assignment Period as bargaining unit members; and
8. Former bargaining unit member rehires in their initial Assignment Period after a voluntary break in service of greater than four (4) semesters.

12.4.76- Associate Faculty: Bargaining unit members who have earned reemployment preference as described in this article.

All bargaining unit members who currently meet the following qualifications: all bargaining unit members who have received a rating of "C" or "S" on their Gateway evaluation or subsequent evaluation and who have elected to receive Associate Faculty Status; and/or

- A credit instructor who has successfully completed his/her Gateway evaluation and met the requirements for Associate Status.

⊖ 12.5 Workload: Temporary employees shall not receive a workload that exceeds 67% of the hours per week considered a full-time assignment for regular employees having comparable duties, as specified by Education Code in Section 87482.5.

⊖ 12.6 Assignment of Bargaining Unit Members: The district retains the right to make assignments for all bargaining unit members ~~who have completed and returned an Availability Form (AF) (Section 12.9) by the scheduled date.~~

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

B. Assignments will be made by a dean in consultation with a department chair. The district may cancel or change any assignment for administrative reasons, such as reduction in apportionment or other fiscal constraints.

~~B.~~

- C. Bargaining unit members will receive class and non-teaching assignments after regular and contract faculty assignments have been made. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member, no later than seven (7) calendar days after the start of instruction.
- D. At the discretion of the district, overload assignments shall be given to regular and contract faculty before classes and non-teaching assignments are made available to bargaining unit members. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or contract faculty member may be assigned to a class or non-teaching assignment previously assigned to a bargaining unit member.
- E. Classes assigned to bargaining unit members will not be reassigned to full-time instructors as overload assignments within the thirty (30) calendar day period before the first day of class.

12.7 Eligibility for Associate Faculty Status

12.7.1 Part-time faculty who have completed fourteen (14) semesters of service at 0.40 or higher credit load per semester on average per academic year within a eight (8) year period within a specific credit discipline will become eligible to participate in the priority of assignment process in that discipline. Those part-time faculty who are either current contract or retired contract District employees are not eligible to participate in the priority of assignment program.

12.7.2 The part-time faculty member must have received satisfactory evaluations for the past three evaluation periods.

12.7.3 During the adjunct faculty member's twelfth (or later) semester of service within an eight (8) year period, the adjunct faculty member shall request, in writing, to the appropriate administrator and department chair her/his desire to initiate the Associate Faculty process.

12.7.4 Priority of assignment rights will not be granted to part-time faculty who have not initiated the above request with their appropriate manager and department/program chair.

12.7.5 If eligibility and application requirements are met, Associate Faculty rights shall begin at the beginning of the employee's seventeenth semester.

12.7.5.1 The act of applying for Associate Faculty status may not be used as grounds for termination, nor shall the District discourage part-time faculty from exercising their right to apply for Associate Faculty status.

12.8 Upon initiation of Associate Faculty status, the average teaching load over the past two semesters (the semester of application for and the previous semester) shall be the minimum initial annualized load at which the Associate Faculty member will begin the program. Assignments will continue to be based on an annualized FTEF load within a spread of 0.10 load. (Example: if an adjunct faculty member has a 0.60 FTEF load in the fall when he/she applies, and a 0.40 FTEF load in the previous spring, then he/she has at least 0.40-0.60 FTEF annualized load based on District need.)

12.9 All faculty must meet the minimum qualifications in the discipline. Meeting minimum qualifications does not grant the faculty member rights to teach in the discipline. The discipline specific seniority list must be made available to the association upon request.

12.10 Professional Responsibilities of Part-Time and Associate Faculty include, but are not limited to the following:

A. General Scope of Responsibilities:

1. Excellence in teaching and instruction or service.
2. Maintenance of professional growth and academic currency.

B. Teaching and Instruction:

1. Plans for and is continually well-prepared to teach or perform service.
2. Provides organized delivery of instruction or service.
3. Is consistent with the stated and approved goals and content of the course per the course outline of record.
4. Inspires students to engage in subject matter.
5. Uses standards of student feedback that are clear, fair and followed consistently.
6. Requires course rigor sufficient to the mastery of the subject or skills in the course.
7. Grades and returns student assignments and tests in a reasonable period of time.
8. Consistently assesses Student Learning Outcomes and uses the data to make appropriate changes to course materials and/or delivery of instruction.
9. Prepares complete course outlines and syllabi.

10. Via the appropriate process, makes revisions to course content as needed for currency; collaborates with department faculty on course content and methods.

11. Knowledgeable about and abides by college policies and procedures.

C. Additional responsibilities of Associate Faculty:

1. Meets and assists students during office hours or by appointment or at other reasonable times.

2. Regularly attends department meetings.

*3. Carries departmental and/or program responsibilities, including attending department meetings and participating in course and program assessments and in program review.

12.11 Associate Faculty and Part-Time Faculty Credit/Non-Credit Instructional Assignments:

- ~~1. The District will make initial credit assignments, based on the prior spring for the upcoming spring and prior fall for the upcoming fall. District assignments will be adjusted in accordance with the following, with the exception of classes offered only once in a multi-year sequence:~~
 - ~~2. When an assignment remains the same from fall to fall or spring to spring, the bargaining unit member who last performed it will have the first right of refusal.~~
 - ~~3. When there is an increase in the number of classes within a group of classes designated with the same prefix, priority will be given to bargaining unit members in Pool 2 who have specified an interest in an increased load on their AF. Assignments will be made based on ranking score. (Section 12.6.2).~~
 - ~~4. When there is a decrease in the number of class sections within a group of classes designated with the same prefix for initial assignments, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest ranking score in a group of classes designated with the same prefix starting with Pool 1.~~
 - ~~5. When an assignment is rescheduled to a different day, time or location, the District will provide first right of refusal to the bargaining unit member who previously performed it per Section 12.6.1. Should a bargaining unit member decline the rescheduled assignment, the District is not obligated to offer another assignment. For example: Math 123 was taught at LVC on M & W at 2:00 and is rescheduled to T & Th at 6:00 at SM.~~
- ~~6. When a credit class is cancelled following initial assignments being made, the district is not obligated to reassign the bargaining unit member.~~

7. Due to emergency need, the District may offer a temporary increased assignment not to exceed one academic year. A temporary increase in assignment does not become the basis for future assignments. For example: Instances of extended illness or sabbatical
8. ~~In the case of a tie in ranking score, assignment will be made by lottery.~~

~~12.6.2~~ Credit Instructional Ranking Scores:

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

~~12.6.3~~ 12.11.1 Credit Activity and Non-classroom Assignments: Bargaining unit members who have activity and non-classroom hourly assignments will not be included in assignment pools or included on an assignment ranking list.

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

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

- ~~1.~~ 1. Service with the District.
- ~~2.~~ 2. Educational preparation, specialization, and recency in discipline.
Demonstrated knowledge and/or recency of training on teaching methodologies and measurement of learning outcomes.
- ~~3.~~ 3. Demonstrated skills in meeting the needs of students with special needs.
- ~~4.~~ 4. Satisfactory performance.
- ~~5.~~ 5. Availability.
- ~~6.~~ 6. Opportunity to enhance staff diversity.
- ~~7.~~ 7. Recognized accomplishments that demonstrate expertise and skill in the field of study beyond that achieved through formal education or unique qualities that would enrich the educational offerings of the district.

~~12.6.3.1 Part Time Counselors: Assignments for part time counseling will be made in consultation with the counselor, the department chair, and the dean. The following will be considered and balanced to make assignments:~~

- ~~• Service with the district.~~
- ~~• Need (days, periods, peak times, locations, and events).~~
- ~~• Satisfactory performance.~~
- ~~• Specialization or content knowledge specific to the of the following: academic, noncredit, Transfer, Cal Works, EOPs, LAP, mental health, and grant funded areas that require specialization such as: CTEA, STEM, and SSS.~~

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

12.6.411.2 Noncredit Assignments:

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

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

~~○ Assignment Pools: Bargaining unit members who have a credit load greater than .10 will be placed in assignment pools based upon their ranking score. Pool 2 assignments will be made before Pool 1 assignments.~~

~~—— Bargaining unit members who have activity and non-classroom hourly assignments will not be included in assignment pools or included on an assignment ranking list.~~

~~—— Assignments in these areas will be made in a manner consistent with past practice.~~

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

~~2 new hires with no previous service to the District.~~

~~3 former full-time faculty in their initial assignment period as bargaining unit members.~~

~~4 bargaining unit members returning after a voluntary break in service of greater than four (4) consecutive semesters.~~

~~5 bargaining unit members continuing in their service to the District who have not met the requirements for Pool 2.~~

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

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

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

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

~~12.1. Effect on Assignments When Receiving an Evaluation Rating of NI or U~~

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

- ~~Rating of NI: New hire will be limited to a load of .20 in the next assignment period and will be re-evaluated in his/her next assignment period.~~

- ~~Ratings of two (2) NI's in first two (2) assignment periods, he/she will not be rehired.~~

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

~~12.1.1.1. Pool 1 Gateway Evaluation (13.2.5): Continuing bargaining unit members who receive a rating of NI on their Gateway Evaluation will be reevaluated during their next assignment period with a maximum load of .20. If they receive a U they will not be rehired. If they receive a rating of C or S on the reevaluation or on the out of cycle evaluation, they will be in Pool 2 during their next Assignment Period. If they receive a rating of NI or U on the reevaluation, they will not be rehired.~~

~~12.1.1.2. Delayed Gateway Evaluation: If the District fails to give a bargaining unit member his or her Gateway Evaluation (Section 13.2.5) in the eighth assignment period as set forth in Section 13.3.1.2, he or she will be deemed to have progressed to Pool 2 for the next assignment period.~~

~~12.1.2. Pool 2: Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next assignment period or an out of cycle evaluation with a maximum load of .20. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 with an assignment of .20; if they receive a rating of NI or U on the reevaluation, they may not be rehired.~~

~~12.2. Availability Form: The District shall post the Availability Form (AF) in the "Forms" section of the myHancock faculty Web portal. The district will make a good faith effort to notify bargaining unit members when the AF is due. It shall be the responsibility of each bargaining unit member to complete and return the form to the respective department(s) on or before the specified deadline. Bargaining unit members who fail to return the AF risk not receiving an assignment.~~

~~12.3. Assignment Ranking List: Ranking lists specific to each discipline within a department will be generated electronically each semester for use in scheduling.~~

~~12.4.~~ 12.12 Absences and Leaves:

~~12.4.1.~~ 12.12.1 Absences: If a bargaining unit member is too ill to fulfill his or her work schedule assignment or if an extraordinary emergency arises preventing him or her from fulfilling the assignment, he or she shall inform the appropriate work site office staff as soon as possible so that the district may inform the students in a timely manner. Only the program/site administrator may cancel a class or hire substitutes.

~~12.4.2.~~ 12.12.2 Voluntary Break In Service: With the written approval of the division dean, ~~bargaining unit members~~ associate faculty may be granted a voluntary break in service within a department for educational, professional development, or extenuating circumstances. ~~Bargaining unit members~~ Associate faculty reinstated after ~~who have~~ a voluntary break in service of greater than four (4) consecutive semesters ~~for a department~~ will be reinstated ~~in Pool 1~~ as part-time faculty.

~~12.4.3. Involuntary Break in Service:~~ If a bargaining unit member has returned his or her AF and does not receive an assignment, this is an involuntary break in service and does not affect his or her Pool status.

~~12.5.~~ 12.13 Decisions by the District: All decisions made by the District concerning workload, assignment, and support services will not be arbitrary or capricious.

~~12.6. Past Practices:~~ Past practices will continue and prevail on all matters concerning workload, assignment, and support services not covered in this Article.

~~12.7.~~ 12.14 Credit Lecture Size: For credit lecture classes with sixty (60) or more students at census, the instructor may select of two options, a stipend or a reader on the following bases:

~~121.~~ 60-69 students - \$286 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.2.~~ 70-79 students – \$338 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.3.~~ 80-89 students – \$390 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.4.~~ 90-99 students – \$442 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.5.~~ 100-109 students – \$494 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.6.~~ 110-119 students – \$546 per unit of credit provided as a stipend or applied to the cost of a reader.

~~12.7.~~ 120-129 students – \$598 per unit of credit provided as a stipend or applied to the cost of a reader.

12.15 Bargaining unit members who teach courses that have the improvement of student writing identified as the primary goal of the course, who have student papers designed to meet this goal assigned on a regular basis and who have an added load factor for each of these courses shall receive 1.25 hours lecture unit compensation at their step and column placement on the salary schedule. Writing lab assignment hours shall be computed at the standard activity rate.

~~12.8.~~

~~12.9.~~ ~~12.16~~ ~~12.16~~ Professional Development: The district will offer bargaining unit members professional development opportunities designed to improve performance relative to Article 13 of this Agreement. ~~Bargaining unit members~~ Part-time faculty who participate in district sponsored professional development activities will receive up to two (1.52) hours additional pay per semester at the standard activity rate of pay. ~~Professional development activities shall not generate load.~~ Associate faculty will participate in professional development as follows:

1. Two (2) all staff days (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each; plus

~~12.10.~~ 2. Two (2) days of District-designated activities (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each.

Compensation for associate faculty professional development as described above is included in the existing salary schedule.

Professional development activities shall not generate load.

~~12.11.~~ 12.17 The district shall not require ~~bargaining unit members,~~part-time faculty to attend any non-compensated meetings or other professional activities except all orientations for new and continuing bargaining unit members.

12.18 Services: An individual bargaining unit member will have, without charge to the member for his or her college assignment, access to available secretarial support, printing and media equipment and supplies, mailboxes, voicemail, and reasonable use for district business of intercampus mail, telephones, and facsimile machines.

~~12.12.~~

~~12.199~~ Substitutes: In keeping with Allan Hancock College's goal of supporting student success, bargaining unit employees are encouraged to request a substitute when they are unable to attend class. The ~~availability~~faculty leave form will be used by the District to determine if a substitute is available ~~and meets the District's minimum qualifications.~~

ARTICLE 13: PERFORMANCE EVALUATION

13.1 Purpose and Intent: The primary purpose of the evaluation of faculty is the continued improvement of instruction and instructional support services at Allan Hancock College. Other purposes include the maintenance of quality in programs and instruction and the professional competence of the faculty. The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts. The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice. Bargaining unit members will not be evaluated more than once in a semester.

13.2 Definitions:

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

13.2.2 Appropriate Evaluation Forms: The appropriate evaluation forms will be used in valuating bargaining unit members with different assignments. (For example there are separate forms for evaluating counselors and another for librarians.) ~~The forms are found under myHancock, Employee Resources, Employee Evaluation Process.~~

13.2.3 Assignment Period: A semester when re a bargaining unit member has an Assignment as indicated on the Notice of Assignment.

~~13.2.4 Pool One: All bargaining unit members who are:~~

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

~~13.2.5 Pool 2: Bargaining unit members who have received a rating of C or S on their Gateway Evaluation or subsequent evaluation, or are grandfathered into Pool 2 in accordance with Section 12.7.2.2.~~

~~13.2.6 Gateway Evaluation: the evaluation on which a bargaining unit member must receive a rating of C or S to progress to Pool 2.~~

13.2.74 Qualified Part-Time Faculty eEvaluators: part-time faculty member evaluators chosen from Associate Faculty Pool 2 and recommended by the department chair.

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

13.3.1 With Credit Assignments Greater Than 0.10:

13.3.1.1 ~~Pool 1:~~ Bargaining unit members in ~~Pool 1~~ will be evaluated during each of their first two Assignment Periods. Bargaining unit members who receive a rating of NI on either of these two (2) evaluations will be reevaluated during their next Assignment Period or during an out of cycle evaluation. Bargaining unit members who receive a rating of NI or U will not be rehired. Following the first two Assignment Period evaluations, faculty will be evaluated on three-year cycle (or on an every sixth/seventh Assignment Period schedule as long as that schedule does not exceed three years) except when an off-cycle evaluation is necessitated.

~~13.3.1.1 Pool 1:~~ Bargaining unit members who are retired full time faculty (as described in 13.2.4) will not be evaluated until their seventh (6th) or eighth (8th) Assignment Period, not to exceed three years, at which time they will given their Gateway Evaluation, as described in 13.3.1.2. If they receive a rating of C or S, they will then advance into Pool 2 as set forth in Section 13.3.1.3.

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

~~13.3.1.3 Pool 2:~~ Bargaining unit members in Pool 2 will be evaluated every six (6) Assignment Periods. Bargaining unit members in Pool 2 who receive a rating of NI or U on an evaluation will be reevaluated during their next Assignment Period, or in an out of cycle evaluation. If rated NI or U, the bargaining unit member may not be rehired. If they receive a rating of C or S on the reevaluation, they will remain in Pool 2 and evaluated subsequently every six (6) Assignment Periods.

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

~~13.3.2 With Noncredit Assignments: First time bargaining unit members may be evaluated during their first year. Continuing bargaining unit members may be evaluated at least once every six (6) Assignment Periods or as deemed necessary by the dean.~~

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

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

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

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

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

The evaluation procedure will consist of the following:

- 1. The department chair, with input from the evaluatee, selects an evaluator(s).
- 2. The evaluator will complete standards 7-20 on the evaluation form. The department chair will complete standards 1-6 and other necessary documentation per Section 13.4.2 to prepare a Final Report.
- 3. The evaluator will present and discuss the Classroom/Worksite Observation form with the evaluatee.
- 4. The department chair and administrator will review and sign the Final Report.
- 5. The evaluatee will acknowledge having reviewed the Final Report by signing the report and be given a copy.
- 6. The evaluatee may prepare a written response to the Final Report.

- 7. The Final Report and any written response will be included in the evaluatee's personnel file.

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

13.4.1 Selection: The department chair or District designee shall select the evaluator, who can be an academic administrator, department chair, full-time faculty, qualified part-time faculty, or qualified District designee. By the date set forth in the evaluation timeline, the department chair or District designee shall notify the evaluatee and shall provide information regarding the process. If the evaluatee objects to the assigned evaluator, he or she may submit to the department chair or District designee or appropriate administrator the names of three alternate evaluators from within the discipline or from a closely related discipline and whose names appear on the list of evaluators of part-time faculty provided by the District and request that an evaluator be selected from the three submitted. In consultation with the department chair or District designee, the appropriate dean or administrator will select one evaluator from the list of three (3).

—————13.4.1.1- ___ Compensation for completed evaluations shall ~~receive~~ be a stipend the same as full-time faculty members.

13.4.2 Credit and Noncredit Evaluation Components:

13.4.2.1 Self Evaluation: The Self Evaluation form will be completed by the evaluatee and provided to the department chair by the scheduled date.

13.4.2.2 Student Evaluation: For each of the evaluatee's classes, within the scheduled dates a student will be selected to administer the student evaluations. This student will obtain a packet containing the Student Evaluation Forms and instructions and while the evaluatee is outside of the classroom, distribute the Student Evaluation Forms, collect them when completed, and return the sealed and signed packet to the department chair.

13.4.2.3 Response to Student Evaluation: By the scheduled date, the evaluatee will receive copies of the ~~numerical scoring~~ tallied section of the Student Evaluation Forms for each class. After reviewing these copies, the evaluatee will complete a Response to Student Evaluations Form for each class and return the response form(s) to the department chair by the scheduled date. Written comments on the Student Evaluation Forms will be returned to the evaluatee in a sealed envelope at the end of the semester or term. ~~Upon request, the written comments will be mailed to the evaluatee's home.~~

- 13.4.2.4 Classroom Observations: By mutual agreement of the evaluator and the evaluatee, a range of dates for the classroom observation will be agreed upon prior to the observation taking place.- Observations may occur in each class taught and will be performed by the evaluator within the scheduled dates. After performing the classroom observation(s), the evaluator will complete standards 7-20 of the Part-Time Faculty Evaluation Rating Form using the Part-Time Faculty Evaluation Rubric by the scheduled date. The evaluator will discuss the observation ratings with the evaluatee. Whether or not a formal evaluation process is occurring, classroom observations by an appropriate administrator or District designee may occur at any time.
- 13.4.2.5 Other Factors: The department chair, with any necessary input from the evaluatee, will rate standards 1-6 of the Part-Time Faculty Evaluation Rating Form by the scheduled date. Any documented commendations or concerns provided by the department chair and/or the appropriate administrator may be used to complete these standards. Any documents used must be included in the Final Report.
- 13.4.2.6 Final Report: After all standards of the Part-Time Faculty Evaluation Rating Form are complete and tallied, the points for each standard will be totaled to yield an Evaluation Score. The Evaluation Score will correspond to an evaluation rating will be either an of S, C, NI or U. The final report will be signed by the evaluator, the department chair, and the appropriate administrator. If an NI or U is designated, the department chair and dean will review the Final Report with the evaluatee. If rated S or C, upon request, the department chair and dean will review the Final Report. The evaluatee will sign acknowledging receipt of the report. Based on the review of the Final Report, the evaluator and evaluatee may develop goals and/or an improvement plan to be undertaken and completed by the next performance evaluation. The evaluatee's signature does not signify agreement with the Final Report.
- 13.4.2.7 Response to Final Report: The evaluatee may submit a written response to the Final Report to the academic dean within ten (10) business days after receipt. A business day is any day during which the central administration office of the District is open for business. The response time of ten (10) business days after receipt can be extended by mutual agreement by the District and the evaluatee.
- 13.4.3 Filing of Evaluation Materials: The Final Report and any written response thereto by the evaluatee will be included in the evaluatee's official personnel file.

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

~~13.5.1 The evaluation procedure consists of having students complete Noncredit Student Evaluation of Instruction forms (see Appendix), and may include a classroom observation per Section 13.5.2. Generally, these forms are completed on or after the midpoint of the course. For example, instructors of an eight (8) week course would be evaluated during or after the fourth week of the course. Prior to being evaluated, the evaluatee will receive a packet containing the Noncredit Student Evaluation of Instruction forms and instructions. The evaluatee will select a student to:~~

~~18 Distribute the forms to the other students. The evaluatee must leave the room while students complete the evaluation, but remain nearby.~~

~~19 Collect the completed forms, place them in the envelope provided, and seal the envelope. The student should sign his/her name across the seal.~~

~~20 Return the envelope and any other evaluation materials to the Community Education Office, Building S, Santa Maria campus as soon as possible. If the class takes place off-campus, the evaluatee may return the sealed evaluation packet.~~

~~The Noncredit Student Evaluation of Instruction forms will be available for review by the evaluatee two (2) weeks after the course ends.~~

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

~~13.65 Procedure for Evaluation of Bargaining Unit Members with Non-instructional Assignments:~~

~~The evaluation procedure will consist of:~~

~~21 the evaluator notifying the evaluatee and providing him or her with information regarding the process.~~

~~22 the evaluator completing all evaluation components and other necessary documentation per Section 13.65.2 to prepare a Final Report.~~

~~23 the appropriate administrator reviewing and signing the Final Report.~~

~~24 the evaluator presenting and discussing the Final Report with the evaluatee.~~

~~25 the evaluatee acknowledging having reviewed the Final Report by signature and given a copy.~~

~~26 a chance for the evaluatee to prepare a written response to the Final Report.~~

~~27~~ inclusion of the Final Report and any written response thereto in the evaluatee's personnel file.

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

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

13.65.2 Non-instructional Evaluation Components:

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

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

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

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

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

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

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

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

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

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

ARTICLE 14: OFFICE HOURS

- 14.1 Program: Allan Hancock College will provide paid office hours for bargaining unit members with credit assignments who meet the requirements of Section 14.3.
- 14.2 Purpose and Requirements: Office hours will be scheduled in order to ensure maximum availability for student consultation, will be held in an appropriate location on campus or the center as requested and assigned, and must be held in conjunction with a regular schedule listed on course syllabi submitted to and approved by the appropriate dean/director at the beginning of each semester, term within a semester (term), or summer session. Any temporary change in office hours must be reported in advance to the appropriate administrator. Any permanent change in office hours must be requested in writing to and approved by the appropriate dean at least two (2) weeks prior to the change becoming effective.
- 14.3 Eligibility: To be eligible for consideration for office hours, bargaining unit members with credit assignments must:
- 14.3.1 Have at least a twenty percent (20%) FTE lecture load for the semester, term or summer session to qualify for forty-five (45) minutes per week office hour.
- 14.3.2 Have at least a forty percent (40%) FTE lecture load for the semester, term or summer session to qualify a ninety (90) minutes per week office hour.
- 14.3.3 Lecture/Lab combination courses shall qualify for office hours as described above.
- A bargaining unit member who meets the eligibility requirements of this Article need not apply for an office hour, but must submit a time sheet in accordance with Section 14.7 to be compensated.
- 14.4 Number of Weeks: Eligible bargaining unit members will be given ~~office hours an~~ office hours ~~per week of~~ for the duration set forth in Section 14.3.
- 14.4.1 Semester Sessions: The office hours will be from week one (1) through fifteen (15) of each semester.
- 14.4.2 Term and Summer Sessions: The office hours will be from week one (1) through the length of instruction for the term or summer session, excluding the last week.

- 14.5 Compensation: Eligible bargaining unit members with credit assignments will be compensated at \$30.00 per hour. No compensation will be paid for office hours during intercession.
- 14.6 Length of Office Hour: An office hour is no less than forty-five (45) minutes in length. ~~Bargaining unit members~~ Part-time faculty with a ninety (90) minute office hour per week may schedule two forty-five minute (45) periods or one ninety minute (90) period.
- 14.7 Time Sheet: Office hours must be reported on a time sheet approved by the district for payment. To be compensated for office hours, the time sheet must be submitted to the appropriate dean/director no later than the end of finals week for the semester, term or summer session during which the office hours were held.
- 14.8 Office Space: The district will make arrangements for bargaining unit members to have access to an office space, work room or available classroom for the purpose of assisting students and returning telephone calls related to college work. If computer access is not available in the office or room used by the bargaining unit member, he/she may use the computers in other campus locations designated as available for use by bargaining unit members. This Agreement does not commit the district to provide additional office space or equipment.
- 14.9 Load Factor: Paid office hours do not count toward the sixty-seven percent (67%) load factor.
- 14.10 Online Office Hours:
- 14.10.1 Bargaining unit members who are teaching distance education courses (utilizing web technology) during a semester, term within a semester (term), or summer session may choose to designate an online office hour ~~(s)~~, proportional to the load of online courses taught, following the same requirements outlined in Article 14.3 above and compensated at the same rate of pay.—but not to exceed one hour per week (see section 14.3). An online office hour ~~(s)~~ is subject to the approval of the appropriate academic administrator which shall be obtained at the beginning of each semester, term within a semester (term), or summer session.
- 14.10.2 During this online hour, the bargaining unit member is expected to be logged on to the computer and immediately available to respond to all students

through email, a discussion board, chat board, or other online means of communication, as appropriate.

- 14.10.3 This online office hour must be scheduled and posted at a regular day and time each week, just like a regular office hour, though the bargaining unit member may choose to physically hold this online hour off-campus as long as he/she has full computer access at the off-campus location. Information regarding online office hours must be posted along with other office hours within the designated area for posting office hour information. Information regarding virtual and on campus office hours must also be posted within all course syllabi in the given semester of approval.
- 14.10.4 Complete information about online office hours must be submitted to the appropriate academic administrator for pre-approval and all provisions of this article remain applicable.
- 14.10.5 Nothing in this section will limit or preclude the bargaining unit member from holding his/her office hours related to their other (non-online) classes in accordance with the rest of this article.

ARTICLE 15: COUNCILS AND COMMITTEES

15.1 Membership: CFT/PFA will make all appointments of bargaining unit members employed by the district in a faculty assignment for at least one (1) semester during the academic year of the appointment to serve as CFT/PFA representatives on councils or committees as identified in the Councils and Committees Pathways to Decisions manual.

_____ The CFT/PFA shall provide the district the names of bargaining unit members who shall serve on these committees at the time of appointment.

15.2 Professional Development Fund: A fund of no less than \$20,000 shall be provided by the District annually in academic years 2017-2020. This allocation is provided to the Academic Senate and is intended only for distribution to part-time and associate faculty via established Academic Senate processes.

15.2.1 Activities compensated under this fund shall be approved by the Academic Senate and may include: department retreats, councils and committee meetings, and other professional development opportunities.

15.2.2 Associate faculty who are already compensated for particular professional development activities as defined by articles 12.10 and 12.16 shall not be eligible for additional dollars for those same activities.

~~15.2 Voluntary Participation: Representation on committees by bargaining unit members is voluntary, optional, and uncompensated by the district.~~

ARTICLE 16: RETIREMENT

- 16.1 If required by the State Teachers' Retirement System (STRS), the district will continue an alternative retirement plan for bargaining unit members under the CalSTRS Cash Balance Benefit Program.
- 16.2 The district will continue the process for CalSTRS Cash Balance Benefit Program contributions for bargaining unit members through payroll deduction.
- 16.3 The district will pay the employer contribution rate as established by STRS on behalf of each participant.

ARTICLE 17: DISCIPLINARY ACTION

- 17.1 When called into a meeting with their supervisor, bargaining unit members shall be notified of the purpose or subject of the meeting. If the purpose of the meeting is investigatory and could reasonably lead to discipline of the employee, the employee may request CFT/PFA representation. Employees shall be allowed to have their CFT/PFA representative present during the meeting if requested as set forth above.
- 17.2 During the meeting, the CFT/PFA representative's role is to assist and counsel the employee. It is not the intent that the CFT/PFA representative solely speak in place of the bargaining unit member.
- 17.3 No disciplinary action shall take place except for just and sufficient cause.

ARTICLE 18: ORGANIZATIONAL SECURITY

- 18.1 Legislative Mandate: Pursuant to the Government Code bargaining unit members shall be required, as a condition of continued employment, either to join CFT/PFA or to pay the organization a fair share service fee.
- 18.2 Definitions:
- 18.2.1 An “Association Member” is defined as a bargaining unit member who has provided the CFT/PFA with an application for membership.
- 18.2.2 A “service fee payer” is defined as a member of the bargaining unit who has not provided the CFT/PFA with a membership application.
- 18.3 Automatic Dues or Service Fee Deduction: As a condition of continued employment, all bargaining unit members shall either become members of CFT/PFA or be required to pay a service fee in an amount equal to membership dues. Payment of dues or the service fee shall be initiated through automatic payroll deduction beginning with the first payroll issued once employment with the district has begun. There shall be no charge to the CFT/PFA for such mandatory service fee deduction.
- 18.4 Association Membership: Any bargaining unit member can sign a membership application form in order to join CFT/PFA at any time during their employment with the District. CFT/PFA will provide a copy of the membership application form to business services within thirty (30) days.
- 18.5 Religious Exemption: An employee who is a verified member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to support CFT/PFA financially. Such employee, in lieu of a service fee, shall instruct CFT/PFA in writing with a copy to the district to deduct and pay a sum equal to the representation service fee to a non-religious, non-labor, charitable 501(c)(3) organization, agreed to by the CFT/PFA and the district.
- 18.6 District Responsibilities: With respect to all sums deducted by the district pursuant to authorization of the employee, whether for membership dues or service fees, the district agrees promptly to remit such monies to the CFT/PFA together with an alphabetical list of bargaining unit members the amount of each member’s deduction.

18.7 The CFT/PFA agrees to save and hold harmless the district from all claims, demands, suits, or any other action arising as a result of the enforcement of this article of the Agreement and agrees to assume the defense upon request of the district in connection with any legal proceedings under this article.

18.8 Maintenance of Dues Checkoff: Any employee who is paying dues may stop making those payments by giving written notice to the Association during the period not less than thirty (30) and not more than forty-five (45) days before 1) the annual anniversary date of the employee's authorization or 2) the date of termination of the applicable contract between the employer and the Association, whichever occurs sooner. The employer will honor the employee's check-off authorizations unless they are revoked in writing during the window period, irrespective of the employee's membership in the Association.

ARTICLE 19: ENTIRE AGREEMENT

- 19.1 This Agreement sets forth a full and complete commitment between the parties. The Agreement may not be altered, changed, added to, deleted from, or modified except through the mutual written consent of the parties in the form of a signed amendment to the Agreement.

ARTICLE 20: PARITY

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

Any increase in compensation made to establish parity shall be contingent on eligibility for and funds received to establish parity under the Budget Act Appropriation for Part-Time Faculty Compensation or equivalent legislation. The district will not make parity payments to bargaining unit members which exceed the amounts received from the State of California for parity allocations.

20.2 Definition: When office hours and other such activities as meetings, conferences, and professional development and non-teaching, departmental, or institutional activities such as committees and curriculum development are excluded, parity is defined as 81% (eighty-one percent)~~76% (seventy-six percent)~~ of the work commitment of full-time credit instructors (30 hours is 81% of the 37 hour full-time faculty workweek). The 81% (eighty-one percent)~~76% (seventy-six percent)~~ figure is derived by apportioning that portion of the commitment devoted by full-time credit instructors to teaching or non-teaching assignments; preparation for class or for non-teaching assignment (e.g., work done by counselors or librarians); communication with students; and grading. Comparable work is thus defined as teaching or non-teaching assignments; preparation for class or for non-teaching assignments; communication with students; and grading. For purposes of this Agreement, it is assumed that a full-time credit instructor spends 81% (eighty-one percent)~~76% (seventy-six percent)~~ of his or her contract load in the above named activities.

20.3 Computation of Parity: Parity shall be based on the ratio of instruction or service to preparation time. That ratio shall be based upon 81% or the ratios applicable to full-time faculty. For example, a full-time faculty member teaching 15 hours of instruction per week is allocated 15 hours of preparation time at a 1:1 ratio.

| <u>Course Type</u> | <u>Ratio</u> | <u>Definition</u> |
|--------------------|---------------|---|
| <u>Lecture</u> | <u>1:1</u> | <u>1 hour of lecture = 1 hour of preparation;</u> |
| <u>Lab I</u> | <u>1:0.94</u> | <u>1 hour of lab = 56 minutes of preparation;</u> |
| <u>Lab II</u> | <u>1:0.88</u> | <u>1 hour of lab = 53 minutes of preparation;</u> |

| | | |
|---------------------------|----------------|--|
| <u>Lab III</u> | <u>1:0.71</u> | <u>1 hour of lab = 43 minutes of preparation;</u> |
| <u>Non-Credit/Service</u> | <u>1:0.167</u> | <u>1 hour of assignment = 10 minutes of preparation.</u> |

*Non-Instructional activities do not have prep time.

~~column III, step 6 of the full-time faculty contract salary schedule. Parity shall then be determined by adjusting the salary at the above column and step of the full-time credit lecture instructors' salary to equate to 76% (seventy-six percent). The hourly compensation level for each hour of lecture, lab, and activity or non-teaching assignments shall then be determined by dividing the adjusted salary by 525 (15 hours of lecture per week x 35 weeks) or 595 (17 hours of lab per week x 35 weeks) or 735 (21 hours of activity or 37 hours of non-teaching assignment per week x 35 weeks).20.4~~
~~Effective Fall 2013, current salary schedules shall reflect one salary rate for each step and column which will include the parity increment.~~

ARTICLE 21: NO DISCRIMINATION

- 21.1 Discrimination Prohibited: No bargaining unit member shall in any way be favored or discriminated against in wages, hours, or other terms and conditions of employment because of her/his political opinion or affiliations or because of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, or sexual orientation, or other legally protected categories.
- 21.2 This article is not grievable under the grievance procedure of this Agreement. All discrimination complaints will go through the district's equal employment opportunity complaint procedure. Information from the California Department of Fair Employment and Housing and federal Equal Employment Opportunity commission about filing claims of discrimination with these entities is available on their websites.

ARTICLE 22: PARKING PERMITS

- 22.1 Bargaining unit members will pay fees for parking on the Lompoc or Santa Maria campuses. The fee for a fiscal year shall be a flat rate of \$10.
- 22.2 The parking permit shall be portable and may be used on multiple vehicles. Each employee shall be issued one permit only.
- 22.3 Employees will be responsible for contacting campus security when their vehicle information, address, or phone number changes or if the permit is lost or stolen.

Appendix A: Salary Schedules – Part-Time Faculty



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

PART-TIME FACULTY SALARY SCHEDULES (Credit)

Effective Fall 2017 Term

| Lecture Rates - 1.56% COLA | | | | | | | |
|-----------------------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------|-------------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 46.15 | 49.69 | 51.20 | 53.75 | 56.44 | 59.25 | 62.83 |
| 2 | 48.39 | 51.98 | 53.54 | 56.19 | 59.02 | 61.96 | 65.69 |
| 3 | 50.66 | 54.21 | 55.83 | 58.63 | 61.55 | 64.61 | 68.51 |
| 4 | 52.86 | 56.43 | 58.12 | 61.02 | 64.06 | 67.29 | 70.67 |
| 5 | 55.18 | 58.71 | 60.48 | 63.50 | 66.70 | 70.00 | 74.21 |
| 6 | 57.42 | 60.99 | 62.83 | 65.94 | 69.28 | 72.76 | 77.09 |
| 7 | 59.49 | 63.15 | 65.07 | 68.31 | 71.73 | 75.31 | 79.85 |

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| Lab Rates - 1.56% COLA | | | | | | | |
|-------------------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------|-------------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 40.19 | 43.30 | 44.57 | 46.82 | 49.14 | 51.59 | 54.72 |
| 2 | 42.13 | 45.27 | 46.62 | 48.93 | 51.40 | 53.96 | 57.20 |
| 3 | 44.12 | 47.22 | 48.64 | 51.04 | 53.58 | 56.27 | 59.67 |
| 4 | 46.04 | 49.13 | 50.64 | 53.14 | 55.79 | 58.58 | 61.53 |
| 5 | 48.08 | 51.13 | 52.64 | 55.29 | 58.06 | 60.96 | 64.62 |
| 6 | 49.97 | 53.12 | 54.72 | 57.80 | 60.33 | 63.33 | 67.12 |
| 7 | 51.80 | 55.02 | 56.65 | 59.47 | 62.43 | 65.59 | 69.53 |

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| Activity & Non-Classroom Rates – 1.56% COLA | | | | | | | |
|---|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 29.70 | 32.31 | 32.31 | 32.95 | 35.31 | 38.54 | 41.76 |
| 2 | 31.13 | 33.78 | 33.78 | 34.44 | 36.81 | 40.06 | 43.30 |
| 3 | 32.58 | 35.25 | 35.25 | 35.92 | 38.30 | 41.57 | 44.86 |
| 4 | 34.00 | 36.71 | 36.71 | 37.38 | 39.78 | 43.07 | 46.35 |
| 5 | 35.53 | 38.20 | 38.20 | 38.92 | 41.27 | 44.62 | 47.91 |
| 6 | 36.94 | 39.66 | 39.66 | 40.40 | 42.78 | 46.12 | 49.43 |
| 7 | 38.27 | 41.09 | 41.09 | 41.86 | 44.29 | 47.77 | 51.20 |

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CLASS DEFINITIONS FOR SALARY PLACEMENT

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

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter.

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

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

OR

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

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree.
 (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree.

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree.
 (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
 (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available.
OR
 (2) plus an appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN V (A) Doctoral degree from an accredited institution.

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

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

4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of their initial salary placement. If all appropriate documentation for salary placement has been submitted and they believe their initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

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

INITIAL STEP PLACEMENT

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

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

STEP ADVANCEMENT

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

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

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



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY SALARY SCHEDULES (Noncredit)
Effective Fall 2017 Term

| Instructional - 1.56% COLA | | | | | Activity & Non-Classroom - 1.56% COLA | | | | |
|----------------------------|----------|-----------|------------|-----------|---------------------------------------|----------|-----------|------------|-----------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV |
| 1 | 41.39 | 43.49 | 45.60 | 47.69 | 1 | 29.70 | 31.80 | 33.90 | 36.01 |
| 2 | 43.40 | 45.50 | 47.61 | 49.70 | 2 | 31.13 | 33.23 | 35.34 | 37.44 |
| 3 | 45.43 | 47.53 | 49.64 | 51.73 | 3 | 32.58 | 34.69 | 36.81 | 38.91 |
| 4 | 47.39 | 49.48 | 51.59 | 53.69 | 4 | 34.00 | 36.10 | 38.21 | 40.32 |
| 5 | 49.48 | 51.60 | 53.72 | 55.81 | 5 | 35.53 | 37.64 | 39.74 | 41.84 |
| 6 | 51.47 | 53.57 | 55.69 | 57.79 | 6 | 36.94 | 39.04 | 41.15 | 43.26 |
| 7 | 53.32 | 55.45 | 57.55 | 59.66 | 7 | 38.27 | 40.38 | 42.49 | 44.58 |

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INITIAL PLACEMENT

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

STEP ADVANCEMENT

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

NONCREDIT ASSIGNMENTS

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

CLASS DEFINITIONS FOR SALARY PLACEMENT

COLUMN I _____ All noncredit instructors who do not qualify for Column II.

COLUMN II _____ Bachelor's degree or higher from an accredited institution in a discipline specific to the teaching assignment.

COLUMN III _____ Master's degree from an accredited institution in a discipline specific to the teaching assignment.

COLUMN IV _____ Doctoral degree from an accredited institution in a discipline specific to the teaching assignment.

PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT

1. All new part-time faculty are placed on step one (1) of the appropriate column.
2. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. Salary schedule placement shall be based upon degrees presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
3. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
4. The faculty member will be notified by human resources of their initial salary placement. If all appropriate documentation for salary placement has been submitted and they believe their initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

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

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

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



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

PART-TIME FACULTY SALARY SCHEDULE (Service)

Effective Fall 2017 Term

| Service Faculty Rates - 1.56% COLA | | | | | | | |
|------------------------------------|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 35.63 | 38.77 | 38.77 | 39.53 | 42.38 | 46.25 | 50.11 |
| 2 | 37.34 | 40.53 | 40.53 | 41.31 | 44.17 | 48.08 | 51.94 |
| 3 | 39.10 | 42.30 | 42.30 | 43.10 | 45.97 | 49.88 | 53.83 |
| 4 | 40.81 | 44.06 | 44.06 | 44.88 | 47.73 | 51.69 | 55.63 |
| 5 | 42.62 | 45.83 | 45.83 | 46.71 | 49.52 | 53.54 | 57.49 |
| 6 | 44.33 | 47.59 | 47.59 | 48.47 | 51.33 | 55.35 | 59.32 |
| 7 | 45.94 | 49.31 | 49.31 | 50.23 | 53.15 | 57.33 | 61.43 |

SS-29

CLASS DEFINITIONS FOR SALARY PLACEMENT

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

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN IV (A) Master's degree from an accredited institution.
 (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
 (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

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

COLUMN V

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

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

COLUMN VI

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

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

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

OR

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

COLUMN V

(A) Doctoral degree from an accredited institution.

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
 - c. If appropriate documentation cannot be submitted, the faculty member's employment with the district shall be terminated. In such case, the faculty member can only be reemployed if they submit all appropriate documentation by the new initial date of hire.

2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
3. Quarter units are multiplied by 2/3 to determine semester unit equivalent.
4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of their initial salary placement. If all appropriate documentation for salary placement has been submitted and they believe their initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

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

STEP PLACEMENT

1. Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule. Credit for initial step placement beyond step 2 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience, the equivalent of 30 or more credit units. Initial placement at step 2

would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement.

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

STEP ADVANCEMENT

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

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

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

Appendix B: Salary Schedules – Associate Faculty



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
ASSOCIATE FACULTY SALARY SCHEDULES
Effective Fall 2017 Term

| Lecture Rates (\$S76) | | | | | | | |
|-----------------------|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 48.46 | 52.17 | 53.76 | 56.44 | 59.26 | 62.21 | 65.97 |
| 2 | 50.81 | 54.58 | 56.22 | 59.00 | 61.97 | 65.06 | 68.97 |
| 3 | 53.19 | 56.92 | 58.62 | 61.56 | 64.63 | 67.84 | 71.94 |
| 4 | 55.50 | 59.25 | 61.03 | 64.07 | 67.26 | 70.65 | 74.20 |
| 5 | 57.94 | 61.65 | 63.50 | 66.68 | 70.04 | 73.50 | 77.92 |
| 6 | 60.29 | 64.04 | 65.97 | 69.24 | 72.74 | 76.40 | 80.94 |
| 7 | 62.46 | 66.31 | 68.32 | 71.73 | 75.32 | 79.08 | 83.84 |
| 8 | 65.03 | 69.04 | 71.13 | 74.69 | 78.42 | 82.34 | 87.29 |

| Lab Rates (\$S77) | | | | | | | |
|-------------------|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 42.20 | 45.47 | 46.80 | 49.16 | 51.60 | 54.17 | 57.46 |
| 2 | 44.24 | 47.53 | 48.95 | 51.38 | 53.97 | 56.66 | 60.06 |
| 3 | 46.33 | 49.58 | 51.07 | 53.59 | 56.26 | 59.08 | 62.65 |
| 4 | 48.34 | 51.59 | 53.17 | 55.80 | 58.58 | 61.51 | 64.61 |
| 5 | 50.48 | 53.69 | 55.27 | 58.05 | 60.96 | 64.01 | 67.85 |
| 6 | 52.47 | 55.78 | 57.46 | 60.69 | 63.35 | 66.50 | 70.48 |
| 7 | 54.39 | 57.77 | 59.48 | 62.44 | 65.55 | 68.87 | 73.01 |
| 8 | 56.63 | 60.15 | 61.96 | 65.01 | 68.25 | 71.71 | 76.02 |

| Activity & Non-Classroom Rates (SS78) | | | | | | | |
|---------------------------------------|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 31.19 | 33.93 | 33.93 | 34.60 | 37.08 | 40.47 | 43.85 |
| 2 | 32.69 | 35.47 | 35.47 | 36.16 | 38.65 | 42.06 | 45.47 |
| 3 | 34.21 | 37.01 | 37.01 | 37.72 | 40.22 | 43.65 | 47.10 |
| 4 | 35.70 | 38.55 | 38.55 | 39.25 | 41.77 | 45.22 | 48.67 |
| 5 | 37.31 | 40.11 | 40.11 | 40.87 | 43.33 | 46.85 | 50.31 |
| 6 | 38.79 | 41.64 | 41.64 | 42.42 | 44.92 | 48.43 | 51.90 |
| 7 | 40.18 | 43.14 | 43.14 | 43.95 | 46.50 | 50.16 | 53.76 |
| 8 | 41.84 | 44.92 | 44.92 | 45.76 | 48.42 | 52.23 | 55.97 |

| Service Faculty Rates (SS79) | | | | | | | |
|------------------------------|----------|-----------|------------|-----------|----------|-----------|------------|
| STEP | COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V | COLUMN VI | COLUMN VII |
| 1 | 37.41 | 40.71 | 40.71 | 41.51 | 44.50 | 48.56 | 52.62 |
| 2 | 39.21 | 42.56 | 42.56 | 43.38 | 46.38 | 50.48 | 54.54 |
| 3 | 41.06 | 44.42 | 44.42 | 45.26 | 48.27 | 52.37 | 56.52 |
| 4 | 42.85 | 46.26 | 46.26 | 47.12 | 50.12 | 54.27 | 58.41 |
| 5 | 44.75 | 48.12 | 48.12 | 49.05 | 52.00 | 56.22 | 60.39 |
| 6 | 46.55 | 49.97 | 49.97 | 50.89 | 53.90 | 58.12 | 62.29 |
| 7 | 48.24 | 51.78 | 51.78 | 52.74 | 55.81 | 60.20 | 64.50 |
| 8 | 50.23 | 53.91 | 53.91 | 54.91 | 58.11 | 62.68 | 67.16 |

CLASS DEFINITIONS FOR SALARY PLACEMENT

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

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available.
 (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN IV (A) Master's degree from an accredited institution.
 (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
 (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available
OR
 (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree.
 (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree.

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree.
 (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
 (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available.
OR
 (2) plus an appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN V (A) Doctoral degree from an accredited institution.

PROCEDURES FOR INITIAL COLUMN AND STEP PLACEMENT

Part-time faculty who apply for and meet the requirements to become Associate Faculty will be initially placed at the same column and step on the Associate Faculty Salary Schedule.

COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.

2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when they have met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

STEP ADVANCEMENT

1. Associate Faculty shall advance to step 2 through step 8 when they have taught two years, summer included, in their current step level as associate faculty with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes they have been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

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

Appendix C: Salary Schedules – Head Coaches



**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE**

| Head Coaches | | |
|-----------------------------------|------------------------------------|------------|
| FALL 2017 TERM | | |
| YEARS | HOURLY (not to exceed 90 hours) | ANNUAL |
| 1 st – 4 th | \$77.78 | \$7,000.00 |
| 5 th – 8 th | \$88.89 | \$8,000.00 |
| 9 th + | \$100.00 | \$9,000.00 |

SS-90
R 7/17
R2/15
R 7/09

Board approval June 20, 2006

Part-time head coaches will receive instructor of record compensation per the part-time faculty salary schedule for the assigned intercollegiate class plus the coaching stipend. The coaching stipend will be paid on an annual basis in 10 equal payments.

No bargaining unit coach shall exceed the stipend amount. The allocation of the stipend is based on 67% of the full-time faculty coach allocation for release time at 0.4% ($0.4 \times 0.67 = 0.268$). The load value of 0.268 equates to 90 hours of work.

Appendix D: Grievance Forms



ALLAN HANCOCK COLLEGE
OFFICE OF HUMAN RESOURCES

PART-TIME FACULTY GRIEVANCE – LEVEL II

| | | | |
|--|------------------------------|---|-----------------------|
| Grievant's Name (If CFT/PFA is grievant, list bargaining unit members affected.) | | | Work Phone |
| | | | Dept/Division |
| Date of Alleged Violation | Immediate Supervisor's Name | Date of Informal Discussion | Date of Oral Response |
| Date of Filing Level II Grievance with Supervisor | | Specific Section (s) Of The Contract Grievant Believes Have Been Violated | |
| Statement Of Grievance (Give specific grounds and include names, dates, and places necessary for a complete understanding of the grievance.) | | | |
| Specific Actions Which Will Remedy The Grievance | | | |
| Grievant's Signature | | | Date Signed |
| Date Received By Immediate Supervisor | Grievance Resolved YES NO | Date of Conference | |
| Level II Decision | | | |
| Immediate Supervisor's Signature | | | Date Signed |
| Grievant's Signature If Grievance Is Resolved | | | Date Signed |

One copy of the grievance must be submitted to the grievant's immediate supervisor and one copy to CFT/PFA. The grievant keeps a copy. Immediate supervisor will transmit a copy to the office of human resources for filing if grievance is resolved.

**ACTION ITEM**

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees | Item Number: 14.K. |
| Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services. | Enclosures: Page 1 of 5 |

BACKGROUND

Effective January 1, 2018, On-Call/Short-Term/Professional Expert Salary Schedule, SS-80, will be revised to reflect the increase to minimum wage from \$10.50 per hour to \$11.00 per hour.

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, due to increase to the minimum wage to \$11.00 per hour, effective January 1, 2018.

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

| | | |
|----|---------|--|
| 25 | \$15.11 | Courier Substitute II Maintenance Assistant II |
| 26 | \$15.59 | Program Assistant III <u>Model</u> |
| 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: a minimum of one year clerical or administrative assisting experience and includes Cal-SOAP tutors

Clerk II: a minimum of two years clerical or administrative assisting experience

Clerk 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 | December 12, 2017 |
| Subject: 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program | Item Number: 14.L. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 1 |

BACKGROUND

The 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program is presented for board approval and will be submitted to the Chancellor's Office by January 31, 2018. The report has been revised to include resources to support LGBTQ. A copy of the final report is available for review by clicking on this link:

www.tiny.cc/integrated

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees approve the final report of the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program.

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

**ACTION ITEM**

| | |
|---|---|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Guided Pathways Self-Assessment | Item Number: 14.M. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 Report under separate cover |

BACKGROUND

The 2017-18 California State Budget has provided \$150 million in one-time grants to seed the expansion of the Guided Pathways framework across the California Community Colleges over the next five years. These funds will complement and augment existing financial support provided by various statewide initiatives such as the Student Success and Support Programs (SSSP), Student Equity Planning, the Basic Skills Initiative, and the Strong Workforce Program.

Twenty percent (20%) of the total allocation will be distributed equally among all participating colleges. Thirty-five percent (35%) of the total allocation will be distributed based on the percentage of full-time equivalent students at each participating college. Forty-five percent (45%) of the total allocation will be distributed based on the percentage of students at each participating college that would qualify to receive federal Pell Grants. The 150 million dollars allocated for Guided Pathways will be more heavily invested to colleges earlier during the five-year period; however, the exact allocations are still being finalized. The one-time Guided Pathways Award Program appropriation will be allocated incrementally through June 30, 2022.

The application process includes three requirements: attendance at an IEPI workshop on the self-assessment process; the completion of the Guided Pathways self-assessment; the completion of a Guided Pathways multi-year work plan. Funding will be allocated in spring of 2018.

A working group at Allan Hancock participated in the IEPI workshop and completed a self-assessment vetted through the college governance process. Submission of the self-assessment requires the signature of the College Board President. AHC working groups will draft a multi-year work plan to be submitted in March, 2018. The entire assessment can be viewed at the following link <https://tinyurl.com/self-assesment>.

Guided Pathways represents a comprehensive approach to improving student completion

- Focuses on institutional transformation
- Provides an overarching framework to integrate diverse initiatives & reforms underway
- Brings together evidence-based practices into a more coherent whole

(Continued)

FISCAL IMPACT

None. There are no matching requirements. Colleges are expected to use and implement the Guided Pathways framework to implement changes that will be sustained long after the one-time awards end.

RECOMMENDATION

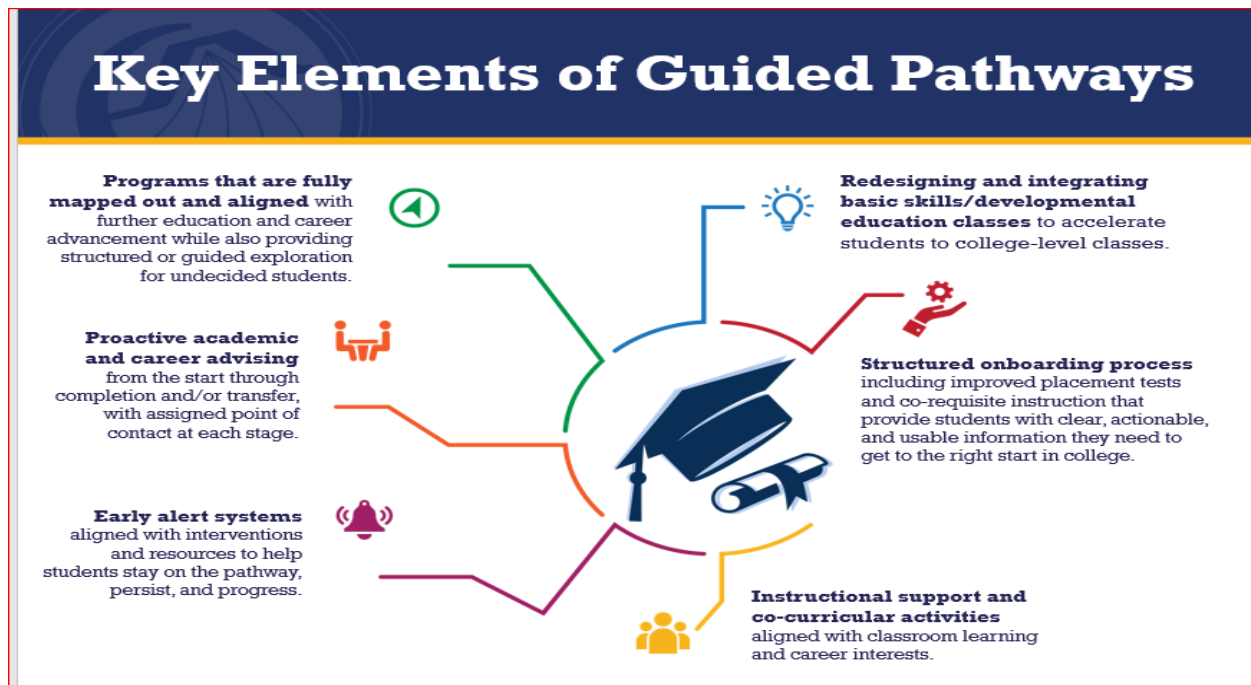
Staff recommends that the board of trustees approve the Guided Pathways Self-Assessment.

| | |
|--|--------------------|
| Administrator Initiating Item: Paul M. Murphy | Final Disposition: |
|--|--------------------|

- Emphasizes interventions that work at scale
- Creates clear, intention, well-sequenced curriculum and program design
- Keeps students at the center of the (re)design process
- Is an evidence-based approach that comprehensively addresses the conditions needed for students to thrive and complete their goals

Ways Colleges Have Implemented Guided Pathways

- Ensure access to college-level classes
 - Place students accurately (via multiple measures)
 - Engage students with curricular enhancement such as acceleration and co-requisites
 - Allow students to enroll in college-level curricula with supports as an alternative to placement in developmental English & math
- Ensure students can access the classes, programs, and support they need
 - Planning enough sections to avoid wait-listing students
 - Accessible & consistent counseling help and advice
 - Student tracking systems to follow students on the path
- Create opportunities for students to explore their options without using all their financial aid
 - Introductory courses that count for multiple majors
 - Clusters or disciplines that students can choose before narrowing down their field of study
 - Clear sequences of courses built toward students' chosen certificate or degree
 - The right classes at the right times
- Guide students to make choices that lead to completion & success
 - Clear and strategic educational plans
 - Majors in clusters
 - Peer-to-peer connections



**ACTION ITEM**

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Resolution 17-40, Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program | Item Number: 14.N. |
| Strategic Goal: Goal SLS2: To support student access, achievement, and success. | Enclosures: Page 1 of 2 |

BACKGROUND

The board of trustees adopted Resolution 17-38 Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program at their November 14 meeting. Resolution 17-38 had been adopted by the college's Academic Senate and approved by College Council. Trustee Hilker has proposed the revised resolution and presents it to the board of trustees for consideration. This resolution is initiated by a board member and has not been considered by the college's shared governance structure.

FISCAL IMPACT

No fiscal impact.

The resolution, as presented, describes activity already undertaken. The college has been working with local agencies to support DACA students in the manner described. These agencies include Cal-SOAP, California Student Aide Commission, IMPORTA, Future Leaders of America, CAUSE, and La Hermandad. The college also provided \$77,000 in grant aid to 225 Dreamers in November through funding provided by Assembly Bill 134.

RECOMMENDATION

Staff recommends that the board of trustees review Resolution 17-40 Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program as revised and consider its adoption.

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

RESOLUTION 17-40

SUPPORT OF THE FEDERAL DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) PROGRAM

WHEREAS, On September 5, 2017, President Donald J. Trump's administration announced plans to eliminate the federal Deferred Action for Childhood Arrivals (DACA) program after a six-month pause to allow Congress to address the issue; and

WHEREAS, the California Community Colleges system is the nation's largest post-secondary education system in the country and is committed to serving all residents, regardless of immigration status; and

WHEREAS, California is home to 223,000 people who are participating in the DACA program that provides eligible immigrant youth who came to the United States as children protection from deportation and work authorization if they meet stringent conditions; and

WHEREAS, over the past nine months, the California Community Colleges Chancellor's Office has

- reassured students and colleges that our campuses will remain safe, welcoming places for students of all backgrounds to learn;
- informed students that no changes have been made with regard to admissions or financial aid;
- informed students that financial aid for certain undocumented students is protected by state law; called on then President-elect Donald J. Trump to preserve DACA;
- and joined with the University of California, the California State University and the California Community Colleges to defend the right of all students to obtain a higher education in California; and

WHEREAS, the Allan Hancock College Academic Senate and Board of Trustees passed resolutions in 2016-17 in support of *Diversity, Unity, and Undocumented Students*,

NOW THEREFORE BE IT

RESOLVED that the Allan Hancock College Board of Trustees reaffirms its commitment to the values of inclusion and diversity for all students, regardless of immigration status, and opposes the elimination of DACA;

RESOLVED that the Allan Hancock College Board of Trustees remains in support of DACA recipients and other undocumented students, and that it calls on the Congress of the United States to preserve the DACA program and to work toward comprehensive immigration reform so that all students can strive to reach their educational goals;

RESOLVED that Allan Hancock College will provide qualified students with resources to obtain legal aid free of cost. The college will recruit local legal professionals to grant aid to students who are: (1) affected by DACA; and (2) have no violent criminal history, or felony convictions. The Allan Hancock College Board of Trustees is committed to this action to ensure DACA students will not be abandoned.

PASSED and ADOPTED this 12th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary to the Board of Trustees

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Police Department Organization | Item Number: 14.O. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 3 |

BACKGROUND

During the summer of 2017 the board of trustees was presented with options for the future of the AHC police department. With the departure of Chief Paul Grohowski, the Board asked staff to find an interim chief who could provide an assessment of needs for the college in relation to campus safety.

Ron Schram began his tenure as interim chief in August of 2017. Over the course of five months, he was able to evaluate the needs of campus police. He provided that analysis to the superintendent/president at the end of November. Given that the report provides evaluation of individuals employed at the college, the analysis cannot be a public document, although it has been shared with board members and CSEA leadership.

The report provides two scenarios for establishing a campus safety operation, one that provides sworn officers working under a chief and a sergeant and a second that provides non-sworn campus safety officers working under a director and supervisor. The report does not make a recommendation of one approach over the other, although it does recommend that the chief/director position be filled by someone with law enforcement experience.

The table below shows that the cost and staffing levels (based on current salary ranges) of the various options are not substantially different from a cost perspective.

| AHC Campus Safety Options | | | |
|----------------------------------|-----------------------|------------------------|-----------------------------------|
| | <i>Current AHC PD</i> | <i>Proposed AHC PD</i> | <i>Proposed Campus Safety</i> |
| Chief/Director | Chief 1 | Chief 1 | Director 1 |
| Supervisor | Sergeant 1 | Sergeant 1 | Supervisor 1 |
| Dispatch/Coord | Dispatch Tech. 2 | Dispatch Tech. 2 | Records Coord. 1/Dispatch Tech. 1 |
| Sworn Officers | 4 | 5 | 0 |
| Safety Officers | 4.5 | 5.5 | 9 |
| Total Staffing | 12.5 FTE | 14.5 FTE | 12 FTE |
| Estimated Cost | \$990,012 | \$1,188,984 | \$889,190 |

The attached documents provide the cover memo to the confidential report and an analysis of the impacts on collective bargaining agreements. Staff have assured CSEA leadership that if the second option is adopted that the college would assure current employees that they would be offered a position on campus that would ensure they maintained current pay rates (Y-rating).

FISCAL IMPACT

To be determined.

RECOMMENDATION


Staff recommends that the board of trustees review trustees review organizations options for the Hancock College campus safety operations and direct staff to implement a campus safety plan that matches the board's vision.

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



TO: Mr. Greg Pensa
President, Allan Hancock College Board of Trustees

COPIES TO: Board of Trustees

FROM: Kevin G. Walthers, Ph.D. 

DATE: December 5, 2017

SUBJECT: Update on AHC Police Department

Please find attached Interim Chief Schram's assessment of the AHC Police Department. The report provides options for maintaining a campus police department and for moving to a campus safety officer program. The only recommendation is that the director of the organization have law enforcement experience. *Because the report includes an assessment of the skills and training of employees, staff does not recommend making this a public document unless those sections are redacted.* The memo has been shared as a confidential discussion document with CSEA leadership.

The table below shows that the cost and staffing levels (based on current salary ranges) of the various options are not substantially different from a cost perspective.

| AHC Campus Safety Options | | | |
|----------------------------------|---------------------------|----------------------------|--------------------------------------|
| | <i>Current AHC PD</i> | <i>Proposed AHC PD</i> | <i>Proposed Campus Safety</i> |
| Chief/Director | Chief 1 | Chief 1 | Director 1 |
| Supervisor | Sergeant 1 | Sergeant 1 | Supervisor 1 |
| Dispatch/Coord | Dispatch Tech. 2 | Dispatch Tech. 2 | Records Coord. 1 Dispatch Tech. 1 |
| Sworn Officers | 4 | 5 | 0 |
| Safety Officers | 4.5 | 5.5 | 9 |
| Total Staffing | 12.5 FTE | 12.5 FTE | 13 FTE |
| Estimated Cost | \$990,012 | \$1,188,984 | \$889,190 |

I am also attaching an analysis of impacts on collective bargaining prepared by Human Resources Director Kelly Underwood. There is no impact on collective bargaining for expanding the number of officers. Should the board determine that it wants to convert to a public safety department and no longer maintain a sworn officer force, this would constitute a layoff for lack of work, which is explained further in the attachment.

Based on prior direction, staff is deferring any decision to the Board rather than providing a recommendation beyond what Chief Schram has described in his assessment. Upon a decision by the Board, staff will implement the necessary next steps and provide the Board with regular updates.

Assessment of Bargaining the Effects of Change: Campus Police

Decision: Change to pay or job description

The District is obligated to negotiate any increase to pay or change to job description for CSEA positions. [A decrease in pay is considered a layoff.]

*If the District changes the pay or job description of a management position (the Chief of Police), those changes must be recommended by College Council as the Academic Senate has input on management changes.

Decision: Elimination of one or more positions (Effects Bargaining)

If the Board decides to eliminate one or more positions within Campus Police, the District is obligated to bargain the effects of that decision, not the decision itself. A layoff is implemented if the Board determines that a position or classification is no longer necessary due to 1) lack of work or 2) lack of funds.

Employees must receive at least 60 days' notice prior to being laid off. The union itself must be notified 15 days prior to the employee notification.

The following are negotiable bargaining subjects following the decision to implement the layoff protocol, to which districts must respond:

Bumping Rights/Voluntary Demotion in Lieu of Layoff:

Per CSEA Article 18.5 Bumping Rights, "An employee laid off or reduced from their present class may bump into the next lowest class in which the employee has greatest seniority considering their seniority in the lower class and any higher classes. The employee may continue to bump into lower classes to avoid layoff/reduction." Therefore, Police Officers (Range 28) could choose to bump into the Dispatch (Range 20) or Campus Safety Officer (Range 14) position *if* they had held that position in the past and based upon seniority. However, neither of our Police Officers have held such permanent positions in the past and, therefore, do not have bumping rights. The officers could request a voluntary demotion to a vacancy in lieu of layoff.

Reemployment Rights:

Employees laid off have reemployment rights and promotional rights for 39 months following layoff (per the parameters in Article 16 and based on minimum qualification).

District Past Practice:

When the District contracted bookstore services, the classified employees were given three options, as follows:

- 1) The employee could work for the bookstore vendor.
- 2) The District would find them a lateral transfer.
- 3) The District would pay a severance.

Additional District Option:

If the District chose to eliminate a position, it could bargain to move the employee to a lower level position but maintain the employee's salary level (Y-Rating).

ACTION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Alternative Award of Contract for Architectural Services, Fine Arts Complex Project, RFQP 17-103 | Item Number: 14.P. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 1 |

BACKGROUND

In the event we are unable to reach a reasonable contract price for architectural services with DLR Group, Los Angeles, staff may elect to request the board of trustees award a contract for architectural services to another qualified architect firm selected from the interview process.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff may recommend the board of trustees award the contract for architectural services for the Fine Arts Complex to another qualified architectural firm.

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| Administrator Initiating Item: Michael R. Black | Final Disposition: |
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INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 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 1 |

BACKGROUND

The office of institutional grants has submitted the following grant applications for a total of \$181,777 (plus formula funding to be determined) in requested funds:

1. California Community College Chancellor's Office: Proposition 39 Clean Energy Workforce Program Grant (\$57,000)

The college has submitted a proposal for funding from the Proposition 39 Clean Energy Workforce Program grant with Kern Community College District as fiscal agent. Funds will be used to purchase and install energy-efficient LED lights in the welding lab, two advanced lighting control training boards for the electrical apprenticeship program, and to acquire new instructional supplies and materials for the plumbing and pipefitting apprenticeship program.

No matching funds are required. The project period is December 1, 2017 - November 30, 2018. (Submitted by Margaret Lau)

2. National Science Foundation: The Louis Stokes Alliances for Minority Participation (LSAMP) (\$124,777)

The college has submitted a Pre-Alliance Planning proposal to prepare for a full LSAMP proposal. The planning project will include the college leading an alliance of other ten community colleges and five universities at organizational planning meetings, conducting needs assessments, and attending broadening participation regional and national meetings. If awarded, National Science Foundation expects a full alliance proposal will be submitted at the end of the 18-month planning period.

No matching funds are required. The project period is May 1, 2018 - October 31, 2019. (Submitted by Dom Dal Bello, Richard Mahon)

3. California Department of Education: California State Preschool and Center-Based Child Care, General Infant/Toddler (formula funding)

The college has submitted its annual application for funding to operate the childcare center, for an unspecified amount, based on the California Department of Education formula for reimbursement.

No matching funds are required. The project period is July 1, 2018 - June 30, 2019. (Submitted by Yvon Frazier, Sofia Ramirez-Gelpi)

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

| | | | |
|-----------------|--|-------------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | First Reading: Revised Board Policy and Administrative Procedure 3280, Grant Funded Programs | Item Number: | 15.B. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 6 |

BACKGROUND

Revised board policy and administrative procedure 3280, Grant Funded Programs are legally advised by the California Community College League's Policy and Procedure Services. The board policy had minor revisions which included the name of the policy from "GRANTS" to "GRANT-FUNDED PROGRAMS". The revised board policy and administrative procedure have been vetted through the shared governance process, and are recommended for approval by College Council. The board policy addresses the administrative coordination for the development and supervision of all grant-funded programs.

| | |
|--|--------------------|
| Administrator Initiating Item: Susan Houghton | Final Disposition: |
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**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3280 GRANTS GRANT-FUNDED PROGRAMS

District programs funded through a grant external to the college general fund are defined as “grant-funded programs.”

The ~~Board~~ Board of Trustees ~~Trustees~~ recognizes that grant-funded programs offer opportunities to enhance institutional effectiveness through the expansion and enrichment of the curriculum ~~and~~, the support of students, and the capacity development of the college. The ~~District~~ District shall engage in selected grant-funded programs if they are consistent with its vision, mission, and goals.

The ~~Board~~ Board will be informed of all grant applications and will approve all grants received by the ~~District~~ District.

The ~~Superintendent~~ Superintendent/President ~~President~~ shall establish procedures to ensure timely application and processing of grant applications and ~~funds~~ administration of awards; establish the orderly and timely close-out of completed grant-funded projects; and, shall ensure that grants directly support the purposes of the ~~District~~ District.

Reference: Education Code Section 70902

Adopted: 1/19/93

Revised: 5/21/02

Revised: 12/16/08

Revised:

(Replaces Board Policy 8905)



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

AP 3280 GRANT-FUNDED PROGRAMS

The ~~Superintendent~~Superintendent/President or appropriate vice president or designee shall recommend and provide administrative coordination for the development and supervision of all grant-funded programs and shall serve as the central point of access for information. These programs shall be administered in accordance with the following ~~regulations~~procedures:

A. Program Development

1. The ~~Superintendent~~Superintendent/President or appropriate vice president designee and the office of ~~office of~~ Institutional Grants ~~Grants Office~~ shall distribute ~~requests for proposals~~notice of funding opportunities and requests for proposals to appropriate college departments and staff.
2. Preparation and submission of a grant proposal shall require prior approval of the appropriate vice president or designee and ~~Superintendent~~Superintendent/President who will ensure the grant will directly support the mission and strategic planning goals of the ~~District~~District.
3. Grant proposals shall be written in consultation with the office of institutional ~~Institutional grants~~ Grants office and shall be submitted to the funding agency through the office of ~~institutional~~ Institutional ~~Grants~~ Grants Office.
4. ~~The President's Advisory Council shall be notified of proposals.~~ College Council and Academic Senate Executive Team shall be notified of the intent to apply for a grant (NIA). Such notification should indicate proposed curriculum development, anticipated hiring and impact on facilities and technology, and proposed institutionalization of programs and positions after the grant ends.
5. The office of institutional ~~Institutional~~ Grants ~~Grants Office~~ shall consult with business ~~Business services~~ Services in the ~~budget~~ development of budget proposals and shall approve the final budget submitted with the grant proposal.

6. At the earliest possible time during the submittal period, the appropriate vice president or designee shall prepare and submit to the ~~S~~superintendent Superintendent/President ~~P~~resident of the ~~D~~istrict District a ~~B~~oard board information item describing the grant-funded program, its fiscal impact, and long term impact on programs and services once funding ends.
7. Upon notification of the award of the grant for the grant-funded program, the appropriate vice president or designee shall prepare and submit to the ~~S~~superintendent Superintendent/President ~~P~~resident a ~~B~~oard board agenda action item recommending acceptance of the grant-funded program. This item will include a description of the special grant activities and of any requirement for college matching cost sharing funds and in-kind resources.
8. Upon ~~B~~oard Board approval, all necessary contracts shall be signed and submitted to the funding agency by designee with copies of executed contracts forwarded to the ~~S~~superintendent Superintendent/President, ~~b~~Business Services and the office of institutional Institutional Grants Grants Office.

B. Personnel Procedures

1. When appropriate, existing college staff will be used to meet the goals of the grant-funded program. At other times, additional temporary staff will be employed pursuant to Education Code Sections 87470, 87471 and 87482, ~~of the California Education Code~~.
2. The hiring process for all grant-funded positions will follow regular institutional hiring practices. Temporary employees funded for the term of the grant should be advised that they are contingent upon continued funding and are not guaranteed employment beyond the expiration of the grant. Positions proposed to be institutionalized under the terms of the grant must undergo normal prioritization processes.
- 2.3. Any new position created for grant-required staffing shall have a ~~B~~oard-approved job description. Prior approval from the Vice President Finance and Administration, the Director of Human Resources, and the Superintendent/President are required in the costs of personnel, operational expenses, and/or programs that are to be institutionalized over the project period of the grant.

C. Program Implementation

1. Courses or services offered within the grant-funded program must comply with all state and/or federal requirements and ~~D~~istrict District policies.
2. Course and/or programs developed under a grant must undergo review and approval according to regular institutional processes.

~~2.3.~~ Grant-funded programs shall be supervised and coordinated through the appropriate administrative unit in the same manner as those programs funded by the ~~District~~ District general fund budget in consultation with the office of Institutional Grants.

~~3.4.~~ The ~~project~~ Project Director/~~Grant~~ Coordinator is responsible for coordinating the preparation and timely submission of all required progress, programmatic, or technical reports with the office of Institutional Grants. The Project Director is responsible for fulfilling all grant implementation practices as identified in the Project Director's Manual.

D. Budgeting Procedures

1. Grant-funded program budgets shall include the maximum indirect cost allowable by the funding agency.
2. Grant-funded program budgets and ~~District~~ district ~~match~~ cost share shall be included and separately identified in the budget of the coordinating college unit.
3. Grant-funded program budgets shall be monitored in accordance with approved college procedures and the requirements of the funding agency.
4. Financial reports and claims shall be prepared by ~~business~~ Business Services, reviewed by the ~~project~~ Project Director/~~Grant~~ Coordinator and the office of institutional Institutional grants Grants, office, and filed by business Business services Services.

E. Program Evaluation

1. Grant-funded programs shall be evaluated in accordance with ~~District~~ district ~~policy~~ policies and ~~specifications~~ regulations of the particular grant.
2. Grant managers will provide a summary progress report at least one per year to College Council and the Academic Senate, or as requested.
3. At the end of the grant period, with the assistance of the Office of Institutional Effectiveness, the Project Director or grant managers shall present preliminary outcomes to College Council and Academic Senate, including assessment of how the grant has/or has not fulfilled its original intent; recommendations and rationale for which, if any, of the grant's initiatives—i.e. programs, staffing, etc.—will be integrated into the institutional (on-going) budget; and recommendations whether the grant should be applied for/renewed (if applicable).

F. Close-out Procedure

1. ~~The project Project director~~Director/grant Grant coordinator~~Coordinator~~ is responsible for working with the offices of Institutional Grants and Business Services to complete~~completing~~ the closeout process at the conclusion of the grant.

Education Code Section 70902

Approved: 1/19/93

Revised: 5/21/02

Revised: 12/16/08

Revised:

(Replaces Administrative Procedure 8905.01)

INFORMATION ITEM

| | | | |
|-----------------|---|--------------|-------------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | | December 12, 2017 |
| Subject: | First Reading: New Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates | Item Number: | 15.C. |
| Strategic Goal: | Goal SLS2: To support student access, achievement, and success. | Enclosures: | Page 1 of 4 |

BACKGROUND

New board policy and administrative procedure 4100, Graduation Requirements for Degrees and Certificates, are legally required. The policy and procedure outline the general education, degree and/or certificate of achievement requirements for graduation. The new 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.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5, as appropriate for Associate in Arts and Associate in Science.

The District grants the degrees of Associate in Arts for Transfer and Associate in Science for Transfer. Students awarded these degrees must have maintained a 2.0 average in major subjects attempted, but are both exempt from the Allan Hancock College General Education, Multicultural/Gender Studies, and Health and Wellness requirements as set for SB 440, Student Transfer Achievement Reform Act (2013-2014).

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall ensure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Adopted:

(This is a new policy)



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

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

- For the Associate in Arts, Associate in Science, Associate in Arts for Transfer, and Associate in Science for Transfer, a student must demonstrate competence in reading, in written expression, and in mathematics.
- The student must satisfactorily complete at least 60 semester units of college work.
- A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
- For the Associate in Arts and Associate in Science, the work must include at least 21 semester units in general education and at least 18 semester units in a major listed or area of emphasis in the community colleges’ “Taxonomy of Programs.”
- For the Associate in Arts for Transfer and Associate in Science for Transfer, the work must include at least 39 units in the CSU GE or 37 units in the IGETC general education transfer patterns and at least 18 semester units in a major listed in the community colleges’ “Taxonomy of Programs”. Allan Hancock College general education, multicultural/gender studies and health and wellness graduation requirements are exempted per SB 440.
- The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result. In addition, the student must complete a minimum of 25% of the units required in the major in residence.
- For the Associate in Arts and Associate in Science, the general education requirements must include a minimum of 21 units in the following categories: natural sciences, social and behavioral sciences, humanities, language and rationality, and living skills. Ethnic studies will be offered in at least one of the aforementioned areas.

- For the Associate in Arts and Associate in Science students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree, if appropriate.
- District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Approved:

(This is a new procedure)

INFORMATION ITEM

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|-----------------|---|-------------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | First Reading: Revised Board Policy and Administrative Procedure 4900, Transfer of Credit and Course Waiver | Item Number: | 15.D. |
| Strategic Goal: | Goal SLS2: To support student access, achievement, and success. | Enclosures: | Page 1 of 4 |

BACKGROUND

Revised board policy and administrative procedure 4900, Transfer of Credit and Course Waiver, are legally required. The policy and procedure outline the process for a course waiver or course substitution according to Title 5 regulations. The revised board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

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



**Allan Hancock Joint Community College
District Board Policy
Chapter 4 – Academic Affairs**

BP 4900 TRANSFER OF CREDIT AND COURSE WAIVER

The District shall permit the waiver or substitution of courses required for completion of an Associate in Arts and/or Associate in Science, degree or a program certificate, provided the District does not offer the required course on a regular basis and not have has a comparable course; or providing the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College.

The District shall not allow course waivers for Associate in Arts for Transfer and Associate in Science for Transfer (Associate Degrees for Transfer or ADT) degrees.

The District shall permit the substitution of courses required for the completion of Associate in Arts for Transfer and Associate in Science for Transfer degrees provided that the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College or that such course meets the intent of the Transfer Model Curriculum.

Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

A student who believes that he/she has a legitimate request for a course waiver or substitution for a degree or certificate shall follow the process as set forth in the administrative procedure.

References: Education Code Section 70902(b)(3);
Title 5, Sections 55060 et seq. ~~55606, 55808~~

Adopted: 12/12/00
Revised: 3/25/04
Revised: 1/10/17

(Previously Board Policy 4100)



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

AP 4900 TRANSFER OF CREDIT AND COURSE WAIVER

The Allan Hancock Joint Community College District intends for all of its graduates to have mastered the competencies required by Title 5 and to have completed the courses required for an Associate in Arts, or Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer degree or a program certificate. The District recognizes that required courses for various programs of study cannot always be offered on a schedule appropriate to all students. The District also recognizes that many courses taken at institutions other than Allan Hancock College may be the equivalent to Allan Hancock College courses.

If a student believes that another course can substitute for a required course in a program of study or that a course taken at another college is the equivalent of a course at Allan Hancock College, the student may request a waiver or substitution for that course using the following procedure.

- Step 1** For a waiver or substitution of a requirement within a major in an Associate of Art or an Associate of Science, the student, in consultation with an academic counselor or advisor, shall submit a completed Course Waiver or Substitution for Degree or Certificate form to the appropriate department chair. Transfer students requesting a course waiver or substitution in an Associate in Arts for transfer or an Associate in Science for Transfer for general education requirements must submit the form to the Articulation Officer Counseling Department. Transfer students requesting a course waiver or substitution for general education requirements must submit the form to the Counseling Department Chair. Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.
- Step 2** Within ten (10) regular session days of receiving the petition, the appropriate chairperson shall review the petition in consultation with faculty within the discipline, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student and the student's academic counselor, in writing, of the decision.

- Step 3 If the student is not satisfied with the decision of the department chair and wishes to pursue the matter further, the student shall submit the petition to the appropriate dean within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the appropriate dean shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the department chair, in writing, of the decision.
- Step 4 If the student is not satisfied with the decision of the dean and wishes to pursue the matter further, the student shall submit the petition to the appropriate vice president within ten (10) regular session days. The appropriate vice president shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, the department chair, and the dean, in writing, of the decision.
- Step 5 If the student is not satisfied with the decision of the vice president and wishes to pursue the matter further, the student shall submit the petition to the Ssuperintendent/Ppresident within ten (10) regular session days. Within fifteen (15) regular session days of receiving the petition, the Ssuperintendent/Ppresident will review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student, the student's academic counselor, the department chair, the dean, and the vice president, in writing, of the decision. The decision of the Ssuperintendent/Ppresident is final.

References: Title 5 Sections 55060 et seq.

Approved: 12/12/00

Revised: 3/25/04

Revised: 12/13/16

Previously Administrative Procedure 4100

INFORMATION ITEM

| | | | |
|-----------------|--|-------------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | First Reading: New Board Policy and Administrative Procedure 6620, Naming of Buildings | Item Number: | 15.E. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 3 |

BACKGROUND

New board policy and administrative procedure 6620, Naming of Buildings are recommended by the California Community College League's Policy and Procedure Services. The new board policy and administrative procedure have been vetted through the shared governance process, and are recommended for approval by College Council. The board policy addresses the approval of names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the district through gifts and/or extraordinary service.

| | |
|--|--------------------|
| Administrator Initiating Item: Susan Houghton | Final Disposition: |
|--|--------------------|



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

BP 6620 NAMING OF BUILDINGS AND OTHER FACILITIES

All recommendations for naming buildings shall be submitted to the Board of Trustees by the Superintendent/President for action and if appropriate shall follow guidance in BP 3820.

Facilities, grounds, programs and positions offer the District the opportunity to recognize philanthropic gifts and exceptional service. Such contributions enrich and strengthen the District and its sense of heritage, and are significant events in the history of the institution. Therefore, it is the policy of the Board of Trustees to approve names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the District through gifts and/or extraordinary service. Recommendations for naming, based upon philanthropic giving, shall be made by the Board of Directors of the AHC Foundation according to its policies and procedures, and shall be submitted to the Superintendent/President for review and action. All recommendations for any naming of facilities shall be submitted to the Board of Trustees by the Superintendent/President for action.

This policy encompasses opportunities for the naming of:

- Buildings and definable portions of buildings, facilities including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters and dining commons;
- Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads or gardens; architectural features such as fountains, bell or clock towers, gates and art work; athletic fields and facilities; overlooks and other natural landmarks; campus entries; and roads; and
- Schools, centers, institutes and departments.

Facilities may be named in recognition of individuals living or deceased, organizations, or businesses who have made an appropriate philanthropic gift or given exceptional service to the institution.

The Superintendent/President shall develop the procedures for presenting proposed names for facilities to the Board of Trustees for consideration. The procedures will also provide a guideline for appropriate gift levels, and reflect criteria for facility de-naming, demolition, and/or replacement.

Approved:



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6620 NAMING OF BUILDINGS AND OTHER FACILITIES

Requests for naming of district property are to be submitted to the Superintendent/President and include the following:

- a. A rationale for requesting the name of the building or facility;
- b. A description of the proposed memorial, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, business or corporation;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the Foundation on their review and approval;
- e. Duration of the recognition.

Written Agreement Required

An agreement between the gift donor and the District shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the name of the District property.

In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. The plan shall include the District property to be named, the proposed gift opportunity levels, and the method of recognition.

Naming of District property must be approved by the Board of Trustees

Approved:

INFORMATION ITEM

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: First Reading: Renumber Board Policy and Administrative Procedure 4220 Textbook Selection to 4920 Textbook Selection | Item Number: 15.F. |
| Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner. | Enclosures: Page 1 of 3 |

BACKGROUND

In April 2015, the board of trustees approved the renumbering of its board policies to match the Community College League of California (League) numbering system. The primary reason for the change was to facilitate matching League templates to the college's board policies that includes changes in laws and regulations passed by the state. At that time, over 400 policies and procedures were renumbered. New board policy and procedure 4220 Scholarship Standards will be presented to the board for adoption in the very near future. Board policy and administrative procedure 4220 Textbook Selection should be 4920 Textbook Selection.

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



BP 4220 4920

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4220 4920 TEXTBOOK SELECTION

The selection and discontinuance of textbooks are the responsibility of the instructor, with the approval of the department chair and the academic dean.

Adopted: 12/17/96

Revised: 3/11/04

Revised:



AP-4220 4920

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

AP-4220 4920 TEXTBOOK SELECTION

An adopted textbook should be used for at least a three-year period. Instructors may petition the department chair and the academic dean to change a text before the three-year period expires if valid reasons exist, and there is no stock on hand of the current text or the stock on hand can be returned to the publisher. Approval by the department chair and the academic dean is required for a change of an adopted textbook.

Textbooks and supplies are ordered on a form provided by the bookstore. Text orders and changes should be submitted according to the following schedule:

| | | |
|---------------------|---|---------------|
| For spring semester | - | by November 1 |
| For summer school | - | by April 15 |
| For fall semester | - | by May 1 |

Approved: 12/17/96

Revised: 3/11/04

Revised:



INFORMATION ITEM

| | |
|--|--------------------------------|
| To: Board of Trustees | Date: December 12, 2017 |
| From: Superintendent/President | |
| Subject: Employee Resignations and Retirements | Item Number: 15.G. |
| | Enclosures: Page 1 of 1 |

BACKGROUND:

The superintendent/president has accepted the following:

Resignations:

1. Marivel Lozano, office services technician I, noncredit English as a Second Language (ESL), community education, effective November 27, 2017.

Ms. Lozano has been employed with the district since January 5, 2009.

2. Damon Quesada, integrated technology services technician, information technology services, effective December 11, 2017.

Mr. Quesada has been employed with the district since February 1, 2017.

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

| | |
|--|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Quarterly Report on Volunteer Aides | Item Number: 15.H. |
| 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> |
|--------------|-------------------------|--|
| Manja, Vivek | 10/1/17 – 6/30/18 | Counseling intern, counseling department |

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

INFORMATION ITEM

| | |
|--|--------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Professional Development Plan | Item Number: 15.I. |
| Strategic Goal: Goal G1: To sustain a college-wide culture that values qualitative and quantitative data in the decision making process. | Enclosures: Page 1 of 72 |

Under the direction of the Human Resources Council, the Professional Development Committee develops the Professional Development Plan as a living document updated each calendar year following surveys to each of the constituency groups.

The goal of the professional development program is to provide resources, training and opportunities that support the professional development needs of college employees; create a cohesive and supportive environment that recognizes and celebrates achievement; and improve institutional effectiveness with the ultimate goal of supporting student success.

The plan provides guidance to the Professional Development Committee, ensures transparency to employees at large, and meets the requirements of the Chancellor's Office Flex Calendar program and Allan Hancock College's Equal Employment Opportunity Plan.

Sharan Kelly, coordinator of Human Resources and Professional Development, deserves particular recognition for her support of the development of this plan, the Professional Development Committee, and the District's entire professional development effort.

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



PROFESSIONAL DEVELOPMENT PLAN

2018

AHC Professional Development Committee

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| | |
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MISSION, VISION, AND VALUES

Mission Statement

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

Our Vision

Allan Hancock College will be the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

Shared Values

- Student Success
- Innovation
- Mutual Respect
- Lifelong Learning, Diversity
- Academic Freedom
- Shared Governance
- Excellence

Statement of Values

We at Allan Hancock College Express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication.

PROFESSIONAL DEVELOPMENT OVERVIEW

What is Professional Development?

Professional Development refers to a wide variety of specialized training or formal education within the workplace or through outside organizations with the intention to help administrators, faculty, and staff improve their professional knowledge, competence, skill, and effectiveness.

The goal of the professional development program is to provide resources, training and opportunities that support the professional development needs of college employees; create a cohesive and supportive environment that recognizes and celebrates achievement; and improve institutional effectiveness with the ultimate goal of supporting student success.

Program History

The kind of professional growth that supports faculty currency in discipline knowledge is a cornerstone of quality education. Given its necessity, professional growth went the way of other educational foundations in California: it was legislated. In 1988, California's Governor at the time signed Assembly Bill 1725 which, in part, mandated the necessity of professional growth and funds to support it. In addition, Title 5 dictates professional growth through the use of "flex days," Education Code mandates tenure requirements, and Academic Senates and unions have voices in the application of professional growth on a given college campus.

Plan Purpose and Parameters

This Professional Development Plan is the work product of the Human Resources Council Professional Development Committee and is a living document. The plan is based on a calendar year and contains the annual survey results for each of the constituency groups. Surveying employees on a calendar or mid-academic year cycle allows the committee time to gauge program effectiveness and to deliver surveys during the regular faculty workyear (increasing the number of responses). The plan provides guidance to the Professional Development Committee, ensures transparency to employees at large, and meets the requirements of the Chancellor's Office Flex Calendar program and Allan Hancock College's Equal Employment Opportunity Plan.

LEGISLATION

CA Assembly Bill 1725 of 1988

In 1988, the California Legislature and the Governor approved AB 1725 which provided funding for professional development for faculty and also directed the California Community College Board of Governors to develop regulations which, among other things:

... ensure faculty, staff, and students (have) the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. (70900.5)

CA Senate Bill 1456: Student Success Act of 2012 and Reaffirmation of Student Equity Goals

The California Community College Student Success Taskforce report (2012), which includes the need for research and provided some historical context of professional growth in California, is directly responsible for legislation (SB 1456) that delineates professional growth mandates effective in 2014. Recommendation #6: “Revitalize and Re-envision Professional Development” states that “Ongoing professional development is a fundamental component of supporting the systematic change that will improve student success” (California Community College Student Success Taskforce, 2012). That recommendation is delineated in the following subsections:

- Recommendation 6.1: Community colleges will create a continuum of strategic professional development opportunities, for all faculty, staff, and administrators to be better prepared to respond to the evolving student needs and measures of student success.
- Recommendation 6.2: Community colleges will direct professional development resources for both faculty and staff toward improving basic skills instruction and support services.

Additionally SB 1456 requires the coordination of the Student Success and Support Program (SSSP) and the Student Equity Plan. Eligible activities and expenditures of Student Equity funds include Professional Development related to:

1. educating faculty and staff on the effects of inequities,
2. methods for detecting and researching inequities and their effects on college programs and local communities,
3. improving the use of student equity related data, and
4. effective practices and methods for addressing and improving outcomes for under-served students.

CA Senate Bill 590 of 2013

California Senate Bill 590 also requires that “a local educational agency, if it expends funds for professional development for any school site staff, to consider the needs of its classified school employees, as defined, to update their skills and to learn best practices in various optional areas, including, among others, pupil learning and achievement, pupil and campus safety, and special education.”

CA Assembly Bill 2558 of 2014

This bill eliminates the Community College Faculty and Staff Development Fund and instead establishes the Community College Professional Development Program. The bill requires any funding appropriated for this program to be allocated, in accordance with rules and regulations adopted by the board of governors, to community college districts that provide professional development opportunities for both faculty and staff. The bill requires community college districts receiving this funding to include the employee’s time used participating in the Community College Professional Development Program in the employee’s contractually obligated hours.

Flex Calendar (from http://www.marin.edu/WORD-PPT/Flex_Calendar_Guidelines_04-07.pdf)

The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720). The flexible calendar program is a component of the staff development program and the major vehicle for faculty participation in development activities.

The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas,

- Staff improvement
- Student improvement
- Instructional improvement

In addition to providing time to conduct these activities, the flexible calendar program also allows institutions some flexibility in scheduling configurations (e.g., offering an intersession with two 16-week semesters) (title 5, section 55722).

COLLECTIVE BARGAINING AGREEMENTS

Faculty Agreement: Article 16.3

Per Article 16.3 in the Faculty Collective Bargaining Agreement, the regular contract year consists of one hundred seventy-five (175) days equal to the following:

- A. The equivalent of one hundred sixty-nine (169) days of instruction or service; plus
- B. Six (6) days' worth (36 hours) of professional development activities, consisting of:
 1. Two (2) all staff days (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each; plus
 2. Two (2) days of District-designated activities (on Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each which may include curriculum development, student learning outcomes development, program development, departmental meetings, special projects including grants for partnerships, health and or safety related trainings, or any other regular faculty obligation to the District; plus
 3. Twelve (12) hours of professional development activities selected by the employee and may be conducted at any time during the fiscal year.

Part-time Faculty Agreement:

Part-time faculty continue to be paid professional development in accordance with the contract and per hours worked.

Article 12.15 of the Part-Time Faculty Collective Bargaining Agreement provides for professional development for Associate Faculty that is in line with that of full-time faculty, as follows:

Professional Development: The district will offer bargaining unit members professional development opportunities designed to improve performance relative to Article 13 of this Agreement. Part-time faculty who participate in district sponsored professional development activities will receive up to 2 hours additional pay per semester at the standard activity rate of pay. Associate faculty will participate in professional development as follows:

1. Two (2) all staff days (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each; plus
2. Two (2) days of District-designated activities (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each.

Compensation for associate faculty professional development as described above is included in the existing salary schedule.

Professional development activities shall not generate load.

CSEA Agreement: Article 24 Professional Growth

Article 24 states that classified staff may take classes during the normal workday, are reimbursed for classes taken at AHC, and are encouraged toward degree attainment via an educational stipend. District course(s) required or necessary for the performance of the employee's job are considered part of the employee's regular schedule. This article does not delineate other types of professional development (i.e., conference, All Staff Day, etc.).

Applying for PD Funds

Each of the constituency groups maintains approval processes for their pool of professional development funds. Employees interested in funds should contact their representatives; for faculty, professional development funds are allocated by the Academic Senate.

ORGANIZATIONAL STRUCTURE

The Professional Development Program Model

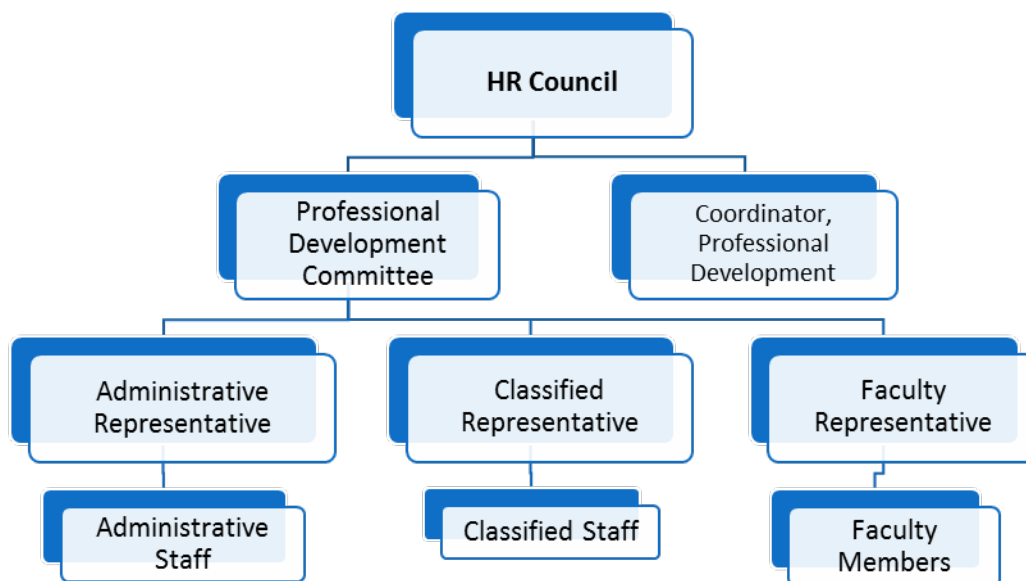
Any successful model must consider the framework within which professional development occurs. Staff, program, and organization are all impacted – positively or negatively – by the professional development programs it has in place.

Our Staff: Need opportunities so they can become more effective in their college role.

Our Programs: Can benefit from activities any systems instituted at the college and departmental level with the result being better service to students.

Our Organization: Benefits from initiatives and systems while providing for the continuous improvement of our college.

These three critical parts of an effective staff development program need to be brought together by leadership of someone who coordinate, oversees, plans, implements, evaluates, and accounts for what is going on and how well it works.



PROFESSIONAL DEVELOPMENT COMMITTEE

The professional development committee is composed of representatives from faculty, classified, supervisory/confidential, and management groups who generally serve a two-year term. The Director, Human Resources serves as the committee co-chair and is a permanent member of the committee. Meetings are scheduled monthly and the notes and agendas are available for public viewing. Below is a list of the professional development committee functions and goals:

Committee Functions:

1. Facilitates and encourages skill development/training, support, and employee retention.
2. Schedules institutionally developed workshops, conferences, and skill development training sessions.
3. Develops guidelines for the creation and development of staff training and professional development opportunities.
4. Identifies skills development and cross training needs and assists in facilitating that need.
5. Identifies employees who can provide staff development training.
6. Conducts needs assessments surveys to determine training needs and effectiveness.
7. Performs regular reviews/evaluations of training activities to determine effectiveness.

Committee Goals:

1. Develop more Professional Development Opportunities for each Faculty, Management, Supervisory/Confidential, and Classified group.
2. A representative from each Faculty, Management, Supervisory/Confidential, and Classified group will participate in the development of the Professional Development Calendar
3. Identify district funding needs for Professional Development to HR Council

CATEGORIES AND TOPICS

All activities of professional development should be linked to the mission and values of the college. The ultimate purpose is to improve and promote student learning while developing and maintaining an equipped and knowledgeable faculty and staff.

Typically, there are five categories of trainings: orientation, onboarding, on-the-job training, professional development, and personal development/morale activities. The activities designed to improve the college's staff, student, and instructional program consist of:

- Pedagogy/Student Success
- Diversity/Matriculation
- Management/Leadership
- Communication
- Computer/Technology
- Understanding Employment
- Community Outreach
- Personal Enrichment/Morale
- Mandated Trainings

SURVEY RESULTS

Calendar year 2017

Below are the categories and topics of greatest interest (50% “Yes” response or greater) for each of the employee groups:

| Faculty | Category | Topic |
|----------------|----------------------------|--|
| | Pedagogy | 1) How to cultivate student success 2) Using a variety of instructional methodologies 3) Learning styles 4) Enhancing students’ critical thinking 5) Teaching underprepared students |
| | Diversity/Matriculation | 1) Understanding/helping students with disabilities |
| | Management/Leadership | None |
| | Communication | 1) Canvas |
| | Understanding Employment | None |
| | Community Outreach | None |
| | Personal Enrichment/Morale | None |
| | Mandated Trainings | 1) Understanding benefits 2) Handling emergencies/emergency response 3) Active shooter on campus |

| CSEA | Category | Topic |
|-----------------|---|---|
| | Professional Development | None |
| | New Employee Orientation | 1) Understanding employee benefits 2) Plan for retirement 3) Know your rights 4) Probationary status 5) Other (see list) |
| | First 6 months of employment [onboarding] | 1) Deal properly with sensitive and confidential issues 2) Learn when to use email vs. in person or written communication 3) Understanding CSEA contract 4) Learning OneSolution 5) Learning Microsoft Excel spreadsheets 6) Emergency response 7) Outlook training |
| | When Job Needs Change | 1) Microsoft product training 2) Providing good customer service (internal and/or external) 3) Handling emotions under pressure 4) Utilize problem solving tools and techniques 5) Emergency response |
| Personal Growth | 1) Good nutrition 2) Building trust in the workplace | |

| Management | Category | Topic |
|-------------------|---|---|
| | Professional Development | 1) Deal properly with sensitive and confidential issues 2) Build effective teams |
| | New Employee Orientation | 1) District computer systems: Outlook email 2) New manager orientation |
| | First 6 months of employment [onboarding] | 1) Crisis intervention (CAST) 2) Emergency response |
| | When Job Needs Change | 1) New laws and regulations 2) How to build effective teams |
| | Personal Growth | None |

| Confidential & Supervisory | Category | Topic |
|---------------------------------------|--------------------------|---|
| | Professional Development | 1) How to move from conflict to collaboration 2) Problem solving tools and techniques 3) How to conduct effective meetings 4) Planning for retirement (early stages) |
| | New Employee Orientation | 1) Go over CBAs |
| | Improve Job Performance | 1) Dealing with difficult customers 2) Time management/organizational management 3) Problem solving tools and techniques |
| | Personal Growth | None |

Common themes include the following:

- 1) Emergency response/training
- 2) Problem solving tools and techniques
- 3) Dealing properly with sensitive and confidential issues; dealing with difficult customers
- 4) Understanding employee benefits
- 5) Planning for retirement
- 6) Training on collective bargaining agreements
- 7) Use of email (including Outlook)

The Professional Development Committee uses the common themes to plan and/or support professional development offerings for the following calendar year.

APPENDIX

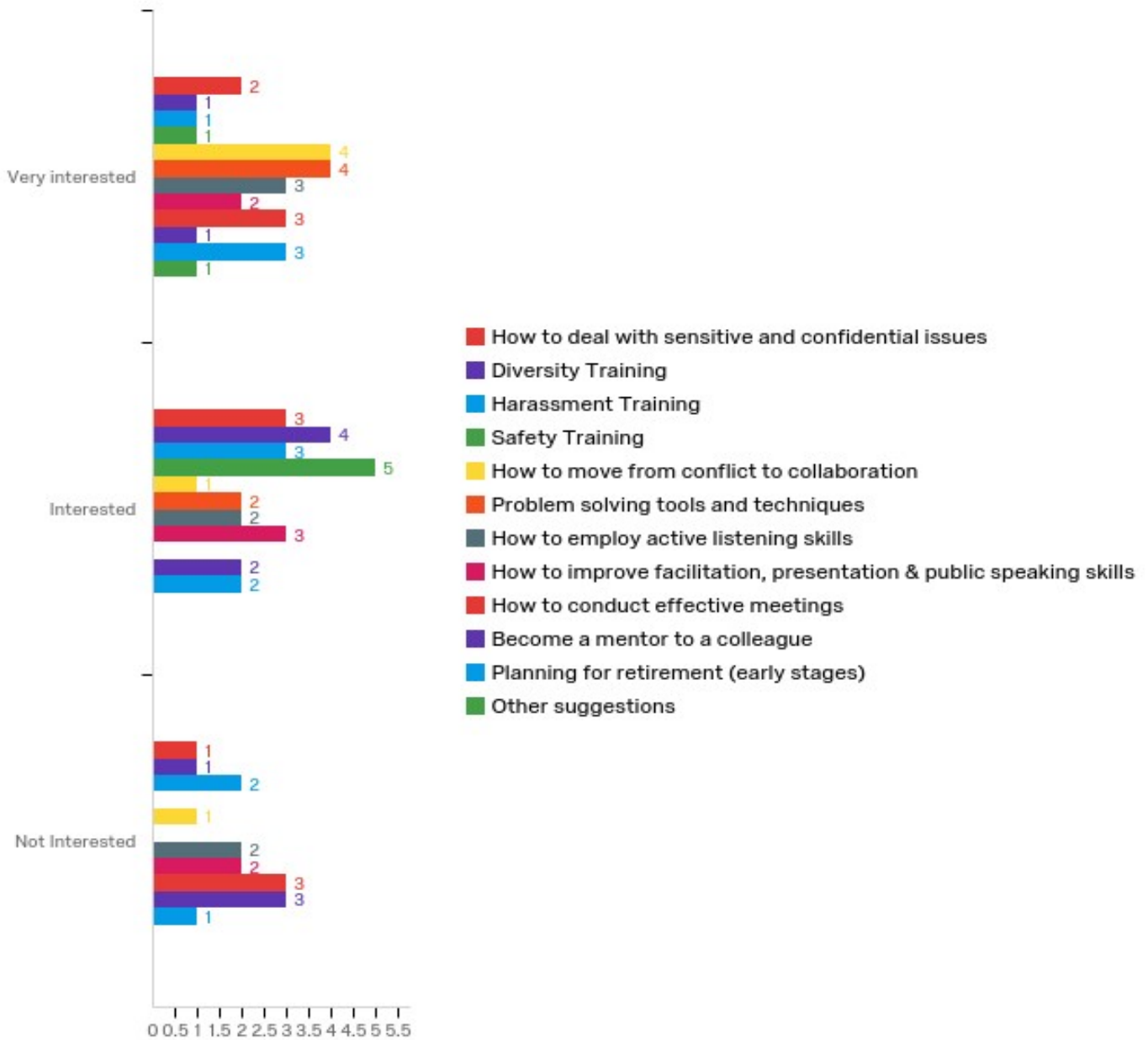
Default Report

PD Confidential/Supervisor Survey 2017

March 1st 2017, 4:48 pm MST

Q3 - Would

you be interested in Professional Development events on the following subjects?



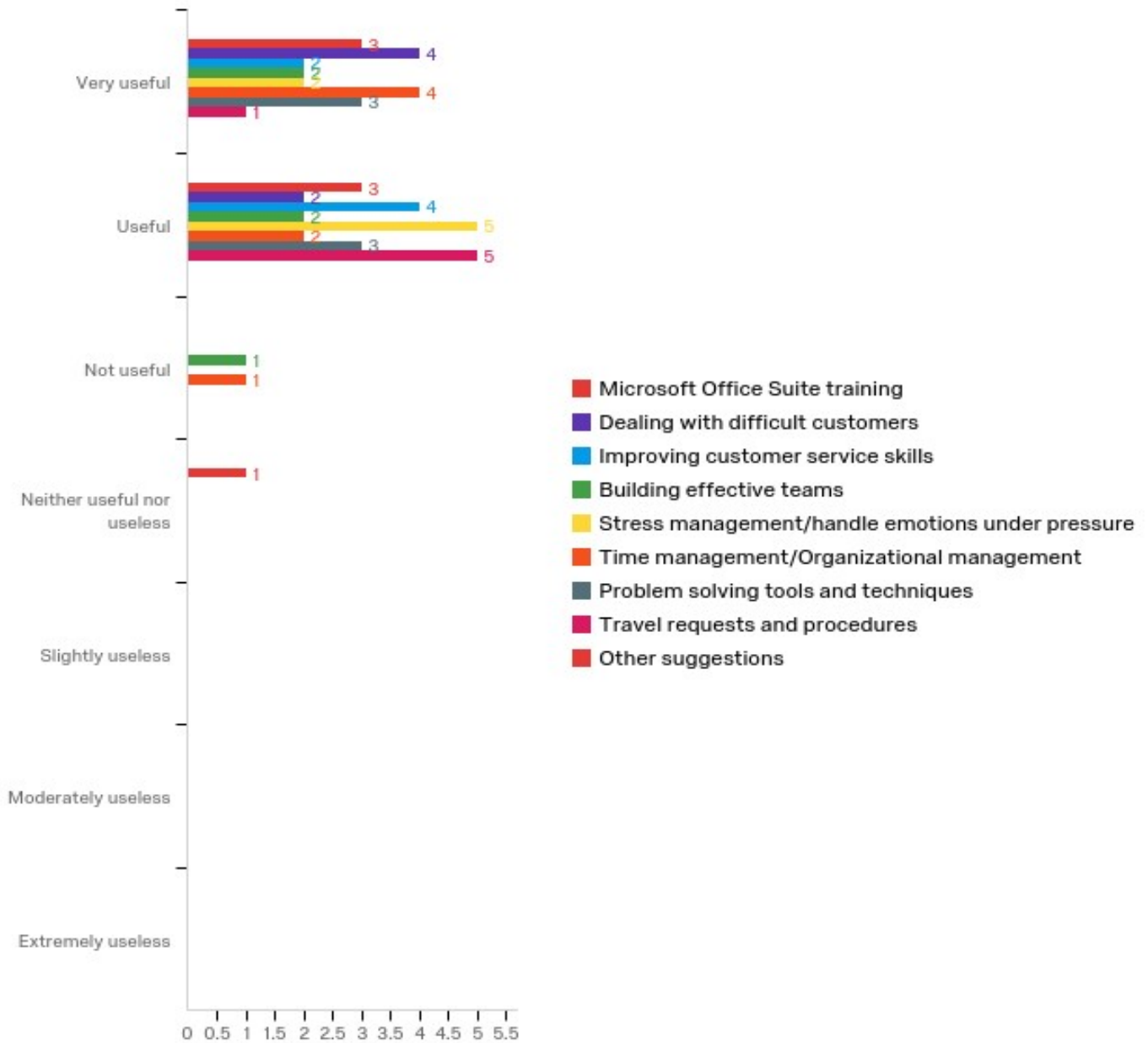
| # | Question | Very interested | Interested | Not Interested | Total | | | |
|----|--|-----------------|------------|----------------|-------|--------|---|---|
| 1 | How to deal with sensitive and confidential issues | 33.33% | 2 | 50.00% | 3 | 16.67% | 1 | 6 |
| 2 | Diversity Training | 16.67% | 1 | 66.67% | 4 | 16.67% | 1 | 6 |
| 3 | Harassment Training | 16.67% | 1 | 50.00% | 3 | 33.33% | 2 | 6 |
| 4 | Safety Training | 16.67% | 1 | 83.33% | 5 | 0.00% | 0 | 6 |
| 5 | How to move from conflict to collaboration | 66.67% | 4 | 16.67% | 1 | 16.67% | 1 | 6 |
| 6 | Problem solving tools and techniques | 66.67% | 4 | 33.33% | 2 | 0.00% | 0 | 6 |
| 7 | How to employ active listening skills | 42.86% | 3 | 28.57% | 2 | 28.57% | 2 | 7 |
| 8 | How to improve facilitation, presentation & public speaking skills | 28.57% | 2 | 42.86% | 3 | 28.57% | 2 | 7 |
| 9 | How to conduct effective meetings | 50.00% | 3 | 0.00% | 0 | 50.00% | 3 | 6 |
| 10 | Become a mentor to a colleague | 16.67% | 1 | 33.33% | 2 | 50.00% | 3 | 6 |
| 11 | Planning for retirement (early stages) | 50.00% | 3 | 33.33% | 2 | 16.67% | 1 | 6 |
| 12 | Other suggestions | 100.00% | 1 | 0.00% | 0 | 0.00% | 0 | 1 |

Other suggestions

Other suggestions

Operational Efficiency!

Q4 - Which of the following options would be useful to help you improve your job performance?



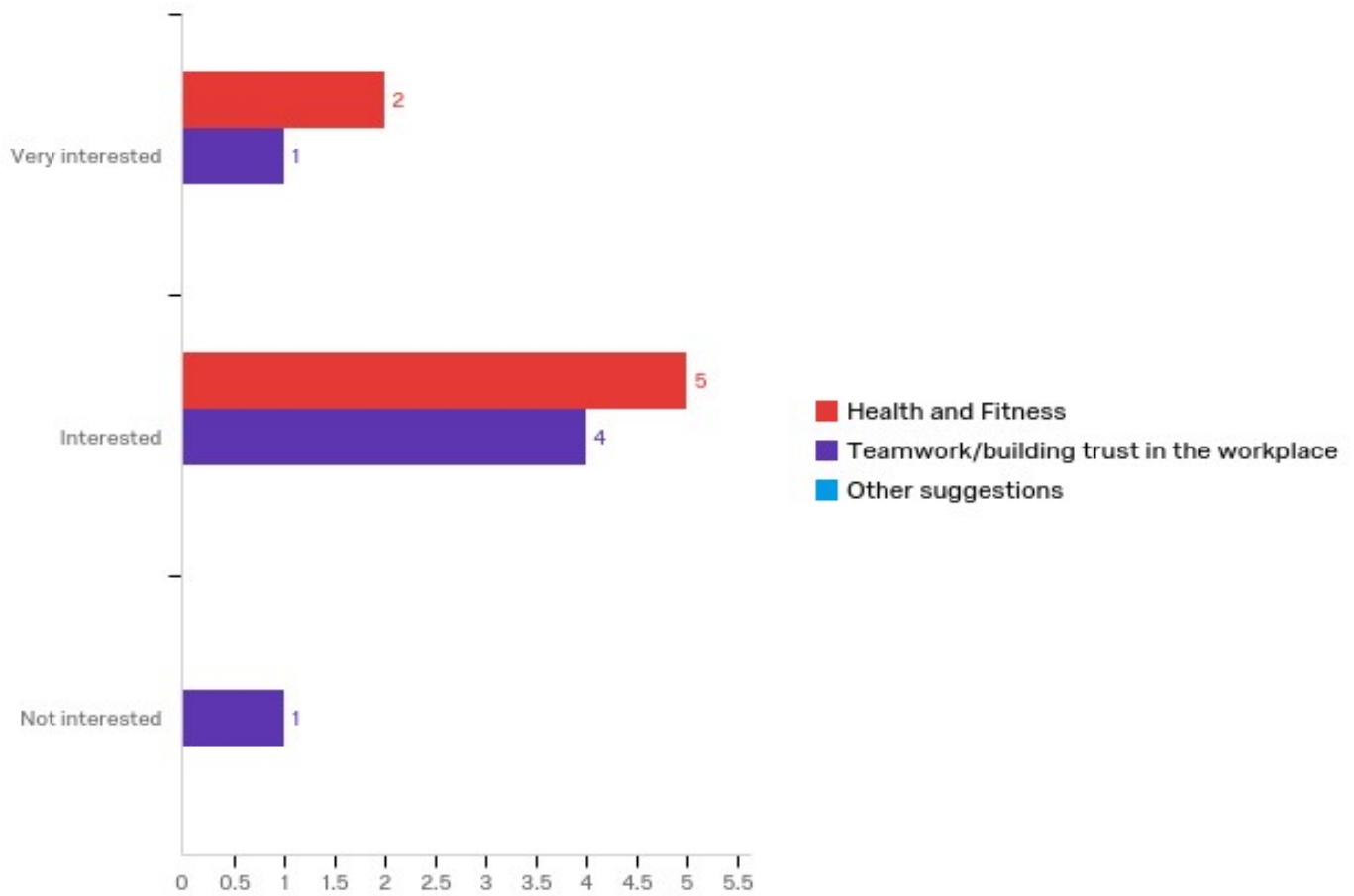
| # | Question | Very useful | Useful | Not useful | Neither useful nor useless | Slightly useless | Moderately useless | Extremely useless | Total |
|---|---------------------------------|-------------|--------|------------|----------------------------|------------------|--------------------|-------------------|-------|
| 1 | Microsoft Office Suite training | 42.86% | 42.86% | 0.00% | 14.29% | 0.00% | 0.00% | 0.00% | 7 |

| | | | | | | | | | | | | | | | | |
|---|--|--------|---|--------|---|--------|---|-------|---|-------|---|-------|---|-------|---|---|
| 2 | Dealing with difficult customers | 66.67% | 4 | 33.33% | 2 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 6 |
| 3 | Improving customer service skills | 33.33% | 2 | 66.67% | 4 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 6 |
| 4 | Building effective teams | 40.00% | 2 | 40.00% | 2 | 20.00% | 1 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 5 |
| 5 | Stress management/handle emotions under pressure | 28.57% | 2 | 71.43% | 5 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 7 |
| 6 | Time management/Organizational management | 57.14% | 4 | 28.57% | 2 | 14.29% | 1 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 7 |
| 7 | Problem solving tools and techniques | 50.00% | 3 | 50.00% | 3 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 6 |
| 8 | Travel requests and procedures | 16.67% | 1 | 83.33% | 5 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 6 |
| 9 | Other suggestions | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0 |

Other suggestions

Other suggestions

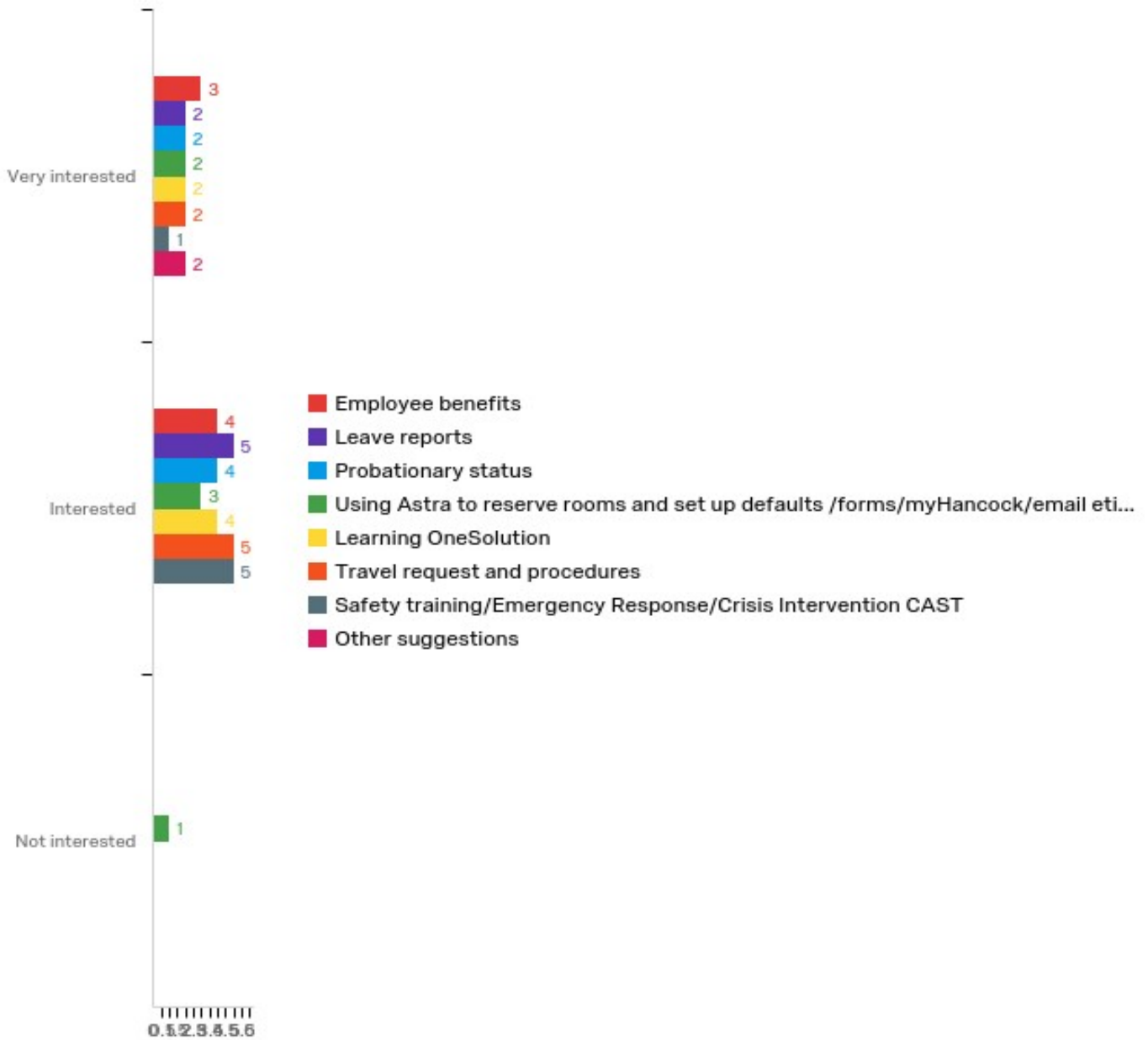
Q5 - Which of the following Personal Growth options would you be interested in?



| # | Question | Very interested | Interested | Not interested | Total |
|---|--|-----------------|------------|----------------|-------|
| 1 | Health and Fitness | 28.57% 2 | 71.43% 5 | 0.00% 0 | 7 |
| 2 | Teamwork/building trust in the workplace | 16.67% 1 | 66.67% 4 | 16.67% 1 | 6 |
| 3 | Other suggestions | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0 |

Other suggestions
Other suggestions

Q6 - Would the following options be useful at new employee orientation?



| # | Question | Very interested | Interested | Not interested | Total |
|---|---|-----------------|------------|----------------|-------|
| 1 | Employee benefits | 42.86% | 3 | 57.14% | 4 |
| 2 | Leave reports | 28.57% | 2 | 71.43% | 5 |
| 3 | Probationary status | 33.33% | 2 | 66.67% | 4 |
| 4 | Using Astra to reserve rooms and set up defaults /forms/myHancock/email etiquette | 33.33% | 2 | 50.00% | 3 |
| 5 | Learning OneSolution | 33.33% | 2 | 66.67% | 4 |

| | | | | | | | | |
|---|---|---------|---|--------|---|-------|---|---|
| 6 | Travel request and procedures | 28.57% | 2 | 71.43% | 5 | 0.00% | 0 | 7 |
| 7 | Safety training/Emergency Response/Crisis Intervention CAST | 16.67% | 1 | 83.33% | 5 | 0.00% | 0 | 6 |
| 8 | Other suggestions | 100.00% | 2 | 0.00% | 0 | 0.00% | 0 | 2 |

Other suggestions

Other suggestions

Go over their BU contracts- we had two new hires who knew nothing about their rights and benefits

Q1 - Please use this space to provide any additional comments or feedback about Professional Development events at Allan Hancock College.

Please use this space to provide any additional comments or feedback about...

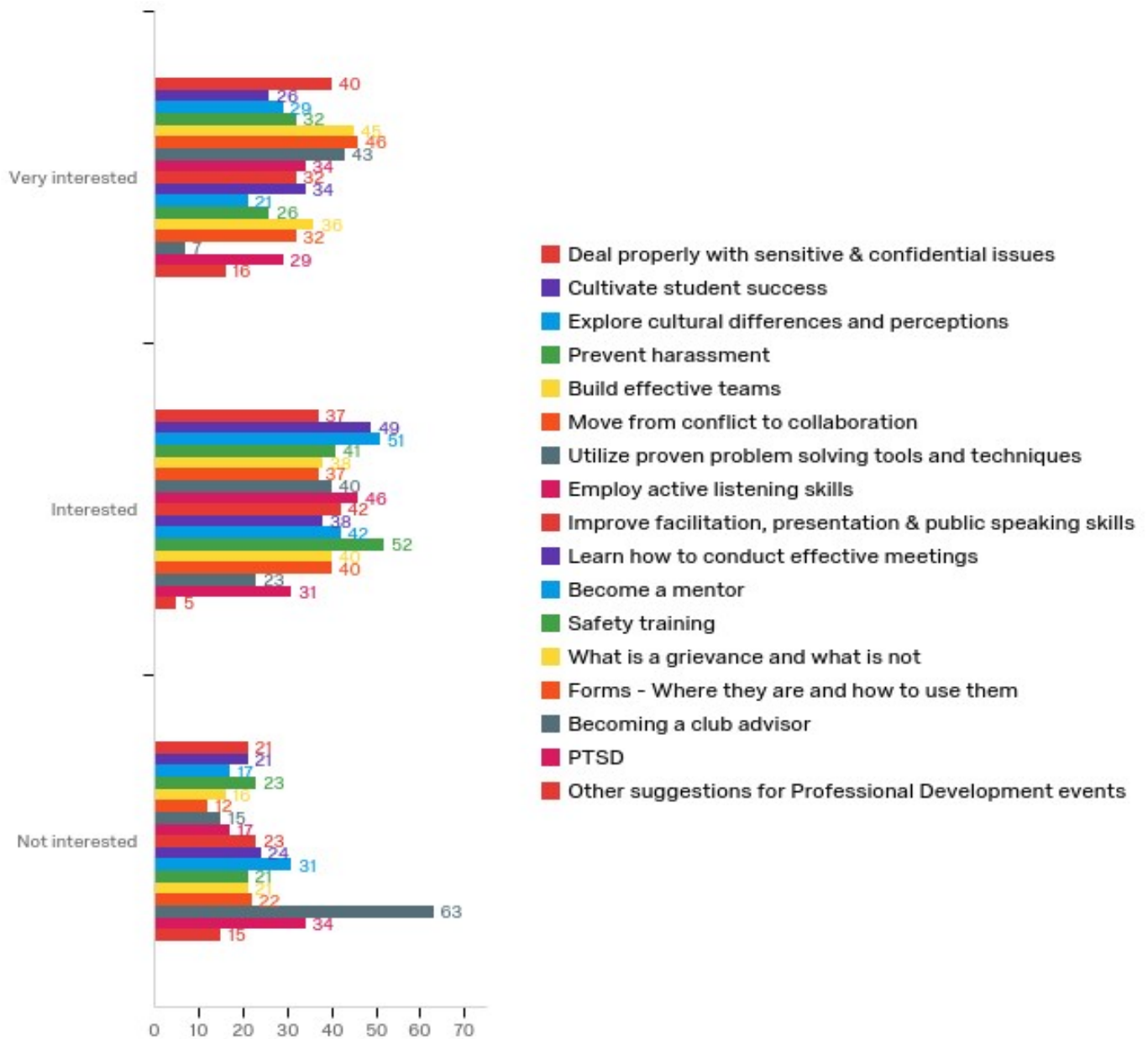
Astra and OneSolution should also be offered during regular professional development trainings, not just for new employees at orientations. This information would be helpful to all. Recommend sessions in Adobe Acrobat and methods for going paperless.

Default Report

PD CSEA Survey 2017

March 1st 2017, 4:57 pm MST

Q1 - Would you be interested in Professional Development events on the following subjects?



| # | Question | Very interested | Interested | Not interested | Total | | | |
|----|---|-----------------|------------|----------------|-------|--------|----|----|
| 1 | Deal properly with sensitive & confidential issues | 40.82% | 40 | 37.76% | 37 | 21.43% | 21 | 98 |
| 2 | Cultivate student success | 27.08% | 26 | 51.04% | 49 | 21.88% | 21 | 96 |
| 3 | Explore cultural differences and perceptions | 29.90% | 29 | 52.58% | 51 | 17.53% | 17 | 97 |
| 4 | Prevent harassment | 33.33% | 32 | 42.71% | 41 | 23.96% | 23 | 96 |
| 5 | Build effective teams | 45.45% | 45 | 38.38% | 38 | 16.16% | 16 | 99 |
| 6 | Move from conflict to collaboration | 48.42% | 46 | 38.95% | 37 | 12.63% | 12 | 95 |
| 7 | Utilize proven problem solving tools and techniques | 43.88% | 43 | 40.82% | 40 | 15.31% | 15 | 98 |
| 8 | Employ active listening skills | 35.05% | 34 | 47.42% | 46 | 17.53% | 17 | 97 |
| 9 | Improve facilitation, presentation & public speaking skills | 32.99% | 32 | 43.30% | 42 | 23.71% | 23 | 97 |
| 10 | Learn how to conduct effective meetings | 35.42% | 34 | 39.58% | 38 | 25.00% | 24 | 96 |
| 11 | Become a mentor | 22.34% | 21 | 44.68% | 42 | 32.98% | 31 | 94 |
| 12 | Safety training | 26.26% | 26 | 52.53% | 52 | 21.21% | 21 | 99 |
| 13 | What is a grievance and what is not | 37.11% | 36 | 41.24% | 40 | 21.65% | 21 | 97 |
| 14 | Forms - Where they are and how to use them | 34.04% | 32 | 42.55% | 40 | 23.40% | 22 | 94 |
| 15 | Becoming a club advisor | 7.53% | 7 | 24.73% | 23 | 67.74% | 63 | 93 |
| 16 | PTSD | 30.85% | 29 | 32.98% | 31 | 36.17% | 34 | 94 |
| 17 | Other suggestions for Professional Development events | 44.44% | 16 | 13.89% | 5 | 41.67% | 15 | 36 |

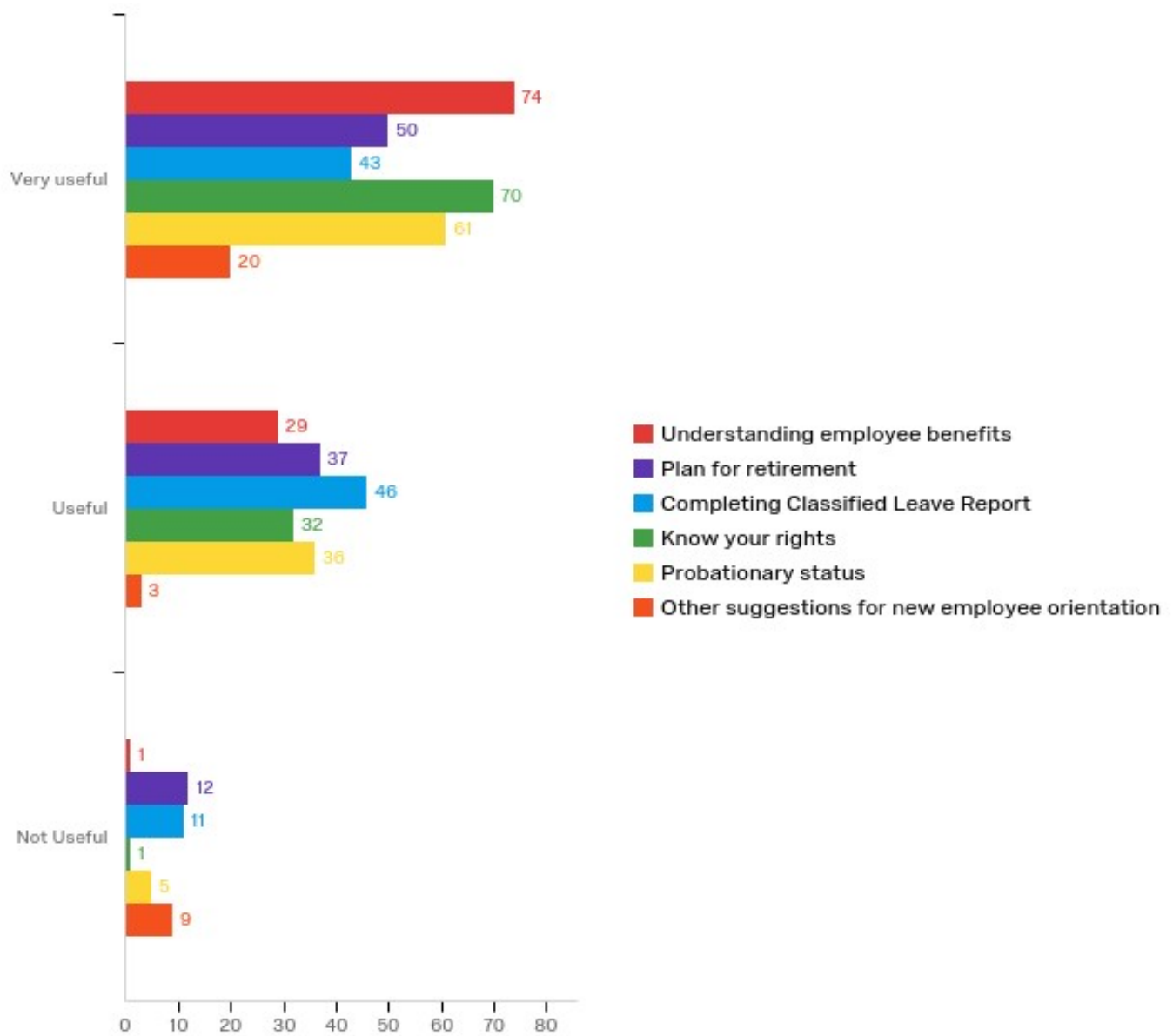
Other suggestions for Professional Development events

| |
|---|
| Other suggestions for Professional Development events |
| training for administrators and management on respectful and professional behaviour towards faculty and staff |
| green and growing |
| Admin shadow classified employees |
| One Note, Excel, Powerpoints |
| Serving re-entry student populations |
| how to recognize workplace retaliation |
| Collaboration with Supervisor and Subordinates / Time Management and know when to "No" |
| benefit/retirement; IT systems; CAST |

| |
|---|
| Working with Re-entry students |
| Refresher classe in ONESolution, Banner, Astra |
| How to work with students with mental disorders |
| What to do in your specific building in case of emergencies |
| outlook calendar & excel & tools for taking minutes and agendas |
| training on software |
| 1st group of six questions should be ability/knowledge if hired on the campus. Improving those skills would be helpful. |
| Adobe Training |
| Completion of HR forms & Processes |
| Computer Security |
| Tolerance |

Q2 - Would

the following options be useful at new employee orientation?



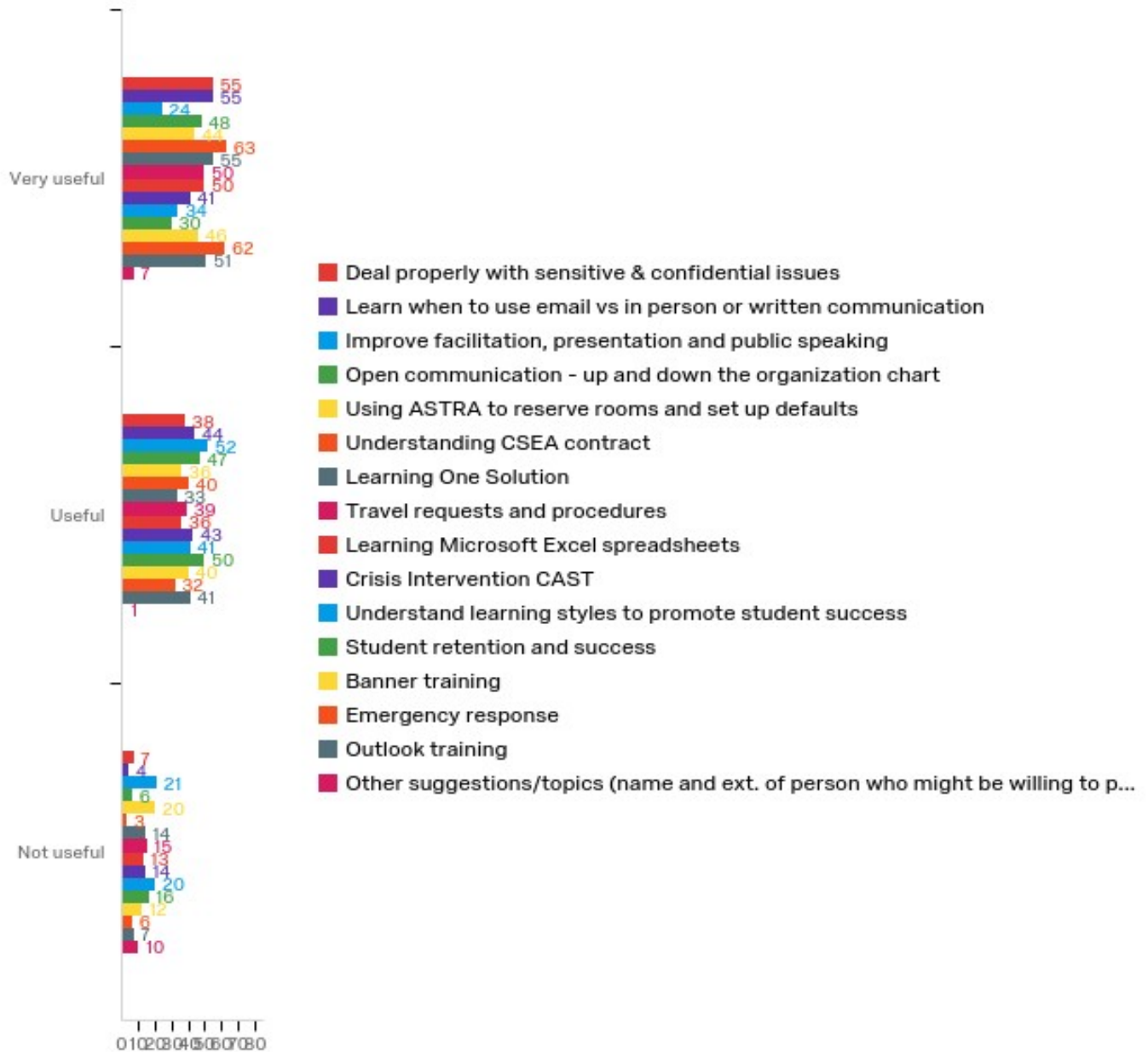
| # | Question | Very useful | | Useful | | Not Useful | | Total |
|---|--|-------------|----|--------|----|------------|----|-------|
| 1 | Understanding employee benefits | 71.15% | 74 | 27.88% | 29 | 0.96% | 1 | 104 |
| 2 | Plan for retirement | 50.51% | 50 | 37.37% | 37 | 12.12% | 12 | 99 |
| 3 | Completing Classified Leave Report | 43.00% | 43 | 46.00% | 46 | 11.00% | 11 | 100 |
| 4 | Know your rights | 67.96% | 70 | 31.07% | 32 | 0.97% | 1 | 103 |
| 5 | Probationary status | 59.80% | 61 | 35.29% | 36 | 4.90% | 5 | 102 |
| 6 | Other suggestions for new employee orientation | 62.50% | 20 | 9.38% | 3 | 28.13% | 9 | 32 |

Other suggestions for new employee orientation

| |
|--|
| Other suggestions for new employee orientation |
| Union participation |
| navigating the document library |
| Reading your leave report |
| Timesheet submission responsibilities for temporary employees |
| Mentor program |
| Union information |
| classified mentorship opportunities |
| Department Colin procedure for sickly department calling procedure for sick leave |
| Campus tour |
| Which departments do what |
| reading a leave report |
| Become familiar with myHancock and the various work order systems |
| How to find and follow Board Policies |
| how to find info re each department's functions & contact info |
| College tour outside of one's normal area to be aware of what the college has to offer |
| procedures for email setup, setup account with campus graphics & training |
| Working effectively with disabled students. |
| Knowing how to read your pay stub |
| New persons should have org chart included w/protocol on processes |
| DTR's, RCF's, |
| Maybe break them into smaller chunks of information. I felt overwhelmed by the whole process. Thank you. |
| training on how to use systems |
| job training/mentor program |

Q3 - Which

of the following do you think would be useful to employees in the first 6 months of employment at Allan Hancock College?



| # | Question | Very useful | Useful | Not useful | Total |
|---|---|-------------|-----------|------------|-------|
| 1 | Deal properly with sensitive & confidential issues | 55.00% 55 | 38.00% 38 | 7.00% 7 | 100 |
| 2 | Learn when to use email vs in person or written communication | 53.40% 55 | 42.72% 44 | 3.88% 4 | 103 |
| 3 | Improve facilitation, presentation and public speaking | 24.74% 24 | 53.61% 52 | 21.65% 21 | 97 |

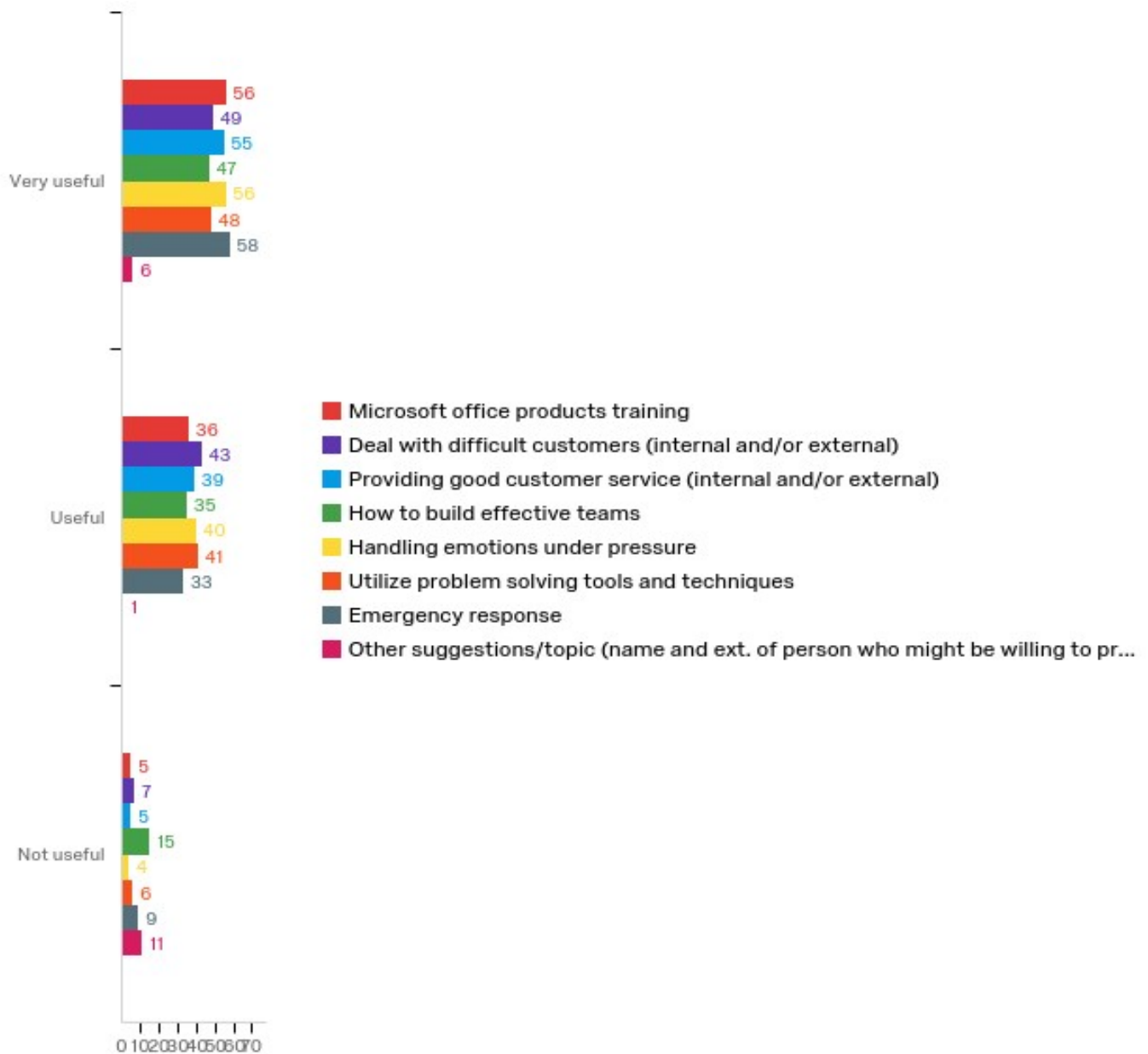
| | | | | | | | | |
|----|--|--------|----|--------|----|--------|----|-----|
| 4 | Open communication - up and down the organization chart | 47.52% | 48 | 46.53% | 47 | 5.94% | 6 | 101 |
| 5 | Using ASTRA to reserve rooms and set up defaults | 44.00% | 44 | 36.00% | 36 | 20.00% | 20 | 100 |
| 6 | Understanding CSEA contract | 59.43% | 63 | 37.74% | 40 | 2.83% | 3 | 106 |
| 7 | Learning One Solution | 53.92% | 55 | 32.35% | 33 | 13.73% | 14 | 102 |
| 8 | Travel requests and procedures | 48.08% | 50 | 37.50% | 39 | 14.42% | 15 | 104 |
| 9 | Learning Microsoft Excel spreadsheets | 50.51% | 50 | 36.36% | 36 | 13.13% | 13 | 99 |
| 10 | Crisis Intervention CAST | 41.84% | 41 | 43.88% | 43 | 14.29% | 14 | 98 |
| 11 | Understand learning styles to promote student success | 35.79% | 34 | 43.16% | 41 | 21.05% | 20 | 95 |
| 12 | Student retention and success | 31.25% | 30 | 52.08% | 50 | 16.67% | 16 | 96 |
| 13 | Banner training | 46.94% | 46 | 40.82% | 40 | 12.24% | 12 | 98 |
| 14 | Emergency response | 62.00% | 62 | 32.00% | 32 | 6.00% | 6 | 100 |
| 15 | Outlook training | 51.52% | 51 | 41.41% | 41 | 7.07% | 7 | 99 |
| 16 | Other suggestions/topics (name and ext. of person who might be willing to present) | 38.89% | 7 | 5.56% | 1 | 55.56% | 10 | 18 |

Other suggestions/topics (name and ext. of person who might be willing to p...

| |
|--|
| Other suggestions/topics (name and ext. of person who might be willing to p... |
| Advanced MS Word |
| Organizational skills/Florentina |
| Canvas rather than Banner |
| Electronic Filing |
| phone, faxing, |
| Understanding all BU contracts and filling out forms correctly |
| Become familiar with myHancock and the various work order systems |
| These depend on the classification of the ee, some will need these traingins some will not |

Q4 - When

job needs change, which of the following options would be useful?



| # | Question | Very useful | Useful | Not useful | Total | | | |
|---|--|-------------|--------|------------|-------|--------|----|----|
| 1 | Microsoft office products training | 57.73% | 56 | 37.11% | 36 | 5.15% | 5 | 97 |
| 2 | Deal with difficult customers (internal and/or external) | 49.49% | 49 | 43.43% | 43 | 7.07% | 7 | 99 |
| 3 | Providing good customer service (internal and/or external) | 55.56% | 55 | 39.39% | 39 | 5.05% | 5 | 99 |
| 4 | How to build effective teams | 48.45% | 47 | 36.08% | 35 | 15.46% | 15 | 97 |

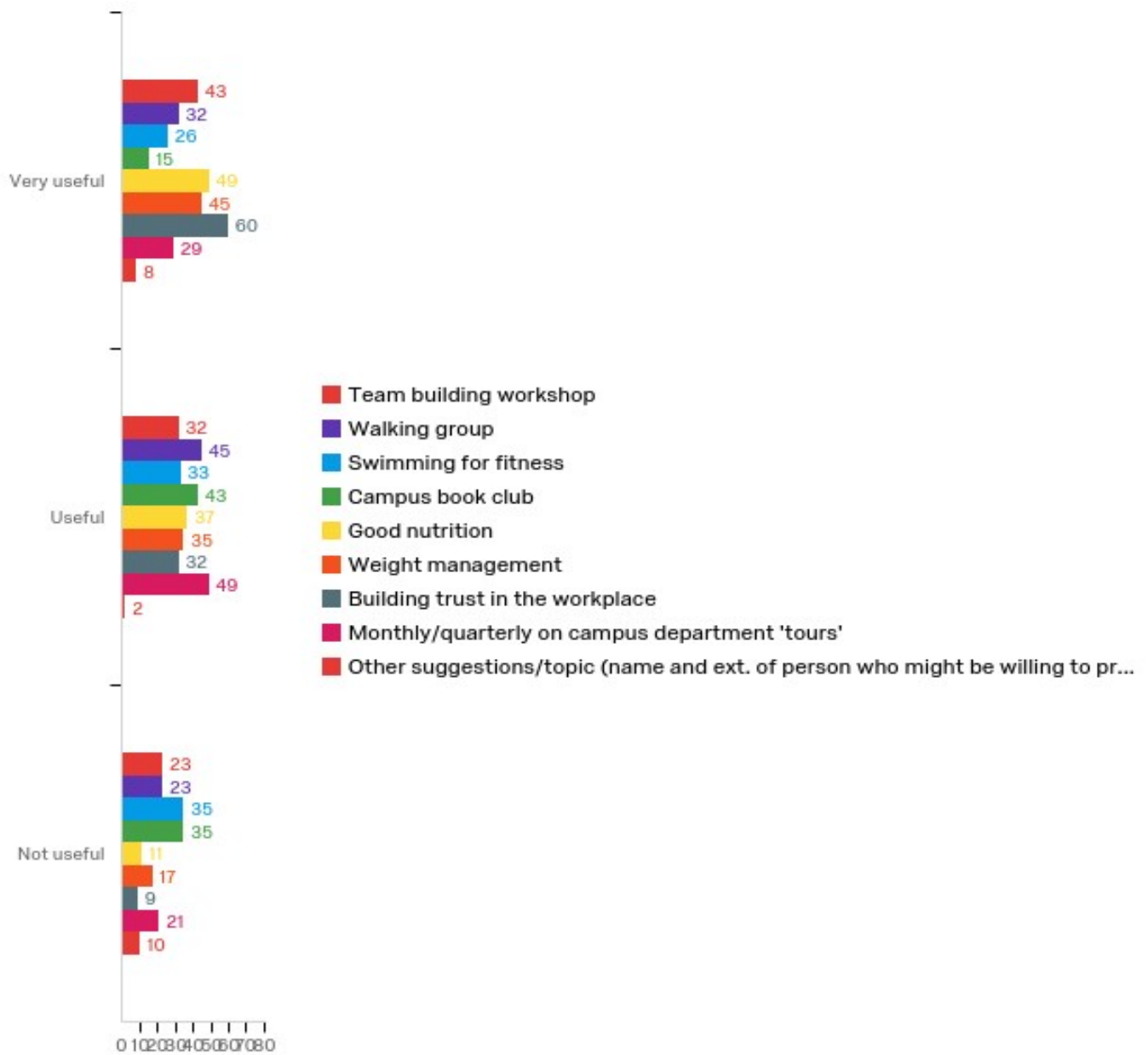
| | | | | | | | | |
|---|---|--------|----|--------|----|--------|----|-----|
| 5 | Handling emotions under pressure | 56.00% | 56 | 40.00% | 40 | 4.00% | 4 | 100 |
| 6 | Utilize problem solving tools and techniques | 50.53% | 48 | 43.16% | 41 | 6.32% | 6 | 95 |
| 7 | Emergency response | 58.00% | 58 | 33.00% | 33 | 9.00% | 9 | 100 |
| 8 | Other suggestions/topic (name and ext. of person who might be willing to present) | 33.33% | 6 | 5.56% | 1 | 61.11% | 11 | 18 |

Other suggestions/topic (name and ext. of person who might be willing to pr...

| |
|--|
| Other suggestions/topic (name and ext. of person who might be willing to pr... |
| train administrators & management on foreseeing staff needs |
| True effective team building including all faculty, staff, administrators |

Q5 - Which

of the following Personal Growth options would you be interested in?



| # | Question | Very useful | Useful | Not useful | Total |
|---|------------------------|-------------|--------|------------|-------|
| 1 | Team building workshop | 43.88% | 32.65% | 23.47% | 98 |
| 2 | Walking group | 32.00% | 45.00% | 23.00% | 100 |
| 3 | Swimming for fitness | 27.66% | 35.11% | 37.23% | 94 |
| 4 | Campus book club | 16.13% | 46.24% | 37.63% | 93 |
| 5 | Good nutrition | 50.52% | 38.14% | 11.34% | 97 |

| | | | | | | | | |
|---|---|--------|----|--------|----|--------|----|-----|
| 6 | Weight management | 46.39% | 45 | 36.08% | 35 | 17.53% | 17 | 97 |
| 7 | Building trust in the workplace | 59.41% | 60 | 31.68% | 32 | 8.91% | 9 | 101 |
| 8 | Monthly/quarterly on campus department 'tours' | 29.29% | 29 | 49.49% | 49 | 21.21% | 21 | 99 |
| 9 | Other suggestions/topic (name and ext. of person who might be willing to present) | 40.00% | 8 | 10.00% | 2 | 50.00% | 10 | 20 |

Other suggestions/topic (name and ext. of person who might be willing to pr...

| |
|--|
| Other suggestions/topic (name and ext. of person who might be willing to pr... |
| team building amongst all constituencies |
| Sampling of different kinds of exercise like zumba |
| ongoing teambuilding Stop "I'm the boss you're the minion" attitude |
| Mentoring |
| Team up with fitness clubs (Western Village, Crunch, Shape 24, etc. and offer AHC employees membership |
| LVC participation in these events |
| Healthy cooking for dietary needs |
| retreat/team building |

Q6 - Please use this space to provide any additional comments or feedback about Professional Development events at Allan Hancock College.

| |
|--|
| Please use this space to provide any additional comments or feedback about... |
| Fair and equitable treatment along with transparency and professionalism is lacking in this institution. How do you train people to be honest, do right by people and be respectful? |
| Most training/PD workshops are for faculty. Also, some are offered the week before school begins when many classified employees are neck deep in students needs and requests. It would be great if they were offered throughout the semester not just to fit other groups needs. |
| building S need a lot of team work. Especially our Dean, who does not put attention to the counseling dept or esl. |
| Explaining CSEA agreement to Supervisors. |
| Staff would like to receive feedback from their boss. Employees want to work with managers who take in an interest in their development. Also, staff should be able to provide feedback to their boss without fear of retribution. |
| Managers/leaders should communicate often with their team about problems in the workplace and come up with a solution. |
| It might be nice to schedule reoccurring events. Many times the events are offered once and if you cannot make it, you miss out. Also perhaps scheduling Friday morning events each month, or bi-weekly would be something to plan for and you may get more attendance. |
| Training for all on; how to take responsibility, be a true positive team player, how make fair and honest decisions, how to make everyone feel like a valued employee; how to stop the finger pointing. This all begins at the top with Administrators, who are supposed to be the leaders - unfortunately they are often seen passing the buck or ignoring issues that have a trickle down affect. |
| More workshops offered at the LVC for Extended Campus staff. |
| Open the LVC to other departments to host meetings and trainings so they can see the center and meet their colleagues. |
| Have a workshop on how to properly complete forms used campus wide. As forms or procedures change, make sure campus population is aware of those changes. Have retirement workshops on campus, not only for those getting ready to retire, but new employees and those in the middle years of working. |
| Each position has different needs. All new hires should have costumer service, interpersonal and confidentiality skills. However, refresher courses are always a good idea. |
| In regards to building trust in the workplace, this should come from the top and each administrator should be required to earn the respect and trust from their subordinates. |
| I believe that campus security is paramount and that faculty and staff should be required to attend some training session regarding mass casualty incidents and using the CAST system. If we are all on the same page, we can really help our students develop in positive ways as well as protect our students from casualty. |
| Please consider the Lompoc Valley Center with orientations, trainings, etc... and the availability of the staff to attend such events. Perhaps hosting on site would elicit a greater turn out. Thanks! |
| A lot of the trainings in the middle sections are very specific to job classifications, not everyone on campus uses Banner or OneSolution. Target job classes, not bargaining units |
| My suggestion is Professional Development for Administrators: Training for administrators to build strong relationships amongst each other. i.e. VP's having strong relationships with their immediate staff they supervise. Training is needed in this area. Genuine relationships such as these would foster having respect, trust, open communication; as this is an asset in each division. Leading by example builds respect and valuable work ethics for their staff, faculty and student workers. |

I wish PD classes scheduled for the day before ASD were taught on additional days too as I cannot attend any events on retreat day. My job functions preclude my participation. As a front desk person, it's almost impossible for me to get away for more than an hour so 3-hour classes are off limits. I would like to see more PD classes available to view online at YouTube or wherever for PD credit. That is PD training I can do at my desk.

Also, do we get PD credit for taking the SIPE training classes? I do several of these every year trying to keep up with the numerous "required" ones even though my job does not require me to handle caustic chemicals, haz mat, etc. I guess it's because I work in the science department albeit in administration that I get lumped in with the scientists' training requirements.

Thank you for listening.

Whether training topics are useful or not really depends on your type of job. Faculty and classified staff will probably have greatly different needs for professional development. Most of the professional development seems to be geared towards faculty, so most of it is of no use to me in my current occupation.

Great survey, thanks!

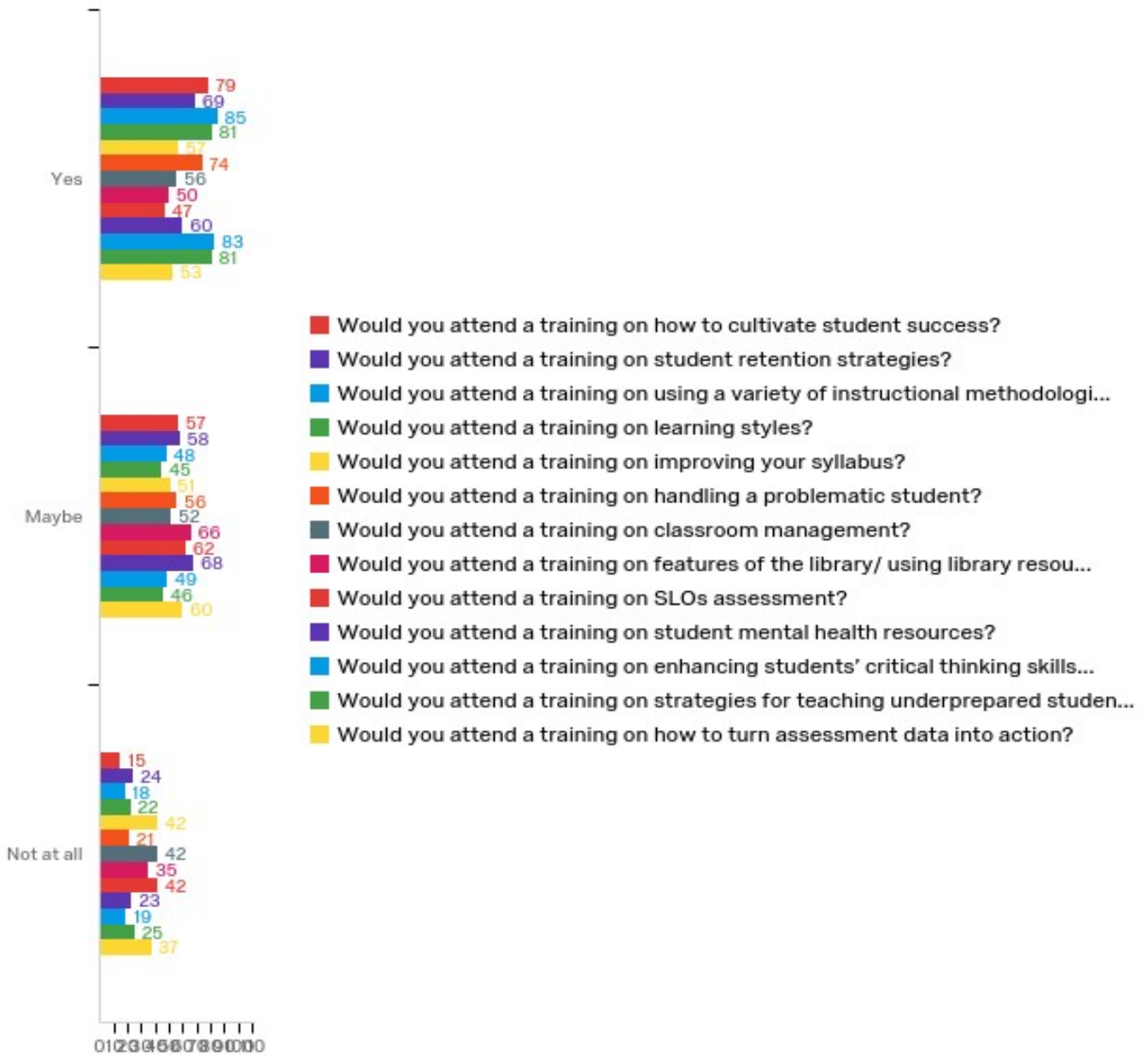
Most training would help anyone, especially when you are new. Have they thought about training videos? I've been here 13 yrs. and the new ASTRA has never worked, It would be great if the system worked for all :)

Default Report

PD Faculty Survey 2017

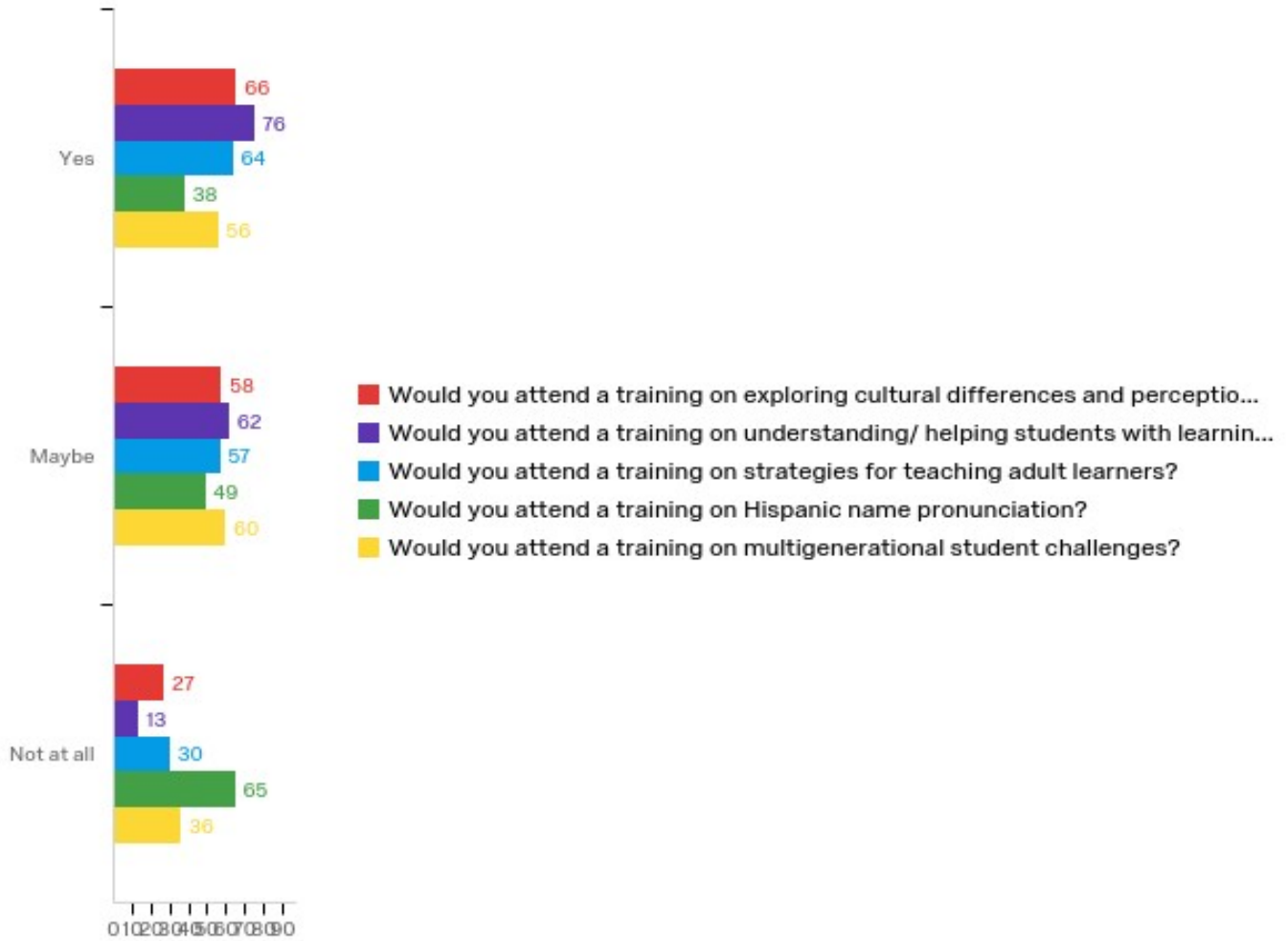
March 1st 2017, 4:52 pm MST

Q1 - Pedagogy/Student Success



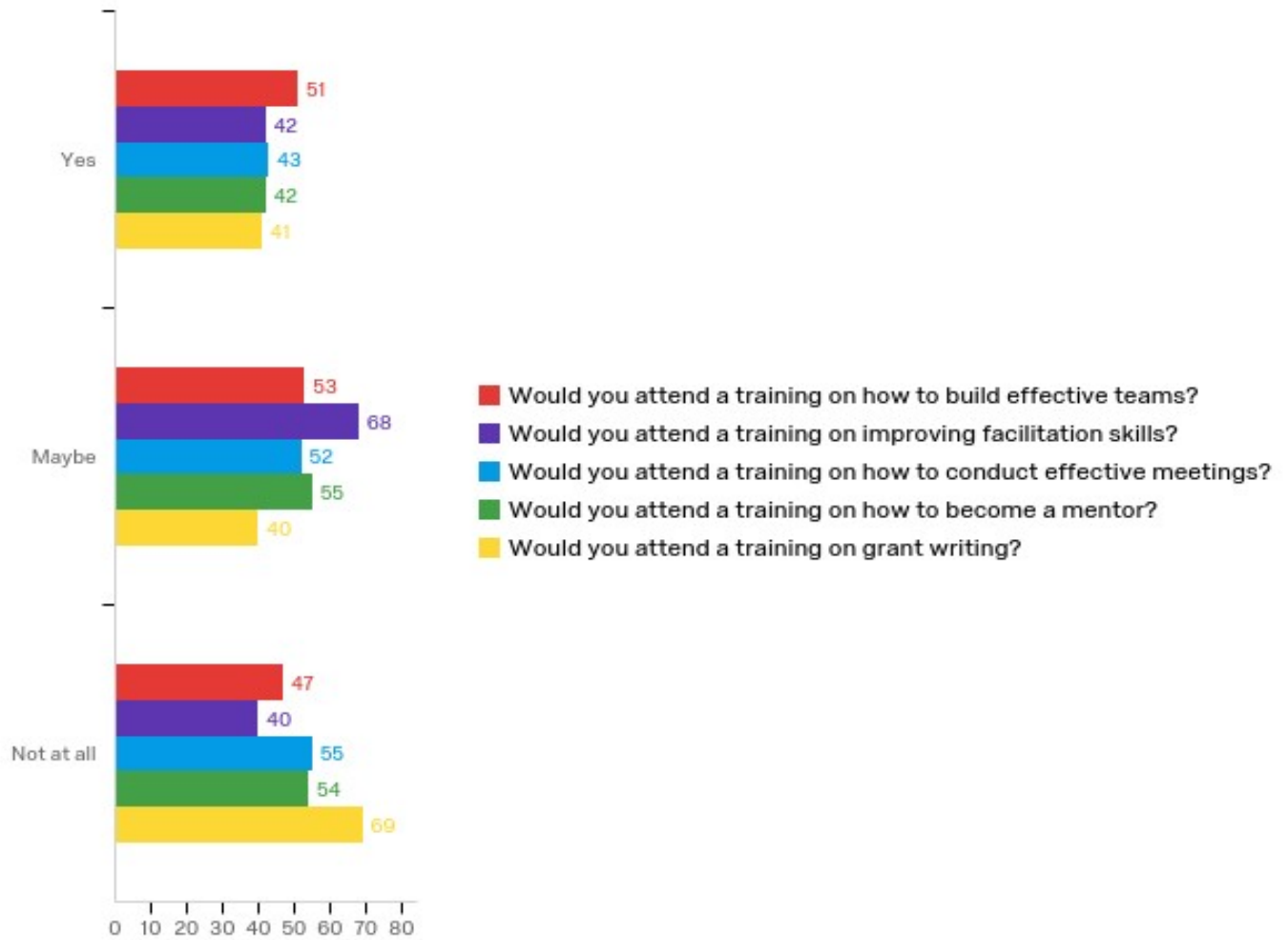
| # | Question | Yes | | Maybe | | Not at all | | Total |
|----|---|--------|----|--------|----|------------|----|-------|
| 1 | Would you attend a training on how to cultivate student success? | 52.32% | 79 | 37.75% | 57 | 9.93% | 15 | 151 |
| 2 | Would you attend a training on student retention strategies? | 45.70% | 69 | 38.41% | 58 | 15.89% | 24 | 151 |
| 3 | Would you attend a training on using a variety of instructional methodologies? | 56.29% | 85 | 31.79% | 48 | 11.92% | 18 | 151 |
| 4 | Would you attend a training on learning styles? | 54.73% | 81 | 30.41% | 45 | 14.86% | 22 | 148 |
| 5 | Would you attend a training on improving your syllabus? | 38.00% | 57 | 34.00% | 51 | 28.00% | 42 | 150 |
| 6 | Would you attend a training on handling a problematic student? | 49.01% | 74 | 37.09% | 56 | 13.91% | 21 | 151 |
| 7 | Would you attend a training on classroom management? | 37.33% | 56 | 34.67% | 52 | 28.00% | 42 | 150 |
| 8 | Would you attend a training on features of the library/using library resources? | 33.11% | 50 | 43.71% | 66 | 23.18% | 35 | 151 |
| 9 | Would you attend a training on SLOs assessment? | 31.13% | 47 | 41.06% | 62 | 27.81% | 42 | 151 |
| 10 | Would you attend a training on student mental health resources? | 39.74% | 60 | 45.03% | 68 | 15.23% | 23 | 151 |
| 11 | Would you attend a training on enhancing students' critical thinking skills? | 54.97% | 83 | 32.45% | 49 | 12.58% | 19 | 151 |
| 12 | Would you attend a training on strategies for teaching underprepared students? | 53.29% | 81 | 30.26% | 46 | 16.45% | 25 | 152 |
| 13 | Would you attend a training on how to turn assessment data into action? | 35.33% | 53 | 40.00% | 60 | 24.67% | 37 | 150 |

Q2 - Diversity/Matriculation



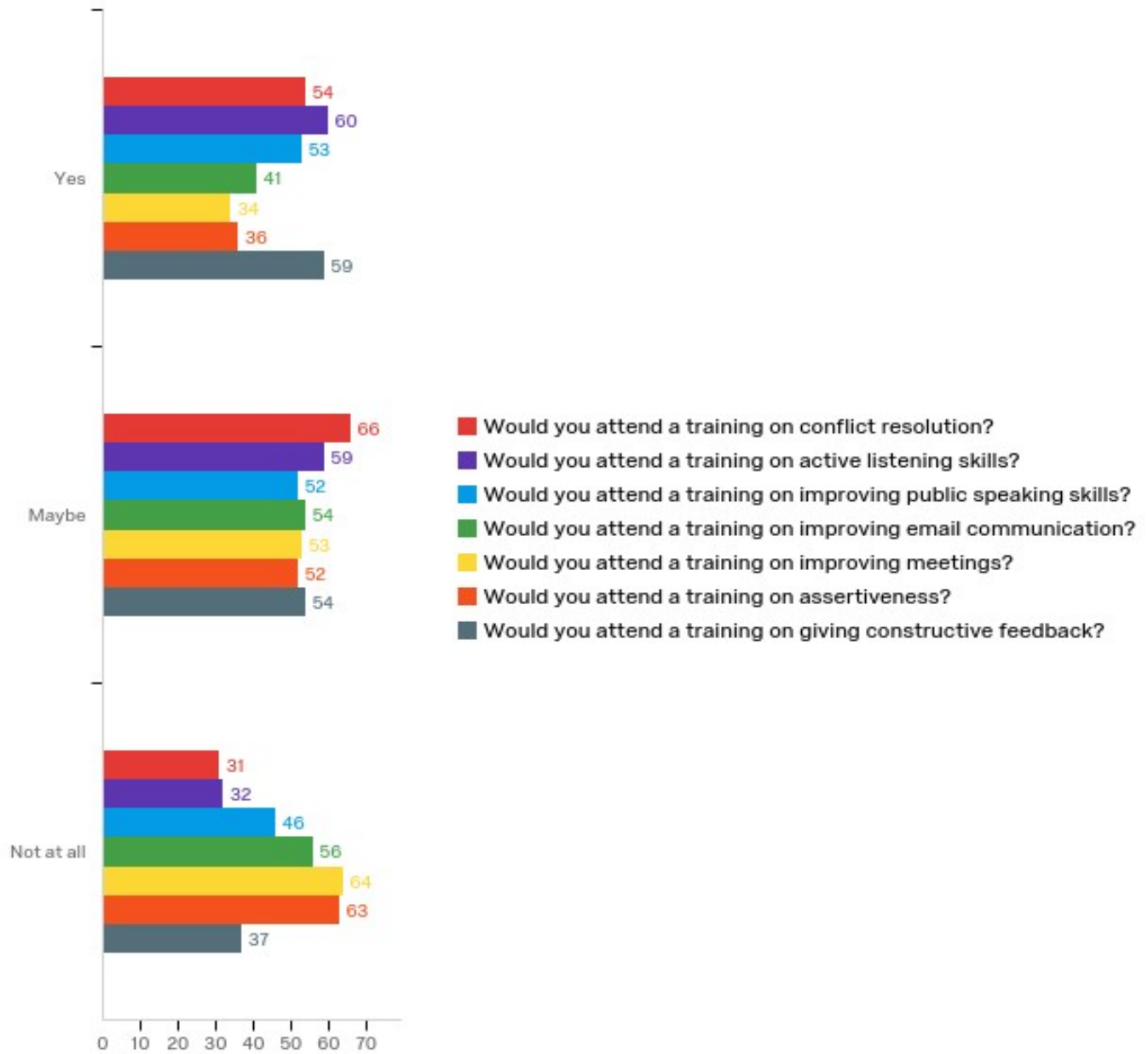
| # | Question | Yes | Maybe | Not at all | Total |
|---|--|-----------|-----------|------------|-------|
| 1 | Would you attend a training on exploring cultural differences and perceptions? | 43.71% 66 | 38.41% 58 | 17.88% 27 | 151 |
| 2 | Would you attend a training on understanding/ helping students with learning disabilities? | 50.33% 76 | 41.06% 62 | 8.61% 13 | 151 |
| 3 | Would you attend a training on strategies for teaching adult learners? | 42.38% 64 | 37.75% 57 | 19.87% 30 | 151 |
| 4 | Would you attend a training on Hispanic name pronunciation? | 25.00% 38 | 32.24% 49 | 42.76% 65 | 152 |
| 5 | Would you attend a training on multigenerational student challenges? | 36.84% 56 | 39.47% 60 | 23.68% 36 | 152 |

Q3 - Management/Leadership



| # | Question | Yes | Maybe | Not at all | Total |
|---|---|-----------|-----------|------------|-------|
| 1 | Would you attend a training on how to build effective teams? | 33.77% 51 | 35.10% 53 | 31.13% 47 | 151 |
| 2 | Would you attend a training on improving facilitation skills? | 28.00% 42 | 45.33% 68 | 26.67% 40 | 150 |
| 3 | Would you attend a training on how to conduct effective meetings? | 28.67% 43 | 34.67% 52 | 36.67% 55 | 150 |
| 4 | Would you attend a training on how to become a mentor? | 27.81% 42 | 36.42% 55 | 35.76% 54 | 151 |
| 5 | Would you attend a training on grant writing? | 27.33% 41 | 26.67% 40 | 46.00% 69 | 150 |

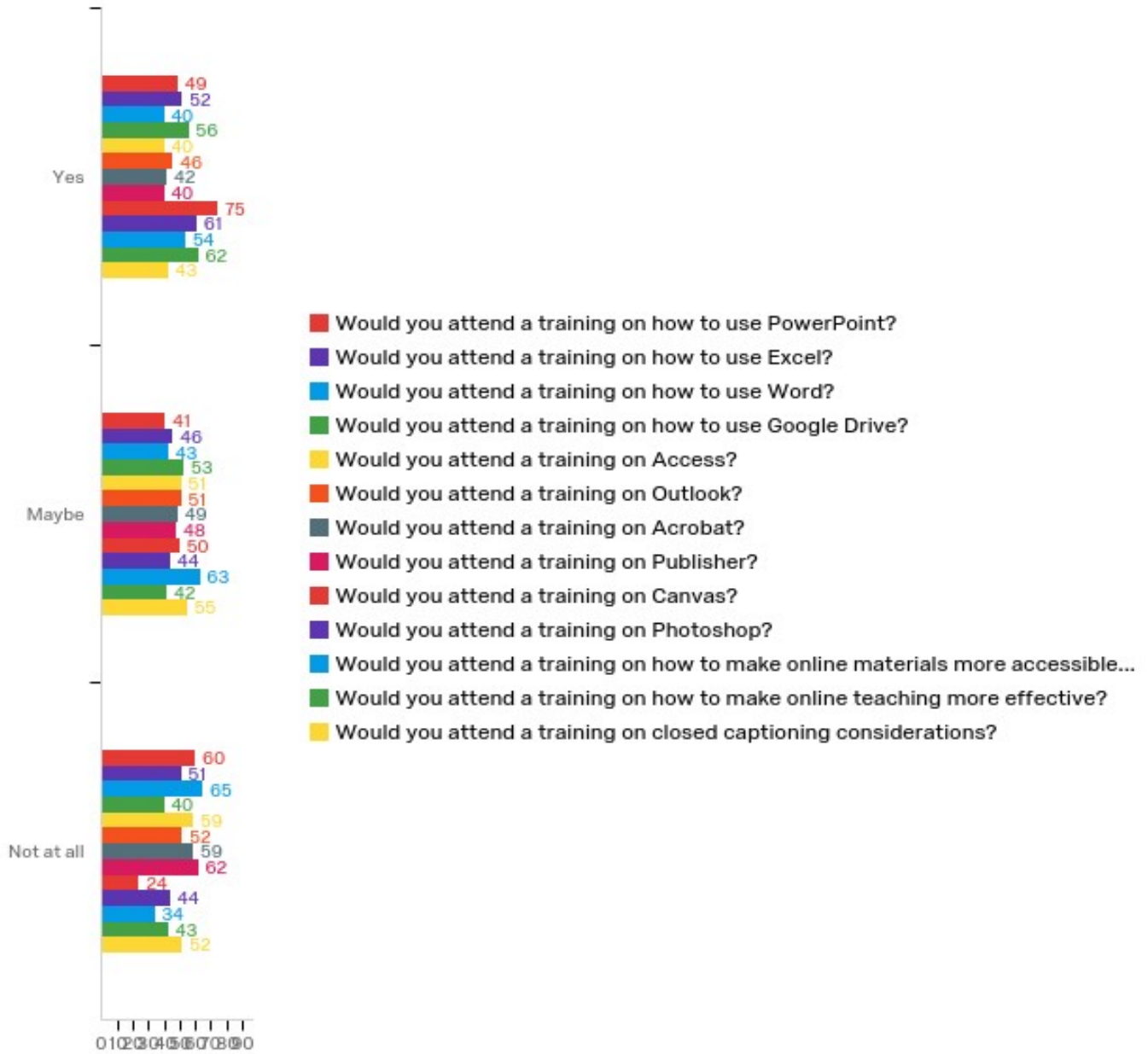
Q4 - Communication



| # | Question | Yes | Maybe | Not at all | Total |
|---|--|--------|--------|------------|-------|
| 1 | Would you attend a training on conflict resolution? | 35.76% | 43.71% | 20.53% | 151 |
| 2 | Would you attend a training on active listening skills? | 39.74% | 39.07% | 21.19% | 151 |
| 3 | Would you attend a training on improving public speaking skills? | 35.10% | 34.44% | 30.46% | 151 |
| 4 | Would you attend a training on improving email communication? | 27.15% | 35.76% | 37.09% | 151 |
| 5 | Would you attend a training on improving meetings? | 22.52% | 35.10% | 42.38% | 151 |

| | | | | | | | | |
|---|--|--------|----|--------|----|--------|----|-----|
| 6 | Would you attend a training on assertiveness? | 23.84% | 36 | 34.44% | 52 | 41.72% | 63 | 151 |
| 7 | Would you attend a training on giving constructive feedback? | 39.33% | 59 | 36.00% | 54 | 24.67% | 37 | 150 |

Q5 - Computer/Technology



| # | Question | Yes | Maybe | Not at all | Total |
|---|---|--------|--------|------------|-------|
| 1 | Would you attend a training on how to use PowerPoint? | 32.67% | 27.33% | 40.00% | 150 |
| 2 | Would you attend a training on how to use Excel? | 34.90% | 30.87% | 34.23% | 149 |
| 3 | Would you attend a training on how to use Word? | 27.03% | 29.05% | 43.92% | 148 |
| 4 | Would you attend a training on how to use Google Drive? | 37.58% | 35.57% | 26.85% | 149 |
| 5 | Would you attend a training on Access? | 26.67% | 34.00% | 39.33% | 150 |

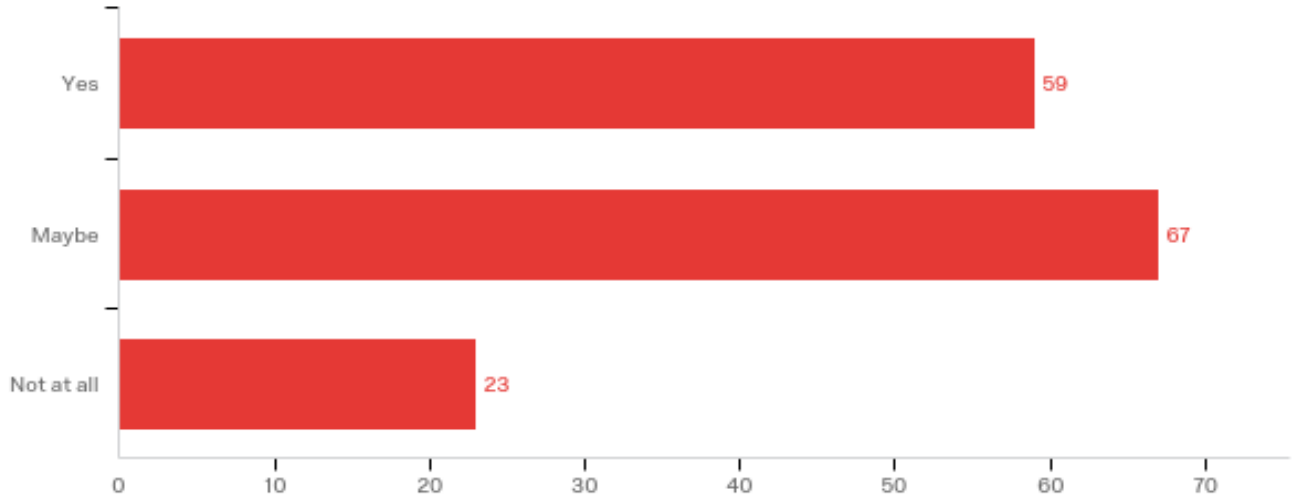
| | | | | | | | | |
|----|--|--------|----|--------|----|--------|----|-----|
| 6 | Would you attend a training on Outlook? | 30.87% | 46 | 34.23% | 51 | 34.90% | 52 | 149 |
| 7 | Would you attend a training on Acrobat? | 28.00% | 42 | 32.67% | 49 | 39.33% | 59 | 150 |
| 8 | Would you attend a training on Publisher? | 26.67% | 40 | 32.00% | 48 | 41.33% | 62 | 150 |
| 9 | Would you attend a training on Canvas? | 50.34% | 75 | 33.56% | 50 | 16.11% | 24 | 149 |
| 10 | Would you attend a training on Photoshop? | 40.94% | 61 | 29.53% | 44 | 29.53% | 44 | 149 |
| 11 | Would you attend a training on how to make online materials more accessible to LAP students? | 35.76% | 54 | 41.72% | 63 | 22.52% | 34 | 151 |
| 12 | Would you attend a training on how to make online teaching more effective? | 42.18% | 62 | 28.57% | 42 | 29.25% | 43 | 147 |
| 13 | Would you attend a training on closed captioning considerations? | 28.67% | 43 | 36.67% | 55 | 34.67% | 52 | 150 |

Q6 - Understanding Employment



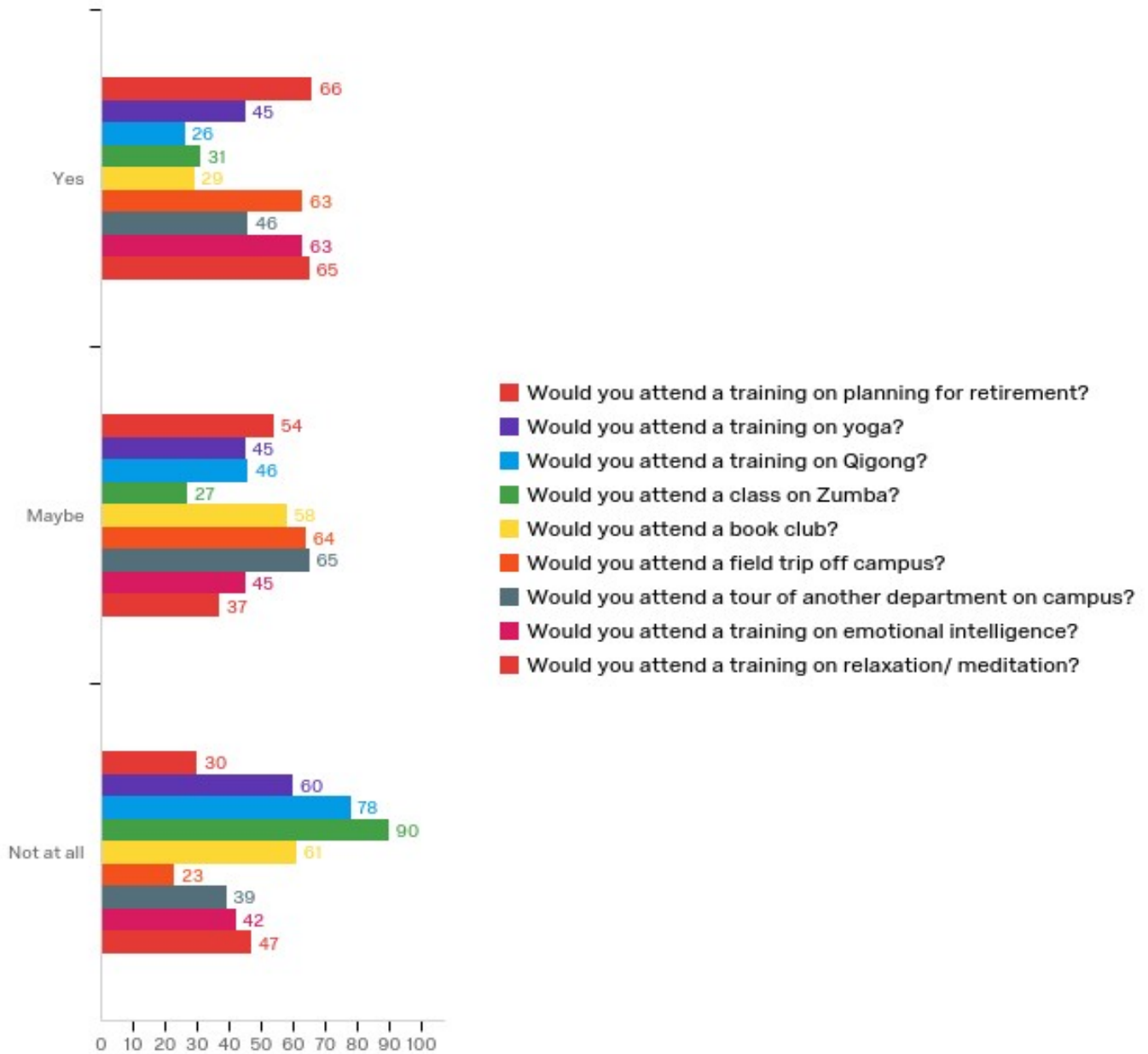
| # | Question | Yes | Maybe | Not at all | Total |
|---|---|-----------|-----------|------------|-------|
| 1 | Would you attend a training on what you need to know about being evaluated? | 34.23% 51 | 34.90% 52 | 30.87% 46 | 149 |
| 2 | Would you attend a training that would teach you how to evaluate others? | 32.89% 49 | 35.57% 53 | 31.54% 47 | 149 |
| 3 | Would you attend a training on dealing properly with sensitive and confidential issues? | 34.23% 51 | 34.23% 51 | 31.54% 47 | 149 |
| 4 | Would you attend a training on understanding travel requests/ procedures? | 23.49% 35 | 29.53% 44 | 46.98% 70 | 149 |

Q7 - Community Outreach



| # | Answer | % | Count |
|---|------------|--------|-------|
| 1 | Yes | 39.60% | 59 |
| 2 | Maybe | 44.97% | 67 |
| 3 | Not at all | 15.44% | 23 |
| | Total | 100% | 149 |

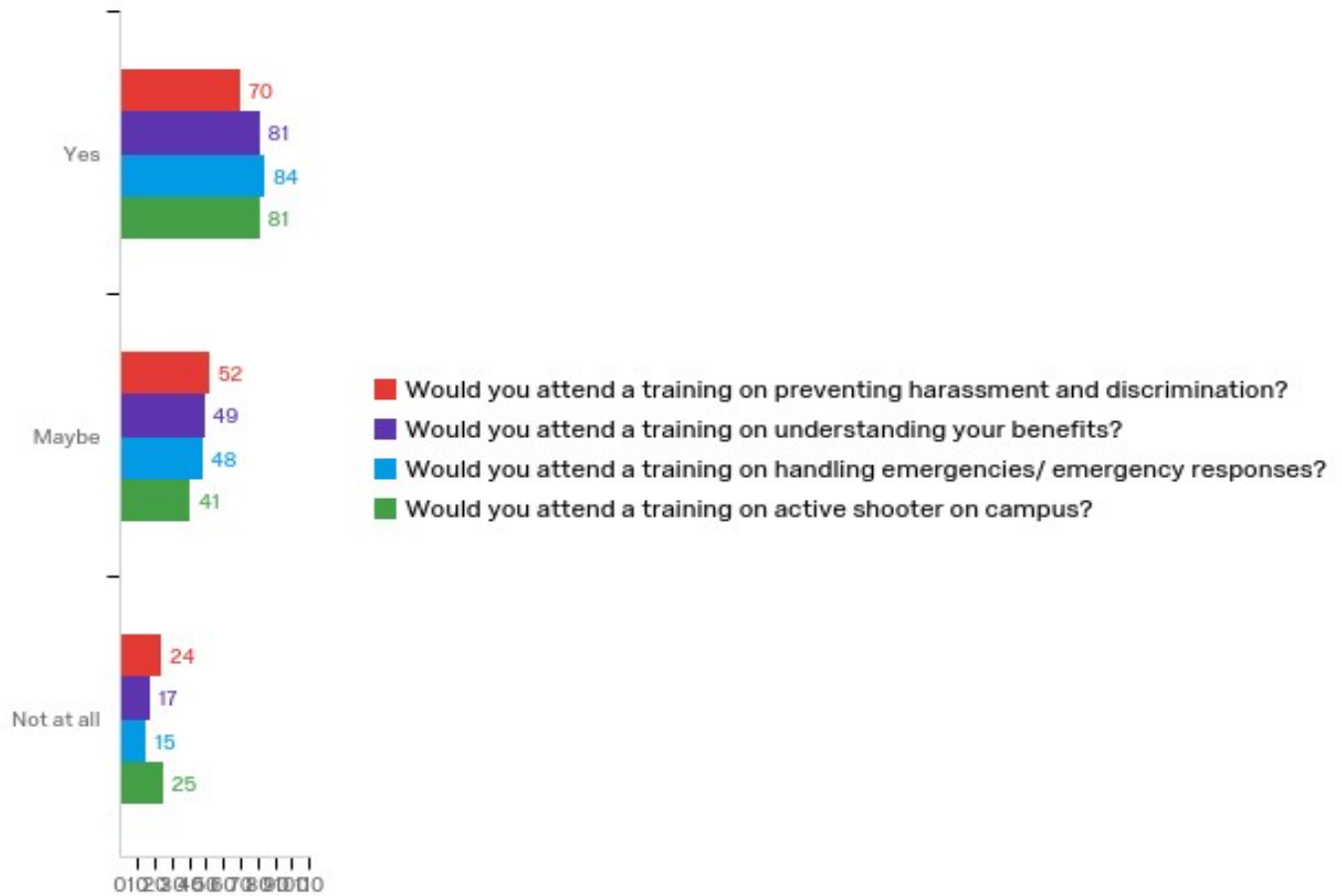
Q8 - Personal
Enrichment/Morale



| # | Question | Yes | Maybe | Not at all | Total |
|---|---|-----------|-----------|------------|-------|
| 1 | Would you attend a training on planning for retirement? | 44.00% 66 | 36.00% 54 | 20.00% 30 | 150 |
| 2 | Would you attend a training on yoga? | 30.00% 45 | 30.00% 45 | 40.00% 60 | 150 |
| 3 | Would you attend a training on Qigong? | 17.33% 26 | 30.67% 46 | 52.00% 78 | 150 |
| 4 | Would you attend a class on Zumba? | 20.95% 31 | 18.24% 27 | 60.81% 90 | 148 |
| 5 | Would you attend a book club? | 19.59% 29 | 39.19% 58 | 41.22% 61 | 148 |

| | | | | | | | | |
|---|--|--------|----|--------|----|--------|----|-----|
| 6 | Would you attend a field trip off campus? | 42.00% | 63 | 42.67% | 64 | 15.33% | 23 | 150 |
| 7 | Would you attend a tour of another department on campus? | 30.67% | 46 | 43.33% | 65 | 26.00% | 39 | 150 |
| 8 | Would you attend a training on emotional intelligence? | 42.00% | 63 | 30.00% | 45 | 28.00% | 42 | 150 |
| 9 | Would you attend a training on relaxation/ meditation? | 43.62% | 65 | 24.83% | 37 | 31.54% | 47 | 149 |

Q9 - Mandated Trainings



| # | Question | Yes | Maybe | Not at all | Total |
|---|---|-----------|-----------|------------|-------|
| 1 | Would you attend a training on preventing harassment and discrimination? | 47.95% 70 | 35.62% 52 | 16.44% 24 | 146 |
| 2 | Would you attend a training on understanding your benefits? | 55.10% 81 | 33.33% 49 | 11.56% 17 | 147 |
| 3 | Would you attend a training on handling emergencies/ emergency responses? | 57.14% 84 | 32.65% 48 | 10.20% 15 | 147 |
| 4 | Would you attend a training on active shooter on campus? | 55.10% 81 | 27.89% 41 | 17.01% 25 | 147 |

Q10 - Is there a specific area of the contract on which you would like training? Which article?

| |
|--|
| Is there a specific area of the contract on which you would like training?... |
| No. |
| The entire contract |
| Academic freedom |
| Use of aids on the computer geared for the instructor. |
| No |
| Seriously...Yoga, Qigong, Zumba...? |
| no |
| no |
| no |
| not at this time |
| no |
| There are several trainings I have already received training or have researched on my own and feel I'm fairly knowledgeable in the topic - and considering time management information of other topics would be more beneficial. |
| No |
| Tenure and the evaluation process |
| I would like a training session on what is Distance Learning instructor initiated contact. I tried to login to the @One training webinar but had issues logging in and could not view it. |
| I would like to host a training for our unions as AHC has one of the worst contracts and salary schedules I have ever seen. |
| Canvas |
| no |
| Personal/Morale |
| Computer technology would be my #1 and the classes need to be M-Th as many staff are not on campus on Friday |
| No. |
| No |
| No. |
| How to be a better instructor. |
| Do not know at this moment. |
| SABBATICAL LEAVE |

| |
|--|
| salary schedule |
| Advanced Canvas training. |
| n/a |
| Canvas "drop in" sessions -more available hours/days |
| All of them |
| No |
| Canvas skills |

Q11 - What days of the week work best for you to attend PD training?

| |
|---|
| What days of the week work best for you to attend PD training? |
| Monday and Wednesday |
| Thursday |
| Wednesdays |
| Wednesday and Friday |
| Monday-Saturday |
| During M,T,W,R during the afternoons, or M mornings |
| Tues and Wed afternoons |
| Fridays |
| Monday and Friday not during the end of the term |
| M-R |
| late afternoons on any day or weekends |
| As a part time instructor who works days, evenings, Fri or Sat best |
| Friday |
| Saturday |
| Friday |
| MWF |
| none |
| fridays |
| Monday |
| Tuesday |
| Saturday/sunday |
| tues, fri, sat |
| any mornings |
| Wednesdays, Thursdays and Fridays |
| Monday, Tuesday, Wednesday, Thursday, Friday |
| Mon And Fri |
| Saturday |
| N/A |

| |
|---|
| Thursdays |
| Irrelevant, so long as I'm free. |
| Fridays |
| Pre-pre contract days.... |
| Monday or Weds |
| Thursday and Friday |
| Mondays, tuesdays, Thursdays |
| Monays |
| weekend |
| Tuesday, Thursday, Friday |
| Mon, tues, Wed |
| Thurs, Fri. |
| Friday |
| Monday, Tuesday, and Thusday afternoons. |
| M-F after 4:30, S all day |
| varies, I am part time and have other responsibilities (self-employed/ community meetings) in addition to teaching online for AHC |
| Mondays and Wednesdays after 3pm |
| Friday afternoons |
| Monday and Wednesday |
| Monday |
| varies |
| Thursday and Friday |
| Wednesday after 1pm |
| Thursday |
| Fridays |
| Tuesdays and Thursdays or Mondays and Wednesdays after 3. |
| Wed eve |
| Thursdays between 10-2 |
| tuesday or Friday |
| Friday |
| Any time during flex week or Tuesday/Thursday late afternoons (4pm) |
| Monday-Friday |

| |
|---|
| Monday, Tuesday |
| Tuesday or Friday, depends on semester. |
| Friday |
| Tuesdays, Thursdays, and Fridays |
| mon-thurs |
| Friday |
| Fridays |
| Fridays or Saturdays |
| Friday |
| Monday Wednesday afternoons. |
| Monday, Tuesday, Wednesday, Thursday. |
| Friday |
| Monday or Wednesday |
| Thursday and Friday |
| Tuesdays afternoon |
| Tues/Mon/Wed |
| Monday, Tuesday, Wednesday |
| W |
| Friday |
| Thursday or Friday. |
| Friday |
| Weekday mornings |
| weekends |
| none... but Friday isn't as bad |
| Monday Tuesday |
| TBD |
| Usually Fridays |
| Tuesday |
| Tuesdays, Thursdays |
| Wednesday, Friday |
| Monday and Wednesday |
| Thursdays. |

| |
|--|
| Fridays |
| Fridays |
| Mondays and Fridays |
| Friday |
| Mondays - Fridays |
| Friday |
| Fridays |
| None- my work week is full |
| Too many rows for PDF export, try exporting to Word or CSV |

Q12 - What time of day works best for you to attend PD training?

| |
|---|
| What time of day works best for you to attend PD training? |
| Noon to two PM |
| Evening. |
| Afternoon |
| It really depends on my game schedule for the season. |
| Morning |
| Mornings on Mon-Thurs, Afternoons on Friday, All day Saturday |
| Tues and Wed afternoon, Thurs or Fri morning - ending by 11 |
| 8 a.m. - 12 p.m. |
| See the above |
| 9-2 |
| late afternoons on any day or weekends |
| Mornings on Friday or after lunch M-R |
| After 5pm |
| 8 AM to 4 PM |
| late morning |
| none |
| 10am-12noon |
| After 1 |
| Afternoon |
| Afternoons |
| open |
| evening |
| afternoon |
| 3:00 PM - 6:00 PM |
| 2 to 5 |
| Any time |
| N/A |
| afternoons |

| |
|---------------------------------|
| Same answer |
| morning or afternoon |
| after one |
| afternoon and evening |
| anytime btwn 10 a.m. - 7p.m |
| early mornings |
| mornings |
| afternoon |
| afternoons |
| am/early afternoon |
| After 1:30 |
| M-F after 4:30, S all day |
| Afternoon |
| Nights |
| anytime |
| varies |
| Morning |
| Friday |
| Evening |
| Early morning or late afternoon |
| 3 pm |
| Wed eve |
| any time tuesday or Friday |
| Tues/Thurs |
| afternoon |
| 8:30-1 |
| Mornings |
| midday or afternoon |
| Morning |
| morning |
| Morning |
| 10:00-2:00 Fridays |

| |
|--|
| Morning |
| Monday and Wednesday afternoons. |
| 3:00 - 6:00 PM |
| AM |
| afternoon before 4 |
| afternoons |
| after 230pm |
| 8-3pm |
| Mornings |
| Afternoon |
| Varies from day to day |
| Variable. |
| All day Friday except 1-3 due to department meeting. |
| 9-11AM; 1-3PM |
| any time on the weekend |
| none |
| afternoon |
| Afternoons |
| morning |
| Mornings |
| After 2pm |
| Late morning |
| around noon |
| before lunch if "YOU" are feeding me. After lunch if not! |
| afternoons |
| any time |
| early monrninings |
| morning |
| after 1 pm |
| Friday's anytime |
| 9-4 |
| None- my work days are full and so are some of my nights and weekends. |

| |
|---------------------------|
| 9:00 am to 3:00 PM |
| Afternoons |
| Afternoon |
| Varies by semester |
| morning |
| Lunch time |
| after 2pm |
| T and Th from 2pm on ward |

Q13 - How do you feel about the option of webinars for PD?

| |
|---|
| How do you feel about the option of webinars for PD? |
| The are not as interesting as not able to ask questions... |
| I prefer webinars more as they are more flexible for my schedule. |
| no |
| prefer in person trainings |
| OKAY |
| Fine with me. |
| Good. |
| good |
| This is a good idea for people who cannot attend the professional development in person, but can view the workshop at a later time. |
| Fantastic make it easier to log on |
| Some topics would work well; others would not. |
| we rely on technology so much that its nice to see and network with others at face to face trainings |
| I like it. |
| Very limited, but they are useful and interesting |
| I do not. I'm hands on. |
| Good idea |
| YES |
| I do like that idea, so long travel isn't required |
| Fine |
| Yes |
| Positive |
| I feel like it is a good choice |
| I'd like the option of a webinar. |
| Would consider. |
| No opinion |
| N/A |
| no |
| Can work. |

| |
|---|
| Not my choice, but I'm happy to see them available~ |
| no |
| not sure |
| fine |
| when there are no technical issues works fine |
| Could be useful. |
| I like that. |
| Depends. At least it's convenient. |
| no my preference but I will use them |
| YES |
| I appreciate webinars that are taped and can listen or watch at a more convenient time. |
| Nuetral |
| ok |
| Seems good |
| Good way to handle scheduling problems |
| Good |
| Good |
| Love it...they can be effective |
| Good, but I could not get on the last Webinar I tried. Can there also be a room set up that someone starts the webinar? |
| good start |
| In person is better |
| Great! |
| sounds good |
| not good. |
| Awesome! |
| sounds convenient, but really boring |
| a good option |
| Would rather have face-to-face options |
| great. Ideal. |
| Webinars are great |
| yuck |
| Great |

| |
|--|
| No feeling |
| It's nice that they're available, but I prefer PD in person. |
| love them |
| OK |
| no a fan |
| Possibly, it they work but in person is always best |
| soso |
| I think this is a great option for part time faculty |
| Maybe |
| Would need help in the beginning as I don't have any experience with webinars. |
| Maybe. |
| Some topics may work well for this, others may need interaction. |
| prefer in person |
| if it can be written down, the text would be preferable to listening to someone read powerpoint slides |
| Excellent option |
| I don't like it. |
| I like that option. |
| those are fine |
| Yes, very viable. |
| I like it |
| I have completed a few and feel that they work well. |
| Have no idea what that is. |
| love |
| Great |
| prefer face to face but have done some. |
| sounds great |
| Totally will do it if available, like in the past |
| oppose |
| This is a great option |
| It is a good idea if it does not interfere with normal work schedules or becomes excessive in useage. (i.e. so many required webinars that a person cannot complete duties to the school with out uncompensated over time) |
| positive |
| Good option |

| |
|---|
| Would allow more flexibility with scheduling. |
| Good |
| webinars are fine |
| The best but forget the faculty have to register just let us show up and have the sign in sheet |
| OK |
| so so to no no |

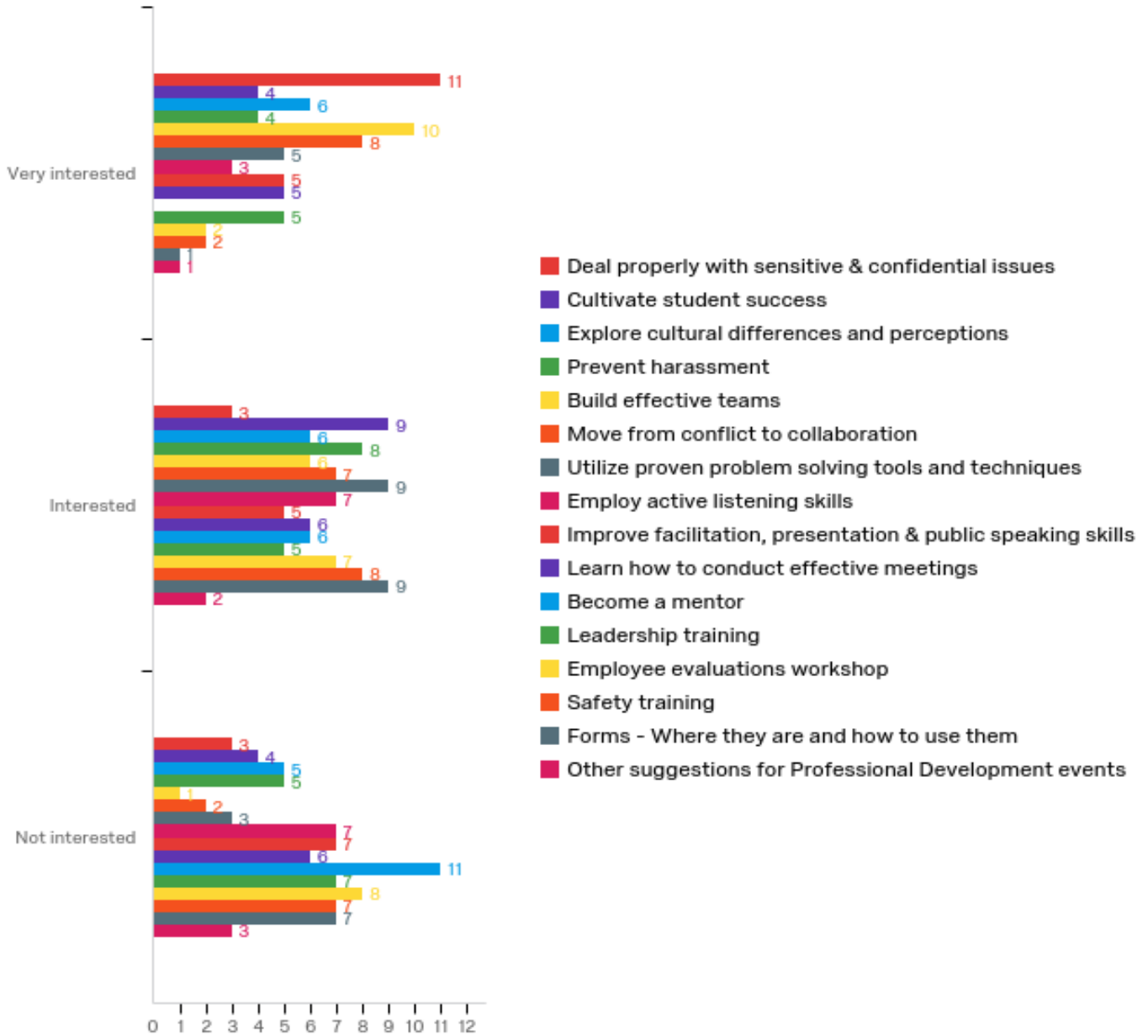
Default Report

PD Management Association Survey 2017

March 1st 2017, 4:55 pm MST

Q2 - Would

you be interested in Professional Development events on the following subjects?

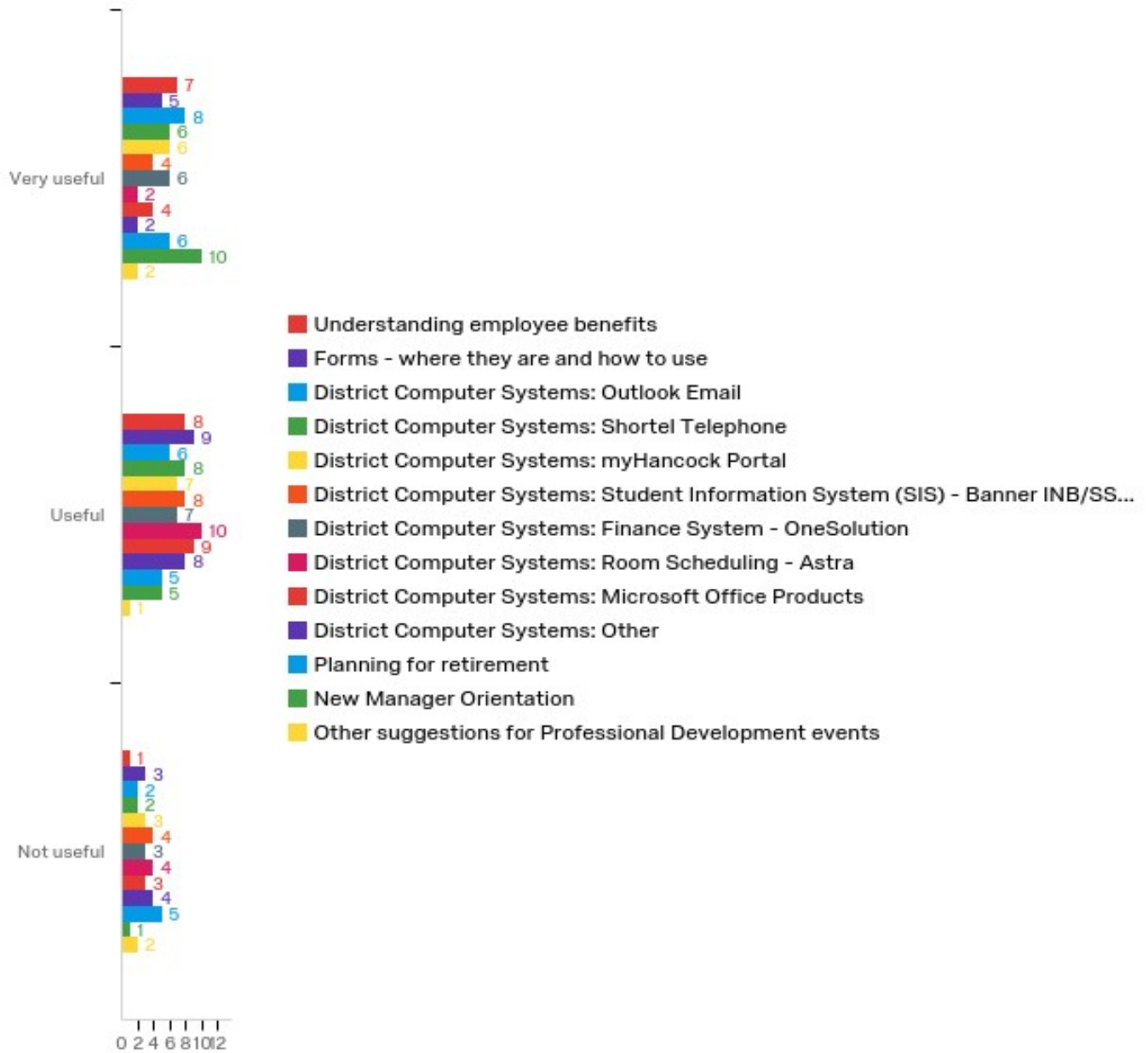


| # | Question | Very interested | | Interested | | Not interested | | Total |
|----|---|-----------------|----|------------|---|----------------|----|-------|
| 1 | Deal properly with sensitive & confidential issues | 64.71% | 11 | 17.65% | 3 | 17.65% | 3 | 17 |
| 2 | Cultivate student success | 23.53% | 4 | 52.94% | 9 | 23.53% | 4 | 17 |
| 3 | Explore cultural differences and perceptions | 35.29% | 6 | 35.29% | 6 | 29.41% | 5 | 17 |
| 4 | Prevent harassment | 23.53% | 4 | 47.06% | 8 | 29.41% | 5 | 17 |
| 5 | Build effective teams | 58.82% | 10 | 35.29% | 6 | 5.88% | 1 | 17 |
| 6 | Move from conflict to collaboration | 47.06% | 8 | 41.18% | 7 | 11.76% | 2 | 17 |
| 7 | Utilize proven problem solving tools and techniques | 29.41% | 5 | 52.94% | 9 | 17.65% | 3 | 17 |
| 8 | Employ active listening skills | 17.65% | 3 | 41.18% | 7 | 41.18% | 7 | 17 |
| 9 | Improve facilitation, presentation & public speaking skills | 29.41% | 5 | 29.41% | 5 | 41.18% | 7 | 17 |
| 10 | Learn how to conduct effective meetings | 29.41% | 5 | 35.29% | 6 | 35.29% | 6 | 17 |
| 11 | Become a mentor | 0.00% | 0 | 35.29% | 6 | 64.71% | 11 | 17 |
| 12 | Leadership training | 29.41% | 5 | 29.41% | 5 | 41.18% | 7 | 17 |
| 13 | Employee evaluations workshop | 11.76% | 2 | 41.18% | 7 | 47.06% | 8 | 17 |
| 14 | Safety training | 11.76% | 2 | 47.06% | 8 | 41.18% | 7 | 17 |
| 15 | Forms - Where they are and how to use them | 5.88% | 1 | 52.94% | 9 | 41.18% | 7 | 17 |
| 16 | Other suggestions for Professional Development events | 16.67% | 1 | 33.33% | 2 | 50.00% | 3 | 6 |

Other suggestions for Professional Development events

| |
|--|
| Other suggestions for Professional Development events |
| How to modify fillable PDF forms, updates on Outlook Office 365 and other popular software banner one solution. we need training with the programs on our computers. |
| Communication, too often emails and calls are left unanswered. additionally, there are times when effected populations are left out of conversations. We have all these shared governance pathways, but sometimes there are still gaps in communication. |
| Customer service skill building |

Q3 - Would the following options be useful at new employee orientation?



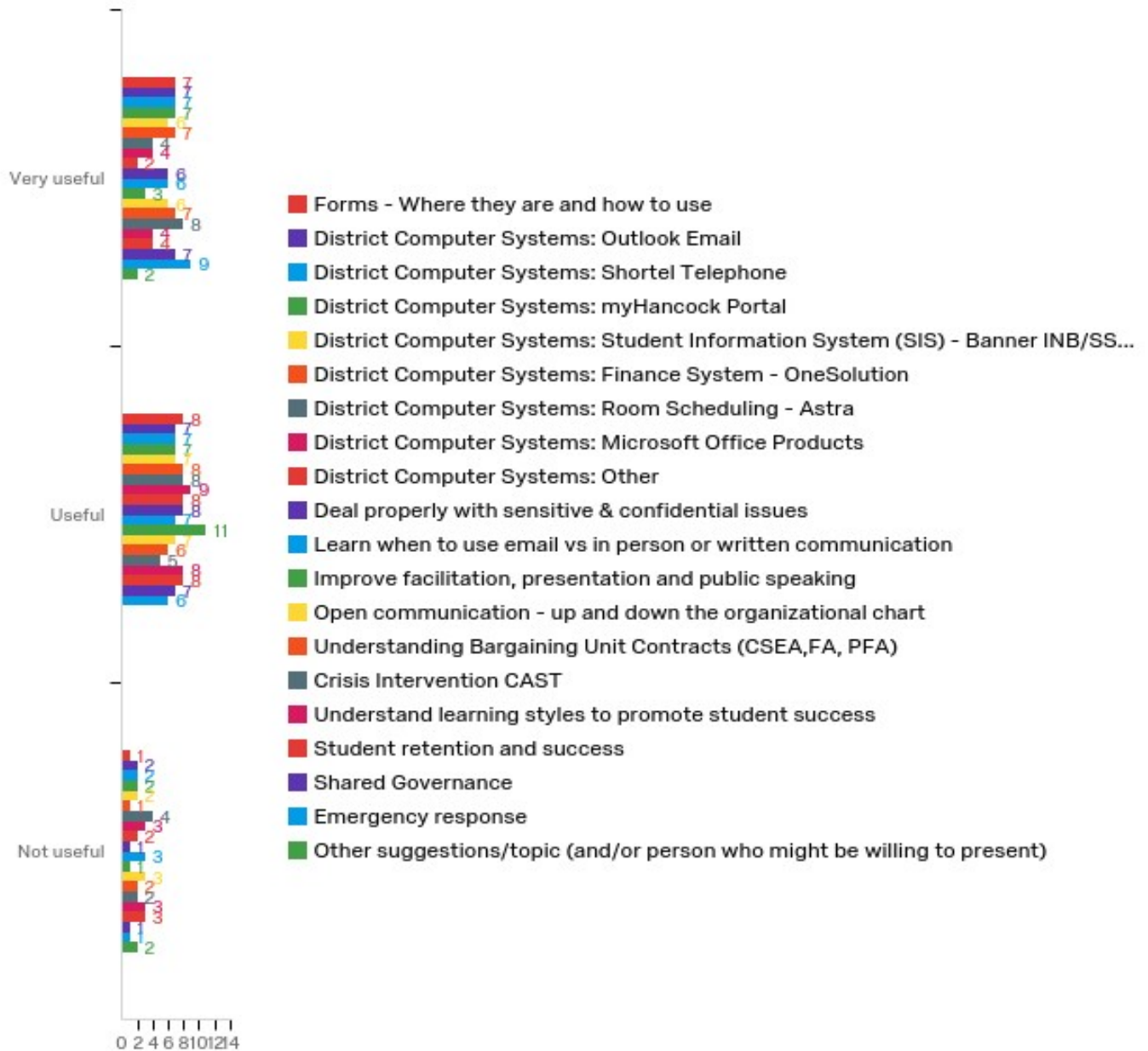
| # | Question | Very useful | Useful | Not useful | Total | | | |
|---|--|-------------|--------|------------|-------|--------|---|----|
| 1 | Understanding employee benefits | 43.75% | 7 | 50.00% | 8 | 6.25% | 1 | 16 |
| 2 | Forms - where they are and how to use | 29.41% | 5 | 52.94% | 9 | 17.65% | 3 | 17 |
| 3 | District Computer Systems: Outlook Email | 50.00% | 8 | 37.50% | 6 | 12.50% | 2 | 16 |
| 4 | District Computer Systems: Shortel Telephone | 37.50% | 6 | 50.00% | 8 | 12.50% | 2 | 16 |
| 5 | District Computer Systems: myHancock Portal | 37.50% | 6 | 43.75% | 7 | 18.75% | 3 | 16 |

| | | | | | | | | |
|----|--|--------|----|--------|----|--------|---|----|
| 6 | District Computer Systems: Student Information System (SIS) - Banner INB/SSB | 25.00% | 4 | 50.00% | 8 | 25.00% | 4 | 16 |
| 7 | District Computer Systems: Finance System - OneSolution | 37.50% | 6 | 43.75% | 7 | 18.75% | 3 | 16 |
| 8 | District Computer Systems: Room Scheduling - Astra | 12.50% | 2 | 62.50% | 10 | 25.00% | 4 | 16 |
| 9 | District Computer Systems: Microsoft Office Products | 25.00% | 4 | 56.25% | 9 | 18.75% | 3 | 16 |
| 10 | District Computer Systems: Other | 14.29% | 2 | 57.14% | 8 | 28.57% | 4 | 14 |
| 11 | Planning for retirement | 37.50% | 6 | 31.25% | 5 | 31.25% | 5 | 16 |
| 12 | New Manager Orientation | 62.50% | 10 | 31.25% | 5 | 6.25% | 1 | 16 |
| 13 | Other suggestions for Professional Development events | 40.00% | 2 | 20.00% | 1 | 40.00% | 2 | 5 |

Other suggestions for Professional Development events

| |
|---|
| Other suggestions for Professional Development events |
| FERPA |
| all needed |

Q4 - Which of the following do you think would be useful in the first 6 months of employment at Allan Hancock College?



| # | Question | Very useful | Useful | Not useful | Total |
|---|--|-------------|----------|------------|-------|
| 1 | Forms - Where they are and how to use | 43.75% 7 | 50.00% 8 | 6.25% 1 | 16 |
| 2 | District Computer Systems: Outlook Email | 43.75% 7 | 43.75% 7 | 12.50% 2 | 16 |
| 3 | District Computer Systems: Shortel Telephone | 43.75% 7 | 43.75% 7 | 12.50% 2 | 16 |
| 4 | District Computer Systems: myHancock Portal | 43.75% 7 | 43.75% 7 | 12.50% 2 | 16 |
| 5 | District Computer Systems: Student Information System (SIS) - Banner INB/SSB | 40.00% 6 | 46.67% 7 | 13.33% 2 | 15 |

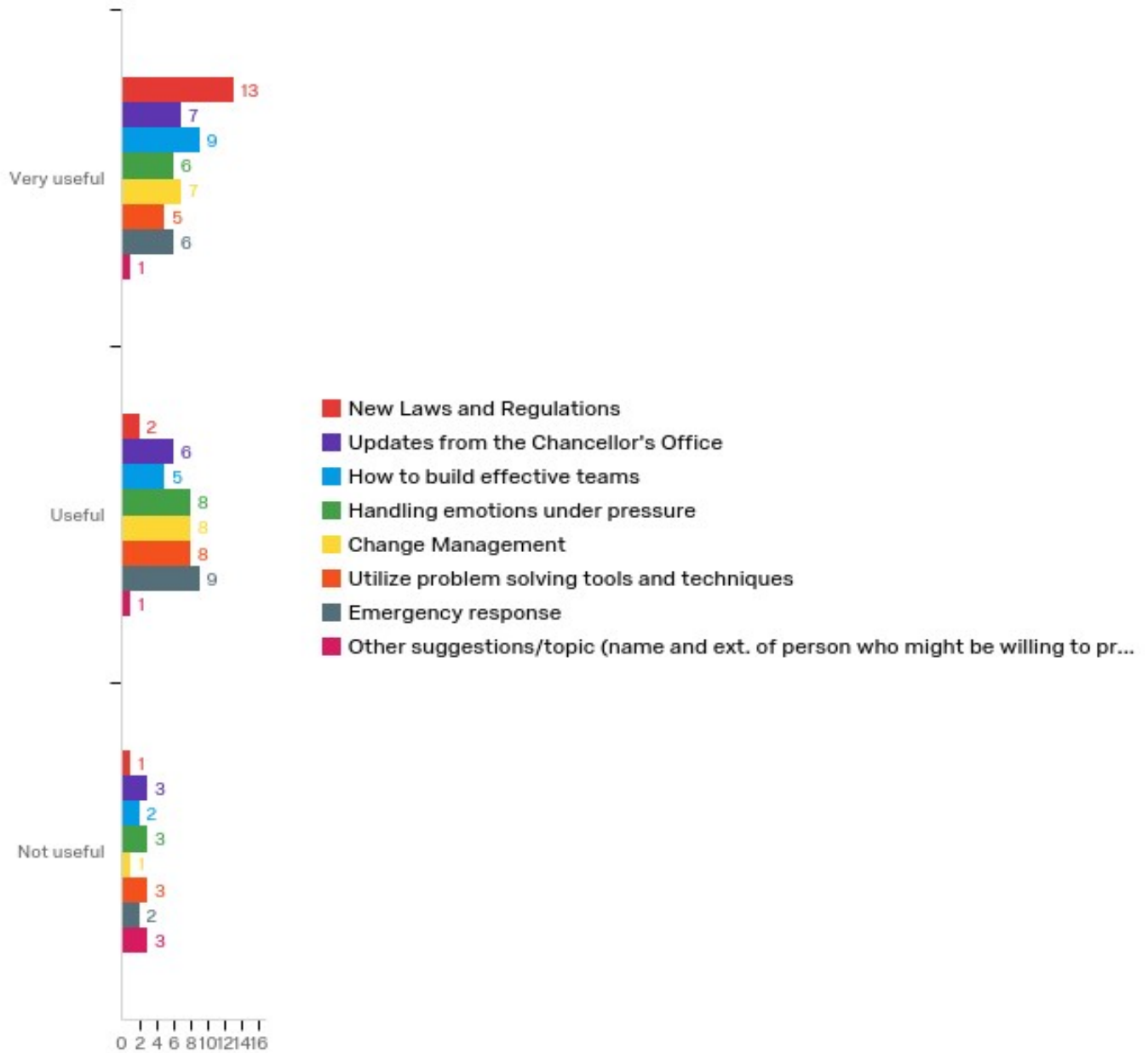
| | | | | | | | | |
|----|---|--------|---|--------|----|--------|---|----|
| 6 | District Computer Systems: Finance System - OneSolution | 43.75% | 7 | 50.00% | 8 | 6.25% | 1 | 16 |
| 7 | District Computer Systems: Room Scheduling - Astra | 25.00% | 4 | 50.00% | 8 | 25.00% | 4 | 16 |
| 8 | District Computer Systems: Microsoft Office Products | 25.00% | 4 | 56.25% | 9 | 18.75% | 3 | 16 |
| 9 | District Computer Systems: Other | 16.67% | 2 | 66.67% | 8 | 16.67% | 2 | 12 |
| 10 | Deal properly with sensitive & confidential issues | 40.00% | 6 | 53.33% | 8 | 6.67% | 1 | 15 |
| 11 | Learn when to use email vs in person or written communication | 37.50% | 6 | 43.75% | 7 | 18.75% | 3 | 16 |
| 12 | Improve facilitation, presentation and public speaking | 20.00% | 3 | 73.33% | 11 | 6.67% | 1 | 15 |
| 13 | Open communication - up and down the organizational chart | 37.50% | 6 | 43.75% | 7 | 18.75% | 3 | 16 |
| 14 | Understanding Bargaining Unit Contracts (CSEA,FA, PFA) | 46.67% | 7 | 40.00% | 6 | 13.33% | 2 | 15 |
| 15 | Crisis Intervention CAST | 53.33% | 8 | 33.33% | 5 | 13.33% | 2 | 15 |
| 16 | Understand learning styles to promote student success | 26.67% | 4 | 53.33% | 8 | 20.00% | 3 | 15 |
| 17 | Student retention and success | 26.67% | 4 | 53.33% | 8 | 20.00% | 3 | 15 |
| 18 | Shared Governance | 46.67% | 7 | 46.67% | 7 | 6.67% | 1 | 15 |
| 19 | Emergency response | 56.25% | 9 | 37.50% | 6 | 6.25% | 1 | 16 |
| 20 | Other suggestions/topic (and/or person who might be willing to present) | 50.00% | 2 | 0.00% | 0 | 50.00% | 2 | 4 |

Other suggestions/topic (and/or person who might be willing to present)

| |
|---|
| Other suggestions/topic (and/or person who might be willing to present) |
| District travel policies/forms |
| All great suggestion -- get the plan moving to action |

Q5 - When

job needs change, which of the following options would be useful?



| # | Question | Very useful | Useful | Not useful | Total |
|---|--------------------------------------|-------------|----------|------------|-------|
| 1 | New Laws and Regulations | 81.25% 13 | 12.50% 2 | 6.25% 1 | 16 |
| 2 | Updates from the Chancellor's Office | 43.75% 7 | 37.50% 6 | 18.75% 3 | 16 |
| 3 | How to build effective teams | 56.25% 9 | 31.25% 5 | 12.50% 2 | 16 |
| 4 | Handling emotions under pressure | 35.29% 6 | 47.06% 8 | 17.65% 3 | 17 |
| 5 | Change Management | 43.75% 7 | 50.00% 8 | 6.25% 1 | 16 |

| | | | | | | | | |
|---|---|--------|---|--------|---|--------|---|----|
| 6 | Utilize problem solving tools and techniques | 31.25% | 5 | 50.00% | 8 | 18.75% | 3 | 16 |
| 7 | Emergency response | 35.29% | 6 | 52.94% | 9 | 11.76% | 2 | 17 |
| 8 | Other suggestions/topic (name and ext. of person who might be willing to present) | 20.00% | 1 | 20.00% | 1 | 60.00% | 3 | 5 |

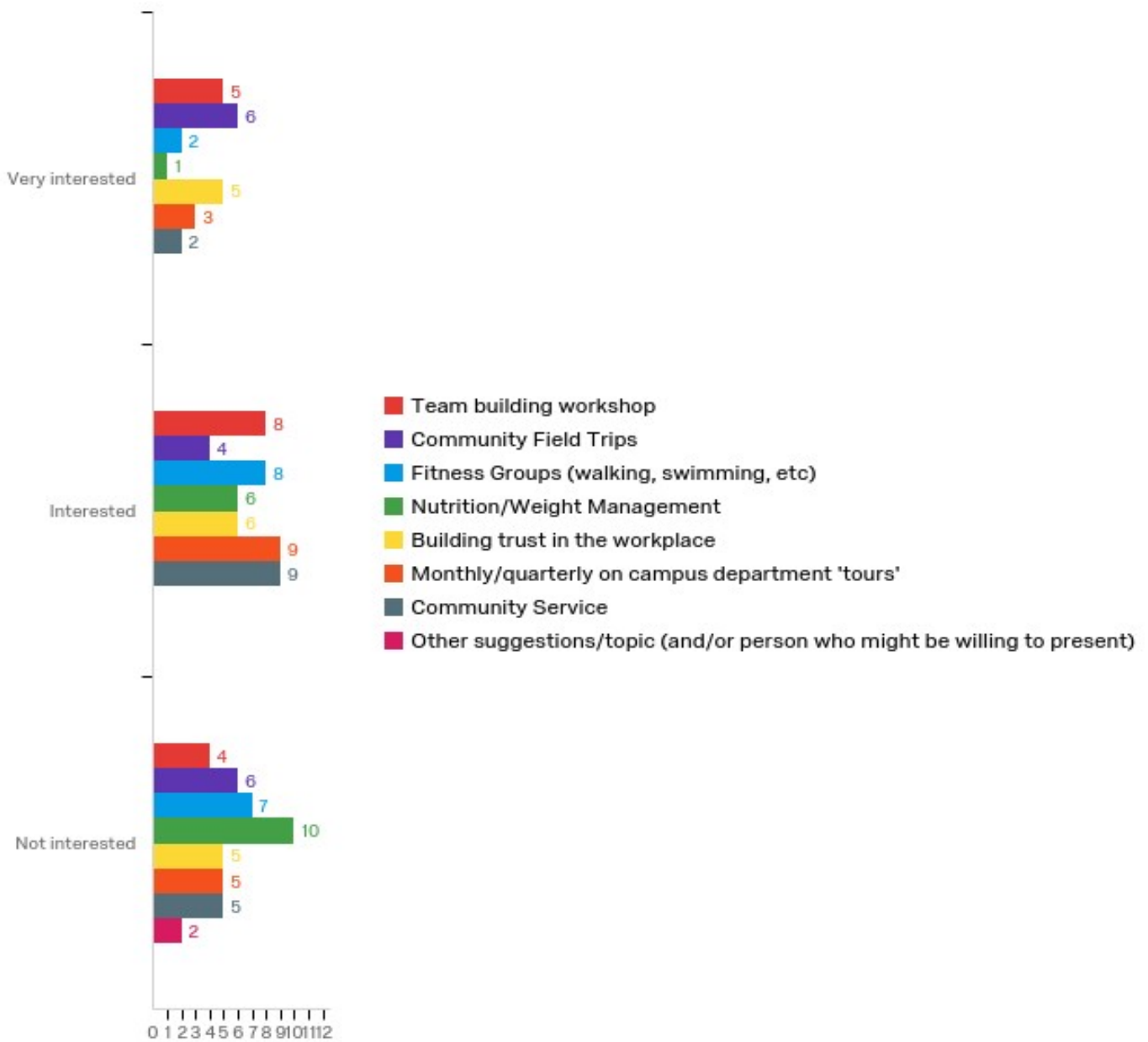
Other suggestions/topic (name and ext. of person who might be willing to pr...

Other suggestions/topic (name and ext. of person who might be willing to pr...

I'm sure we have enough talent on campus

Q6 - Which

of the following Personal Growth options would you be interested in?



| # | Question | Very interested | Interested | Not interested | Total | | | |
|---|---|-----------------|------------|----------------|-------|--------|----|----|
| 1 | Team building workshop | 29.41% | 5 | 47.06% | 8 | 23.53% | 4 | 17 |
| 2 | Community Field Trips | 37.50% | 6 | 25.00% | 4 | 37.50% | 6 | 16 |
| 3 | Fitness Groups (walking, swimming, etc) | 11.76% | 2 | 47.06% | 8 | 41.18% | 7 | 17 |
| 4 | Nutrition/Weight Management | 5.88% | 1 | 35.29% | 6 | 58.82% | 10 | 17 |
| 5 | Building trust in the workplace | 31.25% | 5 | 37.50% | 6 | 31.25% | 5 | 16 |

| | | | | | | | | |
|---|---|--------|---|--------|---|---------|---|----|
| 6 | Monthly/quarterly on campus department 'tours' | 17.65% | 3 | 52.94% | 9 | 29.41% | 5 | 17 |
| 7 | Community Service | 12.50% | 2 | 56.25% | 9 | 31.25% | 5 | 16 |
| 8 | Other suggestions/topic (and/or person who might be willing to present) | 0.00% | 0 | 0.00% | 0 | 100.00% | 2 | 2 |

Other suggestions/topic (and/or person who might be willing to present)

Other suggestions/topic (and/or person who might be willing to present)

Q7 - Please use this space to provide any additional comments or feedback about Professional Development events at Allan Hancock College.

Please use this space to provide any additional comments or feedback about...

Offer multiple sections at multiple times. It tough to participate if PD if offered on one date/one time.

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs | Item Number: 15.J. |
| 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:

Agriculture, Water & Environmental Technology Mid-Winter Institute (*Goal SLS2: To support student access, achievement, and success.*) (*Goal II: Community Integration.*) Allan Hancock College hosted the Agriculture, Water and Environmental Technology (AWET) Mid-Winter Institute for statewide community college and university faculty and administrators, November 30 – December 2, 2017. Holly Nolan Chavez, AWET Deputy Sector Navigator for the South Central Coast Region, and Nancy Gutierrez, Statewide AWET Sector Navigator, spearheaded this event for approximately 90 participants. A first for any community college in our region to host, the Mid-Winter Institute, which featured keynote presenters, Danilu Ramirez of RDO Water, Dennis Donahue of the Western Growers Innovation Center, and Jim Aschwanden of the California Agricultural Teachers' Association, as well as, faculty and statewide advisory workgroup meetings, and industry tours that showcase unique local assets – including two of Vandenberg AFB's Space Launch Complexes, in recognition of this sector's critical dependence upon space-enabled technology.

Participants had the opportunity to select one of three industry tours to attend:

Tour 1: Innovative Produce, Bonipak, and the AHC Winery

Tour 2: Plantel Nurseries, Primus Labs, and Presqu'ile

Tour 3: Vandenberg AFB, Chumash Environmental Center, and Kita Wines

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| Administrator Initiating Item: George A. Railey | Final Disposition: |
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INFORMATION ITEM

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| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | Monthly Report, Associate Superintendent/Vice President, Student Services | Item Number: | 15.K. |
| Strategic Goal: | Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: | Page 1 of 2 |

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:

UTC Application Express Night (*Goal SLS2: To support student access, achievement, and success.*) Allan Hancock College faculty counselors facilitated a university application review night. UTC helped nearly 80 students on November 21. The three-hour session was held to review university applications of students applying for fall 2018 admission. Students were seen on a drop-in basis to have their university applications reviewed. The goal of this event is to ensure that students are accurately completing their university applications by the given deadline.

2017-18 One-time Emergency Aid Funding for Dreamer Students (*Goal SLS2: To support student access, achievement, and success.*) Financial Aid implemented the 2017-18 One-time Emergency Aid Funding for Dreamer Students (AB 134). The office disbursed \$77,000 to 225 Dreamer students in November 2017.

Puente Student Conference (*Goal SLS2: To support student access, achievement, and success.*) Thirty students of the Puente Project attended a field trip to both UC Davis and California State University, Sacramento on October 27 & 28. On October 27, students toured the UC Davis campus and attended workshops that focused on transfer and student success. The highlight was AHC's 2016 ASBG President, Michael Huggins, who arrived as a presenter on the UC Davis student panel. A recent transfer to UC Davis, he shared the transition experience into the quarter system; how he became involved on campus; and how the AHC scholarships helped him financially. Following the UC Davis visit, students enjoyed a dinner and theater performance in downtown Sacramento. On October 28, Puente students attended the Puente motivational conference at California State University, Sacramento with over 1,000 Puente attendees. The keynote speakers included the CSU Sacramento President as well as a former Puente student who is now a college professor and writer.

Facebook Live: Scholarship Workshop (*Goal SLS2: To support student access, achievement, and success.*) The first Facebook Live Workshop for students was available November 30; broadcast by Luis Ayala, CalWORKs specialist, and presented by Michelle Machado, EOPS counselor. The online scholarship workshop allowed students another option to meet their EOPS/CARE/CAFYES & CalWORKs program compliance. Eighteen students attended the workshop in person and seventeen students followed online.

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| Administrator Initiating Item: Nohemy Ornelas | Final Disposition: |
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Taste of Home Thanksgiving Feast (*Goal SLS5: Nurture students*) The Associated Student Body Government hosted a “Taste of Home Thanksgiving Feast” on Wednesday, November 22 in the Student Center. Student Equity sponsored the meal and 188 students enjoyed turkey, fried chicken, stuffing, collard greens, macaroni and cheese, apple pie and pumpkin pie. The event benefited students with food insecurities, homelessness and athletes with family afar. It was an excellent opportunity to share gratitude and camaraderie.

CAFYES Thanksgiving Feast (*Goal SLS5: Nurture students*) On November 16, the Second Annual CAFYES Thanksgiving Feast was held. Approximately 20 CAFYES (former foster youth) students brought close family and friends to attend the festivities. The EOPS/CARE/CAFYES & CalWORKs staff generously donated all the home-cooked food.

CARE Turkey Drive & Distribution (*Goal SLS5: Nurture students*) The Ninth Annual CARE Turkey Drive provided a turkey and all the trimmings to 75 CARE students and their families for the Thanksgiving Holiday. Generous donations provided by staff and faculty at Allan Hancock College helped raise close to \$3,000 for this successful event. The turkey meals fed over 200 students and their children. Students who received these meals were able to enjoy Thanksgiving without the financial hardship of providing a holiday meal to their families.

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Monthly Report, Vice President, Institutional Effectiveness | Item Number: 15.L. |
| Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission | Enclosures: Page 1 of 2 |

BACKGROUND

Fall 2017 AB540/Dream Act Research (*Goal SLS2: To support student access, achievement, and success.*) Eric Biely in the Institution Effectiveness (IE) Office recently completed an initial study of undocumented students that qualify as AB 540 (Dream Act) or agriculture waiver students. A working group at the college formed to study the enrollment patterns and outcomes of these students; to support the group's research, the IE office provided descriptive qualitative and quantitative data focusing in the following areas:

1. What are their demographic and academic characteristics?
2. What are the experiences of undocumented students on our campus?

Institutional Effectiveness developed a 23-question online survey and identified 300 students as potential participants. Students were emailed and invited to complete the survey; there were 86 respondents (29%). The survey results provide initial insights into the experience of AB 540/Dream Act students. Below are the most salient survey findings:

- Eighty-eight percent of respondents are very or somewhat concerned about detention or deportation of self or family.
- More than half of the respondents surveyed would like more information about naturalization or citizenship workshops, permanent residency workshops, DACA (Deferred Action for Childhood Arrival), and/or avoiding detention/deportation.
- Eighty-five percent are paying for college with the BOG Fee Waiver and 57% are paying for college by working.
- Sixty-two percent of respondents are very or somewhat confident that they will be able to get through college and achieve educational goals.
- Eighty-five percent of students feel like they belong at Allan Hancock College and 73% believe Allan Hancock College is a safe place.

Respondents feel *extremely or moderately* concerned about the following:

| | |
|------------------------------|-----|
| Immigration issues | 85% |
| Paying for books & materials | 80% |
| Paying for tuition (classes) | 79% |
| Lack of employment or income | 71% |
| Housing | 59% |
| Transportation to school | 54% |
| Work demands | 51% |

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| Administrator Initiating Item: Paul M. Murphy | Final Disposition: |
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| Lack of access to credit classes | 50% |
| Physical or mental health issues | 47% |
| Family demands (other than child care) | 36% |
| Child care | 26% |

Student Data

| AB 540 Headcount and Enrollment | | | |
|---------------------------------|---------|---------|----------|
| | 2012-12 | 2016-17 | % Change |
| Headcount | 367 | 580 | 58% |
| Enrollment | 1,749 | 2,979 | 70% |

| Profile Comparison | AB 540 | Credit Students |
|-----------------------------|--------|-----------------|
| Age < 25 | 84% | 68% |
| Unit Load: Full-Time | 34% | 29% |
| Unit Load: 9 + units | 53% | 43% |
| Success Rate | 68% | 73% |
| Retention Rate | 86% | 88% |

Similar to the overall credit student population, registered nursing is the top major for AB 540 students, followed by Engineering and Psychology. The top courses enrolled in during 2016-2017 were English 101, Math 331, and HED 100.

Comparison: Top Majors in 2016-17

| AB 540 Students | All Credit Students |
|------------------------------|------------------------------|
| 1. Registered Nursing | 1. Registered Nursing |
| 2. Engineering | 2. Psychology |
| 3. Psychology | 3. Biology |
| 4. General | 4. Administration of Justice |
| 5. Biology | 5. General |
| 6. Administration of Justice | 6. Engineering |
| 7. Business Administration | 7. Fire Technology |

Comparison: Top Courses Enrolled in 2016-17

| AB 540 Credit Students | All Credit Students |
|------------------------|---------------------|
| 1. ENGL101 | 1. ENGL 101 |
| 2. MATH 331 | 2. HED 100 |
| 3. HED 100 | 3. MATH 331 |
| 4. ENGL 103 | 4. PSY 101 |
| 5. SPCH 101 | 5. POLS 103 |
| 6. ART 101 | 6. MATH 123 |
| 7. HIST 118 | 7. ENGL 103 |
| 8. POLS 103 | 8. SPCH 101 |

INFORMATION ITEM

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: Monthly Report, Executive Director, College Advancement | Item Number: 15.M. |
| Strategic Goal: Goal II: Community Integration | Enclosures: Page 1 of 2 |

BACKGROUND

The Executive Director of College Advancement will report on the items listed below in regards to college advancement:

Bulldog Bound (*Goal SLS2: To support student access, achievement, and success.*) (*Goal II: Community Integration.*) Public Affairs coordinated the second Bulldog Bound Experience on November 17, 2017 at the Lompoc Valley Center. With the assistance of LVC staff, student ambassadors, and AHC faculty, 455 Lompoc Unified School District fifth- and sixth-grade students and special guest, Santa Barbara County Superintendent of Schools Susan Salcido, were given tours and participated in hands-on experiences in public safety, astronomy, chemistry, food science/nutrition, geology, art, and recreation. Another Bulldog Bound event was scheduled for Saturday, December 9. Fifth and sixth-grade students and their families were invited to attend the women's and men's basketball games to further strengthen outreach efforts to the community.

Community Outreach (*Goal II: Community Integration.*) (*Goal SLS6: Engage students.*) Public Affairs participated in several community events including the 2017 Business and Education Partnership Breakfast in Santa Barbara, a presentation at the Five Cities Rotary, and assisted in coordinating a video shoot by the Santa Barbara Foundation featuring SBF board member Phil Alvarado. Mr. Alvarado selected AHC as his nonprofit of choice in Northern Santa Barbara County to feature in a video that is part of SBF's new branding and strategic plan campaign. Public Affairs also developed a new, more-cohesive Community Education marketing strategy to be launched this spring to bolster enrollment in Community Education classes and programs.

Winter Class Promotion (*Goals II: Community Integration.*) (*Goal SLS7: Ensure students are connected.*) Public Affairs launched an aggressive promotional campaign to raise awareness about the college's winter intersession. In addition to on-campus promotion through banners, posters, and class schedules, Public Affairs placed advertisements on local radio stations, social media, online, as well as in the Cal Poly and UC Santa Barbara newspapers.

Scholarship Program 2018 (*Goal SLS2: To support student access, achievement, and success.*) The online application is now open for the May 2018 Allan Hancock College Foundation scholarship program. The Financial Aid office is offering workshops to assist students with the application process both on the Santa Maria campus and at the Lompoc Valley Center. Staff are working closely with the office of Public Affairs and Communications to get the word out through news releases, social media, email announcements, and displays on campus with posters and banners. The deadline for applications is February 21, 2018. The AHC Foundation Board of Directors approved at their November meeting supporting the May 24, 2018 scholarship awards event, and asked staff to provide a proposed budget with details about the event for this next year at the January quarterly board meeting.

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| Administrator Initiating Item: Susan Houghton | Final Disposition: |
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Foundation's Launch of the Community Ambassador Program - *(Goal II: Community Integration Partner with workforce and industry to expand pursuit of community partnerships and search out opportunities to tell our story to advance the mission of the college.)* The new Community Ambassador Program launched on August 17, 2017 and the feedback has been great! There have been three sessions highlighting Academic Affairs, Student Services, Community Education, Industrial Technology, and a general overview of Allan Hancock College. The next session will be an overview of the Lompoc Valley Center and Public Safety programs. Our Community Ambassadors will be educated on the different programs Lompoc has to offer, as well as simulation demonstrations by the police academy recruits. There are three sessions scheduled for the spring as follows with graduation set for July 26, 2018.

--January 26, 2018 12 p.m. – 4 p.m.
--March 15, 2018 12 p.m. – 4 p.m.
--May 18, 2018 12 p.m. – 4 p.m.

INFORMATION ITEM

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|-----------------|---|-------------------|-------------|
| To: | Board of Trustees | Date: | |
| From: | Superintendent/President | December 12, 2017 | |
| Subject: | Monthly Report, Associate Superintendent/Vice President, Finance and Administration | 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 1 |

BACKGROUND

Bond Refunding (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) The bond refunding closed on Thursday, November 30, 2017, resulting in a net savings to the taxpayers of \$10,295,617.

Audit Update (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) Draft audits for the district, Bond Measure I, the AHC Foundation, the Viticulture and Enology Foundation and PCPA were received and reviewed in November. All had clean opinions and no findings. Bill Rauch, partner at Vavrinek, Trine, Day & Co. LLP, will attend the January 9, 2018 board meeting to present the district audits.

Banner Update (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) During November, the Banner finance team finished the first upload of the chart of accounts, conducted an introductory training session on navigation of the finance module and started training on the purchasing module. Throughout the month the Banner HR/PY team received training on data migration and has since been collecting information to populate various tables in preparation for establishing employee records.

Fine Arts Complex (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) DLR Group, the architects selected for design of the Fine Arts Complex, have kicked off the meetings with stakeholders to define programming requirements for the complex. The schedule requires that preliminary plans are provided to the Chancellor's Office by March 1, 2018.

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| Administrator Initiating Item: Michael R. Black | Final Disposition: |
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INFORMATION ITEM

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| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds | Item Number: 15.O. |
| 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:

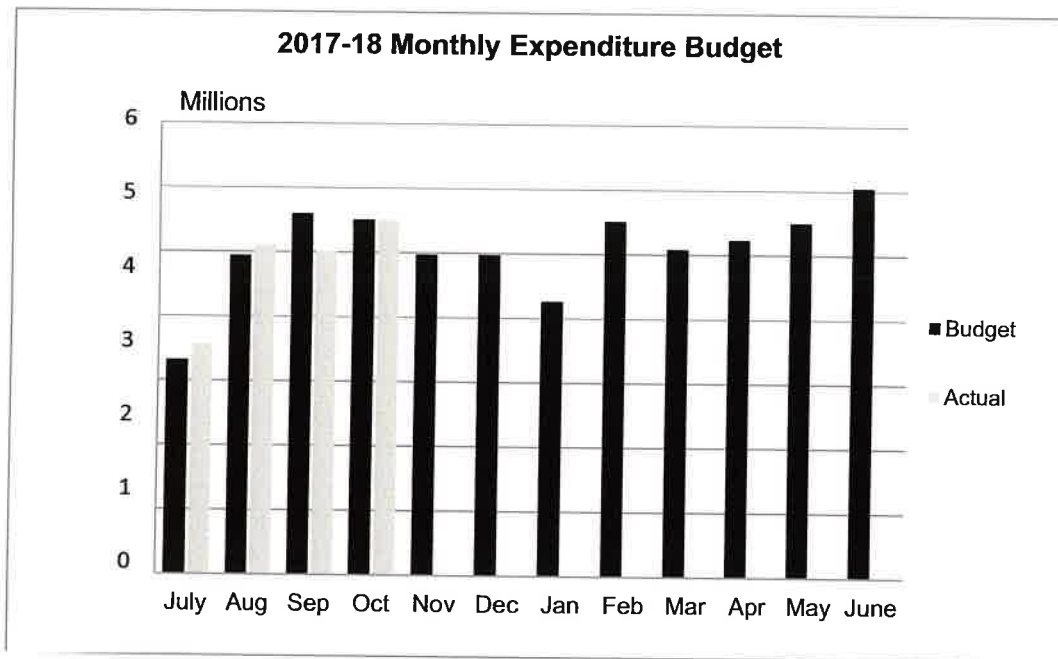
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment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

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| Administrator Initiating Item: Michael R. Black | Final Disposition: |
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
ADOPTED BUDGET

| | October Budget | October Expenditures | Percentage Variance |
|--------------------------|-------------------|-------------------------|------------------------|
| Academic Salaries | 2,208,369 | 2,194,566 | 99.37% |
| Classified Salaries | 1,232,747 | 1,257,700 | 102.02% * |
| Employee Benefits | 1,333,677 | 847,348 | 63.53% |
| Supplies and Materials | 134,575 | 111,018 | 82.50% |
| Other Operating Expenses | 491,630 | 650,676 | 132.35% * |
| Capital Outlay | 36,612 | 122,528 | 334.67% * |
| Other Outgo/Transfers | <u>72,032</u> | <u>331,116</u> | 459.68% * |
| | 5,509,642 | 5,514,952 | 100.10% |

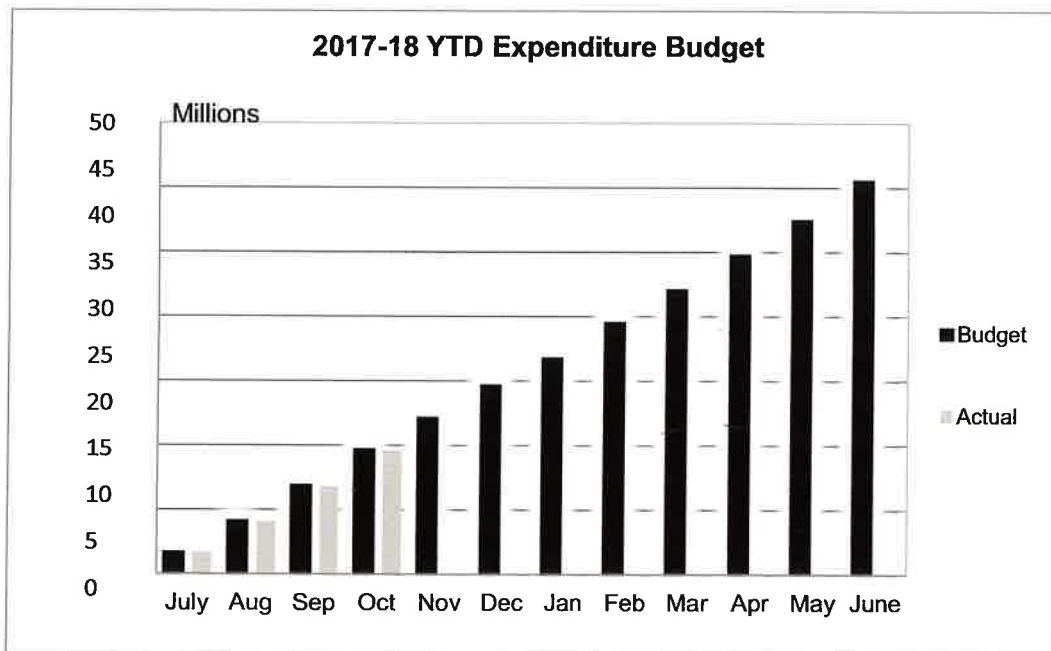


* Variance in monthly expenditures reflect timing differences from prior years.

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
ADOPTED BUDGET**

Year to Date Expenditures

| | July-October Budget | July-October Year to Date | Percentage Variance |
|--------------------------|------------------------|------------------------------|------------------------|
| Academic Salaries | 7,591,283 | 7,423,696 | 97.79% |
| Classified Salaries | 4,608,987 | 4,575,464 | 99.27% |
| Employee Benefits | 3,865,093 | 3,392,045 | 87.76% |
| Supplies and Materials | 417,727 | 405,510 | 97.08% |
| Other Operating Expenses | 2,323,014 | 2,622,822 | 112.91% * |
| Capital Outlay | 214,966 | 303,723 | 141.29% * |
| Other Outgo/Transfers | <u>371,375</u> | <u>507,587</u> | 136.68% |
| | 19,392,445 | 19,230,847 | 99.17% |



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

Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 10/31/2017

| | <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 | 17,847 | 52.18 | 2,558,910 | 168,968 | 6.60 |
| State Revenues | 40,512,146 | 14,173,054 | 34.98 | 14,362,977 | 7,773,978 | 54.12 |
| Local Revenues | 20,460,988 | 3,287,453 | 16.06 | 1,880,639 | 1,103,085 | 58.65 |
| Total REVENUES | <u>61,007,334</u> | <u>17,478,355</u> | <u>28.64</u> | <u>18,802,528</u> | <u>9,046,032</u> | <u>48.11</u> |
| EXPENDITURES | | | | | | |
| Academic Salaries | 23,833,863 | 7,423,696 | 31.14 | 2,742,058 | 916,941 | 33.43 |
| Classified Salaries | 14,661,075 | 4,575,464 | 31.20 | 4,543,149 | 1,353,062 | 29.78 |
| Employee Benefits | 12,062,035 | 3,392,045 | 28.12 | 1,988,231 | 540,167 | 27.16 |
| Supplies and Materials | 1,244,789 | 405,510 | 32.57 | 1,851,699 | 284,628 | 15.37 |
| Other Operating Expenses | 6,602,177 | 2,622,822 | 39.72 | 5,300,822 | 587,634 | 11.08 |
| Capital Outlay | 651,757 | 303,723 | 46.60 | 1,562,943 | 484,004 | 30.96 |
| Total EXPENDITURES | <u>59,055,698</u> | <u>18,723,263</u> | <u>31.70</u> | <u>17,988,904</u> | <u>4,166,438</u> | <u>23.16</u> |
| Excess of Revenues over (Under) Expenditures | 1,951,635 | (1,244,907) | | 813,623 | 4,879,594 | |
| OTHER FINANCING SOURCES(USES) | | | | | | |
| Other Financing Sources | 10,000 | 200,000 | 2,000.00 | 67,903 | 71,264 | 104.95 |
| Total OTHER FINANCING | <u>10,000</u> | <u>200,000</u> | <u>2,000.00</u> | <u>67,903</u> | <u>71,264</u> | <u>104.95</u> |
| OPERATING TRANSFERS OUT | | | | | | |
| Other Outgo | 1,938,556 | 507,587 | 26.18 | 698,645 | 476,579 | 68.21 |
| Total OPERATING TRANSFERS OUT | <u>1,938,556</u> | <u>507,587</u> | <u>26.18</u> | <u>698,645</u> | <u>476,579</u> | <u>68.21</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>23,079</u> | <u>(1,552,494)</u> | | <u>182,881</u> | <u>4,474,280</u> | |
| FUND BALANCE: | | | | | | |
| Fund balance, July 1 | 10,605,970 | 10,613,176 | | 13,320,924 | 13,320,922 | |
| Current balance | <u>10,629,049</u> | <u>9,060,681</u> | | <u>13,503,805</u> | <u>17,795,202</u> | |

Allan Hancock College Governmental Funds Group

Child Development Fund

Income Statement by Fund

For Period Ending 10/31/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|------------------|----------------|-----------------|
| REVENUES | | | |
| Federal revenues | 226,399 | 87,259 | 38.54 |
| State Revenues | 430,914 | 173,675 | 40.30 |
| Local Revenues | 856,643 | 37,449 | 4.37 |
| Total REVENUES | <u>1,513,956</u> | <u>298,383</u> | <u>19.70</u> |
| EXPENDITURES | | | |
| Academic Salaries | 233,026 | 79,894 | 34.28 |
| Classified Salaries | 295,957 | 110,090 | 37.19 |
| Employee Benefits | 114,473 | 27,850 | 24.32 |
| Supplies and Materials | 451,856 | 23,373 | 5.17 |
| Other Operating Expenses | 178,769 | 5,863 | 3.27 |
| Capital Outlay | 200,000 | 0 | 0.00 |
| Total EXPENDITURES | <u>1,474,083</u> | <u>247,073</u> | <u>16.76</u> |
| Excess of Revenues over (Under) Expenditures | 39,873 | 51,310 | |
| OTHER FINANCING SOURCES(USES) | | | |
| Other Financing Sources | 0 | 15,356 | 0.00 |
| Total OTHER FINANCING SOURCES(USES) | <u>0</u> | <u>15,356</u> | <u>0.00</u> |
| OPERATING TRANSFERS OUT | | | |
| Other Outgo | 0 | 13,544 | 0.00 |
| Total OPERATING TRANSFERS OUT | <u>0</u> | <u>13,544</u> | <u>0.00</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>39,873</u> | <u>53,122</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 261,959 | 261,958 | |
| Current balance | <u>301,832</u> | <u>315,081</u> | |

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 10/31/2017

Rounded to the Nearest Dollar

| | PCPA BUDGET | PCPA ACTUAL | % BUDGET |
|---|------------------|------------------|---------------|
| REVENUES: | | | |
| Earned income | | | |
| Ticket Revenue | 1,609,050 | 938,211 | 58.31% |
| Handling | 53,000 | 27,664 | 52.20% |
| Concessions | 35,000 | 4,178 | 11.94% |
| Advertising | 50,000 | 19,377 | 38.75% |
| Touring | 43,700 | 22,500 | 51.49% |
| Other | 14,000 | 7,722 | 55.16% |
| Total Earned Income | 1,804,750 | 1,019,652 | 56.50% |
| Contributed Income | | | |
| Individual sources | 399,550 | 157,636 | 39.45% |
| Fundraisers | 180,000 | 6,050 | 3.36% |
| Corporations | 35,000 | 9,200 | 26.29% |
| Foundations | 361,746 | 82,324 | 22.76% |
| Total contributed income | 976,296 | 255,210 | 26.14% |
| Allan Hancock College | <u>1,426,949</u> | <u>250,000</u> | <u>17.52%</u> |
| Total revenues | 4,207,995 | 1,524,862 | 36.24% |
| EXPENSES: | | | |
| Production | 2,157,230 | 895,027 | 41.49% |
| Conservatory | 69,546 | 15,809 | 22.73% |
| Scholarships | 663,410 | 362,997 | 54.72% |
| Administration | 284,613 | 81,803 | 28.74% |
| Development | 197,693 | 44,565 | 22.54% |
| Marketing | 471,993 | 161,891 | 34.30% |
| Box office | 271,076 | 105,833 | 39.04% |
| Concessions | 20,200 | 1,434 | 7.10% |
| Outreach/YPP | 72,234 | 28,347 | 39.24% |
| Total expenses | <u>4,207,995</u> | <u>1,697,706</u> | <u>40.34%</u> |
| EXCESS OF REVENUES OVER EXPENSES | | | |
| Outside events (net) | 0 | -172,844 | |
| | 0 | 23,925 | |
| FUND BALANCE | | | |
| Balance, July 1 | 472,981 | 472,981 | |
| Current balance | <u>472,981</u> | <u>324,062</u> | |

Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 10/31/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|--------------------|------------------|-----------------|
| REVENUES | | | |
| State Revenues | 0 | 507,890 | 0.00 |
| Local Revenues | 198,268 | 18,343 | 9.25 |
| Total REVENUES | <u>198,268</u> | <u>526,233</u> | <u>265.41</u> |
| EXPENDITURES | | | |
| Supplies and Materials | 2,314 | 331 | 14.33 |
| Other Operating Expenses | 17,080 | 3,762 | 22.02 |
| Capital Outlay | 2,324,453 | 138,144 | 5.94 |
| Total EXPENDITURES | <u>2,343,848</u> | <u>142,238</u> | <u>6.06</u> |
| Excess of Revenues over (Under) Expenditures | (2,145,580) | 383,994 | |
| OTHER FINANCING SOURCES(USES) | | | |
| Other Financing Sources | 222,960 | 15,000 | 6.72 |
| Total OTHER FINANCING SOURCES(USES) | <u>222,960</u> | <u>15,000</u> | <u>6.72</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>(1,922,620)</u> | <u>398,994</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 7,122,647 | 7,122,647 | |
| Current balance | <u>5,200,026</u> | <u>7,521,641</u> | |

Allan Hancock College Governmental Funds Group

Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 10/31/2017

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|------------------|------------------|-----------------|
| REVENUES | | | |
| Local Revenues | 25,000 | 11,533 | 46.13 |
| Total REVENUES | <u>25,000</u> | <u>11,533</u> | <u>46.13</u> |
| EXPENDITURES | | | |
| Supplies and Materials | 151 | 0 | 0.00 |
| Other Operating Expenses | 131,362 | 98,977 | 75.34 |
| Capital Outlay | 646,341 | 254,271 | 39.34 |
| Total EXPENDITURES | <u>777,855</u> | <u>353,249</u> | <u>45.41</u> |
| Excess of Revenues over (Under) Expenditures | (752,855) | (341,716) | 45.38 |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | | | |
| | <u>(752,855)</u> | <u>(341,716)</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 1,610,993 | 1,399,180 | |
| Current balance | <u>858,137</u> | <u>1,057,464</u> | |

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 10/31/2017

| | 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 | 252,751 | 1,600 | 964 | 4,000 | 2,850 | 151,000 | 50,489 |
| Total Revenues | <u>752,000</u> | <u>252,751</u> | <u>1,600</u> | <u>964</u> | <u>4,000</u> | <u>2,850</u> | <u>151,000</u> | <u>50,489</u> |
| EXPENDITURES: | | | | | | | | |
| Classified salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Employee benefits | 0 | 0 | 139,031 | 12,649 | 0 | 0 | 304,167 | 0 |
| Supplies and materials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contracted services | 750,000 | 258,124 | 0 | 0 | 263,000 | 0 | 0 | 0 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | <u>750,000</u> | <u>258,124</u> | <u>139,031</u> | <u>12,649</u> | <u>263,000</u> | <u>0</u> | <u>304,167</u> | <u>0</u> |
| EXCESS REVENUES OVER (UNDER) EXPENDITURES | 2,000 | -5,373 | -137,431 | -11,685 | -259,000 | 2,850 | -153,167 | 50,489 |
| OTH FIN SRCS (USES): | | | | | | | | |
| Operating Transfers IN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Operating Transfers OUT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Oth Fin Srces | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES | <u>2,000</u> | <u>-5,373</u> | <u>-137,431</u> | <u>-11,685</u> | <u>-259,000</u> | <u>2,850</u> | <u>-153,167</u> | <u>50,489</u> |
| FUND BALANCE: | | | | | | | | |
| Fund balance, July 1 | 1,391,676 | 1,391,622 | 389,616 | 389,616 | 1,165,978 | 1,165,979 | 153,167 | 153,168 |
| Current balance | <u>1,393,676</u> | <u>1,386,248</u> | <u>252,185</u> | <u>377,931</u> | <u>906,978</u> | <u>1,168,829</u> | <u>0</u> | <u>203,657</u> |

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number

10/01/2017 through 10/31/2017
115150007100

Summary Of Fund

MARKET VALUE AS OF 10/01/2017

EARNINGS

NET INCOME CASH RECEIPTS
FEES AND OTHER EXPENSES
REALIZED GAIN OR LOSS
UNREALIZED GAIN OR LOSS
TOTAL EARNINGS

12,167.71
6,791.40-
39.34
49,631.60

55,047.25

9,231,862.86

TOTAL MARKET VALUE AS OF 10/31/2017

9,286,910.11

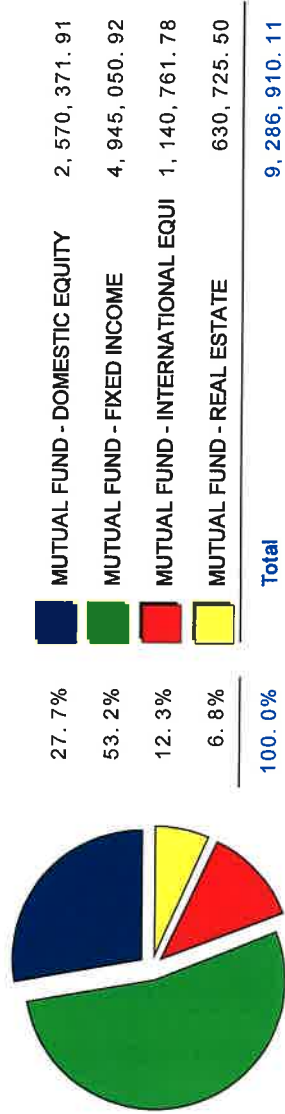
TRUST EB FORMAT

Statement Period 10/01/2017 through 10/31/2017
Account Number 115150007100

Asset Summary As Of 10/31/2017

| DESCRIPTION | MARKET VALUE | AVG COST | % OF PORT |
|------------------------------------|--------------|--------------|-----------|
| MUTUAL FUND - FIXED INCOME | 4,945,050.92 | 4,902,730.31 | 53 |
| MUTUAL FUND - DOMESTIC EQUITY | 2,570,371.91 | 2,197,530.85 | 28 |
| MUTUAL FUND - INTERNATIONAL EQUITY | 1,140,761.78 | 918,739.88 | 12 |
| MUTUAL FUND - REAL ESTATE | 630,725.50 | 638,500.72 | 7 |
| TOTAL INVESTMENTS | 9,286,910.11 | 8,657,501.76 | |
| CASH | 11,006.42 | | |
| DUE FROM BROKER | 0.00 | | |
| DUE TO BROKER | 11,006.42 | | |
| TOTAL MARKET VALUE | 9,286,910.11 | | |

Ending Asset Allocation



ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 10/31/2017

Rounded to the Nearest Dollar
TRUST FUNDS

| | STUDENT FIN AID | ASB | STUDENT REP FEES | DISTRICT TRUST | STUDENT CENTER FEE TRUST | AGENCY STUDENT CLUBS |
|---|--------------------|----------------|---------------------|-------------------|--------------------------------|----------------------------|
| REVENUES: | | | | | | |
| Sales | 0 | 14,175 | 0 | 36,562 | 0 | 1,700 |
| Gifts and contributions | 0 | 0 | 0 | 1,263 | 0 | 2,462 |
| Other local revenue | 0 | 0 | 0 | 1,923 | 0 | 0 |
| Interest | 4 | 8 | 4 | 151 | 374 | 11 |
| Miscellaneous revenue | 6,263,031 | 0 | 11,137 | 1,183 | 21,793 | 941 |
| Total Revenues | <u>6,263,035</u> | <u>14,183</u> | <u>11,141</u> | <u>41,082</u> | <u>22,167</u> | <u>5,114</u> |
| EXPENDITURES: | | | | | | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 |
| Employee benefits | 0 | 0 | 0 | 0 | 0 | 0 |
| Supplies and materials | 0 | 47,857 | -8 | 17,383 | 0 | 988 |
| Contracted services | 0 | 44,895 | 10,041 | 9,416 | 0 | 3,513 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | <u>0</u> | <u>92,752</u> | <u>10,032</u> | <u>26,799</u> | <u>0</u> | <u>4,500</u> |
| EXCESS REVENUES OVER (UNDER) EXPENDITURES | 6,263,035 | -78,568 | 1,109 | 14,283 | 22,167 | 614 |
| OTH FIN SRCES (USES): | | | | | | |
| Operating Transfers IN | 104,890 | 157,047 | 0 | 0 | 0 | 2,800 |
| Operating Transfers OUT | 5,807,815 | 2,700 | 0 | 1,620 | 0 | 100 |
| Total Oth Fin Srces (Uses) | <u>-5,702,925</u> | <u>154,347</u> | <u>0</u> | <u>-1,620</u> | <u>0</u> | <u>2,700</u> |
| EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES | <u>560,110</u> | <u>75,779</u> | <u>1,109</u> | <u>12,663</u> | <u>22,167</u> | <u>3,314</u> |
| FUND BALANCE: | | | | | | |
| Fund balance, July 1 | 21,600 | 70,380 | 20,362 | 912,369 | 136,760 | 66,044 |
| Current balance | <u>581,710</u> | <u>146,159</u> | <u>21,471</u> | <u>925,032</u> | <u>158,927</u> | <u>69,358</u> |

Allan Hancock College Governmental Funds Group

Scholarship and Loan Trust Fnd

Income Statement by Fund

For Period Ending 10/31/2017

| | <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> | <u>0.00</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 10/31/2017

| | Cash Admin | Rounded to the Nearest General Operations | Restricted | Dollar Scholar- ships | Endowment Principal | Endowment Rev/Exp | Total |
|---------------------------------------|------------|---|------------|-----------------------------|------------------------|----------------------|------------|
| REVENUE: | | | | | | | |
| Contributions | 0 | 95,243 | 79,163 | 100,584 | 75,930 | 0 | 350,919 |
| Contributions non-cash | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| District Grant Contributions | 0 | 7,748 | 0 | 0 | 0 | 0 | 7,748 |
| Interest and dividends | 0 | 6,933 | 0 | 0 | 0 | 144,514 | 151,447 |
| Gain/Loss on sale of investments | 0 | 272 | 0 | 0 | 0 | 166,841 | 167,113 |
| Change in asset portfolio | 0 | 20,984 | 0 | 0 | 0 | 798,722 | 819,706 |
| Other Local Revenues | 0 | 42,375 | 171 | 0 | 0 | 0 | 42,546 |
| Total revenue | 0 | 173,555 | 79,334 | 100,584 | 75,930 | 1,110,077 | 1,539,479 |
| EXPENDITURES: | | | | | | | |
| Scholarships | 0 | 0 | 0 | 438,011 | 0 | 0 | 438,011 |
| Student Assistance | 0 | 0 | 12,545 | 0 | 0 | 0 | 12,545 |
| District/College Support | 0 | 0 | 8,538 | 0 | 0 | 0 | 8,538 |
| PCPA Support | 0 | 0 | 0 | 37,324 | 0 | 0 | 37,324 |
| Salaries | 0 | 73,818 | 0 | 0 | 0 | 0 | 73,818 |
| Employee benefits | 0 | 7,164 | 0 | 0 | 0 | 0 | 7,164 |
| Supplies and materials | 0 | 40,515 | 21,734 | 0 | 0 | 0 | 62,249 |
| Contracted personal services | 0 | 5,350 | 0 | 0 | 0 | 0 | 5,350 |
| Travel and conference | 0 | 16,112 | 22,355 | 0 | 0 | 0 | 38,467 |
| Memberships and permits | 0 | 315 | 353 | 0 | 0 | 0 | 668 |
| Technology Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Telephone | 0 | 214 | 0 | 0 | 0 | 0 | 214 |
| Contracts and leases | 0 | 47,956 | 0 | 0 | 0 | 0 | 47,956 |
| Postage and advertising | 0 | 2,432 | 7,077 | 0 | 0 | 0 | 9,508 |
| Bank/brokerage charges | 0 | 8,451 | 70 | 0 | 0 | 68,813 | 77,334 |
| Miscellaneous expense | 0 | 6,336 | 0 | 0 | 0 | 0 | 6,336 |
| Building and equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Credit Card Disc. Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total expenditures | 0 | 208,662 | 72,672 | 475,335 | 0 | 68,813 | 825,482 |
| Net income(loss) | 0 | -35,107 | 6,662 | -374,751 | 75,930 | 1,041,264 | 713,997 |
| OTHER FINANCING SOURCES/OUTGO: | | | | | | | |
| Transfers in | 0 | 196,939 | 4,074 | 3,300 | 24,023 | 1 | 228,336 |
| Transfers out | 0 | 5,887 | 29,422 | 24,023 | 0 | 169,004 | 228,336 |
| Net transfers | 0 | 191,052 | -25,348 | -20,723 | 24,023 | -169,003 | 0 |
| Net inc/dec in fund bal | 0 | 155,944 | -18,686 | -395,474 | 99,953 | 872,261 | 713,997 |
| FUND BALANCE: | | | | | | | |
| Fund equity, July 1 | 0 | 198,645 | 1,593,730 | 704,516 | 18,861,258 | 2,923,080 | 24,281,228 |
| Current balance | 0 | 354,589 | 1,575,043 | 309,041 | 18,961,211 | 3,795,340 | 24,995,225 |

AHC Viticulture & Enology Foundation Fund
Income Statement
For Period Ending 10/31/2017

| REVENUES | <u>Budget</u> | <u>Actual</u> |
|--------------------------------|----------------|----------------|
| Contributed Gifts/Grants/Endw | 35,000 | 0 |
| Non-Cash Contributions | 0 | 4,890 |
| Other Local Revenues | 0 | 0 |
| Net Revenue | <u>35,000</u> | <u>4,890</u> |
| WINE OPERATION | | |
| Sales & Commissions | 30,294 | 13,373 |
| Less: Returns & Allowances | 0 | -200 |
| Less: Sales Discounts | -6,750 | -908 |
| Net Sales | <u>23,544</u> | <u>12,265</u> |
| Less: Cost of Goods Sold | -11,890 | -182 |
| Gross Profit | <u>11,654</u> | <u>12,083</u> |
| Total Revenues | 46,654 | 16,973 |
| EXPENDIURES | | |
| Classified Salaries | 15,000 | 0 |
| Technology Supplies | 0 | 0 |
| Office/Operational Supplies | 8,000 | 3,626 |
| In-Kind Supply Expense | 12,000 | 4,890 |
| Inventory Allocation Expense | -40,500 | -11,168 |
| Printing | 2,700 | 4,987 |
| Food Supplies | 1,000 | 323 |
| Indep Contractor (Individuals) | 500 | 1,200 |
| Service Contracts (Businesses) | 20,000 | 4,763 |
| On-Site Business/Training Exp | 1,000 | 105 |
| Non-Tech Licenses,Permits,Fees | 1,200 | 240 |
| Insurance | 100 | 0 |
| Technology Services | 200 | 12 |
| Facility Leases | 100 | 0 |
| Land Lease | 400 | 0 |
| Technology Hosting Services | 0 | 0 |
| In Kind-Legal Fees | 150 | 0 |
| Misc Operating Expenses | 0 | 467 |
| Freight | 0 | 134 |
| Bank Service Charges | 0 | 100 |
| Fngprnt/Bckgrnd/Psy Tst/Poly | 0 | 0 |
| District/College Support | 0 | 0 |
| Postage/Express Services | 0 | 0 |
| Advertising | 2,000 | 0 |
| Merchant Fees | 0 | 65 |
| Cash Over and Short | 0 | 0 |
| Equipment | 5,000 | 0 |
| Scholarships | 2,500 | 0 |
| Total Expenditures | 31,350 | 9,744 |
| Net Income(Loss) | 15,304 | 7,229 |
| FUND BALANCE | | |
| Fund Balance, July 1 | <u>131,051</u> | <u>131,051</u> |
| Current Balance | <u>146,355</u> | <u>138,280</u> |

INFORMATION ITEM

| | |
|---|-------------------------|
| To: Board of Trustees | Date: |
| From: Superintendent/President | December 12, 2017 |
| Subject: A Status Report on Bond Measure I Projects | Item Number: 15.P. |
| 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 | \$436,957 | \$39,189,677 | (\$1,691,125) | 100% | September 2017 |
| Total Capital Projects | | \$37,935,509 | \$436,957 | \$39,189,677 | (\$1,691,125) | | |

| 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 | \$63,833 | \$10,854,169 | \$48,253 | 99.6% | Summer 2018 |
| Total Information Technology | | \$10,966,255 | \$63,833 | \$10,854,169 | \$48,253 | | |

Project Phase Key

C: Construction

WD: Working Drawings

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

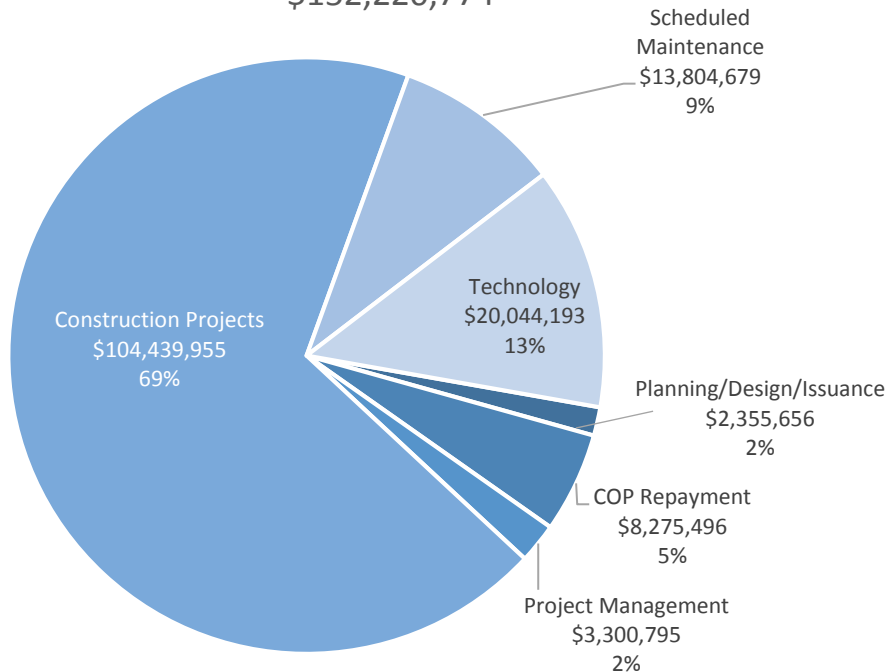
| Schedule Maintenance Projects – Completed Phase | |
|--|-----------------------|
| Project Name | Total Expended |
| Building D Repairs and Upgrades | \$5,711,048 |
| Parking Lot 1 Expansion | 1,483,196 |
| Building C, Roof, Paint, and Flooring | 1,372,916 |
| LVC EMS Upgrade & HVAC Repair | 447,195 |
| 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

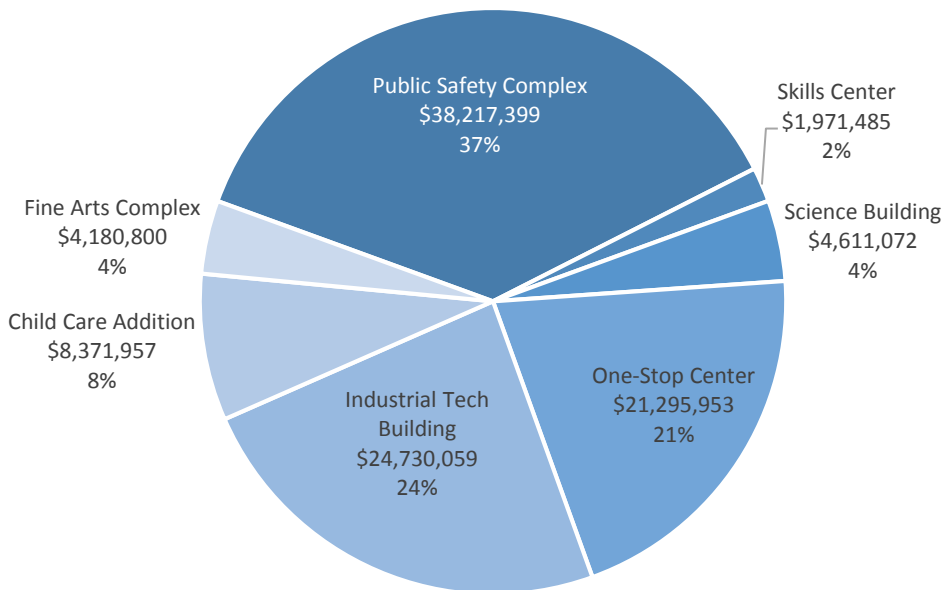
WD: Working Drawings

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



DECEMBER 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|--|---|--|---|
| | | | | | 1 <i>Freaky Friday</i> through Dec. 23 Marian Theatre | 2 |
| 3 | 4 | 5 | 6 Women's Basketball Crossover Tournament | 7 Women's Basketball Lady Bulldog Tournament through Dec. 9th | 8 10:00 a.m. Fire Technology Graduation PSTC 2:00 p.m. Law Enforcement Graduation PSTC Final Exams through Dec. 14th | 9 5:00 p.m. Men's Basketball vs. Cerritos College |
| 10 | 11 | 12 6:00 p.m. Board of Trustees Meeting | 13 | 14 | 15 | 16 |
| 17 | 18 Winter Session Begins | 19 | 20 | 21 | 22 Winter Holiday College Closed | 23 |
| 24 | 25 Winter Holiday College Closed | 26 | 27 | 28 Men's Basketball AHC Holiday Classic through Dec. 30th | 29 Winter Holiday College Closed | 30 |
| 31 | | | | | | |

ALLAN HANCOCK COLLEGE



JANUARY 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|--|--|-----|---|--|
| | 1 Winter Holiday College Closed | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 6:00 p.m. Board of Trustees Meeting | 10 | 11 | 12 | 13 |
| 14 | 15 Dr. Martin Luther King, Jr. Holiday College Closed | 16 | 17 5:00 p.m. Women's Basketball vs. Moorpark College 7:00 p.m. Men's Basketball vs. Moorpark College | 18 | 19 All Staff Day Marian Theatre | 20 |
| 21 | 22 Spring 2018 Semester Begins | 23 | 24 5:00 p.m. Women's Basketball vs. Cuesta College 7:00 p.m. Men's Basketball vs. Cuesta College | 25 | 26 2:00 p.m. Men's Baseball vs. L.A. Pierce College | 27 12:00 p.m. Women's Softball vs. San Diego Community College 2:00 p.m. Men's Baseball vs. L.A. Pierce College |
| 28 1:00 p.m. Men's Baseball vs. Cabrillo College | 29 | 30 | 31 | | | |